SHARING NOTES: CURRENT MUSIC DESCRIPTION PRACTICE IN THE CONTEXT OF DACS

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OUTLINE

- **Definition of terms, introduction to the problem of music description, and literature review**
- **Methodology**
- **Results**
- **Conclusion**

TERMS/CONCEPTS

- **Archival Description**
- **Finding Aids**
- **Encoded Archival Description (EAD)**
- **Describing Archives: A Content Standard (DACS)**

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               and Audiovisual Materials
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               1989
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               Duvivier, George, 1920-1985
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               Jazz Studies.
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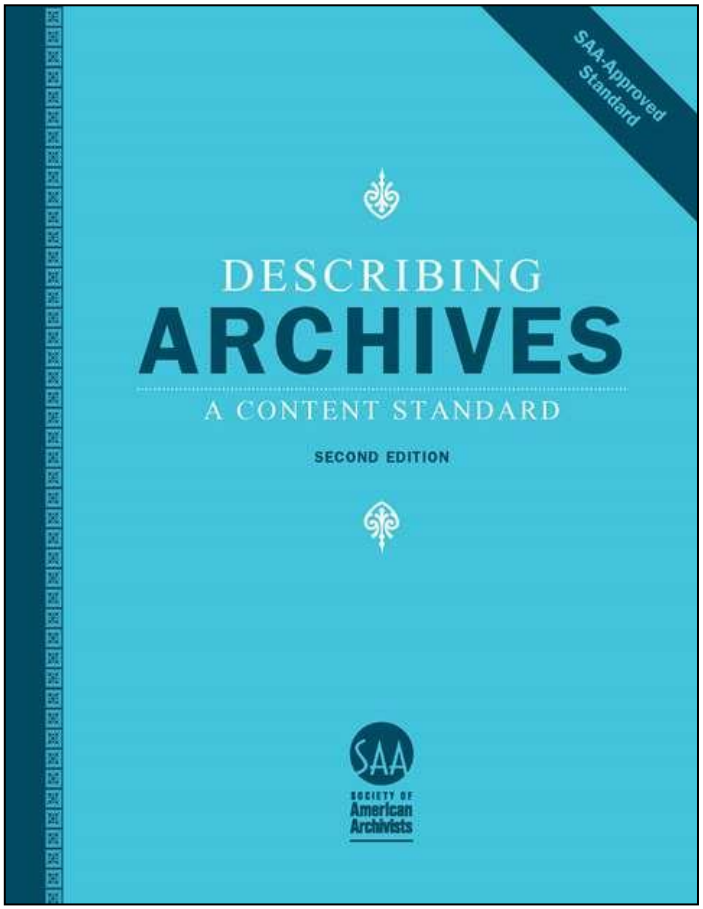


