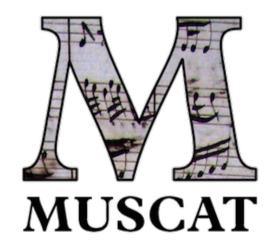


M presents:

A step-by-step guide to adding and editing your holdings for printed music in



Muscat contains data that originated in the following print publications:

- A/I: Einzeldrucke vor 1800 (Individual Prints before 1800)
- B/I: Recueils imprimés, XVIe-XVIIe siècles (Printed collections)—years 1500-1700

Data from other printed volumes will be added later.



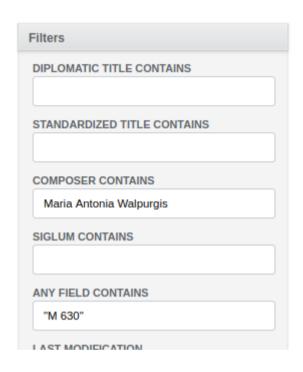
From the user's perspective:

Holdings are displayed at the bottom of the record in the RISM OPAC (opac.rism.info), along with additional information such as:

- shelfmark
- link to digital copy
- remarks about the library's copy
- notes on completeness
- other notes

Here's how to indicate that in Muscat...

To add your holdings, first find the record in Muscat.

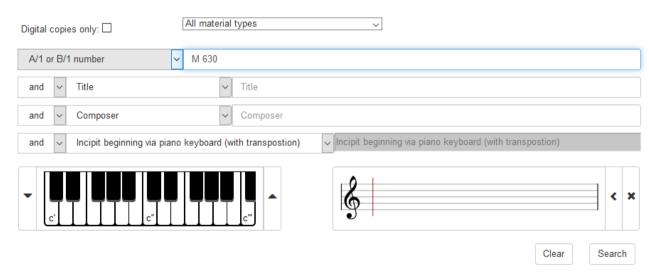


You can search by A/I or B/I number in Muscat. You might need to combine it with other fields or put the series number in quotation marks.

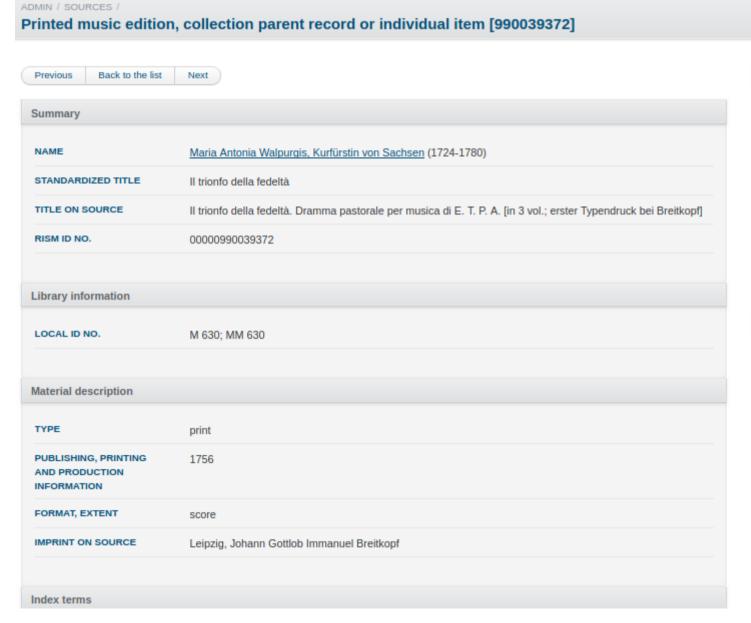
When searching by A/I number, make sure to observe the space between the letter and numbers.

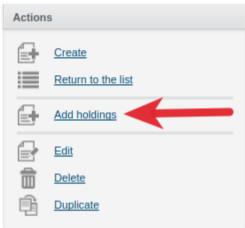
B/I numbers have a vertical pipe between the year and the number: 1551|1

You can also find the imprint by using the OPAC, which has a special field for A/I or B/I number.



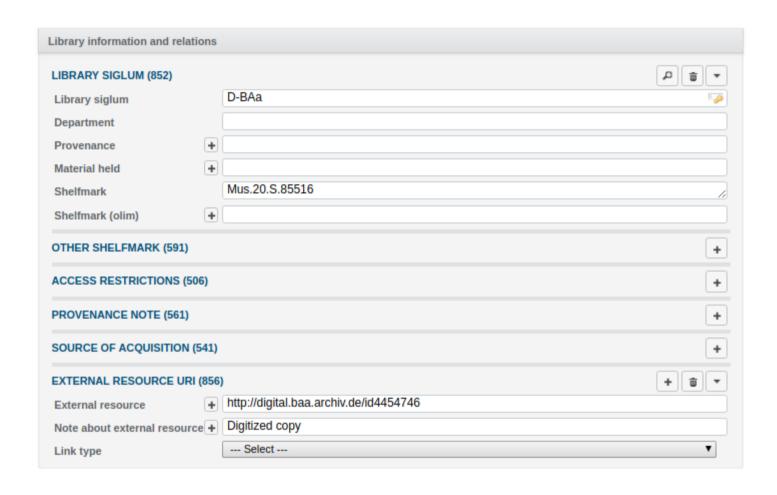
Confirm that you have a match. Compare the title, dating, publisher, contents, etc. If the record matches your item, click on Add holdings.







