Open Source Cataloging Help Documentation

The IN Harmony Sheet Music Cataloging Tool is an open source tool developed by the Indiana University Digital Library Program with funding from the Institue of Museum and Library Services (IN Harmony: Sheet Music from Indiana - LG-30-04-0256-04). The IN Harmony cataloging tool has been designed to assist libraries and museums catalog and manage their sheet music collections as well as the digital surrogates of the sheet music.

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Login

The IN Harmony Sheet Music Cataloging Tool requires a login, so it can keep a record of which user has created and edited which records in the system. By default, user accounts do not need to be created ahead of time and no password is required for accessing the IN Harmony Sheet Music Cataloging Tool. There are other options available, however, which are explained in the IN Harmony Cataloging Tool Installation Documentation. You should contact your system administrator to understand the details of your implementation.

Create New Record / Search for Existing Record

The first screen you'll see after login is the "Search" window. Once here you can do one of two things:

- Create a new record
- Search for an existing record for viewing/editing

Create New Record

If you would like to create a new record from scratch, enter a record ID number that meets your institution's criteria for ID numbers in the "Score ID" field. This identification number must be unique within your database. Make sure to carefully assign the "Score ID," as this number can not be edited.

After adding a new record, you will automatically be taken to an "Edit" screen to begin cataloging.

Search for Existing Record

Searching by Status
You can search for existing records several ways, but searching by status is probably the most common approach. There are two statuses for

existing records: **cataloged** and **needs attention**. All of these records can be edited or viewed accordingly.

- Records that have met all of an institution's cataloging requirements are marked as **"cataloged."** These records can still be edited after being assigned this status.
- Records that need to be revisited for reasons such as name authority completion or subject assignment can be marked as **"needs attention."**

Search by Score ID
To find a specific record, you can search by that record's score identification number. You can also only enter the first few characters of an ID in this box, and all records starting with those characters will be retrieved.

Search by Title
The search page includes a field for searching by title. You can enter a partial title (e.g., lullaby for "Number Ten Lullaby Lane") or you can enter the complete title (e.g., Number Ten Lullaby Lane). This search is not case sensitive, but it is "left-anchored," that is, searches the words you enter as an exact phrase starting with the first character of the title field.

Search by Name
The search page includes a field for searching by name. You can enter a partial name (e.g., War or Warren for "Warren, Bob") or you can enter the complete name (e.g., Warren, Bob). This search is not case sensitive, but it is "left-anchored," that is, searches the words you enter as an exact phrase starting with the first character of the name field.

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Results

Results for existing records will appear in the section below the search form. Records can be sorted according to ID, Status, Title and Composer by clicking on the column headings for each of these.

If you double-click on a record, it will automatically open up the "Edit" screen. You can also click once on a record and select "Edit Record" or "View Record." The "View" screen provides a read-only view of all the metadata that has been assigned to that record.

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Create/Edit Record

Every record contains 6 major areas for description: Title, Name, Publisher, Subject, ID and Note. Record status can be designated from this screen (cataloged, needs attention). Every institution will have its own local guidelines governing the creation of records in the IN Harmony Sheet Music Cataloging Tool, including which fields are to be completed, how these fields will be completed, and what criteria to use for each record status. For one example of sheet music cataloging guidelines, see the IN Harmony Project Cataloging Guidelines.

Saving and Canceling a Record / Navigating Across Records

The bottom of the Edit screen contains several action buttons:

- **Cancel** will close the screen without saving any changes
- **Save** your record any time while cataloging without closing the Edit screen
- **Save and close** your record any time to save your changes and return to the search results window
- **Prev** allows you to navigate to the record preceding the one you are editing; you will be prompted to save the record or cancel without saving before moving to the previous record
- **Next** allows you to navigate to the record following the one you are editing; ; you will be prompted to save the record or cancel without saving before moving to the next record

If a record is marked as "needs attention," clicking "Save" or "Save and Close" will ask if you wish to change this status before saving.

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Auto-Completion

Many data entry fields in the IN Harmony Sheet Music Cataloging Tool will contain lists of previously-entered values to help you more efficiently catalog. Some lists will develop and grow over time as more records are entered into the system and other lists, such as Subject/Instrumentation, will contain a small-set of pre-defined values.

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Title

The "Title" tab contains seven types of title for cataloging: Title, Uniform title, First line, First line of chorus, Alternative title, Title of larger work and Series title.

If the title of the piece begins with nonsorting characters, such as an article, enter the article (e.g., The, A, etc.) in the "Nonsort string" box preceding the larger box for the sorting title. The remainder of the title should be entered in the larger box.

