

LIS 791 Music Cataloging

Syllabus (updated June 12, 2010)

COURSE DESCRIPTION

Detailed examination of the bibliographic control of music materials (scores, sound recordings, videorecordings) and their inherent bibliographic characteristics. Special problems in the application of standard methods for descriptive cataloging, authority control, subject analysis and classification of music materials. Structure of music catalogs and requirements for the effective retrieval of music materials.

PRE-REQUISITE: LIS 511

A note about this requirement: music cataloging is a highly specialized, technical activity. It requires most of all a deep understanding of music and musical documents. But it is also a kind of cataloging, which means it requires skill in techniques and familiarity with standards at a meta-level in bibliographic control. The practical effect of not requiring more advanced cataloging courses as a prerequisite is that those with little cataloging experience will have to run to keep up a bit. Given that the course is online, students will be able to work at their own pace, which should help. Either way, ask the professor via email if you have questions.

COURSE REQUIREMENTS

Homework 60% of the grade

Blogging 10% of the grade

Research Seminar Participation. You will be asked to participate in the construction of a collaborative research project, working in small groups. 30% of the grade

COURSE OBJECTIVES

Upon completion of the course, students will be able to create national-repository level bibliographic records and other metadata for printed music and sound recordings, and for digitized musical representations. Students also will gain the ability to articulate important developments in music librarianship as a discipline and profession.

TEXTS REQUIRED FOR THIS COURSE:

Smiraglia, Richard P. *Music Cataloging: The Bibliographic Control of Printed and Recorded Music in Libraries*. Englewood, Colo.: Libraries Unlimited, 1989. **Out of print; pdfs. available in the online classroom**

Smiraglia, Richard P. *Describing Music Materials*. 3rd ed. Lake Crystal, Minn.: Soldier Creek Press, 1994
Out of print; can be downloaded as pdf from smiraglia.org

ARTICLES IN PDF IN YOUR D2L CLASSROOM:

Bratcher, Perry and Wood, W. 1993. Cataloging music: the non-musician's perspective. *Music reference services quarterly* 1no3: 65-78.

Bradley, Carol June. 2003. Classifying and cataloguing music in American libraries: a historical overview. *Cataloging & classification quarterly* 35 no. 3: 467-81. Buth, Olga. 1974. Scores and recordings. *Library trends* 23: 427-50.

Coral, Lenore, et al. 1986. Automation requirements for music information. *Notes* 43: 14-16.

Crow, Linda. 1990. Shelf arrangement systems for sound recordings. *Technical services quarterly* 8 no. 4: 1-24.

Elmer, Minnie. 1957 [1973]. Classification, cataloging, indexing. *Notes: supplemente for members* 23-28. Reprinted in *Reader in music librarianship*, ed. Carol June Bradley. Washington, D.C.: Microcard Editions Books, pp. 148-55.

Gentili-Tedeschi, Massimo and Riva, Federica. 2004. Authority control in the field of music: names and titles. *Cataloging & classification quarterly* 39 no. 1-2: 399-412.

Hemmasi, Harriette and Young, J. Bradford. 2000. *LCSH for music: historical and empirical perspectives*. In Stone, Alva, ed. *The LCSH century: 100 years with the Library of Congress subject headings system*. New York: Haworth Information Press, pp. 135-57. (Also published as *Cataloging & classification quarterly* 29no.1/2: 135-57.)

Le Boeuf, Patrick. 2005. Musical works in the FRBR model or "Quasi la Stessa Cosa": variations on a theme by Umberto Eco. *Cataloging & classification quarterly* 39 no. 3-4: 103-24.

Luttman, Stephen F. 1999. Good enough for jazz, or, successful music cataloging for non-musicians. *Colorado libraries* 25: 48-49.

MacLeod, J. and Lloyd, K. 1994. A study of music cataloging backlogs. *Library resources & technical services* 38: 7-15.

McBride, Jerry L. 2000. Faceted subject access for music through USMARC: a case for linked fields. *Cataloging & classification quarterly* 31 no. 1: 15-32.

Miller, David and Le Boeuf, Patrick. 2005. 'Such stuff as dreams are made on': how does FRBR fit performing arts? *Cataloging & classification quarterly* 39 no. 3-4: 151-78.

Ostrove, Geraldine. 2007. Headings and subdivisions for musical works: patterns to express medium of performance.

In Cassaro, James P. ed., *Music, libraries, and the academy: essays in honor of Lenore Coral*. Middleton, Wis.: A-R Editions, c2007, pp. 143-83 .

Ostrove, Geraldine. 2001. Music subject cataloging and form/genre implementation at the Library of Congress. *Cataloging & classification quarterly* 32 no. 2: 91-106.

Papakhian, Arsen R. 2000. Cataloging. *Notes* 56: 581-91.

