presents:

A step-by-step guide to cataloging scores in

updated 3 February 2017
This is a card from an old card catalog. It is very basic but it has all the important information you need:

1. Composer (100) - Library siglum and shelfmark (852)
2. Subject heading (650) - Standardized title, scoring summary, key (240) - Language (041)
3. Title on source (245)
4. Source type (593) - Date (260) - Physical description (300)
5. Scoring (594)

**Incipit (031):**
Tempo

First music incipit (1.1.1)

Second music incipit (1.1.2)

Text incipit
In Muscat, this is the order they appear in, section by section:

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)

Incipits (031)
- Tempo
- Music incipits
- Text incipits

References and notes

Administration

Now let's go through the sections one by one!
First, begin a new record:

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Select new template

Available templates

- Collection
- Music manuscript
- Libretto, handwritten
- Treatise, handwritten

Create from existing source

Create
Library information and relations

Library siglum (852)
- **Library siglum**: Use the autocomplete to help you
- **Shelfmark**: Enter the shelfmark exactly as it appears

*Here and throughout: You may enter additional information if you have it!*
People and institutions

Composer/author (100)

- Name: Use the autocomplete to help you

<table>
<thead>
<tr>
<th>Name</th>
<th>Perez, Davide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life dates</td>
<td>1711-1778</td>
</tr>
</tbody>
</table>

Additional personal name (700)

<table>
<thead>
<tr>
<th>Name</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Life dates</td>
<td></td>
</tr>
<tr>
<td>Attribution</td>
<td>--- Select ---</td>
</tr>
<tr>
<td>Function</td>
<td>--- Function ---</td>
</tr>
</tbody>
</table>

Additional institution (710)

<table>
<thead>
<tr>
<th>Institution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td></td>
</tr>
<tr>
<td>Attribution</td>
<td>--- Select ---</td>
</tr>
<tr>
<td>Function</td>
<td>--- Function ---</td>
</tr>
</tbody>
</table>
Title on source (245)
- **Title on source**: Transcribe exactly

**Standardized title (240)**
- **Standardized title**: Comparison with other records in RISM, as well as looking at secondary literature, has revealed that the aria "Figlio mi sento" is from the opera *Farnace*. Therefore, use *Farnace* as the **Standardized title**. (If we did not have the opera title, we would use the name of the aria as the title.)
- **Subheading**: Since we have only one aria from the opera, select **Excerpts**
- **Key**: Select C minor
- **Scoring summary**: Enter using RISM abbreviations
Subject heading (650): Enter Arias (voc.)
Scoring (594): Use RISM abbreviations. Enter 1 instrument per line.
Language code (041): Select Italian.
Material description

Source type (593): Select one from the list

Publishing, Printing, and Production Information → Date (260):
• Enter the dating of this manuscript (end of the 18th century) according to RISM conventions.

Physical description (300)
• Format, extent: 1 score that is 8 folios
• Dimensions: Enter the dimensions in centimeters
Incipits (031) (1/2)

This is the first incipit: vl 1 only.

*Click the + to add the next incipit...*
Incipits (031) (2/2)

This is the second incipit of the same movement: S

Use the incipit that matches other identical incipits in RISM: Not "Figlio mi sento mi sento" but rather Figlio mi sento oh Dio.

Search using the RISM database to help you!
**References and notes:** We have no information that is required to fill out.

**Administration:** Do not edit!
Click Save...  
...and we're done!

<table>
<thead>
<tr>
<th>Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>NAME</strong></td>
</tr>
<tr>
<td><strong>STANDARDIZED TITLE</strong></td>
</tr>
<tr>
<td><strong>SUBRECORD</strong></td>
</tr>
<tr>
<td><strong>SCOPE AND SUMMARY</strong></td>
</tr>
<tr>
<td><strong>KEY OR NODE</strong></td>
</tr>
<tr>
<td><strong>TITLE ON SOURCE</strong></td>
</tr>
<tr>
<td><strong>RISU ID NO.</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Library information</th>
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</thead>
<tbody>
<tr>
<td><strong>LIBRARY SULUH</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WORK NUMBER</strong></td>
</tr>
<tr>
<td><strong>TITLE OF MOVEMENT, TEXPO</strong></td>
</tr>
<tr>
<td><strong>VOICE/INSTRUMENT</strong></td>
</tr>
<tr>
<td><strong>KEY OR NODE</strong></td>
</tr>
<tr>
<td><strong>PAE Code</strong></td>
</tr>
</tbody>
</table>

| Are you an advanced Muscat cataloger? Read on... |

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For advanced Muscat catalogers:
Depending on how much time and resources you have, you could research the meaning behind the statement "Argentina 1752" on the source. It turns out that the opera was performed at the Teatro Argentina in Rome in 1752. You can enter that statement in the field Note on performance (518). Now, encode this information so it is searchable in the indexes!

- Encode Rome as Roma in the field Location of performance (651).
- Enter Teatro Argentina in the field Additional institution (710).
- Select Single date and enter 1752 in the field Coded date (033).

RISM users appreciate the extra information, but it is not required.