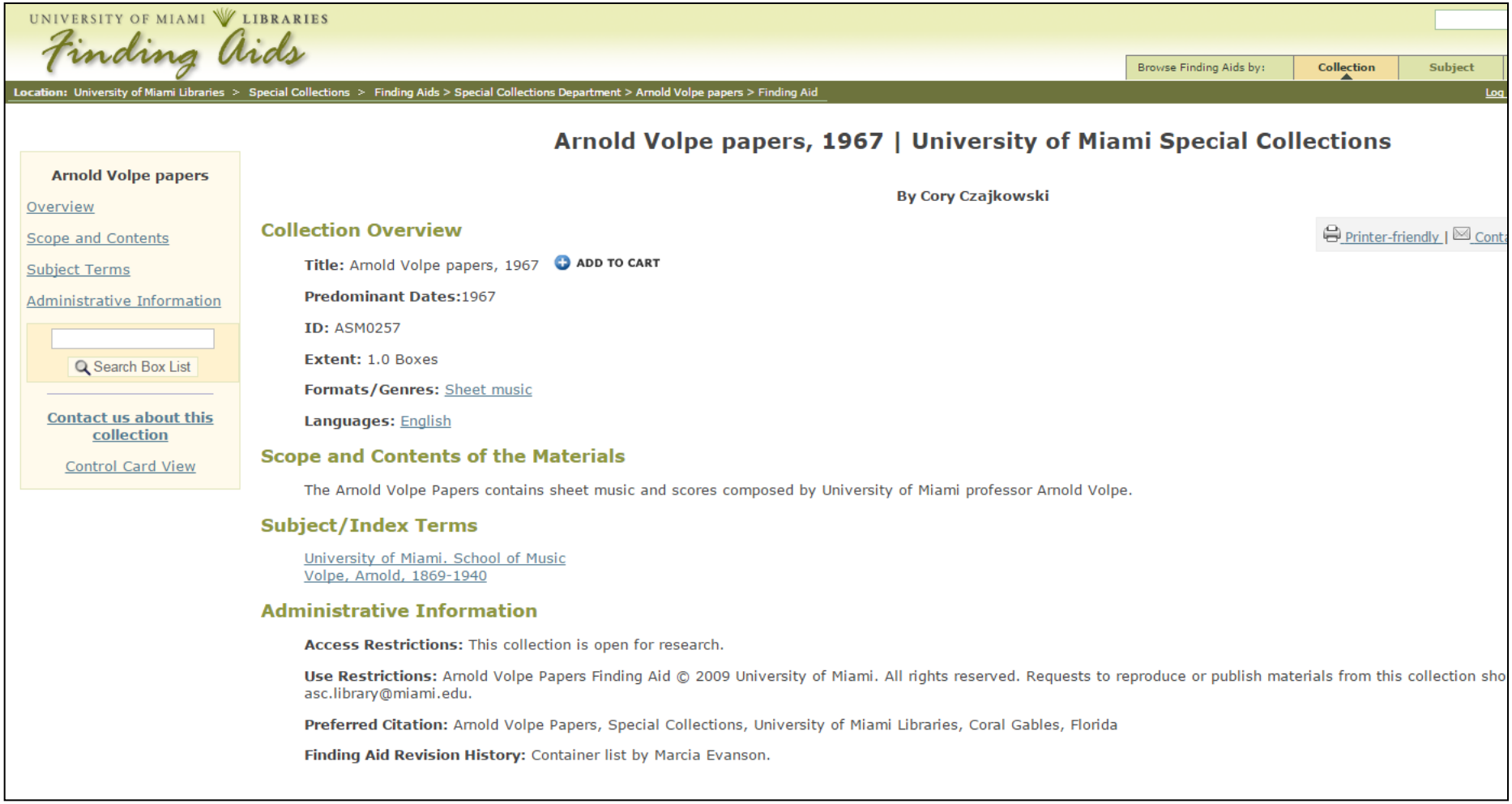
Image from http://saa.archivists.org/4DACTION/WebsGetImage/NoScaleInventory/223, accessed 5/15/15

EAD sample from the finding aid for The Ismay and George Duvivier Papers, Realia and Audiovisual Materials (MC 009), Institute of Jazz Studies, Rutgers University Libraries.

PARTS OF A FINDING AID

- title of collection
- name of creator or collector
- dates
- name and location of the holding institution
- identifier
- access information
- size/extent
- language(s) of the materials
- scope and contents/collection summary
- arrangement note/explanation of relationship between levels of description
- biographical/administrative history
- subject headings

SINGLE-LEVEL FINDING AID



From: http://proust.library.miami.edu/findingaids/?p=collections/findingaid&id=700, accessed 5-16-15

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MULTI-LEVEL FINDING AID

Contact Archivist

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Series 3. Photographs
Series 4. Correspondence
Series 5. Business Files
Series 6. Personal Files
Series 7. Awards
Series 8. Oversized
Series 9. Sound Recordings

MC 101

The Abbey Lincoln Collection, 1949-2008

By Anders Griffen

Institute of Jazz Studies, Rutgers University Libraries

Finding aid encoded in EAD, version 2002, by Anders Griffen, December 2012

The contents of this finding aid were developed under a grant from Council on Library and Information Resources (CLIR). However, these contents do not necessarily represent the policy of the CLIR.

