

IN Harmony Cataloging Guidelines

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Title Elements

Title

Required: Y

Repeatable: N

Authority control: None

The required “title” element is equivalent to the “title proper” in traditional library cataloging. This element may be used only once. Transcribe this title directly from the item being cataloged. Enter either without initial articles, or with initial articles and an indication of which characters are non-filing. Capitalize the first word and any proper nouns, but no other words. If desired, transcribe following the rules for transcription in AACR2, including subtitles separated from the main title by space, colon, space, or copy the form and punctuation from existing library catalog records. Do not include ending punctuation.

Uniform Title

Required: N

Repeatable: N

Authority control: Provide list of previously used values; can add to list

The optional “uniform title” element is equivalent to the “uniform title” described in AACR2. This element may be used only once. When possible, use the form of the uniform title found in the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. Do not include ending punctuation.

First Line

Required: N

Repeatable: N

Authority control: None

The optional “first line” element is a direct transcription of the first line of lyrics appearing in the song. Define the end of the “line” based on your judgment as to what should be searched and displayed to users. This element may be used only once. Enter either without initial articles, or with initial articles and an indication of which characters are non-filing. Capitalize the first word and any proper nouns, but no other words. Do not include ending punctuation.

First Line of Chorus

Required: N

Repeatable: N

Authority control: None

The optional “first line of chorus” element is a direct transcription of the first line of the chorus (refrain) appearing in the song. Define the end of the “line” based on your judgment as to what should be searched and displayed to users. This element may be used only once. Enter either without initial articles, or with initial articles and an indication of which characters are non-filing. Capitalize the first word and any proper nouns, but no other words. Do not include ending punctuation.

Alternative Title

Required: N

Repeatable: Y

Authority control: None

The optional “alternative title” element is a generic element used for other titles not covered elsewhere in the metadata record. This element may be used as many times as desired. Alternative titles may come from any source, including titles presented on the item that differ from the title proper and any other forms of title the cataloger deems important to record. Enter either without initial articles, or with initial articles and an indication of which characters are non-filing. Capitalize the first word and any proper nouns, but no other words. If desired, transcribe following the rules for transcription in AACR2, including subtitles separated from the main title by space, colon, space, or copy the form and punctuation from existing library catalog records. Do not include ending punctuation.

Title of Larger Work

Required: N

Repeatable: N

Authority control: Provide list of previously used values; can add to list

The optional “title of larger work” element is used when the item being cataloged is known to be one part of a larger work with a known title. This element may be used only once. When possible, use the form of the title found in the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. Do not include ending punctuation.

Series Title

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “series title” element is used to record a named series to which the item being cataloged belongs. This element may be used as many times as desired. Values will be generally transcribed from series statements on the item being cataloged. Catalogers may additionally add any series statements they deem appropriate. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. Enter either without initial articles, or with initial articles and an indication of which characters are non-filing. Capitalize the first word and any proper nouns, but no other words. Do not include ending punctuation.

Name Elements

Composer

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “composer” element is used to record the name of an individual or corporate body responsible for creating the musical content of the work being cataloged. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Arranger

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “arranger” element is used to record the name of an individual or corporate body responsible for the transforming the musical content of the work being cataloged from its original form, genre, instrumentation, etc., to another for publication. This element may be used as many times as desired. Specify in the

cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Lyricist

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “lyricist” element is used to record the name of an individual or corporate body responsible for creating the lyrics or text of the work being cataloged. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Performer

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “performer” element is used to record the name of an individual or corporate body indicated on the item being cataloged as a known performer of the work. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File

(LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Dedicatee

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “dedicatee” element is used to record the name of an individual or corporate body indicated on the publication cataloged as the recipient of a dedication for the work or the publication. Do not use this element to record information about handwritten dedications printed on an item after publication; use the **Note** element for this purpose instead. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Other name

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “other name” element is used to record the name of an individual or corporate body responsible for the creation of the item being cataloged that is deemed important but not appropriate for use in any other name or publication element. Do not use this element to record individuals or corporate bodies named

in lyrics; use the **Name as subject** element for this purpose instead. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Publication Elements

Publisher name

Required: N

Repeatable: Y

Authority control: None

The optional “publisher name” element records the name of the publisher of the item being cataloged. This element may be used as many times as desired. Each publisher may be connected with multiple publishing places. If desired, enter publisher name according to AACR2 rules.

