



presents:

A step-by-step guide to
creating a **new record for
printed music** in



Although many fields are the same for cataloging a print and cataloging a manuscript, there is one fundamental difference in the logic of a record for a printed edition.

Whereas music manuscripts are unique, any given print may exist in multiple copies in different libraries. Therefore, one single record can be used by multiple libraries to indicate ownership of a print. Each copy is noted in a separate holdings record.

Information that is true about all copies of the print is included in the core bibliographic description (composer, work, publishing date, etc.). Information that is only true about one library's copy is included in the holdings record (library siglum, shelfmark, former owners, stamps).

In sum, there are two steps to take for new prints:

1. Catalog the **core information** about the print first
2. **Add your holdings** second

Holdings record:
Copy in F-Pc
Shelfmark RES F-24

Core record:
Caccini,
Il primo libro delle musiche

Holdings record:
Copy in I-MOe
Shelfmark D.39

Holdings record:
Copy in I-Fn

The basic fields

The most important fields are:

People and institutions

- **Composer (100)**
- Printer or publisher in
 - **Additional name (700)** or
 - **Additional institution (710)**

Title and content description

- **Title on source (245)**
- **Standardized title, scoring summary, key (240)**
- **Opus number (383)**
- **Subject heading (650)**
- **Scoring (594)**
- **Language (041)**

Material description

- **Source type (593)**
- **Publishing, printing and production information (260)**
- **Physical description (300 \$a) / Parts held (590)**
- **Plate number (028)**

References and notes

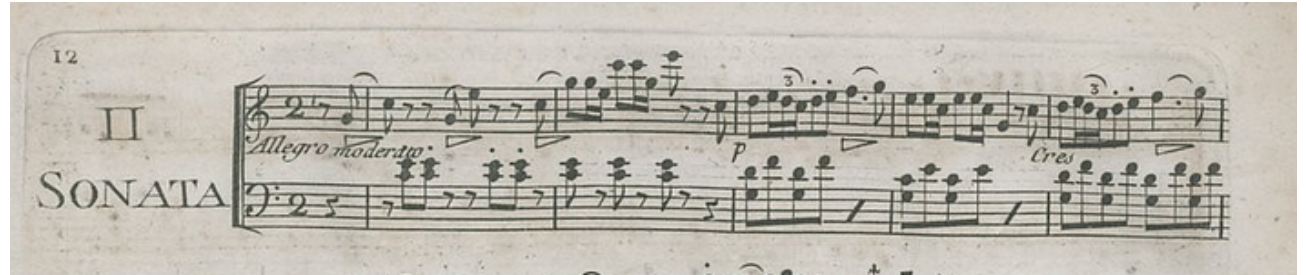
- **Master exemplar (58)**: Indication of copy examined
- **General note (500)**: Publisher's number

Note that not every source has these fields, and it depends on whether you are creating a record for an individual work or a collection.



B-Br, A/I: B 499

The intermediate fields



Other important fields are:

F-Pn, A/I: C 796

People and institutions if printed on the item

- Additional name (700)
- Additional institution (710)

Title and content description

- Catalog of works number (690)

Incipits

- Music incipits (031)

The advanced fields

Other fields related to printed music are:

Title and content description

- **Title on source (245):** Decorative elements on the title page can be described, such as colored ink or vignettes.
- **Colophon (597)**
- **Fingerprint (026)**

Material description

- Other physical details (**Physical description, 300**): Illustrations, lists of subscribers, etc.
- **Special production technique (340)**: Printing techniques as well as book formats

References and notes

- **General note (500)**: Designation marks, signature marks



I-Bc, A/I: F 1867

First, begin a new record:

RISM

Administration ▾ Language ▾ Comments Folders Faceted search Sources Authorities ▾ Guidelines