Descriptive Summary

Creator:	Lincoln, Abbey
Title:	The Abbey Lincoln Collection
Dates:	1949-2008
Quantity:	83 boxes (50 linear feet)
Abstract:	The Abbey Lincoln Collection contains a range of materials collected by Ms. Lincoln herself over the course of her life including scores, photographs, collected writings, business and personal files. All of these evidence her personal and professional endeavors as well as her continuous evolution as an artist.
Collection No.:	MC 101
Language:	English
Repository:	Rutgers University Libraries. Institute of Jazz Studies

Biographical Sketch of Abbey Lincoln

Abbey Lincoln was born Anne Marie Wooldridge on August 6, 1930 in Chicago. The tenth of twelve children, she grew up on a farm outside of Kalamazoo, Michigan. Her

Home Help Form

A New Interface for Accessing and Searching the Rutgers EAD Finding Aids

From www2.scc.rutgers.edu/ead/ijs/lincolnf.html, accessed 5-16-15

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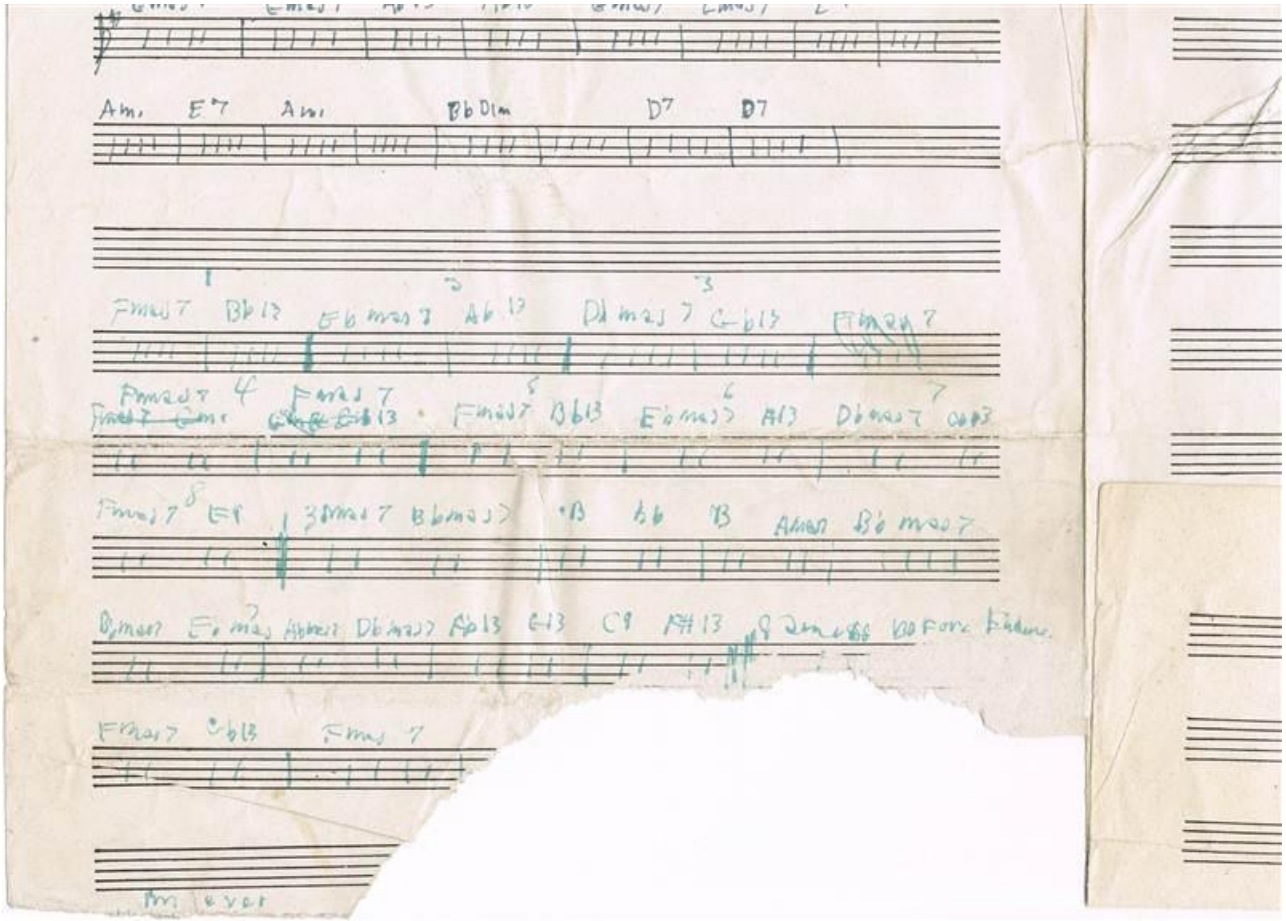
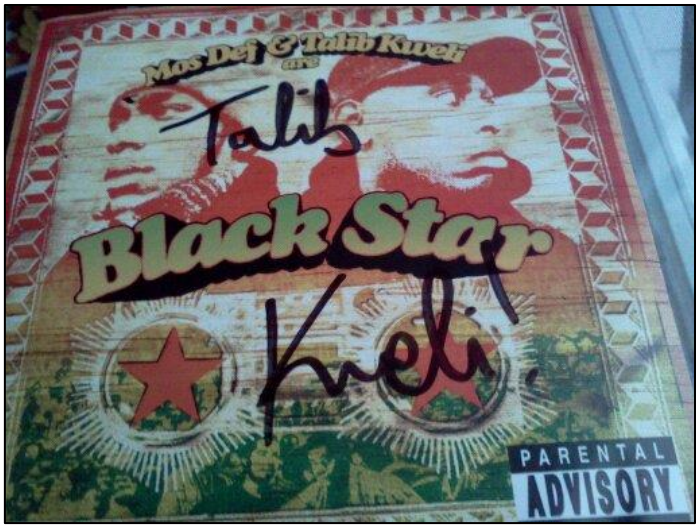
HOW DO YOU DESCRIBE THIS?

