



presents:

# A step-by-step guide to cataloging **collections** in



A **collection** is any source that contains more than one work.

In addition to the usual entries that describe each work, a **parent record** is needed to link them all together. The parent record is a sort of summary and describes the item as a whole.

Information that is true for all items in the collection belongs in the **parent record**. This can include things like the title on the source, dimensions, and the date.

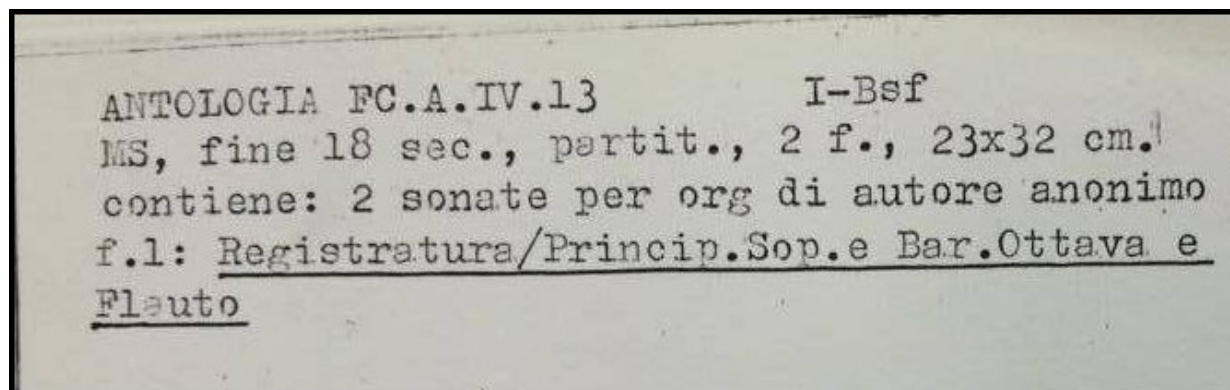
Information that is true for only a single work belongs in the **child record**, such as title, page number, and incipit.

This guide assumes you are familiar with basic Muscat cataloging for scores.

If you haven't viewed the guide for scores yet, take a look at it now!

<https://rism.info/community/muscat/tutorials.html>

We will catalog this collection ([RISM ID no. 1001005423](#)). These cards are for a...



Collection containing two sonatas

ANONIMO I-Bsf  
[Sonata, org, D2]  
Suonata  
org  
in: ANTOLOGIA FC.A.IV.13, f.1-2

org

ANONIMO I-Bsf  
[Sonata, org, D2]  
Altra Suonatina  
org  
in: ANTOLOGIA FC.A.IV.13, f.2

org

We will create three records total: one parent record and two child entries.

First, create the parent record. Begin a new record for a collection:

ANY FIELD CONTAINS

LAST MODIFICATION

CREATED AT

IS IN FOLDER

OWNER

SOURCE TYPE

TYPE

STATUS

Filter Clear Filters

Actions

Create

Available templates

**Music manuscripts**

- [Collection record for a music manuscript](#)
  - [Individual entry in a music manuscript collection](#)
- [Single music manuscript](#)

**Printed music editions**

- [Collection record for a printed music edition](#)
  - [Individual entry in a printed edition collection](#)
- [Single printed music edition](#)

**Libretti, handwritten**

- [Collection record for handwritten libretti](#)
  - [Individual entry in a handwritten libretto collection](#)
- [Single handwritten libretto](#)

**Libretti, printed**

- [Collection record for printed libretti](#)
  - [Individual entry in a printed libretto collection](#)
- [Single printed libretto](#)

Collection

Create

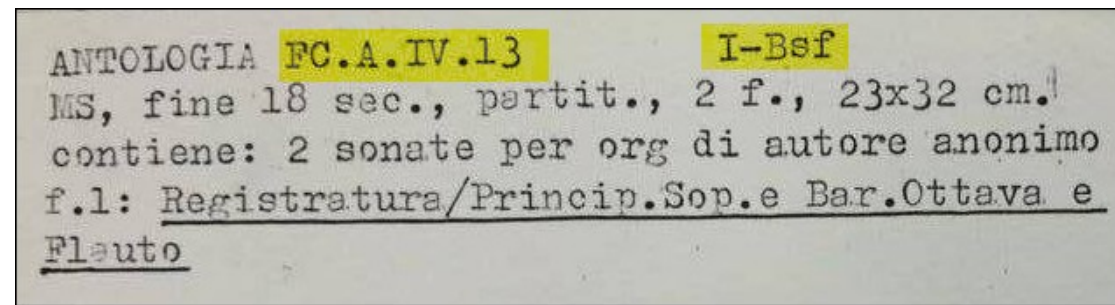
## Parent record

Always ask yourself: What is true for the entire collection?

