



## Creating a new record for printed music

### The basic fields

Field	Required for collection parent records	Required for items in collections	Required for individual items (works issued separately, i.e. not in collections)
<b>People and institutions</b>			
Composer (100)		x	x
Additional name/institution (700/710)	(x)	(x)	(x)
<b>Title and content description</b>			
Title on source (245)	x	x	x
Standardized title (240)	x	x	x
Scoring summary (240)		(x)	(x)
Key (240)		x	x
Opus number (383)	(x)	(x)	(x)
Subject heading (650)		x	x
Scoring (594)		(x)	x
Language (041)		(x)	(x)
<b>Material description</b>			
Source type (593)	x	x	x
Publishing, printing and production information (260)	x		x
Physical description (300)	x	x (extent)	x
Parts held (590)	(x)	(x extent)	x
Plate number	(x)		(x)
<b>References and notes</b>			
Master exemplar (588): to record the copy examined for cataloging	x		x
Publisher's number (as a note in 500)	(x)		(x)
<b>Holdings</b>	x		x

(x) means add these fields if the source has it.

### The intermediate fields

Add if your time and resources allow—and of course, if the source has it.

Field	Collection parent records	Items in collections	Individual items
<b>People and institutions</b>			
Additional name/institutions (dedicatees, etc.)	x	x	x
<b>Title and content description</b>			
Catalog of works number (690)	x	x	x
<b>Incipits</b>			
Music incipits (031)		x	x

### The advanced fields

Add if your time and resources allow—and of course, if the source has it.

Field	Collection parent records	Items in collections	Individual items
<b>Title and content description</b>			
Title on source (245): decorative elements, etc.	x	x	x
Colophon (597)	x		x
Fingerprint (026)	x		x
<b>Material description</b>			
Other physical details (Physical description, 300): illustrations, etc.	x		x
Special production technique (340)	x		x
<b>References and notes</b>			
General note (500): Designation marks, signature marks	x		x