

## Guidelines for Cataloging Vernacular Music Manuscripts

These “Guidelines” were developed by staff at the Center for Popular Music over the course of the *American Vernacular Music Manuscripts* (AVMM) project. Cataloging practices were based on the cataloging rules articulated in the latest draft (version 5D) of The Descriptive Cataloging of Rare Materials (Music) using RDA standards, with modifications specific to the project materials and access goals.

### Fixed Fields.

Fixed-Field music manuscript elements, such as item format and date of publication/creation, were coded consistently across MARC 21 records. Elements that were most commonly used in the cataloging of music manuscripts are indicated in *bold italics* below.

Fixed field elements	Abbr.	Code	Meaning
Type	Type	<i>d</i>	<i>Manuscript notated music</i>
Bibliographic level	BLvl	<i>m</i>	<i>Monograph/Item</i>
Descriptive Cataloging Form	Desc	<i>i</i>	<i>ISBD</i>
Encoding Level	Elvl	<i>l</i>	<i>Full by OCLC participants</i>
Form of item	Form	<i>_</i>	<i>None of the following: microfilm, microfiche, microopaque, lrg print</i>
Music Parts	Part	<i>_</i>	Unspecified
		d	Instrumental and vocal parts
		e	Instrumental parts
		f	Vocal parts
		n	Not applicable
		u	Unknown
Format of Music	Fmus	a	Full score
		b	Full score, miniature or study size
		c	Accompaniment reduced for keyboard
		d	Voice score (accompaniment omitted)
		e	Condensed score or piano-conductor score
		i	Condensed score
		m	Multiple formats
		u	Unknown
		z	Music in other than score form (such as solo instrument)
Cataloging Source	Srce	<i>d</i>	<i>Other (Cataloging data not from LC)</i>
Form of Composition	Comp	<i>_</i>	No information supplied
		bd	Ballads
		fm	Folk music
		hy	Hymns
		mr	Marches
		<i>mu</i>	<i>Multiple forms</i>
		mz	Mazurkas
		vr	Variations
		wz	Waltzes
Transposition and arrangement	TrAr	a	Transposition

		b	Arrangement
		c	Both transposed and arranged
		u	Unknown
Literary text for sound recordings	LTxt	<b>n</b>	<b>Not applicable (item is not a sound recording)</b>
Audience	Audn	_	<b>Unspecified</b>
Accompanying matter	AccM	_	<b>None</b>
Type of date/Publication status	DtSt	s	Single date
		q	Questionable date
		k	Range of years
		n	Unknown date
Type of control	Ctrl	_	<b>No specific type of control</b>
Modified record	Mrec	_	<b>Not modified</b>
Dates	Dates	u	Missing digits, ex: 186u
		####	If date is known/probable
Language code	Lang	<b>eng</b>	<b>English</b>
		ita	Italian
		ger	German
		fre	French
		<b>zxx</b>	<b>No sung or spoken text</b>
Country of publication, production, etc.	Ctry	<b>xxu</b>	<b>United states, state not known</b>

### Variable Fields.

Variable Field elements were critical to building useful vernacular music manuscript MARC records. Unlike Fixed Field elements, all Variable Fields may not need to be included in each record.

040      Cataloging source – description conventions

Ex. 040 \_\_ \$aTPJ \$cTPJ \$erda

049      Local holdings

Ex. 049 \_\_ \$aTPJA

099    \_9    Local classification (call) number

Ex. 099 \_9 \$aMUMSS-00001

100    #\_    Personal name

Author/Composer, **if any**; does NOT include editors/compiler/etc., this is noted in subfield \$c of the 245 field

- 1<sup>st</sup> Indicator values
  - 0 Forename
  - 1 Surname
  - 2 Family name
- 2<sup>nd</sup> Indicator = \_ (Undefined)

245    0#    Title statement

*Note: For the purpose of the AVMM project, the cataloger established the following guidelines for providing information in the title statement field: The title of an item will be established from the title page, or -- in the event that there is no title -- the cover or spine of the item. The title will be recorded exactly as written, with no changes to spelling or grammar. In special cases where there is no title given but ownership is indicated, the cataloger has*

used these inscriptions in place of a title. If no title or other unique identifying information is present on the item, the title of the first entry will serve as the title for the manuscript. In an instance where a title cannot be devised using these sources, the cataloger will create a title that best describes the item.