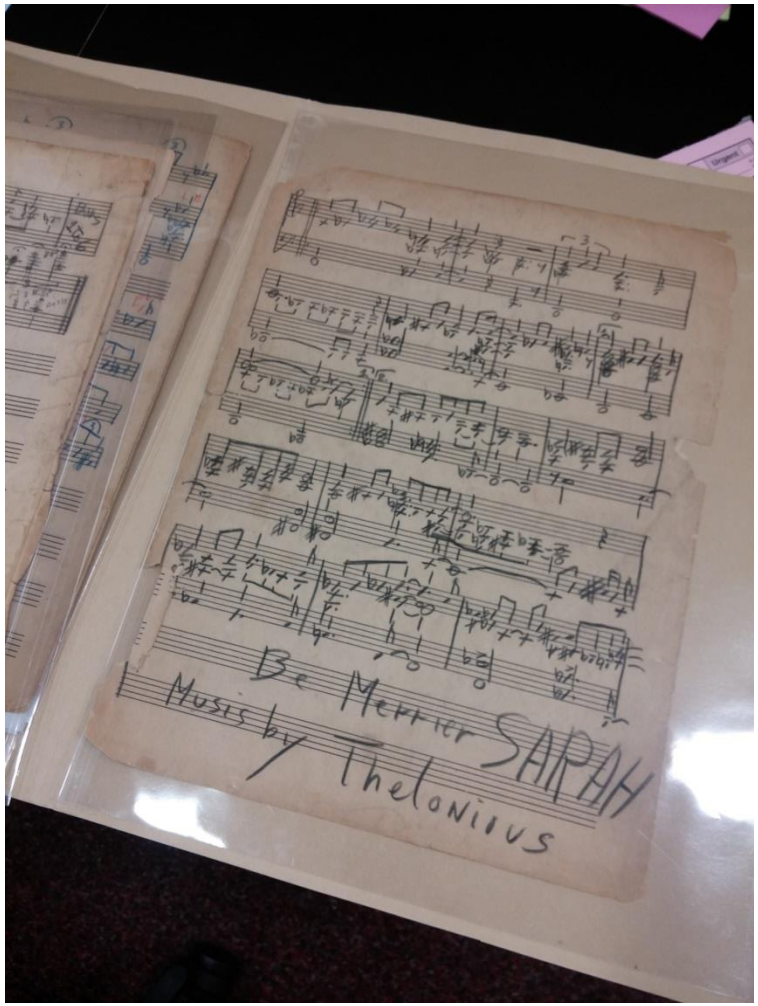


John Coltrane Music Manuscript Fragment,
from http://cdn3.volusion.com/kzrwa.ykorx/v/vspfiles/photos/PT135-2.jpg?1376022177,
accessed 5/16/15

ARCHIVAL MUSIC MATERIALS

- **Notated music**
- **Audio and moving image recordings**





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DACS AND ARCHIVAL MUSIC COLLECTIONS

"…DACS includes basic rules for the types of holdings found in many archives, but they do not include all the rules needed to describe every possible type of document. Where further guidance is required, the following standards provide more detailed rules for describing published materials and particular types of nontextual materials." (141)

Society of American Archivists (2013). *Describing archives: A content standard*. Chicago: Society of American Archivists.