ADMIN / Sources

Batch Actions ▾

| <input type="checkbox"/> | Status | Type | RISM ID | Composer | Standardized title | Library sigla | Shelfmark | |
|--------------------------|--------|------|------------|---------------------------|--|---------------|-----------------------------|--|
| <input type="checkbox"/> | UNP | MSR | 1946992354 | | | | | View Edit Delete |
| <input type="checkbox"/> | UNP | MSR | 1946992353 | Silva, João de Araújo | Graduals - V (4), strings, bc | BR-M | CDO.01.001 | View Edit Delete |
| <input type="checkbox"/> | UNP | MSR | 1946992352 | | Bella fama ove sei tu - V(3), strings, bc | | | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1946992182 | Vanhal, Johann Baptist | Divertimenti - keyboard, | US-BETm | LCM [AddE Cham 1.2] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1946991802 | Haydn, Joseph | Sonatas - piano, op. 42 | US-BETm | LCM [AddE Cham 1.1] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936398932 | Anonymous | Symphonies | US-BETm | LCM [236A] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936178360 | Stamitz, Karl | Divertimenti - clarinets (2), horns (2), bassoons (2), | US-BETm | LCM 208 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936178289 | Stamitz, Karl | Divertimenti - clarinets (2), horns (2), bassoons (2), | US-BETm | LCM 207 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936178185 | Stamitz, Karl | Divertimenti - clarinets (2), horns (2), bassoons (2), | US-BETm | LCM 206 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936178020 | Stamitz, Karl | Divertimenti - clarinets (2), horns (2), bassoons (2), | US-BETm | LCM 205 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936118432 | Anonymous | Washington's march at the Battle of Trenton | US-BETm | LCM 203.12 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936118113 | Gebhard, Johann Gottfried | Marches - clarinets (2), bassoon, trumpet, horns (2), | US-BETm | LCM 203.11 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936118012 | Türk, Daniel Gottlob | Marches - clarinets (2), bassoon, trumpet, horns (2), | US-BETm | LCM 203.10 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936117774 | Anonymous | Bonaparte's march | US-BETm | LCM 203.9 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936117582 | Anonymous | Bonaparte's march | US-BETm | LCM 203.8 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936117255 | Bechler, Johann Christian | Marches - clarinets (2), bassoon, clarino, horns (2), | US-BETm | LCM 203.7 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936117087 | Rolle, Johann Heinrich | Mehala de Tochter Jephta - arranged | US-BETm | LCM 203.6 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936116654 | Türk, Daniel Gottlob | Marches - bassoon, clarinets (2), horns (2), trumpet, | US-BETm | LCM 203.5 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936115765 | Rolle, Johann Heinrich | Thirza und ihre Söhne - Excerpts; Arr; Windensemble | US-BETm | LCM 203.4 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936114433 | Anonymous | Marsch der Leibgarde zu Dresden | US-BETm | LCM 203.3 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936112820 | Bechler, Johann Christian | Marches - clarinets (2), bassoon, clarino, horns (2), | US-BETm | LCM 203.2 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936105947 | Anonymous | Marches - bassoon, clarinets (2), clarino, horns (2), | US-BETm | LCM 203.1 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936069933 | Viguerie, Bernard | Bataille de Marengo; - arranged | US-BETm | LCM 200[3] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936069339 | Wolfe, Peter | Madison's march | US-BETm | LCM 200[2] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1936069728 | Boccherini, Luigi | Trio sonatas - arranged; harpsichord, violin, cello, | US-BETm | LCM 200[1] Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1932249189 | Noack | Parthias - bassoon, clarinets (2), horns (2), | US-BETm | LCM 180 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1932248579 | Collauff, R | Parthien - bassoon, clarinets (2), horns (2), | US-BETm | LCM 179.1/179.2 Beth ms | View Edit Delete |
| <input type="checkbox"/> | PUB | MSR | 1931024187 | Blond, Jean | Symphonies | US-BETm | LCM 87 Beth ms | View Edit Delete |

Filters

DIPLOMATIC TITLE CONTAINS

STANDARDIZED TITLE CONTAINS

COMPOSER CONTAINS

SIGLUM CONTAINS

ANY FIELD CONTAINS

LAST MODIFICATION

CREATED AT

IS IN FOLDER

OWNER

SOURCE TYPE

TYPE

STATUS

Filter Clear Filters

Actions

Create

Create

Available templates

| |
|--|
| Libretto, handwritten |
| Libretto, printed |
| Music manuscript |
| Music manuscript, collection parent record |
| Printed music edition, collection parent record or individual item |
| Printed music edition, item in collection |
| Treatise, handwritten |
| Treatise, printed |

Create from existing source



All new records will begin with the template **Printed music edition, collection parent record or individual item**.

It is the template to which holdings can be added.

Important first step:

Indicate in a note what copy you are using to create the record by entering your library's siglum and the item's shelfmark in the field **Master exemplar (588)**.

The screenshot shows a web interface for 'References and notes'. It contains several sections: 'GENERAL NOTE (500)', 'CONTENTS NOTE (505)', 'MASTER EXEMPLAR (588)', and 'BIBLIOGRAPHIC REFERENCE (691)'. Each section has a text input field and a set of control buttons (help, add, delete, expand). The 'MASTER EXEMPLAR (588)' field is currently filled with the text 'US-Wc M242.V16 op. 2'. Below it, the 'BIBLIOGRAPHIC REFERENCE (691)' section is partially visible, showing a 'Bibliographic reference' field.

This helps other RISM catalogers recognize that the record is based on a physical inspection of the item (and thus a revision of the record is not necessary).

It also helps users of the RISM online catalog know what the record is based on.

