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.

<table>
<thead>
<tr>
<th>Fixed field elements</th>
<th>Abbr.</th>
<th>Code</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td></td>
<td>d</td>
<td>Manuscript notated music</td>
</tr>
<tr>
<td>Bibliographic level</td>
<td></td>
<td>m</td>
<td>Monograph/Item</td>
</tr>
<tr>
<td>Descriptive Cataloging Form</td>
<td></td>
<td>i</td>
<td>ISBD</td>
</tr>
<tr>
<td>Encoding Level</td>
<td></td>
<td>i</td>
<td>Full by OCLC participants</td>
</tr>
<tr>
<td>Form of item</td>
<td></td>
<td>_</td>
<td>None of the following: microfilm, microfiche, microopaque, lrg print</td>
</tr>
<tr>
<td>Music Parts</td>
<td></td>
<td>_</td>
<td>Unspecified</td>
</tr>
<tr>
<td>d Instrumental and vocal parts</td>
<td></td>
<td>d</td>
<td>Instrumental and vocal parts</td>
</tr>
<tr>
<td>e Instrumental parts</td>
<td></td>
<td>e</td>
<td>Instrumental parts</td>
</tr>
<tr>
<td>f Vocal parts</td>
<td></td>
<td>f</td>
<td>Vocal parts</td>
</tr>
<tr>
<td>n Not applicable</td>
<td></td>
<td>n</td>
<td>Not applicable</td>
</tr>
<tr>
<td>u Unknown</td>
<td></td>
<td>u</td>
<td>Unknown</td>
</tr>
<tr>
<td>Format of Music</td>
<td></td>
<td>a</td>
<td>Full score</td>
</tr>
<tr>
<td>b Full score, miniature or study size</td>
<td></td>
<td>b</td>
<td>Full score, miniature or study size</td>
</tr>
<tr>
<td>c Accompaniment reduced for keyboard</td>
<td></td>
<td>c</td>
<td>Accompaniment reduced for keyboard</td>
</tr>
<tr>
<td>d Voice score (accompaniment omitted)</td>
<td></td>
<td>d</td>
<td>Voice score (accompaniment omitted)</td>
</tr>
<tr>
<td>e Condensed score or piano-conductor score</td>
<td></td>
<td>e</td>
<td>Condensed score or piano-conductor score</td>
</tr>
<tr>
<td>i Condensed score</td>
<td></td>
<td>i</td>
<td>Condensed score</td>
</tr>
<tr>
<td>m Multiple formats</td>
<td></td>
<td>m</td>
<td>Multiple formats</td>
</tr>
<tr>
<td>u Unknown</td>
<td></td>
<td>u</td>
<td>Unknown</td>
</tr>
<tr>
<td>z Music in other than score form (such as solo instrument)</td>
<td></td>
<td>z</td>
<td>Music in other than score form (such as solo instrument)</td>
</tr>
<tr>
<td>Cataloging Source</td>
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<td>d</td>
<td>Other (Cataloging data not from LC)</td>
</tr>
<tr>
<td>Form of Composition</td>
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<td>_</td>
<td>No information supplied</td>
</tr>
<tr>
<td>bd Ballads</td>
<td></td>
<td>bd</td>
<td>Ballads</td>
</tr>
<tr>
<td>fm Folk music</td>
<td></td>
<td>fm</td>
<td>Folk music</td>
</tr>
<tr>
<td>hy Hymns</td>
<td></td>
<td>hy</td>
<td>Hymns</td>
</tr>
<tr>
<td>mr Marches</td>
<td></td>
<td>mr</td>
<td>Marches</td>
</tr>
<tr>
<td>mu Multiple forms</td>
<td></td>
<td>mu</td>
<td>Multiple forms</td>
</tr>
<tr>
<td>mz Mazurkas</td>
<td></td>
<td>mz</td>
<td>Mazurkas</td>
</tr>
<tr>
<td>vr Variations</td>
<td></td>
<td>vr</td>
<td>Variations</td>
</tr>
<tr>
<td>wz Waltzes</td>
<td></td>
<td>wz</td>
<td>Waltzes</td>
</tr>
<tr>
<td>Transposition and arrangement</td>
<td></td>
<td>a</td>
<td>Transposition</td>
</tr>
<tr>
<td>Field</td>
<td>Value</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------------------------------</td>
<td>----------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Literary text for sound recordings</td>
<td>LTxt n &quot;Not applicable (item is not a sound recording)&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Audience</td>
<td>Audn _ &quot;Unspecified&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accompanying matter</td>
<td>AccM _ &quot;None&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of date/Publication status</td>
<td>DtSt s &quot;Single date&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of control</td>
<td>Ctrl _ &quot;No specific type of control&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Modified record</td>
<td>Mrec _ &quot;Not modified&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dates</td>
<td>Dates u &quot;Missing digits, ex: 186u&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Language code</td>
<td>Lang eng &quot;English&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Country of publication, production, etc.</td>
<td>Ctry xxu &quot;United states, state not known&quot;</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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/compilers/etc., this is noted in subfield $c of the 245 field
- 1st Indicator values
  - 0 Forename
  - 1 Surname
  - 2 Family name
- 2nd Indicator = _ (Undefined)

245 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.

- 1st indicator = 0 (No added entry) or 1 (Added entry)
- 2nd 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.
- 1st Indicator = 1 (Note, added entry)
- 2nd 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.
- 1st indicator = _ (Not applicable)
- 2nd 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 rdacomment

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.
   ● 1st and 2nd 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.
   ● 1st indicator = 0 (Contents)
   ● 2nd 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.
   ● 1st indicator = _ (Summary)
   ● 2nd 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)
   ● 2nd indicator = _ (Undefined)
   Ex. 524 __ Fisher’s hornpipe. MUMSS-00001. The Center for Popular Music, Middle Tennessee State
   University.

541 1_ Immediate source of acquisition
   ● 1st indicator = 1 (Not private)
   ● 2nd 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
   • 1st and 2nd indicators blank (Undefined)
   • $b Information code or alphabet
   Ex. 546 _ $b Staff 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).
   • 1st Indicator = 1 (Not private)
   • 2nd 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.
   • 1st Indicator values
     ▪ Forename
     ▪ Surname
     ▪ Family name
   • 2nd Indicator = 0 (LCSH)

650 _0 Topical term
   • 1st Indicator = _ (No information provided)
   • 2nd Indicator = 0 (LCSH)

651 _0 Geographic name
   • 1st Indicator = _ (No information provided)
   • 2nd Indicator = 0 (LCSH)

655 _7 Index Term–Genre/Form (2: 7 - Source specified in subfield $2)
   • 1st indicator = _ (Basic)
   • 2nd 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 $a Music manuscripts.$2 lcgft
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.

- 1st Indicator values
  - Forename
  - Surname
  - Family name

- 2nd indicator value = _ (No information provided)
  - $a Personal name
  - $d Dates associated with name

852    __ Location
Used to identify the institution holding the item.
- 1st and 2nd indicators blank (No information provided).
  - $a Location
  - $b Sublocation or collection
  - $e Address

Ex. 852__ $a Middle Tennessee State University /$b Center for Popular Music /$e Murfreesboro, TN., 37132.

856    41 Electronic location and access
- 1st Indicator = 4 (HTTP)
- 2nd 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.

* * * * * * *

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), phone (615 898-2449), or through the website (www.popmusic.mtsu.edu).