



presents:

# A step-by-step guide to cataloging **collections** in



A **collection** is any source that contains more than one work.

In addition to the usual entries that describe each work, a **parent record** is needed to link them all together. The parent record is a sort of summary and describes the item as a whole.

Information that is true for all items in the collection belongs in the **parent record**. This can include things like the title on the source, dimensions, and the date.

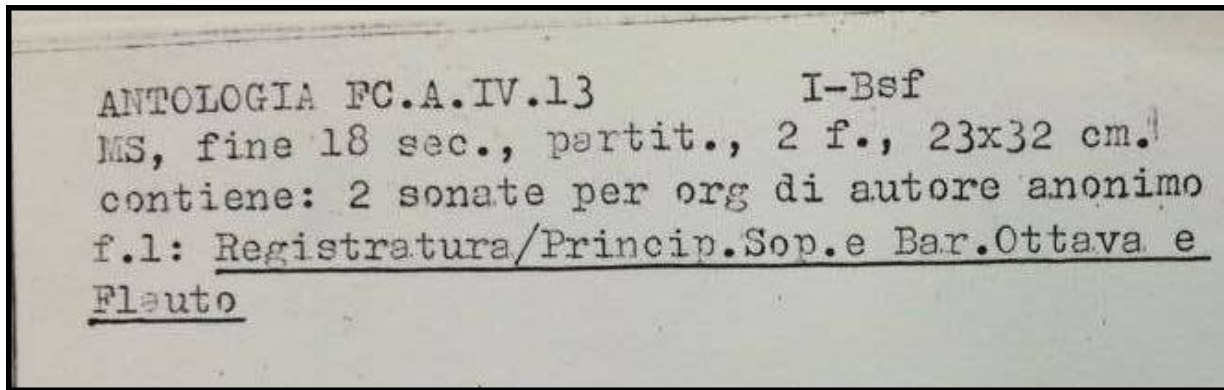
Information that is true for only a single work belongs in the **individual entry**, such as title, page number, and incipit.

This guide assumes you are familiar with basic Muscat cataloging for scores.

If you haven't viewed the guide for scores yet, take a look at it now!

[www.rism.info/en/community/muscat.html](http://www.rism.info/en/community/muscat.html)

We will catalog this collection. These cards are for a...



Collection containing two sonatas

ANONIMO I-Bsf  
[Sonata, org, D2]  
Suonata  
org  
in: ANTOLOGIA FC.A.IV.13, f.1-2

org  $\frac{3}{8}$

ANONIMO I-Bsf  
[Sonata, org, D2]  
Altra Suonatina  
org  
in: ANTOLOGIA FC.A.IV.13, f.2

org  $\frac{3}{4}$

We will create three records total: one parent record and two individual entries.

First, create the parent record. Begin a new record for a collection:

ANY FIELD CONTAINS

LAST MODIFICATION

CREATED AT

IS IN FOLDER

OWNER

SOURCE TYPE

TYPE

STATUS

Filter Clear Filters

Actions

Create

ADMIN / SOURCES /

Select new template

Available templates

Collection

Music manuscript

Libretto, handwritten

Treatise, handwritten

Create from existing source

Create

Collection

Create

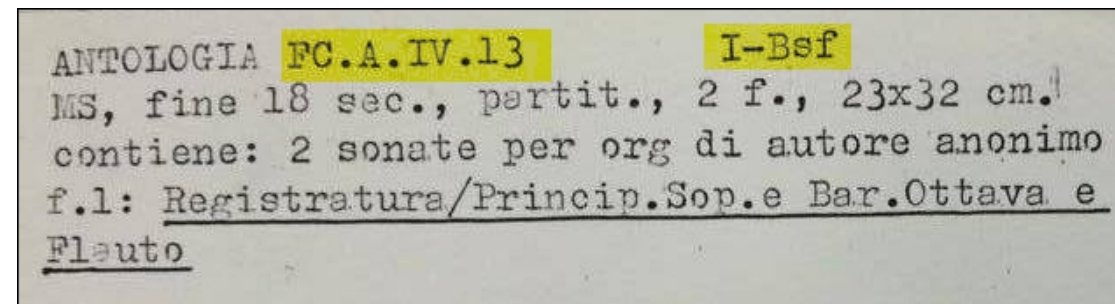
## Parent record

Always ask yourself: What is true for the entire collection?

