Creating a new record for printed music

The basic fields

Field	Required for collection parent records	Required for items in collections	Required for single editions (i.e. not collections)
People and institutions			
Composer (100)		x	x
Additional name/institution (700/710)	(x)	(x)	(x)
Title and content description			
Title on source (245)	x	x	x
Standardized title (240)	x	x	x
Scoring summary (240)		(x)	(x)
Key (240)		x	x
Opus number (383)	(x)	(x)	(x)
Subject heading (650)	x	x	x
Scoring (594)		(x)	x
Language (041)		(x)	(x)
Material description			
Source type (593)	x	x	x
Publishing, printing and production information (260)	x		x
Physical description (300)	x	x (extent)	x
Parts held (590)	(x)	(x extent)	x
Publisher or plate number	(x)		(x)
References and notes			
Copy examined for cataloging (588)	x		x
Holdings	x		x

(x) means add these fields if the source has it.

The intermediate fields

Add if your time and resources allow—and of course, if the source has it.

Field	Collection parent records	Items in collections	Individual items
People and institutions			
Additional name/institutions (dedicatees, etc.)	x	x	x
Title and content description			
Catalog of works number (690)	x	x	x
Incipits			
Music incipits (031)		x	x

The advanced fields

Add if your time and resources allow—and of course, if the source has it.

Field	Collection parent records	Items in collections	Individual items
Title and content description			
Title on source (245): decorative elements, etc.	x	x	x
Colophon (597)	x		x
Fingerprint (026)	x		x
Material description			
Other physical details (Physical description, 300): illustrations, etc.	x		x
Special production technique (340)	x		x
References and notes			
General note (500): Designation marks, signature marks	x		x