RISM presents:

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

MUSCAT

Records imported from RISM's printed volumes A/I (music by one composer published up to ca. 1800) and B/I (anthologies with music by multiple composers published up to 1700) are in Muscat.

Most of these imported records are in need of revision. RISM contributors are welcome to revise these records. Please observe the following if you choose to revise the records.

A/I: The vast majority of A/I records need to be revised. Most prints in fact contain multiple works, so frequently an A/I record must be edited into a collection record and individual entries for each work are needed. A/I is already in the online catalog.

Bortnjanskij, Dmitrij Stepanovič

Sacred songs

▼ **Source description**

Title on source:	...
Initial entry:	00000991014488
Date:	1834
Material:	• Print: 1834

▼ **Further notes**

RISM A/I:	BB 3784 I,2
Imprint:	St. Petersburg, [Autor] (W. Pjabyschew)

Revise me!

B/I to 1550: The vast majority of B/I records up to the year 1550 need to be revised, including any individual entries that are already attached to the parent record. It is frequently the case that reprints ("following entries") do not have individual entries, while the initial entries (i.e., the prints treated as the first edition in the book) do. These are already in the online catalog.

Jachet de Mantua

Missa Si bona suscepimus

▼ **Work information**

Genre:	Masses

▼ **Source description**

Form:	fol.1v
Material:	• fol.1v
	Print, Print

▼ **Further notes**

Scoring:	V (5)
Notes:	Composer reference: Jachet

Revise me!

B/I from 1551 to 1700: These records are in Muscat but not in the online catalog because the entries are very rudimentary. They have Muscat numbers that begin with 993. These records must be completely revised and individual entries must be added.

Summary	
STANDARDIZED TITLE	Pieces
TITLE ON SOURCE	[Primo libro de concerti a 1, 2, 3 e 4 voci, di Egidio Trabattone]
RISM ID NO.	993122195

Library information	
LOCAL ID NO.	[c.1630]|5

Material description	
FORMAT, EXTENT	

Revise me!
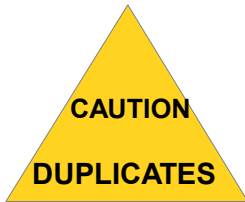
Some imprints were recorded in the B/I series and then again in the A/I series. (In the A/I books, these have **SD** in the entry.)

This means that some imprints have records in Muscat twice, once for each series. In fact, around 1 in 3 B/I records have duplicates in A/I.

Summary

NAME	Mortaro, Antonio (1550c-1620c)
STANDARDIZED TITLE	Canzonettas
SCORING SUMMARY	S, T, B
TITLE ON SOURCE	... novamente con ogni diligentia ristampate
RISM ID NO.	00000990042342

Library information

LOCAL ID NO.	M 3755

Material description

TYPE	print
PUBLISHING, PRINTING AND PRODUCTION INFORMATION	1596
IMPRINT ON SOURCE	Venezia, Ricciardo Amadino

Further information

GENERAL NOTE	RISM B/I: 1596|1|5

Summary

STANDARDIZED TITLE	Pieces
TITLE ON SOURCE	Il terzo libro delle fiamelle amorose di Antonio Mortaro da Brescia. A tre voci. Novamente con ogni diligentia ristampate.
RISM ID NO.	993121009

Library information

LOCAL ID NO.	1596|15

Material description

FORMAT, EXTENT	3 vol., 21 p.
DIMENSIONS	in-4o.

Further information

GENERAL NOTE	Contains: = 1592|20 (?)

References

BIBLIOGRAPHICAL REFERENCE	RISM B/I , 1596|15

RISM 990042342, A/I record

The same print but in B/I (RISM 993121009)
(They always start with 993).

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CAUTION

DUPLICATES

If you come across such a case, always **choose to edit the A/I record**. The A/I records are more up-to-date and are already published in the online catalog.

Feel free to copy and paste any relevant information from the B/I record over to the A/I record.

