

MUSIC SCORES

Cataloging & Processing Procedures

11/17/22

1. Make sure we have all parts of the score
2. **Choose a Pamphlet (Pam) Binder** for the score from the closet
 - a. Binders without pockets are on the left
 - b. Binders with 2 pockets are on the right
3. **Choose a location.** If the score is taller than 30 cm or wider than 28 cm, it is cataloged as Oversize. Otherwise, it is cataloged as Main.
4. **Labeling the binder**
 - a. The binder always gets a spine label
 - b. The binder only gets a barcode if a score is physically attached to the binder.
 - c. If the score has multiple removable parts (with separate barcodes), attach the label below to the front of the binder:

NOTE: ENCLOSED ITEMS HAVE SEPARATE BARCODES
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5. **Music Parts** are noted in the 949 field as “MPart”s. These items often refer to a part played by a particular instrument(s) or player(s).
 - a. **Simple Parts:** MParts are accessioned: MPart1, MPart 2, MPart 3, etc.
 - i. Example: Score attached to binder plus 5 parts in a pocket
 1. Quintet for winds (OCoLC)ocm01284522)
 2. Add bib 949: 949 __ \$\$a KZS& \$\$a KZS& \$\$d [\$\$v=MPart] \$\$v 1—5
 - a. Add a base 949 to any bib record by clicking...
 - i. Editing Actions> Enhance the Record> Music Score Rule
 3. Add holding 866: 866 _0 \$\$a score + 5 parts
 4. Item (see below)

Barcode	30506005770276	Copy ID	1
Material type	<u>Music Score</u>	Item policy	Oversize Item
Provenance	-	Is magnetic	No
PO Line		Issue date	-
Receiving date	-	Expected receiving date	-
Enumeration A	<u>MPart2</u>	Enumeration B	-
Chronology I	-	Chronology J	-
Description	<u>MPart2</u>		
Pages	-	Pieces	1

b. **Complicated parts:** In some cases, parts are published on individual sheets. In these cases, the sheets may be labeled MPart1, MPart1-2, MPart1-3, etc. Where the MPart1 is the first page of part one, MPart1-2 is the second page of part one, etc.

i. Example: Score attached to binder plus 4 parts, each part has two separate sheets.

1. Mnamas xapin Witoldowi Lutoslawskiemu (ocm35193844)

2. #a KZS& #a KZS& #d [#v =MPart] #v v1-4 #v 1-2 |v 2-2 |v 3-2 |v 4-2

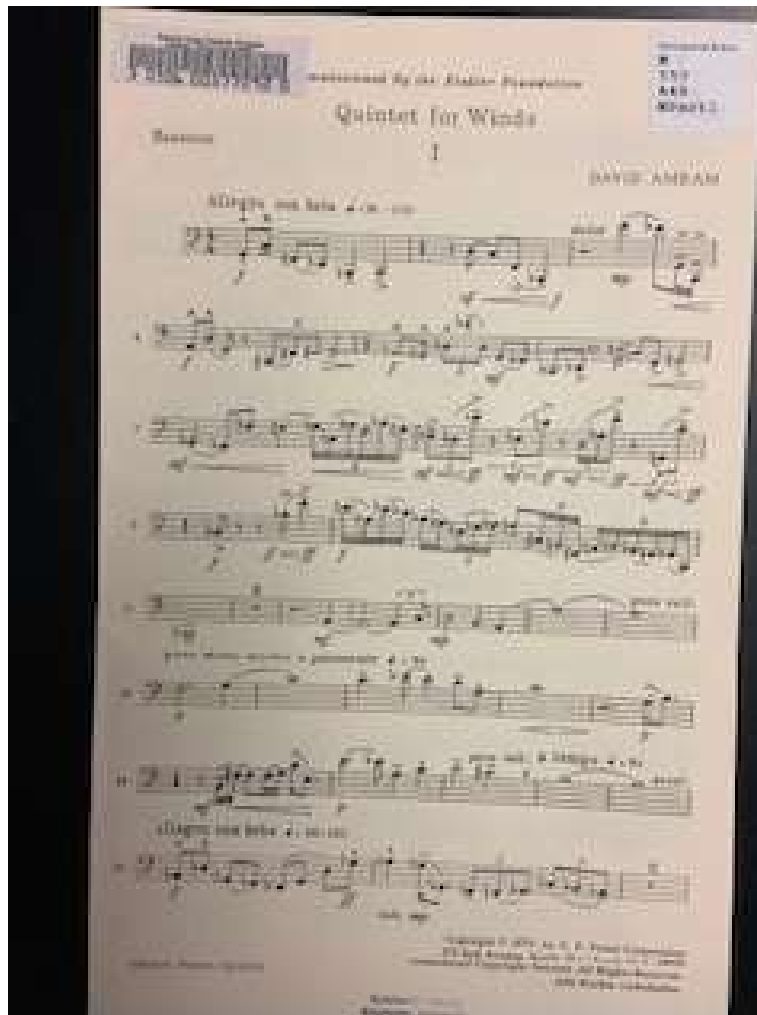
ii. Example: Score attached to binder plus 6 parts, each part has three separate sheets.

1. First Construction (ocm00988891)

2. \$\$a KZS& \$\$a KZS& \$\$d [\$\$v =MPart] \$\$v 1--6 \$\$v 1-2--1-3 \$\$v 2-2--2-3
 \$\$v 3-2--3-3 \$\$v 4-2--4-3 \$\$v 5-2--5-3 \$\$v 6-2--6-3

6. Labeling a page

a. The ideal placement for the barcode is shown below. You may have to adapt the placement depending on the score. Cut the label to fit if necessary.



7. Label placement on binder (Example Below)