LITERATURE REVIEW

- Why music description is problematic:
  - Non-text proxy for the sound, not “about” anything
  - Variety of forms: published sheet music, conductor’s score, condensed score, sketch, lead sheet, tenor saxophone part, piano-vocal score, etc.
  - Musical style impacts description
- Bibliographic cataloging of music collections
- Describing music archives using standards other than DACS or according to user needs and local idiosyncratic practice

METHODOLOGY

- **Exploratory, iterative research design**
- **Sampling strategy:**
  - Members from
    - SAA's Performing Arts Roundtable
    - Association for Recorded Sound Collections, and the
    - Music Library Association's Archives and Special Collections Committee
  - Total: 256 Selected first 20 in randomized list:

- Holy Cross Family Ministries
- Doane College
- Western New York Library
- West Virginia Wesleyan College
- West Valley College
- Curtis Institute of Music
- Davenport Public Library
- Salvation Army Southern Historical Center
- **Case Western Reserve University**
- **Great Songbook Initiative**
- **University of Miami**
- **San Jose State**
- **Texas Tech Southwest Collection**
- **Cornell University**
- **Kansas State Historical Society**
- **Bowling Green State University**
- **SUNY at Potsdam**
- **Marshall**
- **Emerson College**
- **University of Iowa**

METHODOLOGY (CONTD.)

- 8 institutions did not meet criteria:
  - No finding aids online
  - No archival music collections
- Screened finding aids with the word “music” in them and identified 160 that met the sampling criteria.
- Sampling Criteria:
  - Created in 2005 or later
  - Collection must document musical activity of its creator or be comprised primarily of music materials (i.e., one series or sub-series devoted to music)
  - Excluded collections with a focus on non-musical activities

METHODOLOGY

- **For each institution**
  - Randomized the list of finding aids and analyzed the first one in each list.
  - Recorded finding aid word count to avoid skewed results
  - Recorded number of and types of fields containing music description
  - Transcribed the text of every part in the finding aid that described music materials

- **Analysis:**
  - Single- or multi-level finding aid?
  - DACS-compliant finding aid?
    - Have required information?
    - Is required information correct according to DACS?
  - Parts of finding aid containing music description (location in the finding aid)?
  - Description of notated music and/or sound or moving image recordings?
  - Applied codes to the music description
  - Most common codes

- **Developed codebook:**
  - Seven finding aids from two institutions
  - 820 text fields with music description
  - Text fields=coding units

CODING UNITS

Contact Archivist

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Series 1. Printed Music

ARRANGEMENT: Arranged alphabetically by song title. Full size scores and parts are located in boxes 1-10, letter size music is found in boxes 11-12.

SUMMARY: The series of Printed Music consists of much of Abbey Lincoln's repertoire, music from many of her albums and performances, as well as some published sheet music to accompany select titles. Her original music may appear in different keys and in various states of completion as there are drafts and fragments of various selections.

Box	Folder	
1	1	Africa
	2	African Lady
	3	Afro Blue
	4	Ah, I See
	5	All Thru (and "Thou Swell" on the reverse side)
	6	And How I Hoped for Your Love
	7	And It's Supposed to be Love
	8	Angel Face
	9	As I Live and Breath
	10	As Long as You're Living
	11	Being Me
	12	Bird Alone
	13	Black Butterfly
	14	Blue Monk
	15	Brother, Can You Spare a Dime
	16	"But Not for Me" medley: Sit Right Down (and write myself a letter); Bye Bye Blackbird
Box	**Folder**	
2	1	Caged Bird
	2	Can't Help Singing
	3	C'est si Bon
	4	Chateaux de Joux
	5	Le Chavalier de Paris (Le Pommiers Doux)
	6	A Child is Born
	7	A Children's Prayer
	8	A Circle of Love
	9	Come Sunday
	10	Crazy He Calls Me
	11	Danced All Night
	12	Dig It!!
	13	Don't Explain
	14	Devil's Got Your Tongue
	15	Don't Rain On My Parade
	16	Don't Weep for the Lady
	17	Dorian (The Man with the Magic)
Box	Folder	