After you have updated the A/I record, **leave a quick comment** in the B/I record. The Central Office will double-check the entry, add any extra holdings, and then delete the B/I record.

Further information	
GENERAL NOTE	Contains: G. G. Aresti (3), G. B. Bassani, S. Cherici, G. P. Colonna (2), M. Giustiniani, B. Monari (2), N. N. di Piacenza, N. N. di Roma (3), Pollaroli, Schiava, P. A. Ziani
References	

Notes such as "Contains..:" can also be added to the A/I entry, but if you are going to create individual records for each work, this is not necessary.

Sometimes the composers are entered as additional names (700). If you add each work as a separate record, 700 entries for each composer are not necessary; if you do not add separate records for each work, then adding such access points would be appreciated by our our RISM users.

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Many prints contain multiple works, in which cases individual entries will have to be added. Depending on your time and resources, you may add the individual entries yourself or a later library can add the individual entries.

The following will take you through the Muscat sections one by one, focusing on the fields affected by data imports. Not all fields will be named here. Please refer first and foremost to the Muscat guidelines for each field, as well as the step-by-step guide for cataloging new printed music for more complete information on fields related to printed music.

The example used in this guide is a revision of an A/I record into a collection parent record. Keep in mind that your revision will depend on whether the end result is a collection parent record or an individual entry.

Note: Before you can edit a record for an imprint, your holdings have to be attached to it first! (If you don't know what this means, see the tutorial **Add and edit your holdings to printed music**).

Important first step:

LOOK to see whether a record has already been revised by a RISM national group. There will be a note in the field **Master exemplar (588)** naming the copy used for cataloging and a shelfmark.

In general, **there is no need to re-edit these records,** unless the note indicates that the copy was incomplete (such as title page missing, vla part only, etc.). If your copy is more complete, then you might be able to add elements such as a complete title page transcription. If you do so, add an additional **Master exemplar (588)** note naming your copy.

If there is no note, then the record hasn't been revised and you are free to do so. Add a note and name your copy.

Library information and relations

Do nothing. Do not change, add, or remove anything in this section.

Library information and relations

LOCAL NUMBER (035)   [?] [+] [🗑] [▾]

    V 66

ITEMS IN THIS SOURCE (774)   [?] [+]

INITIAL ENTRY (775)   [🔍] [?] [🗑] [▾]

    990065103

People and institutions

Composer/author (100) and **Additional institution (710)** will usually be filled out already, but make sure these are correct. Enter any additional names printed on the item.

If **s.n.** is in the field **Additional institution**, delete it.

Before

After
- Arranger added
- Dedicatee added

Title and content description (1/3)

- **Title on source (245)**: This field always must be completely revised. Titles in the book publications were given in extremely abbreviated form, often with a reference to an earlier edition (this is more easily visible in the online catalog through the "Initial entry" link). Enter a complete title page transcription, including the imprint.

- **Standardized title (240)**: Unrevised records frequently have a genre as a standardized title instead of the title. This field must always be revised. The genre can be moved to the field **Subject heading (650)**.

- **Scoring summary (240):** Scoring summaries, when they can be given at all, should only consist of a maximum of four elements. Scoring summaries from imported data frequently are not in line with current RISM standards and almost always have to be revised.
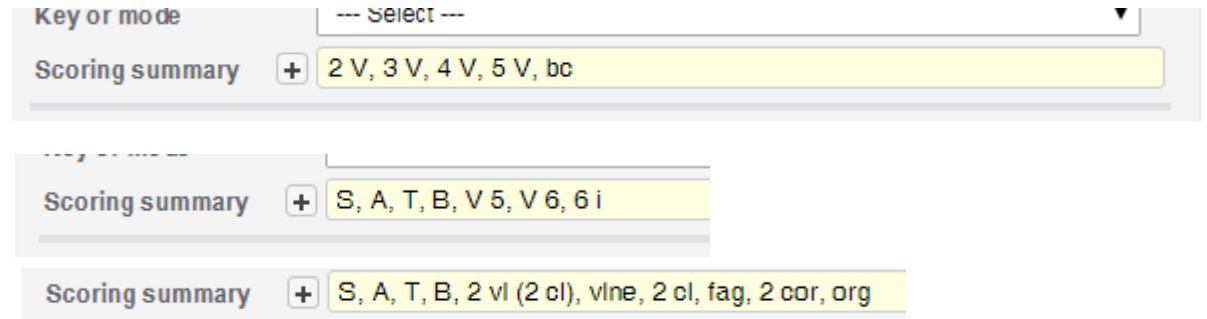
Title and content description