New holdings information (1/2)



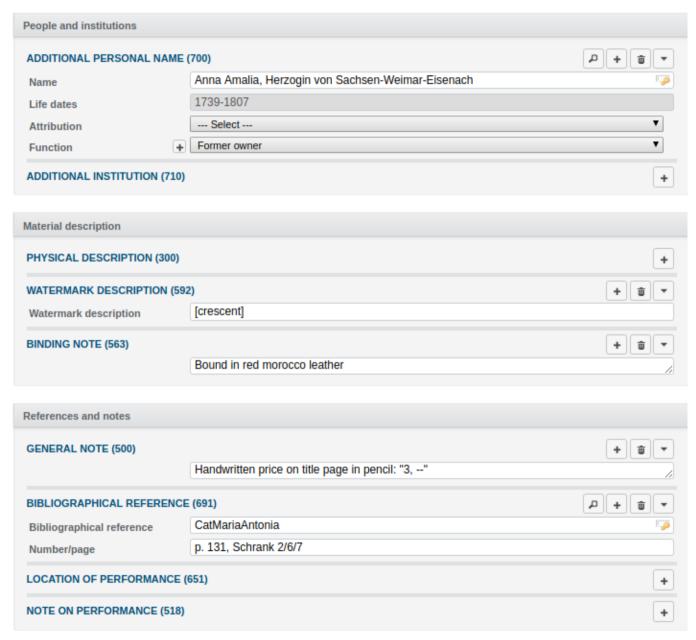
Add information about your copy. The required fields are Library siglum and Shelfmark.

Other important fields:

- Material held: If your copy is incomplete, list the parts or volumes that you have.
- External resource:

 Enter the URL of the digitized copy in the first field. For a note, enter a brief note, such as Digitized copy.

New holdings information (2/2)



You can add information that is specific to your copy and does not apply to information given in the core record.

For example:

- Additional personal name:
 Handwritten names on the item,
 previous owners of this copy, etc.
 These can also be explained in a note.
- Watermark description
- Binding note
- General note
- Bibliographic reference: Add references to secondary literature that refer to your institution's copy.

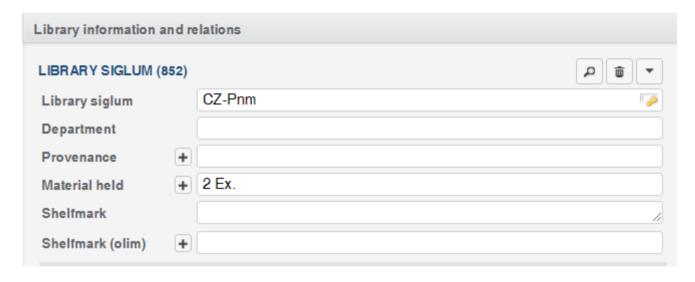
Editing holdings information (1/2)



All holdings are listed at the end of the record.

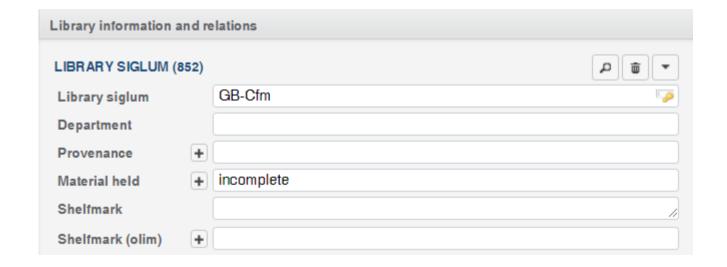
Click the **Edit** button next to your copy.

Editing holdings information (2/2)



In imported data, multiple copies are indicated with a number plus "Ex." Please delete this and create one separate holdings record for each copy.

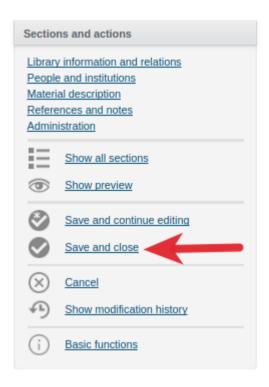
Always add a shelfmark.



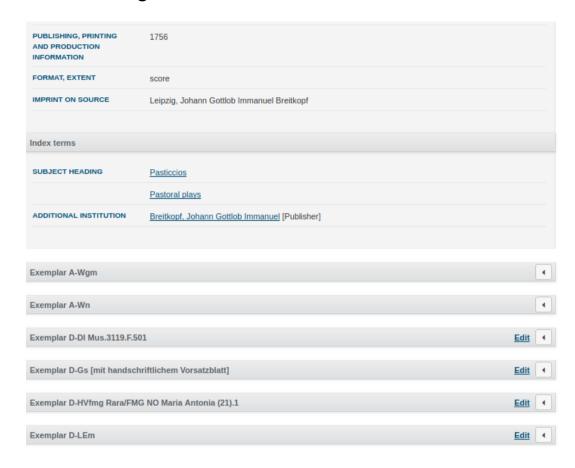
Imported data also used "incomplete" or "incpl."
Please change this to a list of the material held.

You also might see "kpl" for a complete copy. Please change this to **complete**.

Click Save and close.



You are back to the full record view. All holdings are listed at the end.



Questions?



US-CAe, A/I: M 4784

We're here to help! Let us know if you ever have any questions.

contact@rism.info