Start with **Library information and relations**

### Library siglum (852)

- **Library siglum**
- **Shelfmark**



Library information and relations	
LIBRARY SIGLUM (852) <span>🔍 ? 🗑️ ▼</span>	
Library siglum	I-Bsf <span>🔑</span>
Library	Biblioteca di S. Francesco
Department	
Provenance	<span>+</span> <span>-</span> <input type="text"/>
Shelfmark	FC.A.IV.13 <span>🔑</span>
Former shelfmark (olim)	<span>+</span> <span>-</span> <input type="text"/>

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

## Parent record

### People and institutions

#### Composer/author (100)

- **Name:** All pieces are anonymous

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore **anonimo**  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

*If the pieces are by different composers, then leave this field blank.*

People and institutions	
<b>COMPOSER/AUTHOR (100)</b>	
Name	Anonymus
Life dates	
Attribution	--- Select ---
<b>ADDITIONAL PERSONAL NAME (700)</b>	
Name	
Life dates	
Attribution	--- Select ---
Function	--- Function ---
<b>ADDITIONAL INSTITUTION (710)</b>	
Institution	
Department	
Attribution	--- Select ---
Function	--- Function ---

## Parent record

### Title and content description (1/2)

#### Title on source (245)

- **Title on source:** If the manuscript has a title, then transcribe it here. We don't have a title, so enter **[without title]**.

#### Standardized title (240)

- **Standardized title:** Manuscript collections have "artificial" standardized titles, consisting of a number plus a unifying genre in plural. Here: **2 Sonatas**
- **Key:** Both pieces are in **C major**
- **Scoring summary:** Both pieces are for **org**

*If the key or scoring is different throughout, leave blank.*

ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

#### Title and content description

##### TITLE ON SOURCE (245)

Title on source

[without title]

##### VARIANT TITLE ON SOURCE (246)

##### STANDARDIZED TITLE (240)

Standardized title

2 Sonatas

Arrangement statement

--- Select ---

Subheading

--- Select ---

Key or mode

C major

Scoring summary

+ org

Sometimes in a collective manuscript, you can summarize the scoring. Sometimes you can't.

Examples:

- A collection of vocal solos, duets, and quartets all with piano: **V (X), pf**
- A collection of songs for voice and piano and a string quartet: Leave blank

## [Parent record](#)

### [Title and content description \(2/2\)](#)























ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

**Subject heading (650):** Enter if the genres are the same throughout. If not, leave blank.

**Description summary (520):** For very big collections, this field helps users get an overview of what you have. In my example it's not necessary because my collection is very small. But this is just an example of what you might want to enter.

**Total scoring (594):** Enter if the scoring is the same throughout. It might help to fill this out after you've cataloged the entire collection.

**Language code (041):** For vocal music, enter if the language is the same throughout.

<b>SUBJECT HEADING (650)</b>		     
Subject heading	<input type="text" value="Sonatas"/>	
<hr/>		
<b>DESCRIPTION SUMMARY (520)</b>		    
Description summary	<input type="text" value="Two sonatas for organ by anonymous composers"/>	
<hr/>		
<b>TOTAL SCORING (594)</b>		    
Voice/instrument	<input type="text" value="org"/>	
Number	<input type="text" value="1"/>	
<hr/>		
<b>CODED INSTRUMENTATION (598)</b>		  
<hr/>		
<b>LANGUAGE CODE (041)</b>		  

Have you noticed a pattern?  
Enter information only if it  
applies to every piece in the  
entire collection.

If your collection is diverse, a  
lot of fields will be left blank!