Publishing place

Required: N

Repeatable: Y

Authority control: None

The optional “publishing place” element records the location, as specific as is known, where the item was published. This element may be used as many times as desired. Each publisher may be connected with multiple publishing places. If desired, enter publishing places according to AACR2 rules.

Date

Required: N

Repeatable: Y

Authority control: Restrict to YYYY-MM-DD structure, using as many digits as is known

The optional “date” element holds the date an item was copyrighted or published. This element may be used as many times as desired. Values should be entered in the form *YYYY-MM-DD*, where all digits except for the first two (YY) are optional and should be used only if known or can be supplied. If no date connected with the item is known, leave this field blank. For each date recorded, optionally indicate if the value is approximate, inferred, or questionable. For each date, indicate whether it refers to the date of copyright or publication.

Subject Elements

NOTE: Information on the relationship between the IN Harmony subject fields and LCSH as coded in MARC, along with "blacklists" of LCSH headings and subdivisions not to use for IN Harmony, are in Appendix C.

Topical subject

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional "topical subject" element is used to record the topical content of a song with lyrics. Record names of battles and wars here instead of in *temporal* subject. This element may be used as many times as desired. Choose values from the list provided of previously-used values. If other terms are desired, choose them from the Library of Congress subject headings and Library of Congress Name Authority File, found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>.

Name as subject

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional "name as subject" element is used to record a personal or corporate name that is the subject of a song. This element may be used as many times as desired. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches

Form/genre

Required: N

Repeatable: Y

Authority control: Provide list of suggested and previously used values; can add to list

The optional “form/genre” element is used to record the form or genre of the item being cataloged. This element may be used as many times as desired. Choose values from the list provided of suggested (from Appendix B) and previously-used values. If other terms are desired, choose them from the Library of Congress subject headings, found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>.

Temporal subject

Required: N

Repeatable: Y

Authority control: Provide list of suggested and previously used values; can add to list

The optional “temporal” element is used to record a named time period relevant to the item being cataloged. Named time periods can include centuries, eras, stylistic periods, and seasons. Record names of battles and wars in *topical* subject rather than *temporal* subject. This element may be used as many times as desired. Choose values from the list provided of previously-used values. If other terms are desired, choose them from the Library of Congress subject headings and Library of Congress Name Authority File, found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>.

Instrumentation

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “instrumentation” element consists of two data entry points in the IN Harmony cataloging interface. In the first, the cataloger may select the appropriate value from the following list:

- Piano
- Piano and Voice
- Piano, Voice and Chords
- Piano and Chords
- Voice
- Other

The second is a free-text box used to record any instruments explicitly named on the item being cataloged, which may be used regardless of the value chosen in the first data entry point. The free-text entry may be used as many times as desired. Choose values from the list provided of previously-used values. If other terms are desired, choose them from the Library of Congress subject headings, found

through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>.

Place name subject

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “place name subject” element is used to record named countries, states, provinces, counties, and cities associated with the music and lyrics (rather than publication information) of the item being cataloged. It consists of three sub-elements: country, state/province/county, and city. The state/province/county sub-element refers to the largest jurisdictional unit within a country. In the U.S, this is the state; in Canada, the province; in England, the county, etc. When entering a state/province/county value, indicate in the interface which of these three applies. This element may be used as many times as desired. Enter sub-elements as specific as appropriate based on the item being cataloged; if a city is the subject of the item, enter country, state/province/county, and city; if a state/province/county is the subject of the item, enter country and state/province/county; if a country is the subject of the item, enter only the country value. Choose values from the list provided of previously-used values. If other terms are desired, choose them from the Library of Congress subject headings, found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>.

Other geographic subject

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “other geographic subject” element is used to record named geographic places associated with the music and lyrics (rather than publication information) of the item being cataloged that are not countries, states, provinces, counties, or cities. This element may be used as many times as desired. Choose values from the list provided of previously-used values. If other terms are desired, choose them from the Library of Congress subject headings, found through the OCLC authority file, or, if your institution does not have OCLC access, from <http://authorities.loc.gov/>.