Papakhian, Arsen R. 1985. The frequency of personal name headings in the Indiana University Music Library card catalogs. *Library resources & technical services* 29: 273-85.

Procházka, David. 2006. The development of uniform titles for choreographic works. *Cataloging & classification quarterly* 42 no. 1: 7-20.

Randel, Don Michael. 1987. Defining music. *Notes* 43: 751-66.

Simpkins, Terry. 2001. Cataloging popular music recordings. *Cataloging & classification quarterly* 31 no. 2: 1-35.

Smiraglia, Richard P. 2002. Musical works and information retrieval. *Notes* 58: 747-64.

Smiraglia, Richard P. 1989. Uniform titles for music: an exercise in collocating works. *Cataloging & classification quarterly* 9 no.3: 97-114.

Smiraglia, Richard P. and Papakhian, Arsen R. 1981. Music in the OCLC online union catalog: a review. *Notes* 38: 267-74.

Sonneck, Oscar George Theodore. 1904. [1973]. Cataloging special publications: music. In Cutter, Charles A. *Rules for a dictionary catalog*. Washington: Govt. Printing Office, pp. 138-40. Reprinted in *Reader in music librarianship*, ed. Carol June Bradley. Washington, D.C.: Microcard Editions Books, pp. 146-47.

Thomas, David. H. 1990. Cataloging sound recordings using archival methods. *Cataloging & classification quarterly* 11 no. 3-4: 193-212.

Urbanik, Elizabeth. 2003. Sheet music cataloging for the non-specialist: the Templeton Collection of Mississippi State University. *Library collections, acquisitions, and technical services* 27 no. 2: 249-60.

Weitz, Jay. 2001. Videorecording cataloging: problems and pointers. *Cataloging & classification quarterly* 31 no. 2: 53-83.

Note: at the bottom of this file, after the course schedule, is further bibliography. This constitutes a pretty complete list of the relevant readings about music cataloging that one might find in a music library or a library and information science library. As of the beginning of our course, we are still working on finding scans of the articles listed there. Watch here for updates as those become available. But it is beyond our ability to make everything available online in e-form for this course, so I simply present it here as a resource list for you, the music cataloger. Nor would I recommend purchasing all or even any of it without having a look first. There will be some excerpts woven into your learning modules, to help you decide whether it's worth your while to chase after copies.

COURSE SCHEDULE

Date	Topic	Readings	Due
June 1	Bibliographic control theory and characteristics of music materials	Smiraglia, <i>Music cataloging</i> , Introd., chapters 1-3 Randel, "Defining Music"	

		<p>Sonneck, "Cataloging ... Music"</p> <p>Elmer, "Classification, Cataloging, Indexing"</p> <p>Bradley, "Classifying and cataloguing music"</p> <p>Papakhian, "Cataloging"</p> <p>Bratcher and Wood "Cataloging music"</p>	
June 8	Description of printed and recorded music, and music video	<p>Smiraglia, <i>Describing music materials</i>, Introd., chapters 1-5</p> <p>Simpkins, "Cataloging popular music recordings"</p> <p>Thomas, "Cataloging Sound ..."</p> <p>Urbanik, "Sheet music cataloging"</p> <p>Weitz, "Videorecording cataloging"</p>	
June 15	Music Reference Tools for Bibliographic Control Choice of Access Points	<p>Smiraglia, <i>Music cataloging</i>, Chapters 4, 9</p> <p>Smiraglia, <i>Describing music materials</i>, chapters</p>	Assignment 1 due June 17 (Thursday)

	Form of Access Points Uniform titles Authority Control	6-8 Papakhian, "Frequency ..." Smiraglia, "Uniform Titles ..." Smiraglia, "Musical works and IR" Gentili-Tedeschi and Riva, "Authority control"	
June 22	Subject Analysis Verbal tools for subject control Classified Subject Control	Smiraglia, <i>Music cataloging</i> , chapters 5-7 Buth, "Scores and Recordings" Hemmasi and Young, "LCSH" McBride, "Faceted subject access" Ostrove, "Issues" Ostrove, "Music subject cataloging" Crow "Shelf arrangement systems"	Assignment 2 due June 24 (Thursday)
June 29	MARC Music Format	Smiraglia, <i>Music cataloging</i> , chapter 8	Assignment 3
July 6	Catalog Arrangement, Sources of Copy	Smiraglia, <i>Music cataloging</i> , chapters 10-11 Le Boeuf, "Musical	Assignment 4

	FRBR, RDA, etc.	works" Miller and Le Boeuf, "Such stuff" Prochazka, "Development" MacLeod "Study of Backlogs"	
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ASSIGNMENTS ("HOMEWORK"):