TITLE ON SOURCE (245)   [?] [🗑] [▼]

Title on source — Sonates à deux dessus ... opera quinta accomodées à la flûte traversière par Mr. Hotteterre ... et se peuvent exécuter sur les autres instrumens de dessus.

VARIANT TITLE ON SOURCE (246)   [?] [+]

STANDARDIZED TITLE (240)   [🔍] [?] [🗑] [▼]

Standardized title	Sonatas
Arrangement statement	--- Select --- ▾
Subheading	--- Select --- ▾
Key or mode	--- Select --- ▾
Scoring summary [+]	2 fl

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More imported data quirks you will encounter in the wild:

These are examples of scoring summaries that need to be revised.
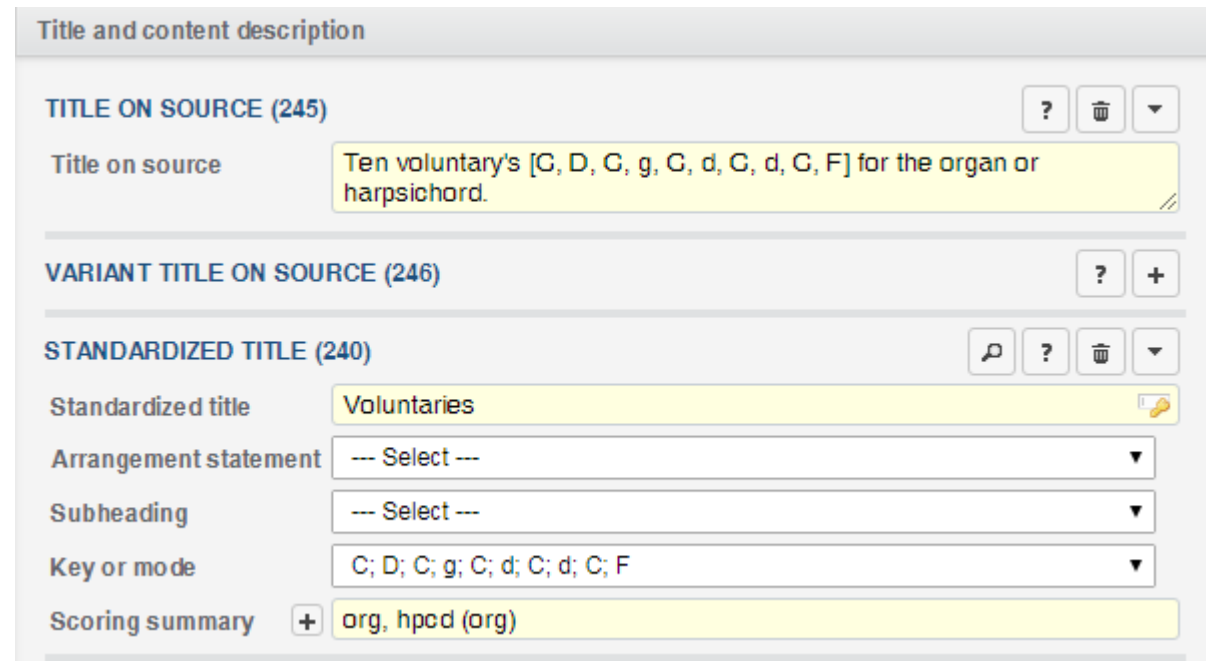
Key or mode	--- Select --- ▼
Scoring summary	➕ 2 V, 3 V, 4 V, 5 V, bc

Scoring summary	➕ S, A, T, B, V 5, V 6, 6 i

Scoring summary	➕ S, A, T, B, 2 vl (2 cl), vlne, 2 cl, fag, 2 cor, org

Prints containing more than one work frequently have multiple keys in the fields **Title on source** and **Key or mode**.

