HOW TO CREATE PLAYLISTS USING NAXOS MUSIC LIBRARY

This database provides listening access to over 35,980 CDs and over 451,400 tracks with about 500 new CDs added each month. The collection includes over 50 classical, jazz and world music labels. There are also synopses of over 700 operas, a pronunciation guide for composer and artist names and a glossary of musical terms.

1. To create a playlist using Naxos Music Library you need to log into Naxos Music Library as a professor at http://www.naxosmusiclibrary.com. The username and password are available at the Reference Desk (718) 631-6241. NOTE: This is not the same as clicking on Naxos Music Library from the Library’s site.

2. You can search by keyword, composition, composer or artist in the keyword search box. You can also use a combination of keywords from the composition, composer, and artist. If you have a catalog number (i.e., K.380) you can type this into the Keyword Search box as well. Click Search.
3. Click on the name of the work you wish to add to your playlist.

4. Select the tracks, or pieces, you wish to add to your playlist. Note that you will see the name of the track, or piece, and the time of each track. At the top you will see the total playing time for the disc you have selected.
5. Click on Add to Playlist.
6. A new window will appear. The first time you do this you will need to Add New Playlist. Please be sure to put the author (your name and class) as well so that students will be able to locate this easily. The Playlist name should be unique so as to enable students to easily find the Playlist. Click SAVE when you are done.

7. You can now add more pieces or tracks to your playlist by going back to Step 1, and in Step 5 adding to an existing playlist.
8. When you have finished creating your playlist, you will need to click on Playlists.

9. Click on the Pencil between the green Play button and the name of the playlist you wish to share.

10. Make sure the Playlist Name, Author, and Description are accurate. Next to ‘Move to:’ select Shared Playlist.
11. Click Save Changes.

12. Your students will now be able to see your Playlist when they log into Naxos Music Library.

For more help with Playlists, please call:
Dr. Barbara Bonous-Smit at (718) 281-5010 or send an e-mail to BBonoussmit@qcc.cuny.edu