Language

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “language” element is used to record the language of the lyrics of the item being cataloged. This element may be used as many times as desired. If the work being cataloged has no lyrics, leave this element blank. Use your judgment as to whether a language access point is important if words in a language appear only a small number of times. Choose values from the list provided of previously-

used values. If other terms are desired, use the full form of a language name from the MARC Code List for Languages, found at <http://www.loc.gov/marc/languages/>.

Local subject

Required: N

Repeatable: Y

Authority control: None

The optional “local subject” element is used to record subject terms meaningful to the holding institution. This element may be used as many times as desired. These may include terms from local controlled lists, terms assigned by collectors, or other subject terms not on authoritative lists used elsewhere in the metadata record. Values previously used in the IN Harmony cataloging tool by a given institution will be available for selection, or new values may be added.

Identification Elements

IN Harmony ID number

Required: Y

Repeatable: N

Authority control: Must conform to pattern for institution

The required IN Harmony ID number element is a unique identifier for the item being described. For institutions that digitize before cataloging, this value will be pre-populated based on image filenames (minus copy and page numbers). For institutions that catalog before digitizing, this element must be entered in order to create a new record.

The institutional patterns for unique IDs are:

Indiana Historical Society: SHMU_01_02, where 01 is a box number and 02 is a folder number.

Indiana State Library: AAA-1111, the DRA control number for the record, where AAA are letters and 1111 are digits.

Indiana State Museum: 71.911.111.1111 or 71.2000.111.1111, where 1 is any digit.

Lilly Library: SSM-1-001-0001, where SSM is an indication for the Starr Sheet Music Collection, 1 is the major division within the Starr collection, as described at <http://www.indiana.edu/~liblilly/starr.shtml>, 001 is the category number within the division, as described in the guidelines at <http://www.dlib.indiana.edu/projects/inharmony/projectDoc/metadata/starrFileNaming.xls>, and 0001 is a four-digit item number indicating the position of the item within its parent category.

Institution codes, copy numbers and page numbers are then added to these ID numbers to generate image filenames.

Plate number

Required: N

Repeatable: Y

Authority control: None

The optional “plate number” element is used to record the plate number appearing on a piece of sheet music. This element may be used as many times as desired. Values should conform to the AACR2 definition of plate number, as distinct from publisher number: “A numbering designation assigned to an item by a music publisher, usually printed at the bottom of each page, and sometimes appearing also on the title page. It may include initials, abbreviations, or words identifying a publisher and is sometimes followed by a number corresponding to the number of pages or plates.”

Publisher number

Required: N

Repeatable: Y

Authority control: None

The optional “publisher number” element is used to record the publisher’s number appearing on a piece of sheet music. This element may be used as many times as desired. Values should conform to the AACR2 definition of publisher’s number, as distinct from plate number: “A numbering designation assigned to an item by a music publisher, appearing normally only on the title page, the cover, and/or the first page of music. It may include initials, abbreviations, or words identifying the publisher.”

Catalog number

Required: N

Repeatable: Y

Authority control: None

The optional “catalog number” element is used to record an opus or thematic catalog number when known. This element may be used as many times as desired. Enter the number together with a designation of its type, e.g., “op. 62” or “K. 561”.

Call number

Required: N

Repeatable: N

Authority control: None

The optional “call number” element holds an institution’s local number indicating the physical place of the item within the collection. This element may be used only once. Enter the number using spacing and punctuation according to local practice.

Other Elements

Note

Required: N
 Repeatable: Y
 Authority control: None

The optional “note” element is used to record information that supplements information in the rest of the metadata record. This element may be used as many times as desired. Notes may be used to provide additional terms for potential matching in a keyword search, provide more information about the item to end-users, or record any other information the cataloger deems appropriate.

Cover Information

Engraver

Required: N
 Repeatable: Y
 Authority control: Provide list of previously used values; can add to list

The optional “engraver” element is used to record the name of an individual or corporate body responsible for engraving for the publication being cataloged. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Lithographer

Required: N
 Repeatable: Y
 Authority control: Provide list of previously used values; can add to list

The optional “lithographer” element is used to record the name of an individual or corporate body responsible for lithography for the publication being cataloged.