Certain title entries can only be assigned once while others can be assigned multiple times. All titles need to be initially added by clicking the "Add" button after entering the title information. Thereafter, certain titles can be replaced (by clicking the "Replace" button) or additionally added (by clicking the "Add" button) according to the requirements associated with a particular title element.

Title
Title (title proper) is the only required element in the "Title" tab. After entering the title, click "Add." If the title was entered incorrectly, enter the new title with the appropriate non-sorting string and click "Replace."

Uniform title
This element is not required, and can only be assigned once.

First line
This element is not required, and can only be assigned once.

First line of chorus
This element is not required, and can only be assigned once.

Alternative title
This element is not required, and can be assigned multiple times.

Title of larger work
This element is not required, and can only be assigned once.

Series title
This element is not required, and can be assigned multiple times.

Edit/Delete

Individual title entries can be deleted or edited. To delete a title entry, select the title row and click "Delete." To edit a title entry, select the title row and click "Edit." This will launch a small window where you can make changes to the title information.

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Name

The "Name" tab contains ten types of names for cataloging: Composer, Arranger, Lyricist, Performer, Dedicatee, Engraver, Lithographer, Artist, Name as subject, and Other name. None of the name types are required and all can be assigned multiple times.

Names can be designated as Personal or Corporate and can be designated as following the Library of Congress Name Authority File (LCNAF) or IN Harmony (locally-defined) rules for formatting.

To add a name, select the name type (e.g., Composer), enter the name and click "Add."

Edit/Delete

To delete a name entry, select the name row and click "Delete." To edit a name entry, select the name row and click "Edit." This will launch a small window where you can make changes to the name information.

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Publisher

The "Publisher" tab supports the entry of publisher name, publisher place and date. None of these elements are required and all are repeatable.

Date can be specified as either Copyright or Publication and must be further designated as Exact, Approximate, Inferred or Questionable.

To add publisher information, enter the name, date and/or publication place and then click the "Add" button. If you enter a date, be sure to specify the date type.

In the rare occasion you come across a piece of sheet music with two distinct publishers, publication places and/or two distinct dates, click on the "Switch to advanced" button to add the additional information.

Edit/Delete
Individual publication entries can be deleted or edited. To delete a publication entry, select the publisher row and click "Delete." To edit a publication entry, select the publisher row and click "Edit." This will launch a small window where you can make changes to the publication information.

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Subject

The "Subject" tab supports the entry of several subject-related elements: Subjects, Language, Instrumentation and Places.

None of the subject types are required and all can be assigned multiple times.

Subjects
There are two ways to enter subjects in this section:

- by selecting a subject type and manually entering the corresponding term
- by clicking on "Enter LCSH"

Subjects can be added manually by selecting the subject type, Topical, Form/genre, Temporal, Cover Subject and Local Subject, entering the corresponding value and clicking "Add."

Subjects can also be added by using the "Enter LCSH" screen, which is designed to assist those who normally use precoordinated LCSH subject strings for describing sheet music. Here you can copy and paste the authorized subject heading from where you conduct authority work, and have the system break up the headings into corresponding subject facets by clicking "Process." You can then assign each term to a specific facet: Topical, Form/Genre, etc. or leave terms unassigned for the time being. However, all terms should be assigned to a subject type before deeming the record "cataloged."

Enter LCSH

LCSH Headings

```
$v Piano music $x Ragtime
```

[Process]

INHarmony Facets

Ragtime	Don't include ▼
Piano music	Form/genre ▼

Dropdown open:
- Don't include
- Topical
- **Form/genre**
- Temporal
- Cover Subject
- Local Subject
- Language
- Other named place

[Cancel] [Done]

LCSH subjects are processed according to the following rules:

```
The data in each subfield will map to a separate IN Harmony subject
heading.
In addition, parenthetical qualifiers within a subfield should map to a
separate IN Harmony subject heading.

$a: no reliable IN Harmony mapping
Do not map these values:
Songs with piano
Songs with guitar
Songs (High voice) with piano
Songs (Medium voice) with piano
```

Songs (Low voice) with piano

Piano music
, Arranged
, Unaccompanied
Band music
Instrumental music
Orchestral music
Vocal music

$v: IN Harmony form/genre
Do not map these values:
Excerpts
Excerpts, Arranged
Songs and music
Vocal scores
Vocal scores with piano
Anything beginning with "Songs"

