

# Bound Sheet Music Cataloging Procedures

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Jain Fletcher's book, *Collection-Level Cataloging : Bound-with Books*, explains how to catalog "Bound-withs." She consults ALA 1949 rules, AACR1, AACR2, DCRM(B), RDA and more. We have done the same thing with RDA, DACS, and DCRM(M) because none of our rule books give us enough guidance. We are following in the footsteps of Fletcher, Smiraglia, Weitz, Harden, and others who find difficulty in specialized cataloging areas. These are our findings.

We have developed the following cataloging style through email discussions and queries to MLA-L. The decisions are flexible and personal based on our cataloging traditions, RDA, DACS, and DCRM(M).

## BLvl c: Collection

"A made-up multipart group of items that were **not** originally published, distributed or produced together. The record describes units defined by common provenance or administrative convenience for which the record is intended as the most comprehensive in the system."—OCLC Bib Standards

## DtSt i: Inclusive dates of collection

"Use *Date 1* and *Date 2* for the earliest and latest years covered. If a single year represents the inclusive dates, enter that year in both *Date 1* and *Date 2*. Use only in records with Bibliographic Level *c* or *d*."—OCLC Bib Standards

## Dates: 008 7-14

Use actual dates or date ranges rather than guessing: 1850, 1870 rather than 18uu, 187u.

## 100 1\_ Doe, Jane, ‡e collector.

"Collector" is the best relationship designator per RDA glossary.

## 245 10 Jane Doe volume of American songs

Titles are covered in DACS 2.3, 2.3.5, 2.3.19, and 2.3.22

Devised titles generally have two parts:

- the name of the creator(s) or collector(s)
- the nature of the materials being described

Where a name gilt-stamped on the front differs from a signature, prefer the fuller form of name as 1<sup>st</sup> element of title.

### • If collector is present:

Examples:

245 10 ‡a Ella M. Otto volume of American piano music

245 10 ‡a K.B. Lawrence volume of American dance music for piano

245 10 ‡a Annie B. Lawrence volume of European and American music for harp

245 10 †a Edith Forbes Perkins volume of American songs  
245 10 †a Ann Savels volume of American songs and piano music  
245 10 †a M.J. Kemp volume of songs and piano music

- **If no collector is present:**

Examples:

245 10 †a American song volume  
245 10 †a American songs and piano music volume

- **Add inclusive dates after the title in †f:**

When not using RDA:

Optionally when using DACS: DACS 2.4.7 If the materials in the unit or the record-keeping activity relating to the unit being described span a period of time, always record the inclusive dates, that is, the earliest and latest dates of the materials or activity in question.

Examples:

245 10 †a Charles Ammi Cutter volume of American piano music, †f circa 1804-1825.  
245 10 †a Edith Forbes Perkins collection of American songs. †n Volume 2 of 2, †f circa 1843-1871.

## **246 18 Spine title**

Spine title goes here (often gilt-stamped. Describe in binding note as well).

## **264\_1 [United States] : †b [various publishers], †c [1818-1848]**

If using RDA rather than DACS; for DACS, prefer 245 †f (see above).

In DCRM(M), <http://rbms.info/files/dcrm/dcrmm/DCRMM.pdf>, examples on page 185 of the collection-level records section:

260/264 field: Publication, distribution, production, etc. (Imprint)

All elements of the imprint may be included in collection-level records if appropriate. Bracket all elements that are used. In most cases, only the date element (subfield †c) or 264, second indicator "0" or "1" is appropriate. Use 260[/264] subfields †a, †b, †e, and †f only if the same place and/or the same publisher, printer, or dealer apply to all items in the collection. If the collection is finite, use a single date or inclusive dates in the subfield †c, as appropriate.

- 260[/264] †c [1850-1920]
- 260[/264] †c [ca. 1840-1870]
- 260[/264] †a [Madrid] : †b [El Partido Nacional], †c [1835-]
- 260[/264] †a [Philadelphia], †c [1850-1890]

Optionally, indicate dates or date spans most heavily represented as a bulk date.

- 260[/264] †c [1883-1950, bulk 1910-1930]

## **300\_\_ 1 volume (10 items)**

Use this format for field 300.