## Parent record

### Material description

Source type (593)

Date (260)

Physical description (300)

- Format
- Dimensions

Parts held and extent (590)

If your source is complex with different materials, you can repeat the Physical description field or the Material description block. A note can explain the complexity.

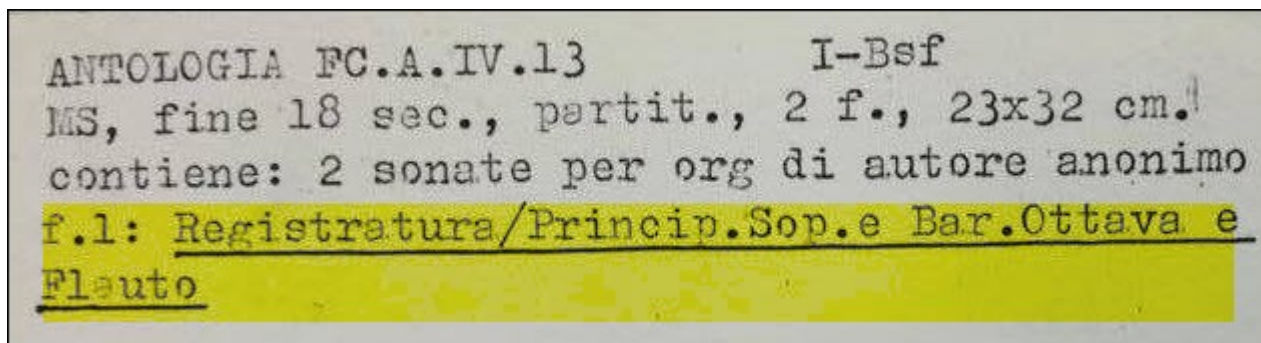
ANTOLOGIA FC.A.IV.13 I-Bsf  
MS, fine 18 sec., partit., 2 f., 23x32 cm.  
contiene: 2 sonate per org di autore anonimo  
f.1: Registratura/Princip.Sop.e Bar.Ottava e  
Flauto

Material description	
<b>SOURCE TYPE (593)</b>	
Source type	Manuscript copy
Content type	Notated music
<b>PUBLISHING, PRINTING AND PRODUCTION INFORMATION (260)</b>	
Place	
Publisher, copyist	
Date	1790-1799
Location of printer	
Name of printer	
<b>PHYSICAL DESCRIPTION (300)</b>	
Format, extent	1 part
Other physical details	
Dimensions	23 x 32 cm
<b>PARTS HELD AND EXTENT (590)</b>	
Parts held	org
Extent (parts)	2 f.

## Parent record

**References and notes:** We have no information that is required to fill out.

We do have this note:



but since it is on p. 1, let's enter it when we describe the piece on that page.

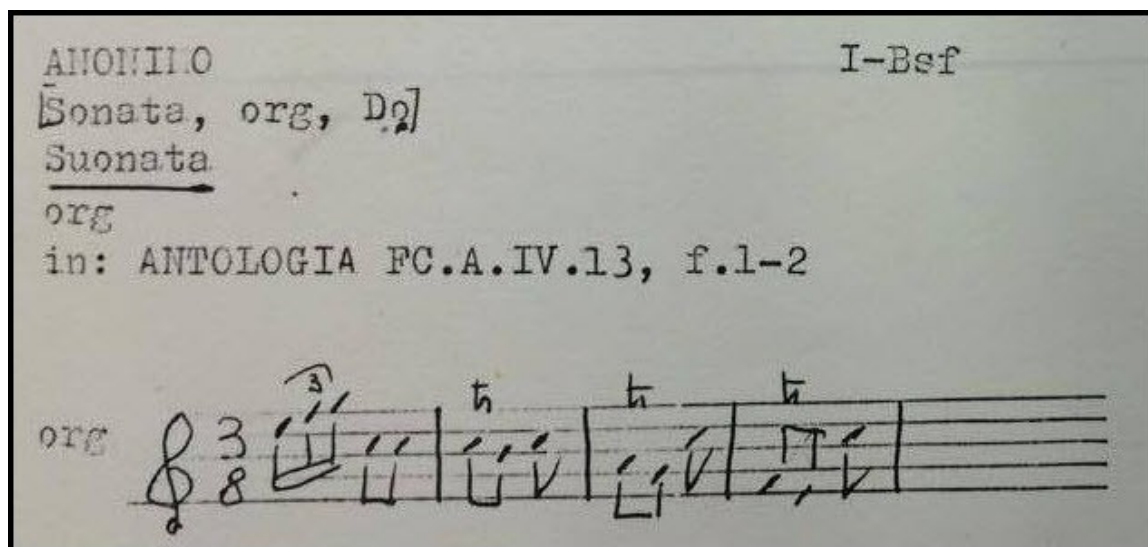
Click **Save**, and we're done with the collection record!