Cataloging assignments are due on each week, and each week's work builds on the prior week's. Homework is graded in a batch, so if you turn yours in late, it goes into the next batch (i.e., you won't get feedback for two weeks):

Assignment 1	Description of scores, recordings and video
Assignment 2	Selection of access points (name headings and uniform titles) for all musical content in assignment 1
Assignment 3	Subject analysis of all scores, recordings, and videos; application of <i>LCSH</i> , <i>LCC</i> , and <i>DDC</i>
Assignment 4	All of the above, corrected, and entered into MARC format

MONOGRAPHS OF INTEREST (ON RESERVE IN THE MUSIC LIBRARY AT GOLDA MEIR LIBRARY)

Ashley, Lowell. 1996. *Cataloging musical moving image material*. MLA technical reports no. 25. Lanham, Md.: Scarecrow Press for the Music Library Assn.

Hartsock, Ralph. 1997. *Notes for music catalogers: examples illustrating AACR2 in the online bibliographic record*. Soldier Creek music series no. 3. Lake Crystal, Minn.: Soldier Creek Press.

Hemmasi, Harriette. 1998. *Music subject headings: compiled from Library of Congress Subject Headings*. 2d ed. With technical assistance of Fred Rowley; introduction by J. Bradford Young. Soldier Creek music series no. 6. Lake Crystal, Minn.: Soldier Creek Press.

Kaufman, Judith. 1977. *Recordings of non-western music: subject and added entry access*. MLA technical report no. 5. Ann Arbor: Music Library Assn.

Kaufman, Judith. 1983. *Library of Congress Subject Headings for recordings of Western non-classical music*. MLA technical report no. 15. Philadelphia: Music Library Assn.

Koth, Michelle. 2008. *Uniform titles for music*. MLA technical reports no. 31. Lanham, Md.: Scarecrow Press for the Music Library Assn.

McKnight, Mark. 2002. *Music classification systems*. Edited by Linda Barnhart. MLA basic manual series no. 1. Lanham, Md.: Scarecrow Press for the Music Library Assn.

Rahkonen, Carl. 1994. *World music in music libraries*. MLA technical reports no. 24. Lanham, Md.: Scarecrow Press for the Music Library Assn.

Schultz, Lois and Shaw, Sarah. 2003. *Cataloging sheet music: guidelines for use with AACR2 and the MARC format*. MLA technical reports no. 28. Lanham, Md.: Scarecrow Press for the Music Library Assn.

[Seibert, Donald et al.] 1973. *The partial use of the shelf list as classed catalog*. MLA technical report no. 1. Ypsilanti: Music Library Assn.

Seibert, Donald. 1982. *The MARC Music Format: from inception to publication*. MLA technical report no. 13. Philadelphia: Music Library Assn.

Smiraglia, Richard P. 2005. *Bibliographic control of music: a retrospective bibliography 1882-2000*. Compiled and edited with J. Bradford Young. Music Library Association index and bibliography series no. 32. Lanham, Md.: Scarecrow Press for the Music Library Assn.

Smiraglia, Richard P. 2007. *Shelflisting music: guidelines for use with the Library of Congress Classification: M*. 2nd ed. Lanham, Md.: Scarecrow Press for the Music Library Assn.

Thomas, David. H. 1992. *Archival information processing for sound recordings: the design of a database for the Rodgers & Hammerstein Archives of Recorded Sound*. MLA technical report no. 21. Canton, Mass.: Music Library Assn.

Thorin, Suzanne E. and Vidali, Carole Franklin. 1984. *The acquisition and cataloging of music and sound recordings: a glossary*. MLA technical report no. 11. Canton, Mass.: Music Library Assn.

Tucker, Ruth, ed. 1989. *Authority control in music libraries*. MLA technical report no. 16. Canton, Mass.: Music Library Assn.

Weitz, Jay. 2001. *Music coding and tagging*, 2d ed. Lake Crystal, Minn.: Soldier Creek Press.

Weitz, Jay. 2003. *Cataloger's judgment: music cataloging questions and answers from the Music OCLC User's Group Newsletter*. Arranged and edited by Matthew Sheehy. Westport, Conn.: Libraries Unlimited.

Wursten, Richard B. 1990. *In celebration of revised 780: music in the Dewey Decimal Classification edition 20*. MLA technical report no. 19. Canton, Mass.: Music Library Assn.

WEB RESOURCES:

Music OCLC Users Group Cataloging Tools (<http://www.musicoclcusers.org/catools.htm>)

Music Cataloging at Yale (<http://www.library.yale.edu/cataloging/music/musicat.htm>)

Indiana University Music Library Technical Services Division
(http://library.music.indiana.edu/tech_s/manuals/ts.htm)

COURSE REQUIREMENTS AND POLICIES

Software.