Or optionally:

1 volume (x pieces of sheet music)

DACS - Multiple Statements of Extent:

2.5.7 If a parallel expression of extent is required or desirable, add this information in parentheses.

- 2,400 photographs (12 linear feet)
- 89.3 linear feet (150 boxes and 109 oversize folders)
- 71 maps (3.5 cubic feet)
- 1 diary (352 pages)
- 52 megabytes (1,180 computer files)
- 0.5 linear feet (51 floppy discs, 5 Zip discs, 3 CD-ROMs)

RDA - gives better guidance supporting this format:

3.4.1.11.1 Number of Items, Containers, or Volumes

Record an extent by giving the number or approximate number of items, or the number of containers or volumes.

- 123 items
- approximately 400 items
- 6 volumes
- 6 boxes

Optional Addition:

If the number of volumes or containers is recorded, specify the number or approximate number of items.

- 3 volumes (183 items)
- 60 folders (1564 items)

**500 -- Title supplied by cataloger.**

We strongly recommend this note for DACS records.

**500\_\_ Binder's ticket mounted inside front cover: McGlinchey & Locke, Book Binders, 319 Washington St., Opp. Old South Church, Boston.**

"Binder's ticket" from: RBMS Controlled Vocabularies: Provenance Evidence Terms

Be sure to use corresponding genre term:

655\_7 Binders' tickets (Binding) ‡z Scotland ‡z Aberdeen ‡y 19th century. ‡2 rbbin (remember that 655s don't require a ‡5 in collection-level records).

AAT also offers this term, but we prefer RBMS for provenance terms:

655\_7 Binders' tickets. ‡2 aat

**500 Recommended general notes**

The following are recommended content to describe (not presented in any particular order) as time or collection depth permit:

- Ownership signatures: particularly note variations in names; locations and dates
- Inscriptions: who, where and dates when supplied; transcribe when considered substantive
- Annotations: what kind? Fingerings, comments, nostalgia, instructor's comments; how many annotators? "...in a single hand" Or, "...at least 3 distinct hands" etc.
- Tables of contents: are they complete? are there any extra scores, or missing scores?
- Vendor/seller's stamps: by city if not by name
- Any obvious organizational order or illuminating content scheme: "All texts by Shakespeare."
- Botanical specimens: with original location if removed, and any related annotations
- Inserts: personal items, dealer descriptions, advertisements, etc.
- Binding note: with description of binding and any gilt-stamped ownership label and/or spine label; unusual pastedowns. These can be used to match volumes where ownership indications have been lost, as well as to identify binders
- Binder's instructions: often inside front or back cover when present
- Manuscripts: do they appear to be original, or copies of printed music? can hand be identified?
- Condition notes: particularly point out split text blocks and possible missing scores
- Sewn or taped repairs
- Manuscript numbering of scores or pages
- Any information regarding domestic performance: sketched out programs, notes on performers/singers
- Illustrations: note presence of same, point out anything deemed noteworthy. Trace illustrators/lithographers/engravers when possible
- Bookplates
- Any indication of other former owners, subsequent to original collector
- Hand-altered prices and/or dealer marks or descriptions
- Wax vestiges: from performances by candlelight or home-repair jobs
- Tax stamps: most common in French material
- Cuts, paste-ins, corrections to music, particularly when they may represent local variants to music or texts
- Any annotated dance figures/notations/choreography

Add instrumentation and language notes, etc. as always.

**505 00 †t Ouverture pour le piano-forte a 4 mains de l'opera La Cenerentola, Aschenbrödel / †r par J. Rossini. †g Bonn & Cologne : Chez N. Simrock, [183-?]. Plate number 1699, (Simrock Opera Series ; 45)**

Enhanced, transcribed contents notes are highly recommended for individual item discovery. [HOWEVER, †g not searchable, provided only for users' reference!!!] Use cataloger's judgement about whether to place parenthetical series title in unsearchable †g, or, at end of †t, for searching purposes.

Note that the plate number follows the date in subfield g.

Indicate "[Manuscript]" in publication area when needed.

**505 00 ‡t St. Patrick's day ; Air in steielt's storm. ‡g Baltimore : G. Willig, [between 1823 and 1824], (Willig's Musical Miscellany ; no. 2), Wolfe, R.J. Secular music in America, 1801-1825, 7740A.**

Add Wolfe numbers as desired at end of subfield g after the series: Wolfe, R.J. Secular music in America, 1801-1825, 6235.

**505 00 ‡t Overture / ‡r Rossini. ‡g Boston : Oliver Ditson, 115 Washington St., [1842]**

Add the publisher's address when it is deemed useful. Place it after the publisher's name in subfield g. This follows the format for cataloging a single work in field 264, per DCRM standards.

In the publisher's statement record the publisher's name only rather than transcribing the "published by" etc. that would be used in a single record.