Such information belongs in the records for the individual works, so delete it from the title field. (But add it as a note if you elect not to add records for individual works.)

Remove the string of keys from the **Key or mode** field (select **---Select---**).

Bonus tip: Alternate scorings should be expressed by repeating the field.

Title and content description

TITLE ON SOURCE (245)   ? 🗑 ▼

Title on source	Ten voluntary's [C, D, C, g, C, d, C, d, C, F] for the organ or harpsichord.

VARIANT TITLE ON SOURCE (246)   ? ➕

STANDARDIZED TITLE (240)   🔍 ? 🗑 ▼

Standardized title	Voluntaries
Arrangement statement	--- Select --- ▼
Subheading	--- Select --- ▼
Key or mode	C; D; C; g; C; d; C; d; C; F ▼
Scoring summary	➕ org, hpcd (org)

Title and content description (1/3)

After

Title and content description (2/3):

- A subject heading must always be added.
- Fill in any other fields that you can.

After

Before

CATALOG OF WORKS (690)

OPUS NUMBER (383)

ADDITIONAL TITLE (730)

SUBJECT HEADING (650)

DESCRIPTION SUMMARY (520)

TOTAL SCORING (594)

Voice/instrument

Number

CATALOG OF WORKS (690)
Catalog of works   YouV
Number/page   25

OPUS NUMBER (383)
Opus number   +   op. 5

ADDITIONAL TITLE (730)

SUBJECT HEADING (650)
                     Sonatas

                     Duets (inst.)

DESCRIPTION SUMMARY (520)

TOTAL SCORING (594)
Voice/instrument   fl
Number   2

Imported scoring indications can sometimes be expanded. For example, V 5 should be changed to name all voice parts.

TOTAL SCORING (594)
Voice/instrument   V
Number   5

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Title and content description (3/3):

- In imported data, the imprint will be in 597, but it must be moved to the title page transcription. From now on, the 597 will be used for the **Colophon**.
- Add a language (041) if you have vocal music.

Before

After

Material description (1/2)

Publishing, Printing, and Production Information (260):
- The place and publisher will usually need to be filled out here.
- Don't forget to add the publisher in its standardized form in the field **Additional institution (710)**.

Imprint on source (597)
- Imprint information might appear again. If so, delete. (The imprint should be transcribed in the title page transcription. The 597 will be renamed to Colophon.)

Before

After

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Material description (2/2)

Physical description details, including extent, will have to be added.

You may also add any other details you have, such as plate number.

Before

PHYSICAL DESCRIPTION (300)

Format, extent

Other physical details

Dimensions

PARTS HELD AND EXTENT (590)

Parts held

Extent (parts)

SPECIAL PRODUCTION TECHNIQUE (340)

PLATE NUMBER (028)

ADDITIONAL PERSONAL NAME (700)

ADDITIONAL INSTITUTION (710)

GENERAL NOTE (500)

EXTERNAL RESOURCE URI (856)

After

Format, extent   1 score: 39 p.

Other physical details

Dimensions   20.5 x 30.5 cm

PARTS HELD AND EXTENT (590)

Parts held

Extent (parts)

SPECIAL PRODUCTION TECHNIQUE (340)

Printing technique   Engraving

Book format   2°

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.
Notes that say "Composer reference:" can be deleted if the composer in the note matches the composer in the field
Composer/Author (100).

RISM Series (510): **Do not** add, delete, or change this field.

Other fields...

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

Save.