Start with **Library information and relations**

### Library siglum (852)





- **Library siglum**
- **Shelfmark**




ADMIN / SOURCES /

### New Source - Collection\*


Library information and relations

**LIBRARY SIGLUM (852)**    


Library siglum  


Library



Department



Provenance 

Preserved Parts

Shelfmark  

Shelfmark (olim) 

**OTHER SHELFMARK (591)**  

**LOCAL NUMBER (856)**  

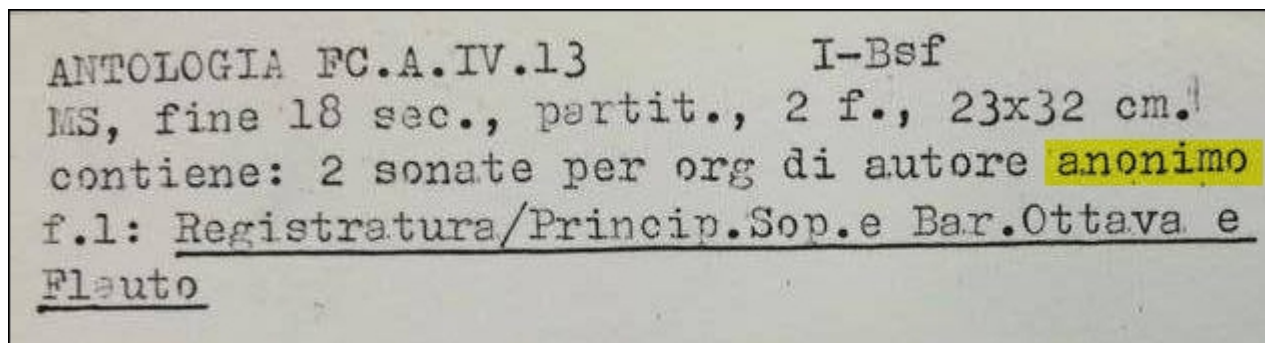
Here and throughout: You may enter additional information if you have it!

## Parent record

### People and institutions

#### Composer/author (100)

- **Name:** All pieces are anonymous



*If the pieces are by different composers, then leave this field blank.*

People and institutions

**COMPOSER/AUTHOR (100)** [search] [?] [trash] [dropdown]

Name: Anonymus [lock icon]

Life dates: [blank]

Attribution: --- Select --- [dropdown]

**ADDITIONAL PERSONAL NAME (700)** [search] [?] [+][trash][dropdown]

Name: [blank] [lock icon]

Life dates: [blank]

Attribution: --- Select --- [dropdown]

Function: [+][blank] --- Function --- [dropdown]

**ADDITIONAL INSTITUTION (710)** [search] [?] [+][trash][dropdown]

Institution: [blank] [lock icon]

Department: [+][blank]

Attribution: --- Select --- [dropdown]

Function: [+][blank] --- Function --- [dropdown]

*In the case of anonymous collections, some people will leave the composer completely blank. We're fine with that.*

## Parent record

### Title and content description (1/2)

#### Title on source (245)

- **Title on source:** If the manuscript has a title, then transcribe it here. We don't have a title, so enter [without title].

#### Standardized title (240)

- **Standardized title:** Manuscript collections have "artificial" standardized titles, consisting of a number plus a unifying genre in plural. Here: **2 Sonatas**
- **Key:** Both pieces are in **C major**
- **Scoring summary:** Both pieces are for **org**

*If the key or scoring is different throughout, leave blank.*

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

#### Title and content description

##### TITLE ON SOURCE (245)

Title on source

[without title]

##### VARIANT TITLE ON SOURCE (246)

##### STANDARDIZED TITLE (240)

Standardized title

2 Sonatas

Arrangement statement

--- Select ---

Subheading

--- Select ---

Key or mode

C major

Scoring summary

org

Sometimes in a collective manuscript, you can summarize the scoring. Sometimes you can't.