$x: no reliable IN Harmony mapping
Do not map these values:
Instruction and study
Instrumental settings
Methods
Music
Songs and music
Studies and exercises

$y: IN Harmony temporal

$z: IN Harmony place name subject

(Parenthetical text): no reliable IN Harmony mapping
Split text that appears within parentheses into a separate IN Harmony
heading from the preceding text

Do not map these values:
(Piano)
(Music)
(Dance)
([any number])
(.*voices.*)

Do not split out parenthetical text that follows these patterns, indicated
here in Perl regular expression syntax:
(.*,\s[A-Z]{2}\..*)

Other processing:

> Strip the word "with" and any text following it from a heading when mapped
> from LCSH to an IN Harmony field

Language
Language(s) will not be assigned unless specified. To enter a language, type the language box and click "Add." This element is not required, but multiple values can be entered. The list of languages available in this field is configurable by technical staff at your institution. See the IN Harmony Sheet Music Cataloging Tool Administrator Help for more information.

Instrumentation
Select from a pre-defined list of instrumentations: Piano and Voice; Piano; Piano, Voice and Chords; Piano and Chords; and Voice, or select Other and enter the instrument (e.g. Ukulele) in the adjoining box. If more than one "other" instrument is necessary, click "Add" to enter the first instrument, then repeat this process to add each subsequent instrument.

Places
Enter the country, state/province/county, city or other named place associated with the music or lyrics and click "Add."

Edit/Delete
Individual subject entries can be deleted or edited. To delete a subject entry, select the subject row and click "Delete." To edit a subject entry, select the subject row and click "Edit." This will launch a small window where you can make changes to the subject information.

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ID

The "ID" tab supports the entry of Physical location, Call number, Plate number, Publisher number, Catalog number, and URLs to online digitized sheet music. None of these elements are required and all but Physical location and Call number are repeatable.

To add a Physical location, type the text of a physical location for this piece of sheet music in the appropriate box and click "Add." If the Physical location was entered incorrectly, enter new text and click "Replace."

To add an identification number, select the ID type from the available list (e.g., Catalog number), enter the identification number and click "Add."

To add a URL to a digitized item, select the appropriate target for the link (Web page showing digitized item, PDF of digitized item, or Cover thumbnail) and enter the URL. The cataloging tool will suggest previously entered URLs for you, making it easy to accept a general form but change only a few characters at the end.

Edit/Delete
To delete an identification entry, select the ID row and click "Delete." To edit an identification entry, select the ID row and click "Edit." This will launch a small window where you can make changes to the ID information.

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Note

Add a note to record supplementary information about the piece of sheet music being cataloged. Notes are not required but can be assigned multiple times.

Edit/Delete
To delete a note entry, select the note row and click "Delete." To edit a note entry, select the note row and click "Edit." This will launch a small window where you can make changes to the note information.

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Export Records

Records can be exported from the IN Harmony Sheet Music Cataloging tool either one at a time or in batch. Several record export formats are available.

Single Record Export

Individual records can be exported out of the IN Harmony Sheet Music Cataloging tool in either Simple Dublin Core or MODS format. To begin the single record export, open a record of interest for editing, then click the "Export Record" button in the upper right of the window. A dialog box will then appear, allowing you to select which format of record you would like to export.
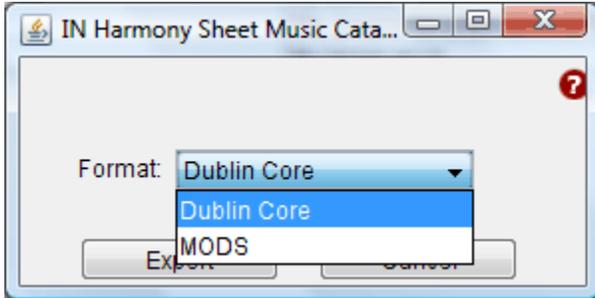
Dublin Core
If you select the Dublin Core export option, you will be presented with a second dialog box asking for a "URL of online Use and Reproduction statement". If you would like a URL pointing to an online description of the usage rights governing this resource, enter that data here. You may leave this box blank if you desire. Click the "Export Dublin Core" button to continue. You will next be asked where you would like to save the exported record. Navigate to your chosen location, and click "Save." A filename will be suggested, but you may change the suggested name if you desire.

