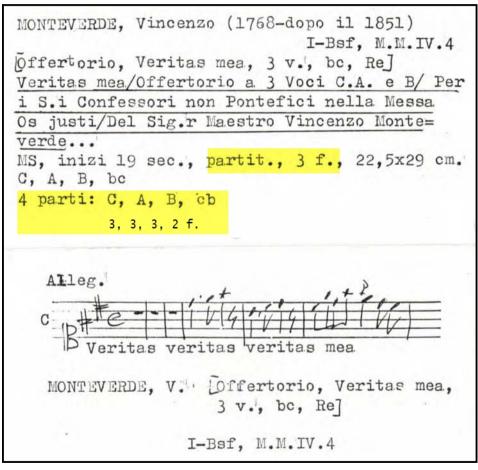


A step-by-step guide to cataloging scores and parts in



This guide will show you how to enter a source if you have a score plus parts.

Let's use this card:



Note that we have one score with 3 folios and four parts: S (3 f.), A (3 f.), B (3 f.), and cb (2 f.).

To catalog this source, these are the fields you need at a minimum:

Library information and relations

Library siglum and shelfmark (852)

People and institutions

Composer (100)

Title and content description

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

Material description

- Source type (593)
- Date (260)
- Physical description (300)
- Parts held and extent (590)

Incipits (031)

- Tempo
- Music incipits
- Text incipits

References and notes

Administration



I assume you are familiar will filling out the sections in blue. If not, take a look at the step-by-step guides for scores and parts now!

www.rism.info/en/community/muscat.html

The field **Material description** is where you enter the score and the parts – basically a combination of what we already know.

OK? Now let's catalog our score and parts!

Material description (1/2)

Source type (593): Select one from the list (same as for scores)

Publishing, Printing, and Production Information --> Date (260):

• Enter the dating of this manuscript (end of the 18th century) according to RISM conventions (same as for scores)

MONTEVERDE, Vincenzo (1768-dopo il 1851)

I-Bsf, M.M.IV.4

Offertorio, Veritas mea, 3 v., bc, ReJ

Veritas mea/Offertorio a 3 Voci C.A. e B/ Per

i S.i Confessori non Pontefici nella Messa
Os justi/Del Sig.r Maestro Vincenzo Monte=

verde...

MS, inizi 19 sec., partit., 3 f., 22,5x29 cm.
C, A, B, bc

4 parti: C, A, B, cb

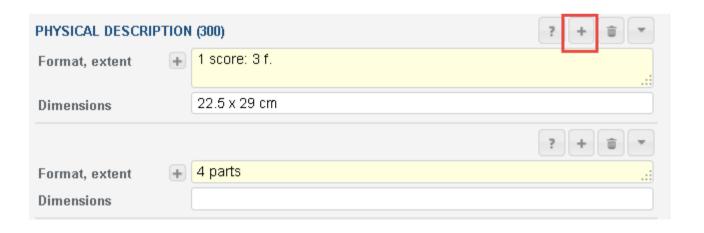
3, 3, 3, 2 f.

Physical description (300): We have two formats, so we need the field twice.

Enter the information about the score. Click the plus sign +.

Enter the information about the parts.

(I don't have dimensions for the parts, so I'll leave that blank.)



Material description (2/2)

Parts held and extent (590): Now we list the parts.

Remember that you have two options:

- Each instrumental group on a separate line
- · All parts on one line, instrumental groups separated by semicolon

Do whichever you prefer!

MONTEVERDE, Vincenzo (1768-dopo il 1851)

I-Bsf, M.M.IV.4

Offertorio, Veritas mea, 3 v., bc, ReJ

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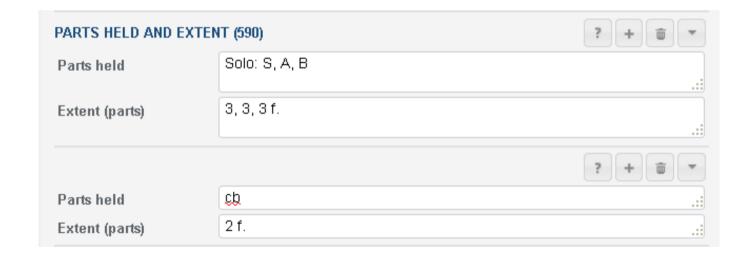
verde...

MS, inizi 19 sec., partit., 3 f., 22,5x29 cm.
C, A, B, bc

4 parti: C, A, B, cb

3, 3, 3, 2 f.

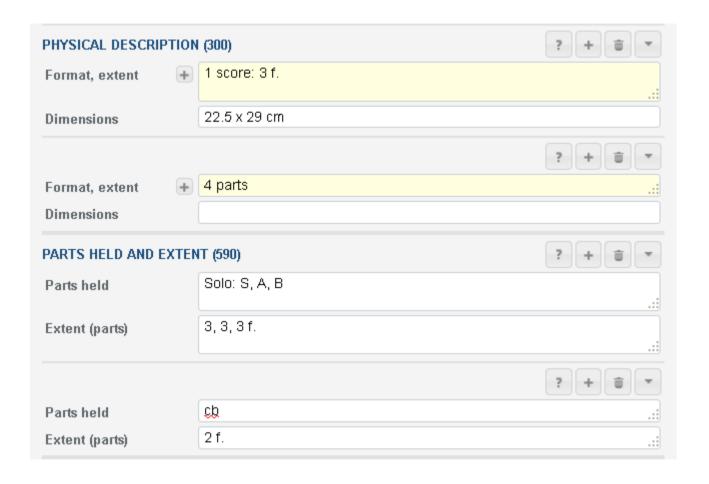
Option 1:



Option 2:



Summary: Scores and parts Here is how it looks together:

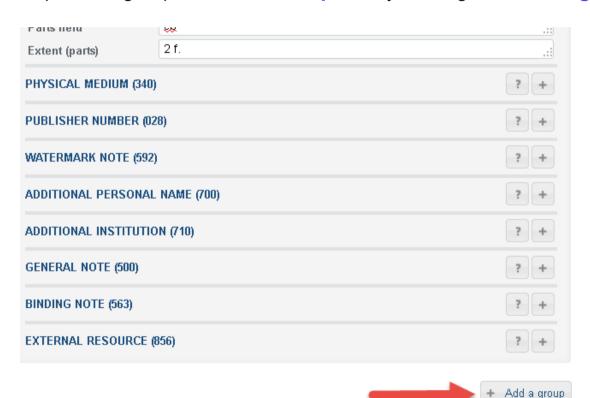


Question!

What if the copyist is different for the parts? What if the parts were written later? What if the score is an autograph but the parts are just copies? What if the parts have a watermark but the score does not?

No problem! Keep the information separated by format.

Repeat the group Material description by clicking on + Add a group.



Then you can have each group be applicable to each format:

- one group for the score (and its source type, date, etc.)
- and one group for the parts (and their date, copyist, watermarks, etc.).