Now on to the individual entries...

ADMIN / SOURCES /	
Anonymus : 2 Sonatas - org - Collection [1001005423]	
Summary	
NAME	<a href="#">Anonymus</a>
STANDARDIZED TITLE	2 Sonatas
SCORING SUMMARY	org
KEY OR MODE	C
TITLE ON SOURCE	[without title]
RISM ID NO.	1001005423
Library information	
LIBRARY SIGLUM	<a href="#">I-Bsf FC.A.IV.13</a>
Distribution	
SCORING	org
Material description	
TYPE	Manuscript copy

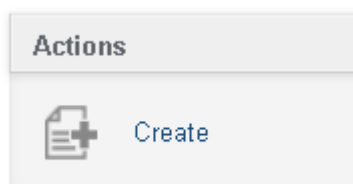
## First child record

This is the first piece in the collection:

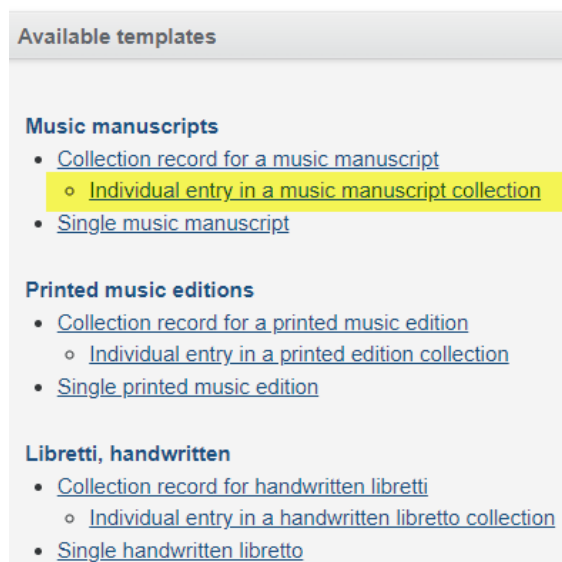


Start a regular, normal record for a manuscript source. You know the routine:

Click



then



## First child record

In the section **Library information and relations**, fill out:

Library information and relations

LIBRARY SIGLUM (852)

Library siglum

I-Bsf

Library

Biblioteca di S. Francesco

Department

Provenance

Shelfmark

FC.A.IV.13

Former shelfmark (olim)

OTHER SHELFMARK (591)

LOCAL NUMBER (035)

ACCESS RESTRICTIONS (506)

PROVENANCE NOTES (561)

SOURCE OF ACQUISITION NOTE (541)

PARENT RECORD (773)

Parent record

RELATED SOURCE (787)

### Library siglum (852)

- Library siglum
- Shelfmark

and make a link to the **Parent record (773)** here.

Click the magnifying glass to search.

## First child record

Search for your parent record. I usually copy the RISM ID number from the record:

**Sources**

Batch actions ▾

Status	Type	RISM ID	Composer	Standardized title	Library siglum	Shelfmark	Level	
PUB	COL	1001005423	Anonymus	2 Sonatas - org	I-Bsf	FC.A.IV.13	0.38	<a href="#">View</a> <a href="#">Select</a>

Displaying 1 Source Elements per page: 30 ▾

**Filters**  
**DIPLOMATIC TITLE CONTAINS**  
  
**STANDARDIZED TITLE CONTAINS**  
  
**COMPOSER CONTAINS**  
  
**SHELFMARK**  
  
**INTERNAL NOTE CONTAINS**  
  
**ANY FIELD CONTAINS**  
  
**LAST MODIFICATION**

Click [Select](#) to make the link.