This course requires use of the following software and file formats:

Microsoft Word 2003 or 2007 or Open Office Writer for text documents; acceptable file formats: .doc, .docx, .rtf, or .odt.

Contacting the Professor

I reside in Philadelphia, Pennsylvania, and I often work in both Amsterdam and Toronto. So I will always be available to you online, but time delays have to be taken into account. It is always easiest to reach me via email.

D2L and Student Privacy Statement:

Certain SOIS courses utilize the instructional technology Desire to Learn (D2L) to facilitate online learning. D2L provides instructors the ability to view both individual data points and aggregate course statistics, including the dates and times individual students access the system, what pages a student has viewed, the duration of visits, and the IP address of the computer used to access the course website. This information is kept confidential in accordance with the Family Educational Rights and Privacy Act (FERPA), but may be used for student evaluation.

UWM AND SOIS ACADEMIC POLICIES

The following links (note these are not linked directly; please copy the link into your browser) contain university policies affecting all SOIS students. Many of the links below may be accessed through a PDF-document maintained by the Secretary of the University:

<http://www.uwm.edu/Dept/SecU/SyllabusLinks.pdf>. Undergraduates may also find the Panther Planner and Undergraduate Student Handbook useful (<http://www.uwm.edu/Dept/OSL/DOS/Handbook2005-06.pdf>). For graduate students, there are additional guidelines from the Graduate School (http://www.uwm.edu/Dept/Grad_Sch/StudentInfo/), including those found in the Graduate Student and Faculty Handbook: http://www.uwm.edu/Dept/Grad_Sch/Publications/Handbook/.

Students with disabilities. If you will need accommodations in order to meet any of the requirements of a course, please contact the instructor as soon as possible. Students with disabilities are responsible to communicate directly with the instructor to ensure special accommodation in a timely manner. There is comprehensive coverage of issues related to disabilities at the Student Accessibility Center (<http://www.uwm.edu/Dept/DSAD/SAC/MainOffice.html>), important components of which are expressed here: <http://www.uwm.edu/Dept/DSAD/SAC/SACltr.pdf>.

Religious observances. Students' sincerely held religious beliefs must be reasonably accommodated with respect to all examinations and other academic requirements, according to the following policy: http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S1.5.htm. Please notify your instructor within the first three weeks of the Fall or Spring Term (first week of shorter-term or Summer courses) of any specific days or dates on which you request relief from an examination or academic requirement for religious observances.

Students called to active military duty. UWM has several policies that accommodate students who must temporarily lay aside their educational pursuits when called to active duty in the military (see <http://www3.uwm.edu/des/web/registration/militarycallup.cfm>), including provisions for refunds, readmission, grading, and other situations.

Incompletes. A notation of "incomplete" may be given in lieu of a final grade to a student who has carried a subject successfully until the end of a semester but who, because of illness or other unusual

and substantial cause beyond the student's control, has been unable to take or complete the final examination or some limited amount of other term work. An incomplete is not given unless the student proves to the instructor that s/he was prevented from completing course requirements for just cause as indicated above (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S31.pdf).

Discriminatory conduct (such as sexual harassment). UWM and SOIS are committed to building and maintaining a campus environment that recognizes the inherent worth and dignity of every person, fosters tolerance, sensitivity, understanding, and mutual respect, and encourages the members of its community to strive to reach their full potential. The UWM policy statement (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S47.pdf) summarizes and defines situations that constitute discriminatory conduct. If you have questions, please contact an appropriate SOIS administrator.

Academic misconduct. Cheating on exams and plagiarism are violations of the academic honor code and carry severe sanctions, ranging from a failing grade for a course or assignment to expulsion from the University. See the following document (<http://www.uwm.edu/Dept/OSL/DOS/conduct.html>) or contact the SOIS Investigating Officer (currently the Associate Dean) for more information.

Complaints. Students may direct complaints to the SOIS Dean or Associate Dean. If the complaint allegedly violates a specific university policy, it may be directed to the appropriate university office responsible for enforcing the policy.

Grade appeal procedures. A student may appeal a grade on the grounds that it is based on a capricious or arbitrary decision of the course instructor. Such an appeal shall follow SOIS appeals procedures or, in the case of a graduate student, the Graduate School. These procedures are available in writing from the respective department chairperson or the Academic Dean of the College/School (http://www.uwm.edu/Dept/SecU/acad%2Badmin_policies/S28.htm).

Examinations, Finals. The Secretary of the University is authorized to prepare the final examination schedule. The time of the final examination for an individual or a class may be changed only with the prior approval of the dean or director of the respective college/school. The change will involve a postponement to a later date. For individuals with exam conflicts, a separate week at the very end of the exam week will be reserved to take one of the conflicting exams (http://www.uwm.edu/Dept/SecU/acad+admin_policies/S22.htm).