A step-by-step guide to creating a new record for printed music in MUSCAT
Although many fields are the same for cataloging a print and cataloging a manuscript, there is one fundamental difference in the logic of a record for a printed edition.

Whereas music manuscripts are unique, any given print may exist in multiple copies in different libraries. Therefore, one single record can be used by multiple libraries to indicate ownership of a print. Each copy is noted in a separate holdings record.

Information that is true about all copies of the print is included in the core bibliographic description (composer, work, publishing date, etc.). Information that is only true about one library's copy is included in the holdings record (library siglum, shelfmark, former owners, stamps).

In sum, there are two steps to take for new prints:
1. Catalog the **core information** about the print first
2. **Add your holdings** second

* Core record: Caccini, Il primo libro delle musiche

* Holdings record: Copy in F-Pc Shelfmark RES F-24

* Holdings record: Copy in I-MOe Shelfmark D.39

* Holdings record: Copy in I-Fn
The basic fields

The most important fields are:

People and institutions
- Composer (100)
- Printer or publisher in
  - Additional name (700) or
  - Additional institution (710)

Title and content description
- Title on source (245)
- Standardized title, scoring summary, key (240)
- Opus number (383)
- Subject heading (650)
- Scoring (594)
- Language (041)

Material description
- Source type (593)
- Publishing, printing and production information (260)
- Physical description (300 $a) / Parts held (590)
- Plate number (028)

References and notes
- Master exemplar (58): Indication of copy examined
- General note (500): Publisher's number

Note that not every source has these fields, and it depends on whether you are creating a record for an individual work or a collection.
The intermediate fields

Other important fields are:

**People and institutions** if printed on the item
- Additional name (700)
- Additional institution (710)

**Title and content description**
- Catalog of works number (690)

**Incipits**
- Music incipits (031)
The advanced fields

Other fields related to printed music are:

**Title and content description**
- **Title on source (245):** Decorative elements on the title page can be described, such as colored ink or vignettes.
- **Colophon (597)**
- **Fingerprint (026)**

**Material description**
- Other physical details (**Physical description, 300**): Illustrations, lists of subscribers, etc.
- **Special production technique (340):** Printing techniques as well as book formats

**References and notes**
- **General note (500):** Designation marks, signature marks
First, begin a new record:
All new records will begin with the template **Printed music edition, collection parent record or individual item**.

It is the template to which holdings can be added.
Important first step:
Indicate in a note what copy you are using to create the record by entering your library's siglum and the item's shelfmark in the field Master exemplar (588).

This helps other RISM catalogers recognize that the record is based on a physical inspection of the item (and thus a revision of the record is not necessary).

It also helps users of the RISM online catalog know what the record is based on.
**People and institutions**

- **Composer/author (100):** Enter the composer
- **Additional institution (710):** Enter the name of the publisher (if given). Names of people who function as publishers are entered as institutions here.

Enter additional names of people or institutions if they are printed on the item (dedicatees, engravers, printers, etc.).

<table>
<thead>
<tr>
<th><strong>Person/Institution</strong></th>
<th><strong>Name</strong></th>
<th><strong>Life Dates</strong></th>
<th><strong>Function</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Composer/Author (100)</td>
<td>Valentine, Robert</td>
<td>1674-1747</td>
<td></td>
</tr>
<tr>
<td>Additional Personal Name (700)</td>
<td>Samwell, Thomas</td>
<td>1687-1757</td>
<td>Dedicatee</td>
</tr>
<tr>
<td>Additional Institution (710)</td>
<td>Mascardi, Vitale</td>
<td></td>
<td>Publisher</td>
</tr>
</tbody>
</table>
Title and content description (1/2)

- **Title on source (245):** Provide a complete title page transcription, including original spelling and capitalization. Include the imprint.

- Enter the **Standardized title (240).**

- For collections, enter a **scoring summary** if a meaningful one can be derived. Otherwise, leave blank.

For individual works, the scoring summary is required if the instruments are known.

- Enter the **Catalog of works (690) number** if available.

- **Opus number (383):** If an opus number appears on the item, enter it here.
For collections, enter a **subject heading** if a meaningful one applies to the entire collection. Otherwise, leave blank.

For individual works, a subject heading is required.

Enter the **Total scoring** (594)—again, for collections if it makes sense and for individual works if the instruments are known.

Enter the **Language code** (041) if you have vocal music.
**Material description**

- **Source type (593):**
  - Select only *Print*

- **Publishing, Printing, and Production Information (260):**
  - Enter the place and publisher as given on the source.
  - Don't forget to add the publisher in its standardized form in the field *Additional institution (710).*

- **Physical description (300)**
  - Enter this information.
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.

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

...and very important: add your library's holdings information!

This is where you enter the library siglum and shelfmark as well as any information specific to your library's copy (stamps, former owners, link to a digitized copy).

Detailed instructions on on the RISM Muscat page under the tutorials for printed music.

http://www.rism.info/community/muscat
Questions?

We're here to help!
Let us know if you ever have any questions.
Your Central Office contact person will be happy to help.

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