## First child record

Continue the record just as you would for a normal source.

Note that the material description is specific to this piece within the collection, so you will enter the page numbers for the piece.

**PHYSICAL DESCRIPTION (300)** ⬆ ? + 🗑 ⬇

Format, extent

+ − 1 part

Other physical details

+ −

Dimensions

**PARTS HELD AND EXTENT (590)** ⬆ ? + 🗑 ⬇

Parts held

Extent (parts)

We can also add our note that appears on f. 1.

**References and notes**

**GENERAL NOTE (500)** ⬆ ? + 🗑 ⬇

General note

When you're done, click save.

[Second child record](#)

Since the second piece is similar to the first, click [Duplicate](#) to copy the record.

ADMIN / SOURCES /

Anonymus : Sonatas - org - Music manuscript [1001005424]

Previous

Back to the list

Next

Summary

NAME	<a href="#">Anonymus</a>
STANDARDIZED TITLE	Sonatas
SCORING SUMMARY	org
KEY OR MODE	C
TITLE ON SOURCE	Suonata
RISM ID NO.	1001005424


Library information

LIBRARY SIGLUM	<a href="#">I-Bsf</a> FC.A.IV.13
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Content

WORK NUMBER	1.1.1
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Actions

 [Create](#)

 [Return to the list](#)

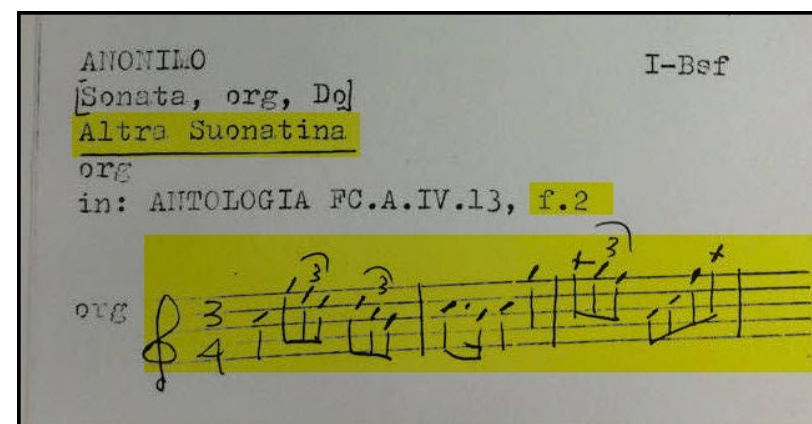
 [Edit](#)

 [Duplicate](#)

## Second child record

Now you only have to change the information that is different: the title, page number, and incipit.

When using a duplicated record, don't forget to delete or replace information from the previous record that doesn't apply, such as composer, notes, or other references.



Title and content description	
<b>TITLE ON SOURCE (245)</b> ? [trash] [dropdown]	
Title on source	<input type="text" value="Altra Suonatina"/>
<b>VARIANT TITLE ON SOURCE (246)</b> ? +	
<b>STANDARDIZED TITLE (240)</b> [magnifying glass] ? [trash] [dropdown]	
Standardized title	<input type="text" value="Sonatas"/> [lock icon]
Arrangement statement	<input type="text" value="--- Select ---"/> [dropdown]
Subheading	<input type="text" value="--- Select ---"/> [dropdown]
Key or mode	<input type="text" value="C major"/> [dropdown]
Scoring summary	+ <input type="text" value="org"/>

When you are done, click save.

The parent record now has links to both entries.

Related Titles	
ITEMS IN THIS SOURCE	<a href="#">1001005424</a> Anonymus: <i>Sonatas</i> - org
	<a href="#">1001005425</a> Anonymus: <i>Sonatas</i> - org

ITEMS IN THIS SOURCE (774)

Item in this collection

Source: 1001005424 Anonymus - Sonatas - org

Item in this collection

Source: 1001005425 Anonymus - Sonatas - org

Do you need to re-order the child entries? In the edit mode of the parent, simply click the arrows of the one you want to move and drag it to its new place.