



presents:

# A step-by-step guide to cataloging **scores and parts** in



This guide will show you how to enter a source if you have **a score plus parts**.

Let's use this card:

MONTEVERDE, Vincenzo (1768-dopo il 1851)  
I-Bsf, M.M.IV.4  
[Offertorio, Veritas mea, 3 v., bc, Re]  
Veritas mea/Offertorio a 3 Voci C.A. e B/ Per  
i S.i Confessori non Pontefici nella Messa  
Os just/Del Sig.r Maestro Vincenzo Monte=  
verde...  
MS, inizi 19 sec., **partit., 3 f.**, 22,5x29 cm.  
C, A, B, bc  
**4 parti: C, A, B, cb**  
**3, 3, 3, 2 f.**

Alleg.  
c  
B#  
e  
Veritas veritas veritas mea

MONTEVERDE, V. [Offertorio, Veritas mea,  
3 v., bc, Re]  
I-Bsf, M.M.IV.4

Note that we have **one score with 3 folios** and **four parts: S (3 f.), A (3 f.), B (3 f.), and cb (2 f.)**.

To catalog this source, these are the fields you need at a minimum:



### Library information and relations

- **Library siglum and shelfmark (852)**

### People and institutions

- **Composer (100)**

### Title and content description

- **Title on source (245)**
- **Standardized title, scoring summary, key (240)**
- **Subject heading (650)**
- **Scoring (594)**
- **Language (041)**

### Material description

- **Source type (593)**
- **Date (260)**
- **Physical description (300)**
- **Parts held and extent (590)**

### Incipits (031)

- **Tempo**
- **Music incipits**
- **Text incipits**

### References and notes

### Administration

I assume you are familiar with filling out the sections in blue. If not, take a look at the step-by-step guides for **scores** and **parts** now!

[www.rism.info/en/community/muscat.html](http://www.rism.info/en/community/muscat.html)

The field **Material description** is where you enter the score and the parts – basically a combination of what we already know.

OK? Now let's catalog our score and parts!

## Material description (1/2)

**Source type (593):** Select one from the list (same as for scores)

**Publishing, Printing, and Production Information --> Date (260):**

- Enter the dating of this manuscript (end of the 18th century) according to RISM conventions (same as for scores)

**Physical description (300):** We have two formats, so we need the field twice.

Enter the information about the **score**. Click the plus sign +.

Enter the information about the **parts**.

(I don't have dimensions for the parts, so I'll leave that blank.)

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C, A, B, bc  
**4 parti: C, A, B, cb**  
3, 3, 3, 2 f.

**PHYSICAL DESCRIPTION (300)** ? + [trash] [dropdown]

Format, extent + 1 score: 3 f. [dropdown]

Dimensions 22.5 x 29 cm [input]

---

? + [trash] [dropdown]

Format, extent + 4 parts [dropdown]

Dimensions [input]

## Material description (2/2)

**Parts held and extent (590):** Now we list the parts.

Remember that you have two options:

- Each instrumental group on a separate line
- All parts on one line, instrumental groups separated by semicolon

Do whichever you prefer!

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3, 3, 3, 2 f.

Option 1:

PARTS HELD AND EXTENT (590)		?	+	🗑️	▼
Parts held	Solo: S, A, B				
Extent (parts)	3, 3, 3 f.				
<hr/>					
Parts held	cb				
Extent (parts)	2 f.				

Option 2:

PARTS HELD AND EXTENT (590)		?	+	🗑️	▼
Parts held	Solo: S, A, B; cb				
Extent (parts)	3, 3, 3; 2 f.				

**Summary: Scores and parts** Here is how it looks together:

PHYSICAL DESCRIPTION (300)		?	+	🗑️	▼
Format, extent	+ 1 score: 3 f.				
Dimensions	22.5 x 29 cm				
		?	+	🗑️	▼
Format, extent	+ 4 parts				
Dimensions					
PARTS HELD AND EXTENT (590)		?	+	🗑️	▼
Parts held	Solo: S, A, B				
Extent (parts)	3, 3, 3 f.				
		?	+	🗑️	▼
Parts held	cb				
Extent (parts)	2 f.				

## Question!

What if the copyist is different for the parts? What if the parts were written later? What if the score is an autograph but the parts are just copies? What if the parts have a watermark but the score does not?

**No problem! Keep the information separated by format.**

Repeat the group **Material description** by clicking on **+ Add a group**.

Parts item	<input type="text" value="2 f."/>
Extent (parts)	<input type="text" value="2 f."/>
PHYSICAL MEDIUM (340)	<input type="button" value="?"/> <input type="button" value="+"/>
PUBLISHER NUMBER (028)	<input type="button" value="?"/> <input type="button" value="+"/>
WATERMARK NOTE (592)	<input type="button" value="?"/> <input type="button" value="+"/>
ADDITIONAL PERSONAL NAME (700)	<input type="button" value="?"/> <input type="button" value="+"/>
ADDITIONAL INSTITUTION (710)	<input type="button" value="?"/> <input type="button" value="+"/>
GENERAL NOTE (500)	<input type="button" value="?"/> <input type="button" value="+"/>
BINDING NOTE (563)	<input type="button" value="?"/> <input type="button" value="+"/>
EXTERNAL RESOURCE (856)	<input type="button" value="?"/> <input type="button" value="+"/>



Then you can have each group be applicable to each format:

- one group for the score (and its source type, date, etc.)
- and one group for the parts (and their date, copyist, watermarks, etc.).