Examples:

- A collection of vocal solos, duets, and quartets all with piano: **V (X), pf**
- A collection of songs for voice and piano and a string quartet: Leave blank



## Parent record

### Title and content description (2/2)

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

**Subject heading (650):** Enter if the genres are the same throughout. If not, leave blank.

**Description summary (520):** For very big collections, this field helps users get an overview of what you have. In my example it's not necessary because my collection is very short. But this is just an example of what you might want to enter.

**Scoring (594):** Enter if the scoring is the same throughout. It might help to fill this out after you've cataloged the entire collection.

**Language code (041):** For vocal music, enter if the language is the same throughout.

<b>SUBJECT HEADING (650)</b>		?	+	✕	▼
<input type="text" value="Sonatas"/>					
<b>DESCRIPTION SUMMARY (520)</b>		?	+	✕	▼
<input type="text" value="Two sonatas for organ by anonymous composers"/>					
<b>SCORING (594)</b>		?	+	✕	▼
Scoring	<input type="text" value="org"/>				
Number	<input type="text" value="1"/>				
<b>CODED INSTRUMENTATION (598)</b>		?	+		
<b>LANGUAGE CODE (041)</b>		?	+	✕	▼
Language of sung text	<input type="text" value="--- Language ---"/>				
Language of libretto	<input type="text" value="--- Language ---"/>				
Language of original text	<input type="text" value="--- Language ---"/>				

Have you noticed a pattern?  
Enter information only if it  
applies to every piece in the  
entire collection.

If your collection is diverse, a  
lot of fields will be left blank!



## Parent record

### Material description

Source type (593)

Date (260)

Physical description (300)

- Format
- Dimensions

Parts held and extent (590)

If your source consists of multiple parts and scores, you may count them together if it makes sense, for example **5 scores + 7 parts**. If it doesn't make sense, simply list the total extent: **59 f.** and you can add a note if necessary.

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

Material description	
SOURCE TYPE (593) ? [trash] [dropdown]	
Type	Manuscript copy [dropdown]
PUBLISHING, PRINTING AND PRODUCTION INFORMATION (260) ? + [trash] [dropdown]	
Place	
Publisher, copyist	
Date	1790-1799
Location of printer	
Name of printer	
IMPRINT ON SOURCE (597) ? +	
CODED DATE (033) ? +	
PHYSICAL DESCRIPTION (300) ? + [trash] [dropdown]	
Format, extent	+ 1 part [dropdown]
Dimensions	23 x 32 cm
PARTS HELD AND EXTENT (590) ? + [trash] [dropdown]	
Parts held	org [dropdown]
Extent (parts)	2 f. [dropdown]

## Parent record

**References and notes:** We have no information that is required to fill out.

We do have this note:

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

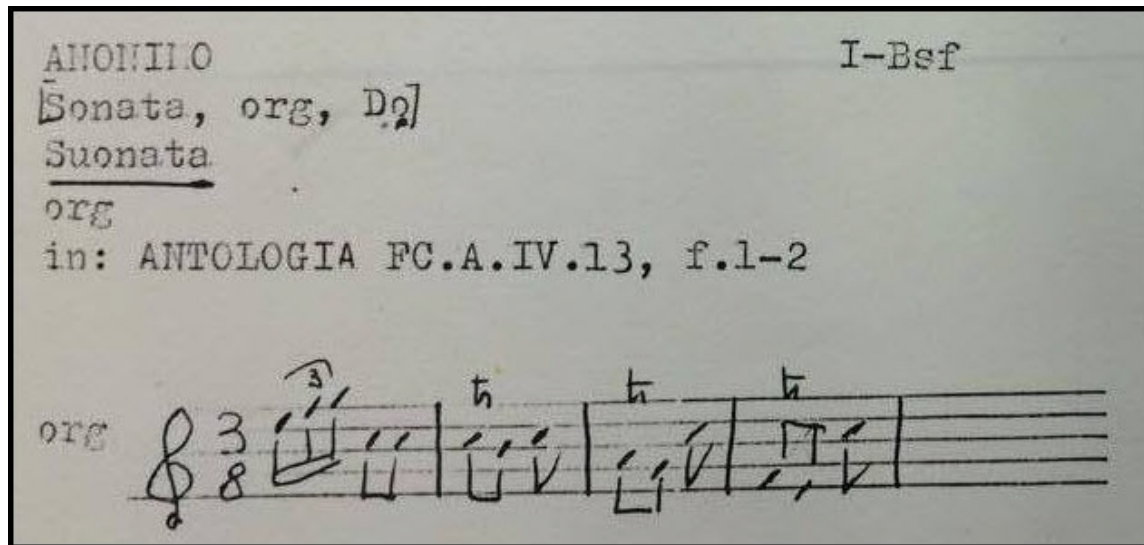
but since it is on p. 1, let's enter it when we describe the source there.

Click **Save**, and we're done with the collection record! Now on to the individual entries...

ADMIN / SOURCES /	
<b>Anonymus : 2 Sonatas - org - Collection [1001005423]</b>	
Summary	
NAME	<u>Anonymus</u>
STANDARDIZED TITLE	2 Sonatas
SCORING SUMMARY	org
KEY OR MODE	C
TITLE ON SOURCE	[without title]

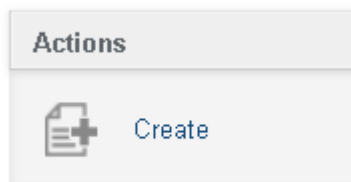
## First individual entry

This is the first piece in the collection:

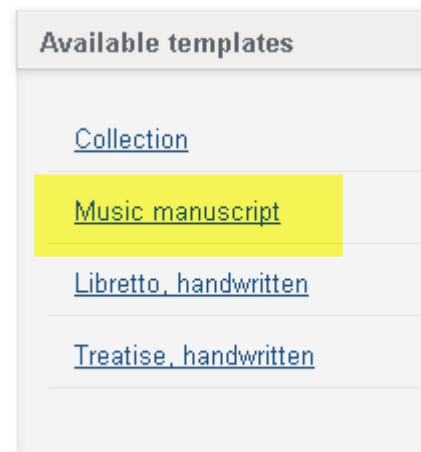


Start a regular, normal record for a manuscript source. You know the routine:

Click



then



## First individual entry

In the section **Library information and relations**, fill out:

Library information and relations	
<b>LIBRARY SIGLUM (852)</b> <span>🔍 ? 🗑️ ▼</span>	
Library siglum	<input type="text" value="I-Bsf"/>
Library	<input type="text" value="Biblioteca di S. Francesco"/>
Department	<input type="text"/>
Provenance	<input type="text"/>
Shelfmark	<input type="text" value="FC.A.IV.13"/>
Shelfmark (olim)	<input type="text"/>
<b>OTHER SHELFMARK (591)</b> <span>? +</span>	
<b>LOCAL NUMBER (035)</b> <span>? +</span>	
<b>ACCESS RESTRICTIONS (506)</b> <span>? +</span>	
<b>PROVENANCE NOTE (561)</b> <span>? +</span>	
<b>SOURCE OF ACQUISITION (541)</b> <span>? +</span>	
<b>PARENT RECORD (773)</b> <span>🔍 ? 🗑️ ▼</span>	
<input type="text"/>	
<b>INSERTIONS (787)</b> <span>? +</span>	

### Library siglum (852)

- **Library siglum**
- **Shelfmark**

and make a link to the **Parent record (773)** here.

Click the magnifying glass to search.