From www2.scc.rutgers.edu/ead/ijs/lincolnf.html, accessed 5-16-15

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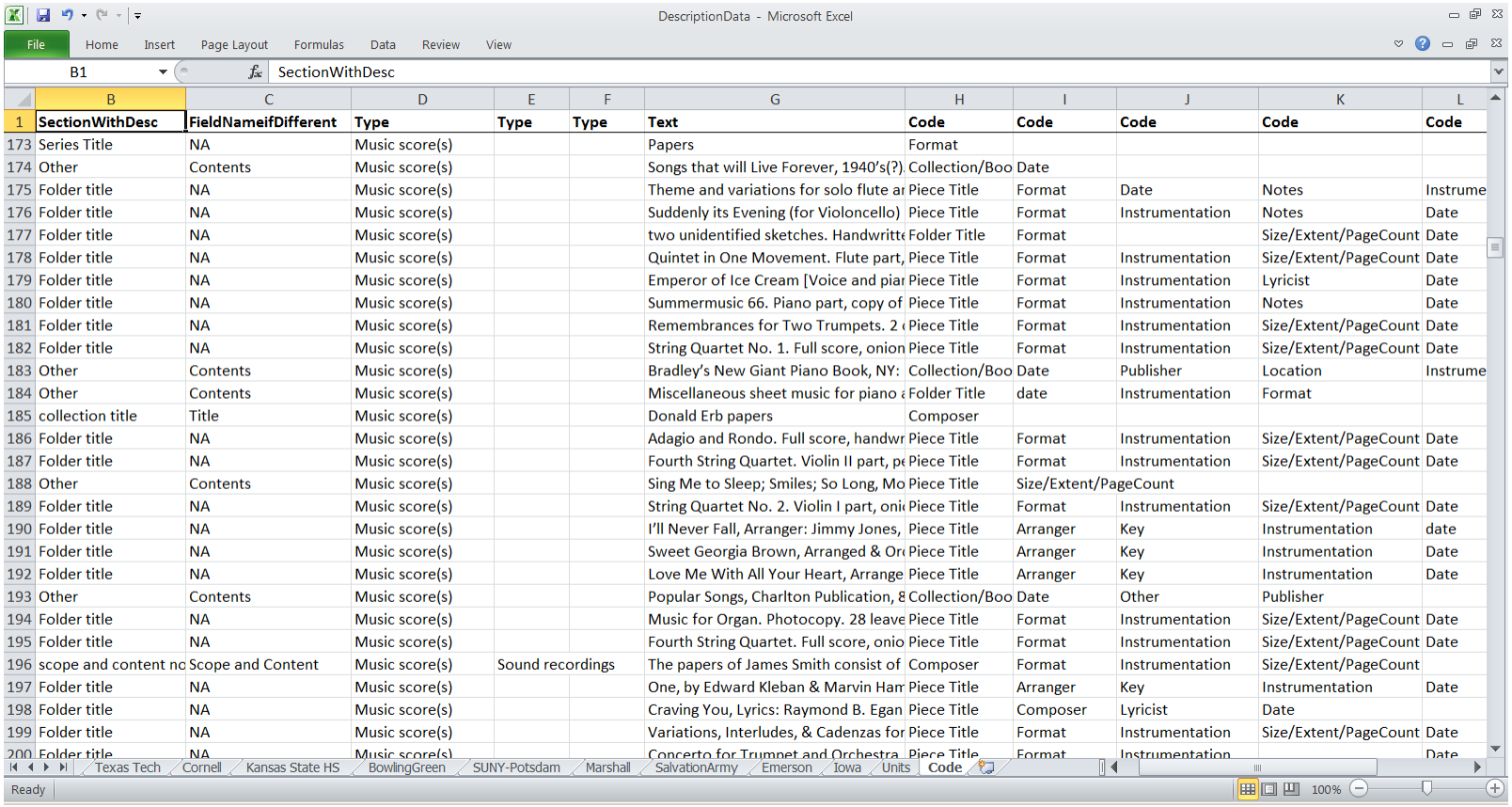
CODES