Sections and actions

Library information and relations
People and institutions
Title and content description
Material description
Incipits
References and notes
Work
Administration

Show all sections

Show preview

Save and continue editing

Save and close

Cancel

Show modification history

Attach a new image

Basic functions
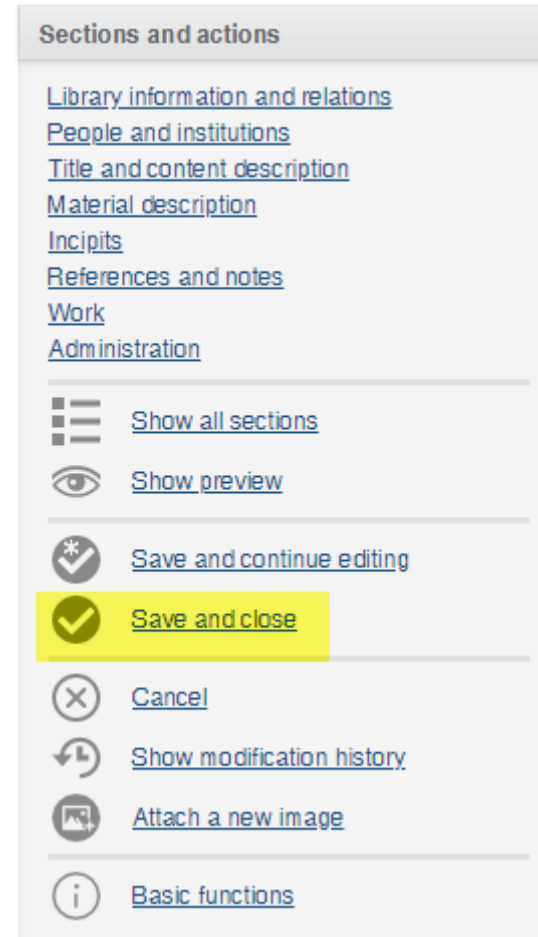
Next steps:

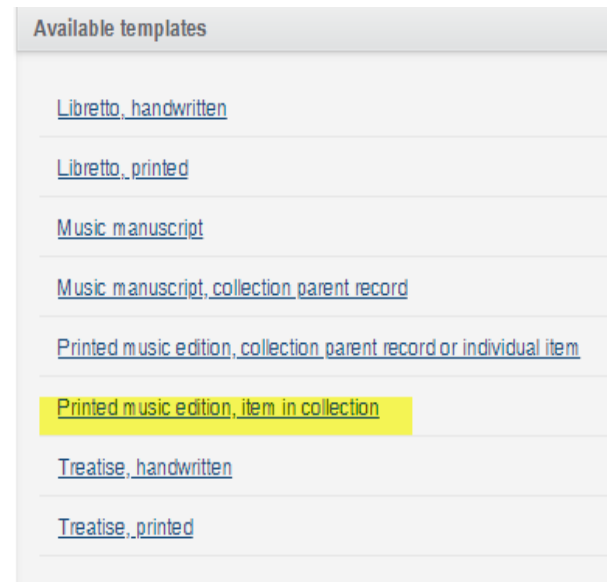- Add or edit your library's holdings information. Imported records frequently only have the siglum. Please add at least the shelfmark. You can also add other copy-specific information, such as stamps, names of former owners, link to a digitized copy, etc.

  Detailed instructions are on the RISM Muscat page under the tutorials for printed music.
  http://www.rism.info/community/muscat

- If you revise a B/I record that begins with 993 (these are from B/I,1551 to 1700) leave it unpublished but add a quick comment to the record saying the record has been revised (save the record, then go to the bottom under "Comments"). Central Office staff will look at the record and we will publish it.

- If you have revised a record for an anthology, you may also add records for the individual works, including incipits. Use the template for the **item in collection**. (Bonus tip: Or modify an existing record by using the duplicate function.)
  Such additions are very welcome but not required.
  Any RISM contributor may add the individual entries to a collection record.

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

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.

Author of this guide: Jennifer Ward, jennifer.ward@rism.info

General RISM contact address: contact@rism.info