- 1<sup>st</sup> indicator = 0 (No added entry) or 1 (Added entry)
- 2<sup>nd</sup> Indicator = # of non-filing characters
  - \$a Title
  - \$b Subtitle or remainder of title
  - \$c Statement of responsibility (composer, compiler, editor, etc. – if known)

Ex. for title given: 245 00 Florae memoriae.

Ex. for no title, ownership indicated: 245 00 Latharina Batdorff.

Ex. for no title, no ownership, title from first piece: 245 04 \$aThe Loulie waltz.

246 1# Varying form of title **OR** the first line of text if an item contains only one song

*Note: First lines for manuscripts with only one piece can be indicated here. They should otherwise be included in a 505 field as part of the contents.*

- 1<sup>st</sup> Indicator = 1 (Note, added entry)
- 2<sup>nd</sup> Indicator = \_ (No type specified)
  - \$a Title proper
  - \$b Remainder of title
  - \$i Display text

Ex. 246 1\_ \$i First line: \$aHave you ever heard of the farmers who live among the hills

264 \_0 Production, Publication, Distribution, Manufacture, and Copyright Notice

*Note: Because manuscripts are unpublished works, this will be used for information relating to the production of the item.*

- 1<sup>st</sup> indicator = \_ (Not applicable)
- 2<sup>nd</sup> Indicator = 0 (Production)
  - \$a Place of production
  - \$b Name of producer, publisher, distributor, manufacturer
  - \$c Date of production, distribution, etc.

300 \_\_ Physical description

- \$a extent (pagination, linear ft., leaves, etc.)
  - Indicate the extent of a resource by including the format (see RDA 7.20.1.3) of notated music and the pagination.
    - See [Music Cataloging at Yale – RDA, Extent and dimensions for notated music](#) for format definitions.
- \$c size (height or height x width for oblong items)

Ex. 300 \_\_ \$a1 score (24 unnumbered pages) ; 15 x 26 cm

336 \_\_ Content type

Ex. 336 \_\_ \$a notated music \$b ntm \$2 rdacontent

337 \_\_ Media type

Ex. 337 \_\_ \$a unmediated \$b n \$2 rdamedia

338 \_\_ Carrier type

Ex. 338 \_\_ \$a volume \$b nc \$2 rdacarrier

500 \_\_ General notes

This can include things such as: scribal information, holographic notes/dates, additional physical description (e.g. binding), etc.

- 1<sup>st</sup> and 2<sup>nd</sup> indicators blank (Undefined)

505 00 Formatted contents note

*Note: Creating an enhanced formatted contents note allows for more access points within the MARC record by allowing song titles, first lines, and composers to be searchable. In an attempt to make items easier to find, the project (following discussion with scholars and music librarians) adapted the Formatted Contents Note to include things such as the first line of a song and chorus.*

- 1<sup>st</sup> indicator = 0 (Contents)
- 2<sup>nd</sup> indicator = 0 (Enhanced content)
  - \$t Title of song/poem/story, tune name, first line, and/or chorus
  - \$r Statement of responsibility (if known)
  - \$g Miscellanea

Ex. 505 00 \$g[1.] \$tLucy, or Selim's complaint \$g[First line:] \$tNight o'er the world her curtain hung --

Display: [1.] Lucy, or Selim's complaint [First line:] Night o'er the world her curtain hung --

520 \_\_ Summary, etc.

Note: This field contains a broad, descriptive summary of the contents of an item. Use this area to indicate whether the item is a musical copybook or commonplace book according to the following definitions:

Musical commonplace book describes a gathering of blank leaves under 16 cm with predrawn/preprinted musical staves.

Musical copybook describes a gathering of blank leaves over 16 cm with predrawn or preprinted musical staves.

- 1<sup>st</sup> indicator = \_\_ (Summary)
- 2<sup>nd</sup> Indicator = \_\_ (Undefined)

Ex. 520 \_\_ 1 musical copybook with 40 pieces including secular songs and instrumental tunes.