- **Title**
  - Album, Piece, Folder, Collection/Book
- **Creators**
  - Composer, Copyist, Editor, Arranger, Lyricist
- **Performers**
- **Record Label/Publisher**
- **Date**
- **Location**
- **Technical metadata**
  - Format, Material Composition, Speed, Size-Extent, Double/Single Sided, Stereo/Mono
- **Music metadata**
  - Instrumentation, Key, Parent Work, Incomplete, Notes, Language, Lyrics, Issue/Matrix #, style/genre, instructional/student
- **Rights**
- **Union Information**
- **Level of description**
  - Item
  - Aggregate
- **Other**

CODING WORKBOOK


DescriptionData - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View

B1 SectionWithDesc

	B	C	D	E	F	G	H	I	J	K	L
1	SectionWithDesc	FieldNameifDifferent	Type	Type	Type	Text	Code	Code	Code	Code	Code
173	Series Title	NA	Music score(s)			Papers	Format				
174	Other	Contents	Music score(s)			Songs that will Live Forever, 1940's(?)	Collection/Boo	Date			
175	Folder title	NA	Music score(s)			Theme and variations for solo flute ar	Piece Title	Format	Date	Notes	Instrume
176	Folder title	NA	Music score(s)			Suddenly its Evening (for Violoncello)	Piece Title	Format	Instrumentation	Notes	Date
177	Folder title	NA	Music score(s)			two unidentified sketches. Handwritte	Folder Title	Format		Size/Extent/PageCount	Date
178	Folder title	NA	Music score(s)			Quintet in One Movement. Flute part,	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
179	Folder title	NA	Music score(s)			Emperor of Ice Cream [Voice and piar	Piece Title	Format	Instrumentation	Lyricist	Date
180	Folder title	NA	Music score(s)			Summermusic 66. Piano part, copy of	Piece Title	Format	Instrumentation	Notes	Date
181	Folder title	NA	Music score(s)			Remembrances for Two Trumpets. 2 (	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
182	Folder title	NA	Music score(s)			String Quartet No. 1. Full score, onion	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
183	Other	Contents	Music score(s)			Bradley's New Giant Piano Book, NY:	Collection/Boo	Date	Publisher	Location	Instrume
184	Other	Contents	Music score(s)			Miscellaneous sheet music for piano (	Folder Title	date	Instrumentation	Format	
185	collection title	Title	Music score(s)			Donald Erb papers	Composer				
186	Folder title	NA	Music score(s)			Adagio and Rondo. Full score, handwr	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
187	Folder title	NA	Music score(s)			Fourth String Quartet. Violin II part, pa	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
188	Other	Contents	Music score(s)			Sing Me to Sleep; Smiles; So Long, Mo	Piece Title	Size/Extent/PageCount			
189	Folder title	NA	Music score(s)			String Quartet No. 2. Violin I part, onl	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
190	Folder title	NA	Music score(s)			I'll Never Fall, Arranger: Jimmy Jones,	Piece Title	Arranger	Key	Instrumentation	date
191	Folder title	NA	Music score(s)			Sweet Georgia Brown, Arranged & Or(	Piece Title	Arranger	Key	Instrumentation	Date
192	Folder title	NA	Music score(s)			Love Me With All Your Heart, Arrange	Piece Title	Arranger	Key	Instrumentation	Date
193	Other	Contents	Music score(s)			Popular Songs, Charlton Publication, 8	Collection/Boo	Date	Other	Publisher	
194	Folder title	NA	Music score(s)			Music for Organ. Photocopy. 28 leave	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
195	Folder title	NA	Music score(s)			Fourth String Quartet. Full score, onio	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
196	scope and content no	Scope and Content	Music score(s)	Sound recordings		The papers of James Smith consist of	Composer	Format	Instrumentation	Size/Extent/PageCount	
197	Folder title	NA	Music score(s)			One, by Edward Kleban & Marvin Han	Piece Title	Arranger	Key	Instrumentation	Date
198	Folder title	NA	Music score(s)			Craving You, Lyrics: Raymond B. Egan	Piece Title	Composer	Lyricist	Date	
199	Folder title	NA	Music score(s)			Variations, Interludes, & Cadenzas for	Piece Title	Format	Instrumentation	Size/Extent/PageCount	Date
200	Folder title	NA	Music score(s)			Concerto for Trumpet and Orchestra	Piece Title	Format	Instrumentation		Date