This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Artist

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “artist” element is used to record the name of an individual or corporate body responsible for creating the artwork on the cover of the publication being cataloged. This element may be used as many times as desired. Specify in the cataloging interface whether the value is a personal or corporate name. When possible, use name forms from the Library of Congress Name Authority File (LCNAF), found through the OCLC authority file, or, if your institution does not have OCLC access, from <<http://authorities.loc.gov/>>, and indicate LCNAF as the source of the name in the cataloging interface. If no match is found in LCNAF, or your institution chooses not to perform authority control on all names entered, enter names according to the rules in Appendix A, and indicate IN Harmony rules as the source of the name in the cataloging interface. When data entry starts in this field, a list of previously-entered values will be available to choose from. If none of the previously-entered values apply, the cataloger may enter a new value. When a name is entered indicated as an IN Harmony-formatted name, the cataloging tool will suggest potential LCNAF matches. The cataloger should then either accept or reject each of these suggestions.

Cover subject

Required: N

Repeatable: Y

Authority control: Provide list of previously used values; can add to list

The optional “cover subject” element is used to record the topical content of the image depicted on the cover of the item being cataloged. This element may be used as many times as desired. Choose values from the list provided of

previously-used values. If other terms are desired, choose them from the Library of Congress Thesaurus for Graphical Materials I: Subject Terms (TGM I) <<http://www.loc.gov/rr/print/tgm1/>>.

Appendix A

Rules for the formulation of name headings when not found in LCNAF

Option 1. Create corporate and personal names according to AACR2 rules.

Option 2. Transcribe corporate names exactly as they appear on the item. Create personal names according to the following simplified rules, intended to be generally compatible with AACR2:

1. Use the fullest form of the name you can find on the item. For example, if the cover says "D. Smith," and the first page of music says "David Q. Smith," use David Q. Smith as the name recorded. If only an abbreviated name appears, use the abbreviated name. For example, "Chas. Jones." If only a last name appears, enter only the last name.
2. When recording the chosen name, use inverted order. For example, "Smith, David Q." or "Jones, Chas." Only include a period at the end of the name if it concludes with an initial or abbreviation.
3. If desired, add any titles, honorifics, or distinguishing terms after the given name, preceded by a comma. For example, "Klein, George, Sir"
4. If desired, add fuller forms of names as parenthetical qualifiers following transcribed names. For example, "Miller, J. H. (Jerome Herbert)."
5. If desired, add birth and/or death dates following all other parts of a name, preceded by a comma and a space.

Birth and death dates known: Baker, M. P. (Michael Preston), 1900-1990

Birth date only, person still alive: Baker, M. P. (Michael Preston), 1900-

Birth date only, person deceased: Baker, M. P. (Michael Preston), b. 1900

Death date only: Baker, M. P. (Michael Preston), d. 1990

Appendix B

Initial term list for form/genre element

Bluegrass music
Ballets
Carols
Concertos
Country music
Folk music, folk songs, and ballads
Gospel music
Hymns
Jazz
Madrigals
Marches
Mazurkas
Minuets
Operas
Oratorios
Overtures
Ragtime music
Requiems
Rock music
Rondos, and instrumental rondeaux
Sonatas
Songs
Suites
Swing music
Waltzes

Appendix C

IN Harmony subject elements vs. LCSH as coded in MARC

Rationale:

The IN Harmony faceted subject fields will drive a browsing interface for end users, allowing user-initiated combinations of facets, a strong recommendation of user studies performed as part of this project:

<http://www.dlib.indiana.edu/projects/inharmony/projectDoc/usability/cardSortTasks/cardSort_taskScenarios_finalReport.pdf>. However, for reasons of metadata interoperability and ease of use for experienced catalogers, the IN Harmony interface should allow entry of LCSH headings including MARC subfields. The parts of the LCSH heading should then be deconstructed into IN Harmony subject fields.

Names as subjects will not be subject to this procedure; instead, they will be entered in the manner other names are entered.

Interaction:

In addition to direct entry of subject terms into IN Harmony fields, the cataloging interface will allow entry of LCSH strings, including subfield indicators, copied from the cataloger's online authority file of choice. The cataloging system will sort the various parts of the LCSH heading into IN Harmony fields according to pre-defined rules. The cataloger will then edit this mapping, deleting subject terms deemed not relevant to IN Harmony subject fields, and indicate which IN Harmony field a term applies to when the pre-defined mapping cannot make this determination.

Mapping 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