MODS
If you select the MODS export option, you will be presented with a second dialog box asking for a "Cataloging Agency" and a "URL of online Use and Reproduction statement". If you would like to have your institution recorded in the MODS record as the agency responsible for creating the record, or a URL pointing to an online description of the usage rights governing this resource, enter that data here. You may leave these boxes blank if you desire. Click the "Export MODS" button to continue. You will next be asked where you would like to save the exported record. Navigate to your chosen location, and click "Save." A filename will be suggested, but you may change the suggested name if you desire.

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Batch Record Export

Records can be exported in batch mode of the IN Harmony Sheet Music Cataloging tool in Simple Dublin Core, MODS, or an OAI-PMH Static Repository file containing both Simple Dublin Core and MODS. To begin the batch record export, click the "Export" button near the top of the Search window. A dialog box will then appear, allowing you to select export options.
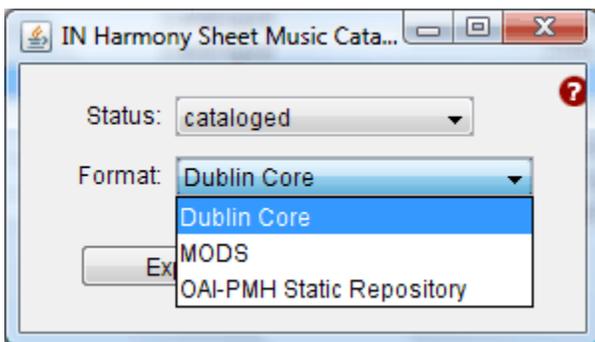
From this window, you have two decisions to make:

- **Status:** You may choose to export only records with "cataloged" status, or you may export all records in the database regardless of status.
- **Format:** You may choose to export records in Simple Dublin Core, MODS, or the OAI-PMH Static Repository format.

Dublin Core
If you select the Dublin Core export option, you will be presented with a second dialog box asking for a "URL of online Use and Reproduction statement". If you would like a URL pointing to an online description of the usage rights governing this resource, enter that data here. You may leave this box blank if you desire. Click the "Export Dublin Core" button to continue. You will next be asked where you would like to save the exported record. Navigate to your chosen location, and click "Save." A filename will be suggested, but you may change the suggested name if you desire. The export file is a ZIP archive containing one XML file for each exported record.

MODS

If you select the MODS export option, you will be presented with a second dialog box asking for a "Cataloging Agency" and a "URL of online Use and Reproduction statement". If you would like to have your institution recorded in the MODS record as the agency responsible for creating the record, or a URL pointing to an online description of the usage rights governing this resource, enter that data here. You may leave these boxes blank if you desire. Click the "Export MODS" button to continue. You will next be asked where you would like to save the exported record. Navigate to your chosen location, and click "Save." A filename will be suggested, but you may change the suggested name if you desire. The export file is a ZIP archive containing one XML file for each exported record.

OAI-PMH Static Repository

The OAI-PMH Static Repository export will be useful if you would like to share the records for sheet music you create in the IN Harmony Sheet Music Cataloging tool with metadata harvesters via the OAI-PMH metadata sharing protocol, but you do not have an OAI-PMH data provider into which you can easily load these records. To do this, export the OAI-PMH Static Repository file from the IN Harmony Sheet Music Cataloging tool, then register it with a Static Repository Gateway of your choice.

If you select the OAI-PMH Static Repository export option, you will be presented with a second dialog box with a number of options. These are:

- **Repository Name** (required): A few words describing the Static Repository File as a whole, e.g., "My University Sheet Music Collections".
- **URL of online Use and Reproduction statement** (optional): If you would like a URL pointing to an online description of the usage rights governing this resource, enter that data here.
- **Contact Email** (required): A valid, monitored email address for a group or individual that will be involved in sharing these records via OAI-PMH.
- **Repository Identifier** (required): Must be an internet domain name (not a literal numeric IP address) that is registered to the organization that controls the OAI repository. Do not include the "http://" or "www" prefixes - the value must look like institution.edu (or .org or .com, etc.). (More information on OAI identifiers)
- **Cataloging Agency** (optional): If you would like to have your institution recorded in the MODS record as the agency responsible for creating the record, enter that data here.
- **Base URL** (optional): The URL at which this Static Repository file will be available once registered with a Gateway. (More information on Static Repository BaseURLs) This data is not required at export, but if is left blank at this stage the exported XML file must later be edited to include this data so that it can act as a valid Static Repository file for OAI-PMH harvesting. Someone involved with the Static Repository Gateway you select can give you more information on the form of this URL.

Click the "Export OAI" button to continue. You will next be asked where you would like to save the exported record. Navigate to your chosen location, and click "Save." A filename will be suggested, but you may change the suggested name if you desire.

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