## **524 Preferred Citation of Described Materials Note**

This field is core for DACS records.

524 Tawa 49. Houghton Library, Harvard University.

## **544 Location of Other Archival Materials Note**

DACS 6.3: "This element indicates the existence and location of archival materials that are closely related to the materials being described by provenance, sphere of activity, or subject matter, either in the same repository, in other repositories, or elsewhere." Record the note in free text.

Add related material here, like other volumes in your collection, owned by the same collector or family:

544 Related to: Lowerre 43. Houghton Library, Harvard University.

Related material found in other collections can also be recorded in the 544.

544 Portraits of Catharine Dean Flint can be found in the Worcester Art Museum. Her diaries and cookbooks are held by the American Antiquarian Society.

## **545 1\_ Gift to the Boston Public Library by "Dr. Calvin G. Page, 128 Marlboro," July 31, 1946.**

Use field 545 for all things relating to provenance. Enter here biographical information on the collector, as extensive as deemed useful in order to identify collector and all family members, inscribers, etc. Multiple 545s are encouraged; cite bio/hist information.

545\_\_ Catharine Dean Flint (1802-1869) was the daughter of merchant Aaron Dean (1765-1829) and Phyla Walker Dean (?-1849) of Charlestown, New Hampshire. Her older sister, Sally Walker Dean Hubbard (1795-1876) was the wife of New Hampshire governor Henry Hubbard (1784-1857). Her younger sister, Rebekah Scott Dean Salisbury (1812-1843), was the first wife of Stephen Salisbury II (1798-1884) and mother of Stephen Salisbury III (1835-1905). In 1828, Catharine Dean married lawyer

Waldo Flint (1794-1879), of Leicester, Massachusetts. Waldo Flint graduated from Harvard College in 1814, commenced practice in Boston in 1818, and removed to Leicester in the year of his marriage. He was a state representative in 1830 and 1833, and a state senator in 1835 and 1836. He then held the office of bank commissioner for one year. Afterward, he accepted a position with the Eagle Bank in Boston, eventually becoming president of the bank. See the American Antiquarian Society, Flint Family Papers.

## **650\_0 Subject headings**

Use subject headings to bring out important features of the collection:

650\_0 Music title pages †z France †z Paris †y 19<sup>th</sup> century.

650\_0 Donkeys †z Tennessee †v Pictorial works.

Some catalogers may choose to bring out illustrative features depending on the collection and user base. A particular volume of highly illustrated title pages may require more description and headings.

## **655\_7 Bound sheet music. †2 local**

Use a genre heading in all records to help users bring bound volumes together.

Additionally, many archivists use extensive aat genre terms, but for provenance terms, we prefer the RBMS thesaurus, which allows geographic and chronological subdivisions. A good rule of thumb is, if you have mentioned something in a general note, include a genre term. Some useful terms:

655\_7 Annotations (Provenance) †z England †y 18th century. †2 rbprov

655\_7 Inscriptions (Provenance) †z New York (State) †z New York †y 19th century. †2 rbprov

655\_0 Botanical specimens.

655\_7 Popular music. †2 lcgft

655\_7 Dance music. †2 lcgft

655\_7 Operas. †2 lcgft

655\_7 Excerpts. †2 lcgft

Remember that in collection-level records, a †5 is not required.

## **700-710 Illustrators, Engravers, Lithographers (etc.) traced**

Catalogers may decide to bring out illustrators, engravers, and lithographers and perhaps added subject headings for various “pictorial works” as well when justified.

Some generally useful relationship designators:

†e family member

†e former owner [subsequent to original collector]

†e illustrator

†e engraver

†e lithographer

## 710 2\_ Binder traced

Trace the binder, with an added relationship designator. Many have authority records.

710 2- McGlinchey & Locke, †e binder.

## 752 Hierarchical Place Name

When one or more predominant place of publication can be identified, record this information. More and more digital humanitarians are engaging in geolocation.

We provide a general note justifying the 752:

500 Most scores published in Boston and New York, others published as indicated in contents note.

## Bibliography

*Cataloging sheet music : guidelines for use with AACR2 and the MARC format* / prepared by the Working Group on Sheet Music Cataloging Guidelines, Bibliographic Control Committee, Music Library Association ; compiled and edited by Lois Schultz, Sarah Shaw. Lanham, Md. : Scarecrow Press ; [United States] : Music Library Association, 2003.

DACS -- [http://files.archivists.org/pubs/DACS2E-2013\\_v0315.pdf](http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf)

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