

## Music Approval – Scores

### Order Numbers

a569866 – Harrassowitz

a770129 – Theodore Front

### Set Preferences:

In Cataloguing click **Options** then **Preferences** & set the following:

- **General tab:** uncheck "add subfield a"
- **Item default tab:**
  - Type - book
  - Status - in process
  - Stat category - set to vendor/order# being processed
- **Folders/files tab:** set bib & hldgs templates to g\acquisitions\voyager\templates\music templates-cataloguing\scorebib.tem or scorehold.tem

Update 980/981 macro to reflect invoice# & vendor order#:

- 980 - \$f invoice#
- 981 - \$a order# \$b date received

### Receiving:

Search title in GIL:

- **If Duplicate** found, circle price on invoice and complete a pink return form for item. When invoice is completed, place invoice with return on returns shelf
- **Added Volumes** – If the piece is an added volume, receive the piece using established added volume procedures, printing the mfhd to route with your piece. **Add the volume# in \$x of the 981 on bib record**

**NOTE: DO NOT** edit the mfhd for added volumes. Place added volumes directly in the nonbook materials box

## Title not found in GIL

- Search in OCLC and export record to GIL if found
- Add 980/981 info to bib record & save the record to the database
- Write the bib # on the verso of the title page or back of first printed page (not the cover)

**Title NOT in OCLC** - create a new bib record (**Alt+rnb**) & enter the following fields

- **024** - ISMN (if there is one)
- **028** - music number
- **100** - main entry author/composer in established authority format

**To determine established name authority:** enter name in 100 field & save record. Check name validation in **Authority Validation box**. If the entry has **heading validated**, highlight the name entry & **click Retrieve Authority**. Copy & paste the name for the 100 from the authority record to the bib record. If the entry is **not validated**, highlight the non-validated entry & **click Search**. From the search results, highlight the one that is **Authorized**. **Click Authority/OK** & copy & past the name from the 100 from the authority record to the bib record. **If no authority is found, enter the name as it appears on the piece**

- **245** - title of piece

If there is more than one title contained in the score, use the first one listed. Put a period at the end of the field

- **260** - imprint/date

## EXAMPLE:

260 \$a place : \$b publisher, \$c date  
if unknown - \$a S.l. : \$b s.n., \$c date

- **300** - \$a 1 score (& # of pts if needed)
- **440** - enter this field **ONLY** if the series is established in GIL.  
e.g. \$a series title ; \$v = volume #
- **980** - \$f invoice #
- **981** - \$a order # \$b date received \$x volume # (if needed)

Save the record to the database & write the bib number on the verso

- **Create the MFHD (Alt+re)**  
Since preferences are set, the mfhd does not need to be edited. Save the record to the database
- **Create the Item Record (Alt+rt)**  
Scan in barcode, enter the price, & change item status to "**not charged**"  
**for added volumes**  
Save the record to the database (**Ctrl+B**)

**NOTE: When creating item records:**

**\*DO NOT CREATE ITEM RECORDS FOR PARTS ACCOMPANYING SCORES**

**\*DO NOT ENTER ENUMERATION ON ITEM RECORDS**

**\*DO NOT ENTER INFO IN FREE TEXT FIELD OR PIECES BOX OF ITEM RECORDS**

- **ACCOMPANYING Audio CDs** - receive & place in jewel case(s). Write bib# on an Avery label & place on front bottom right corner of case
- **Completed invoice** - initial & date. Note total # items received & returned, if any. Place completed invoice with returns on return shelf & those with no returns in the **Little Approval Plans To be Approved basket**

11.14.2001/rev. 2.20.2002; 7.18.2006