People and institutions

- **Composer/author (100):** Enter the composer
- **Additional institution (710):** Enter the name of the publisher (if given). Names of people who function as publishers are entered as institutions here.

Enter additional names of people or institutions if they are printed on the item (dedicatees, engravers, printers, etc.).

| People and institutions | |
|---|----------------------------------|
| COMPOSER/AUTHOR (100) 🔍 ? 🗑️ ▼ | |
| Name | Valentine, Robert 🔑 |
| Life dates | 1674-1747 |
| Attribution | --- Select --- ▼ |
| ADDITIONAL PERSONAL NAME (700) 🔍 ? + 🗑️ ▼ | |
| Name | Samwell, Thomas 🔑 |
| Life dates | 1687-1757 |
| Attribution | --- Select --- ▼ |
| Function | + Dedicatee ▼ |
| ADDITIONAL INSTITUTION (710) 🔍 ? + 🗑️ ▼ | |
| Institution | Mascardi, Vitale 🔑 |
| Department | + <input type="text"/> |
| Attribution | --- Select --- ▼ |
| Function | + Publisher ▼ |

Title and content description (1/2)

- **Title on source (245):** Provide a complete title page transcription, including original spelling and capitalization. Include the imprint.

- Enter the **Standardized title (240)**.

- For collections, enter a **scoring summary** if a meaningful one can be derived. Otherwise, leave blank.

For individual works, the scoring summary is required if the instruments are known.

- Enter the **Catalog of works (690)** number if available.

- **Opus number (383):** If an opus number appears on the item, enter it here.































| Title and content description | |
|--|--|
| TITLE ON SOURCE (245) ? [trash] [dropdown] | |
| Title on source | SONATE DI FLAVTO A SOLO. Col Basso per il Cimbalo, ò violone DEDICATE ALL'ILLVSTRISSIMO SIG. R CAVALIERE IL SIGNOR THOMAS SAMVVELL DA ROBERTO VALENTINE INGLESE. OPERA SECOND. IN ROMA, per il Mascardi 1708. Con licenza de' Superiori Si vendono da Francesco Gaifabri all'Insegna della Croce di Genoua'in Parione. |
| VARIANT TITLE ON SOURCE (246) ? + | |
| STANDARDIZED TITLE (240) [lock] ? [trash] [dropdown] | |
| Standardized title | 12 Sonatas [lock] |
| Arrangement statement | --- Select --- [dropdown] |
| Subheading | --- Select --- [dropdown] |
| Key or mode | --- Select --- [dropdown] |
| Scoring summary | + recorder, bc |
| CATALOG OF WORKS (690) [lock] ? + [trash] [dropdown] | |
| Catalog of works | YouV [lock] |
| Number/page | 2 |
| OPUS NUMBER (383) ? + [trash] [dropdown] | |
| Opus number | + op. 2 |

Title and content description (2/2)

- For collections, enter a **subject heading** if a meaningful one applies to the entire collection. Otherwise, leave blank.

For individual works, a subject heading is required.

- Enter the **Total scoring (594)**—again, for collections if it makes sense and for individual works if the instruments are known.
- Enter the **Language code (041)** if you have vocal music.

| | | |
|--------------------------------------|---------------------------------------|---|
| SUBJECT HEADING (650) | |      |
| <input type="text" value="Sonatas"/> | |  |
| DESCRIPTION SUMMARY (520) | |     |
| <input type="text"/> | | |
| TOTAL SCORING (594) | |     |
| Voice/instrument | <input type="text" value="recorder"/> | |
| Number | <input type="text" value="1"/> | |
| | |     |
| Voice/instrument | <input type="text" value="bc"/> | |
| Number | <input type="text" value="1"/> | |
| CODED INSTRUMENTATION (598) | |   |
| IMPRINT ON SOURCE (597) | |   |
| NAMED DRAMATIC ROLES (595) | |   |
| LANGUAGE CODE (041) | |   |
| LANGUAGE NOTE (546) | |   |
| FINGERPRINT IDENTIFIER (026) | |   |

Material description

- **Source type (593):**
 - Select only **Print**
- **Publishing, Printing, and Production Information (260):**
 - Enter the place and publisher as given on the source.
 - Don't forget to add the publisher in its standardized form in the field **Additional institution (710)**.
- **Physical description (300)**
 - Enter this information.

| Material description | |
|--|------------------|
| SOURCE TYPE (593) ? ? ? | |
| Type | Print |
| PUBLISHING, PRINTING AND PRODUCTION INFORMATION (260) ? + ? ? | |
| Place | Roma |
| Publisher, copyist | Mascardi |
| Date | 1708 |
| Location of printer | |
| Name of printer | |
| IMPRINT ON SOURCE (597) ? + | |
| CODED DATE (033) ? + | |
| PHYSICAL DESCRIPTION (300) ? + ? ? | |
| Format, extent | + 1 score: 33 p. |
| Other physical details | |
| Dimensions | + 20.5 x 30.5 cm |

References and notes

Master exemplar (588): You already filled out this field as the very first step.