524 \_\_ Preferred Citation of Described Materials Note

*Note: This field is institution specific.*

- 1st indicator = \_\_ (Cite as)
- 2<sup>nd</sup> indicator = \_\_ (Undefined)

Ex. 524 \_\_ Fisher's hornpipe. MUMSS-00001. The Center for Popular Music, Middle Tennessee State University.

541 1\_ Immediate source of acquisition

- 1<sup>st</sup> indicator = 1 (Not private)
- 2<sup>nd</sup> indicator = \_\_ (Undefined)
  - \$c Method of acquisition (gift or purchase)
  - \$a Source of acquisition (name of person or organization)
  - \$b Address
  - \$d Date of acquisition

546 \_\_ Language note

- 1<sup>st</sup> and 2<sup>nd</sup> indicators blank (Undefined)
  - \$b Information code or alphabet

Ex. 546 \_\_ \$bStaff notation.

561 1\_ Ownership and custodial history

Definition from OCLC: "A note about the ownership and custodial history of the described materials from the time of their creation to the time of their accession. Use also to include the time at which individual items or groups of items were first brought together in their current arrangement or collation."

Example from OCLC: "Originally collected by George Madison and arranged by his nephew, John Ferris, after Madison's death. Purchased by Henry Kapper in 1878 who added to the collection with materials purchased at auctions in Philadelphia and Paris, 1878-1893."

590 1\_ Local note

Includes notes specifically for local use (i.e., accession number).

- 1<sup>st</sup> Indicator = 1 (Not private)
- 2<sup>nd</sup> Indicator = \_ (Undefined)

600 #0 Personal name

Field 600 is for "A personal name used as a subject added entry" (OCLC Bibliographic Formats and Standards), and will only be used when items in the manuscript are **about** a particular person or historical figure.

- 1<sup>st</sup> Indicator values
  - Forename
  - Surname
  - Family name
- 2<sup>nd</sup> Indicator = 0 (LCSH)

650 \_0 Topical term

- 1<sup>st</sup> Indicator = \_ (No information provided)
- 2<sup>nd</sup> Indicator = 0 (LCSH)

651 \_0 Geographic name

- 1<sup>st</sup> Indicator = \_ (No information provided)
- 2<sup>nd</sup> Indicator = 0 (LCSH)

655 \_7 Index Term–Genre/Form (2: 7 - *Source specified in subfield 2*)

- 1<sup>st</sup> indicator = \_ (Basic)
- 2<sup>nd</sup> indicator = 7 (Source is specified in subfield \$2)
- \$2 Source of term

- This subfield will use the MARC source code `lcgft` (Library of Congress Genre/Form Terms for Library and Archival Materials), the standard thesaurus created by the Library of Congress

Ex. 655\_7 \$aMusic manuscripts.\$2lcgft

700 #\_ Added Entry -- Personal Name

Editor/Compiler, if noted in manuscript. *Note: While many/most of these compilers and editors will not have Library of Congress Authorities records, all attempts will be made to follow the LOC's guidelines in creation of these entries. Including editors and compilers in this field will create yet another access point for researchers.*

- 1<sup>st</sup> Indicator values
  - Forename
  - Surname
  - Family name
- 2<sup>nd</sup> indicator value = \_ (No information provided)
  - \$a Personal name
  - \$d Dates associated with name

852 \_\_ Location

Used to identify the institution holding the item.

- 1<sup>st</sup> and 2<sup>nd</sup> indicators blank (No information provided).
  - \$a Location
  - \$b Sublocation or collection
  - \$e Address

Ex. 852\_\_ \$aMiddle Tennessee State University /\$bCenter for Popular Music /\$e Murfreesboro, TN., 37132.

856 41 Electronic location and access

- 1<sup>st</sup> Indicator = 4 (HTTP)
- 2<sup>nd</sup> Indicator = 1 (Version of resource)
  - \$z Public note
  - \$u URL
  - \$y Link text

This field will contain a link to a digital version of the item.

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**Assistance in applying these “Guidelines” is always available from the cataloging staff at the Center for Popular Music, Middle Tennessee State University, via e-mail ([popular.music@mtsu.edu](mailto:popular.music@mtsu.edu)), phone (615 898-2449), or through the website ([www.popmusic.mtsu.edu](http://www.popmusic.mtsu.edu)).**