Brief guide to adding secondary literature to Muscat

RISM records can include references to scholarly publications in the fields **Catalog of works (690)** and **Bibliographic reference (691)**. All items entered here must first be entered in the **Secondary literature** database. Please note the following when adding new entries:

1. The **Secondary literature** database is found in the Muscat menu at the top, under "Authorities" and then "Secondary literature." Search first to see if your item is already there.

2. Names of people, institutions, subject headings, and places not yet in Muscat must be added separately in their respective authority files before they can be linked to secondary literature.

3. If your book is part of a series or if your item was published in a periodical or edited volume containing chapters by multiple authors, you must first enter the name of the series, periodical, or edited volume (if not yet in Muscat) before it can be linked to your record.

Example: I want to add this article:
Olarte Martínez, Matilde. "Social recepcion of the six cantatas and lessons for viola d'amore by Attilio Ariosti." *Nassarre: Revista aragonesa de musicología* 14, no. 2 (1998): 195-277.

The following must be added first:
- Person Olarte Martínez, Matilde in the **Personal names** authority file
- Periodical *Nassarre: Revista aragonesa de musicología* as an item of **Secondary literature**

Then the article can be added.

4. Each type of literature requires different fields to be filled in, as described in the following tables. Very important is the field **Short title (210):**

This is the abbreviation you enter in the field **Bibliographic reference (691)** for the source; through this field, a link is made to the entry in the **Secondary literature** database.

Series / Journal / Yearbook

Field	Required	Optional
Additional personal name (700)		x
Title/Title (240 $a)	x	
Title/Category (240 $g)	x	
Title/Type of publication (240 $h)	x	
Imprint/Place of publication (260 $a)	x	
Media type (337)	x	
ISSN (022)		x
Language code (041)	x	
Country of publication (044)		x
Additional institution (710)		x
Contents note (520)		x

Examples:
A series: http://muscat.rism.info/admin/catalogues/41000116
A yearbook: http://muscat.rism.info/admin/catalogues/41000800

Monograph / Volume in a series

Field	Required	Optional
Author/Additional name/Institution (100 or 700 or 710)	x	
Title/Title (240 $a)	x	
Title/Category (240 $g)	x	
Title/Type of publication (240 $h)	x	
Imprint/Place of publication (260 $a)	x	
Imprint/Publisher (260 $b)	x	
Imprint/Year (260 $c)	x	
Physical description/Extent (300)		x
Media type (337)	x	
Short title (210)	for monographs	
ISBN (020)		x
Language code (041)	x	
Country of publication (044)		x
Item part of (760)	for a volume in a series	

Examples:
A volume in a series: http://muscat.rism.info/admin/catalogues/41000115
A book: http://muscat.rism.info/admin/catalogues/3518

Article / Book chapter

Field	Required	Optional
Author/Additional name/Institution (100 or 700 or 710)	x	
Title/Title (240 $a)	x	
Title/Category (240 $g)	x	
Title/Type of publication (240 $h)	x	
Media type (337)	x	
Short title (210)	x	
Language code (041)	x	
Item part of (760)	x	

Example:
A chapter in a book http://muscat.rism.info/admin/catalogues/41000117

Electronic resource (such as an online catalog of works or an online database)

Field	Required	Optional
Author/Additional name/Institution (100 or 700 or 710)	x	
Title/Title (240 $a)	x	
Title/Category (240 $g)	x	
Title/Type of publication (240 $h)	x	
Imprint/Year (260 $c)	x	
Media type (337)	x	
Short title (210)	x	
Language code (041)	x	
External resource (856)	x	

Example:
An online thematic catalog: http://muscat.rism.info/admin/catalogues/30026105