General note (500): Add any other notes that pertain to the printed item.

References and notes

GENERAL NOTE (500)

?

+

🗑

▼

Announced in: Intelligenzblatt zur Prager Zeitung, 1842, no. 178, 13. 11. //

CONTENTS NOTE (505)

?

+

MASTER EXEMPLAR (588)

+

🗑

▼

CZ-Nlob X A a 12

BIBLIOGRAPHIC REFERENCE (691)

🔍

?

+

🗑

▼

Bibliographic reference

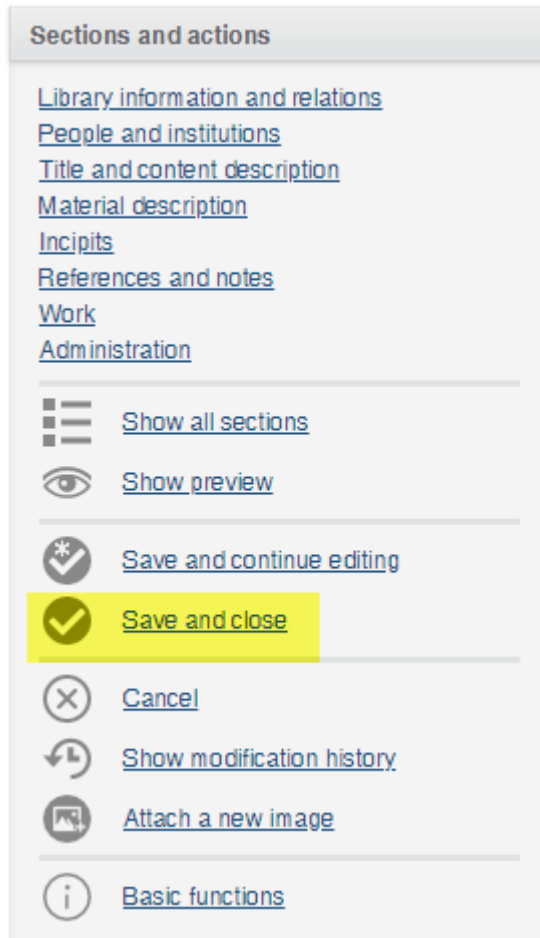
🔑

Number/page

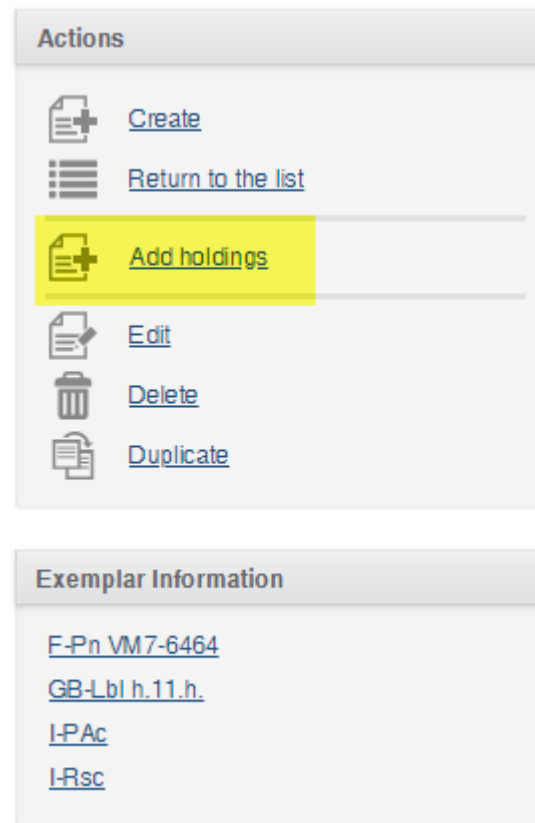
Other fields...

Fill out any other fields for which you have information, such as incipits, catalog of works number, references to secondary literature, etc.

Click Save...



...and very important:
add your library's **holdings information!**



This is where you enter the library siglum and shelfmark as well as any information specific to your library's copy (stamps, former owners, link to a digitized copy).

Detailed instructions on on the RISM Muscat page under the tutorials for printed music.

<http://www.rism.info/community/muscat>

Questions?



US-CAe, A/I: [M 4784](#)

We're here to help!

Let us know if you ever have any questions.

Your Central Office contact person will be happy to help.

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General RISM contact address: contact@rism.info