## [First individual entry](#)

Search for your parent record. I usually copy the RISM ID number from the record:

### Sources

Batch Actions ▾

Status	Type	RISM ID	Composer	Standardized title	Library sigla	Shelfmark	
UNP	COL	1001005423	Anonymus	2 Sonatas - org	I-Bsf	FC.A.IV.13	<a href="#">View</a> <a href="#">Select</a>

Displaying 1 Source

### Filters

DIPLOMATIC TITLE CONTAINS

STANDARDIZED TITLE CONTAINS

COMPOSER CONTAINS

SIGLUM CONTAINS

ANY FIELD CONTAINS

1001005423

LAST MODIFICATION

Click [Select](#) to make the link.

## First individual entry

Continue the record just as you would for a normal source. When you're done, click save.

Since the second piece is similar to the first, click [Duplicate](#) to copy the record.

ADMIN / SOURCES /

**Anonymus : Sonatas - org - Music manuscript [1001005424]**

PreviousBack to the listNext

Summary

NAME	<a href="#">Anonymus</a>
STANDARDIZED TITLE	Sonatas
SCORING SUMMARY	org
KEY OR MODE	C
TITLE ON SOURCE	Suonata
RISM ID NO.	1001005424


Library information


LIBRARY SIGLUM	<a href="#">I-Bsf</a> FC.A.IV.13
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Content


WORK NUMBER	1.1.1
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Actions

 [Create](#)

 [Return to the list](#)

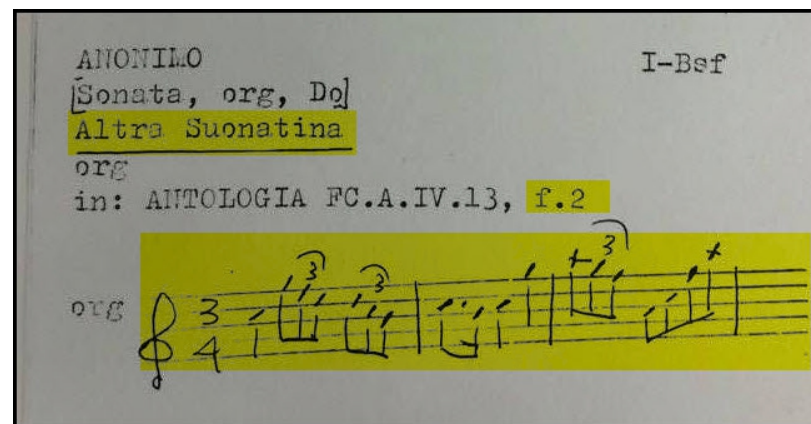
 [Edit](#)

 [Duplicate](#)

## Second individual entry

Now you only have to change the information that is different: the title, page number, and incipit.

When using a duplicated record, don't forget to delete information from the previous record that doesn't apply, such as notes or other references.



Title and content description	
TITLE ON SOURCE (245) <span>?</span> <span>🗑</span> <span>▼</span>	
Title on source	<u>Altra Suonatina</u>
VARIANT TITLE ON SOURCE (246) <span>?</span> <span>+</span>	
STANDARDIZED TITLE (240) <span>🔍</span> <span>?</span> <span>🗑</span> <span>▼</span>	
Standardized title	Sonatas <span>🔑</span>
Arrangement statement	--- Select --- <span>▼</span>
Subheading	--- Select --- <span>▼</span>
Key or mode	C major <span>▼</span>
Scoring summary	<span>+</span> org

When you are done, click save.



The parent record now has links to both entries.

**Related Titles**

**ITEMS IN THIS SOURCE**      [1001005424](#) Anonymus: *Sonatas* - org

[1001005425](#) Anonymus: *Sonatas* - org

**PROVENANCE NOTE (561)**      ? +

**SOURCE OF ACQUISITION (541)**      ? +

**PARENT RECORD (773)**      ? +

**ITEMS IN THIS SOURCE (774)**      ? +  ▼

1001005424

1001005425

**INITIAL ENTRY (775)**      ? +

Do you need to re-order the individual entries? In the edit mode, simply click the one you want to move and drag it to its new place.