Texas Tech | Cornell | Kansas State HS | BowlingGreen | SUNY-Potsdam | Marshall | SalvationArmy | Emerson | Iowa | Units | Code

Ready 100%

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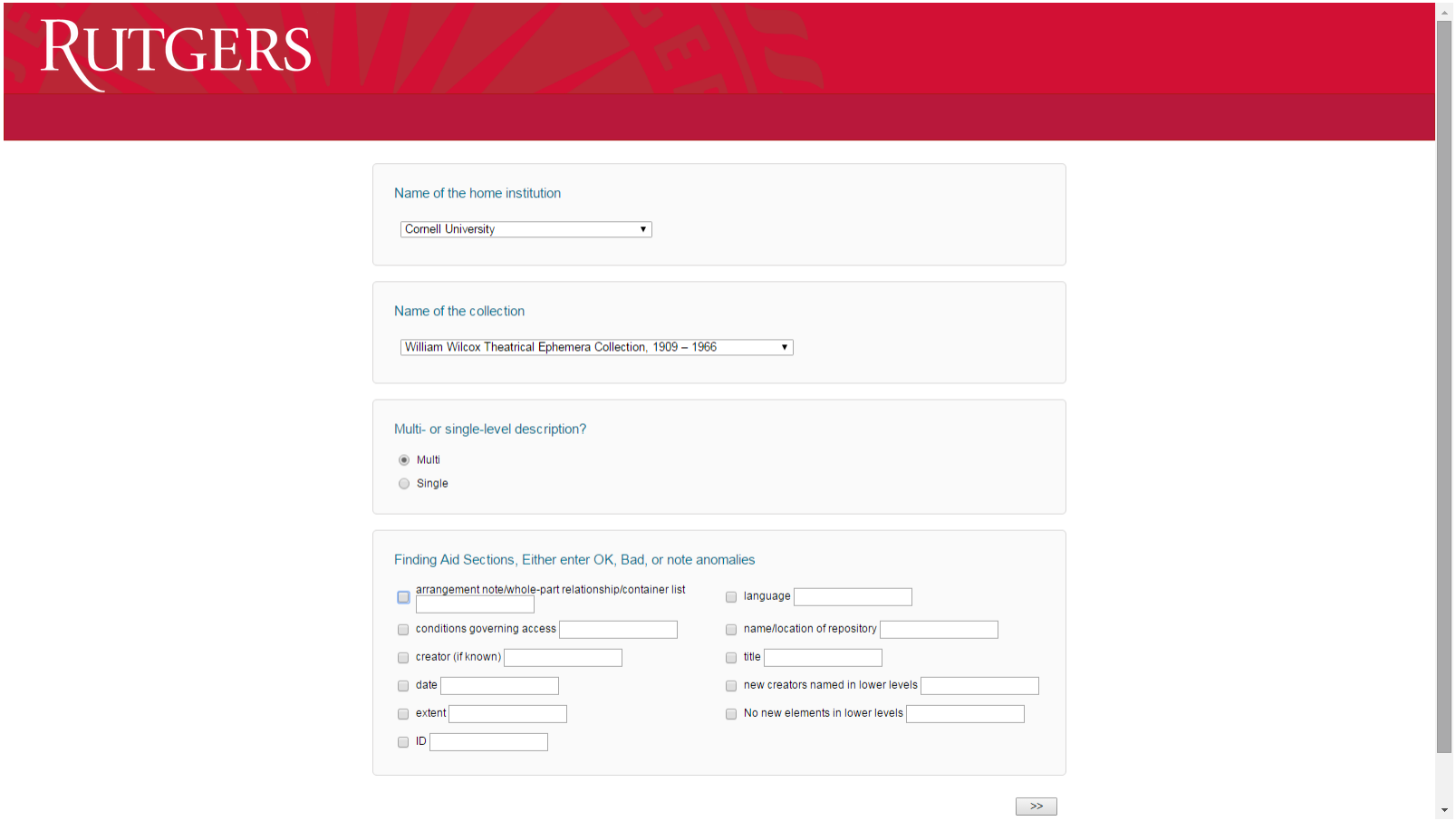
FINDING AID DATA FORM



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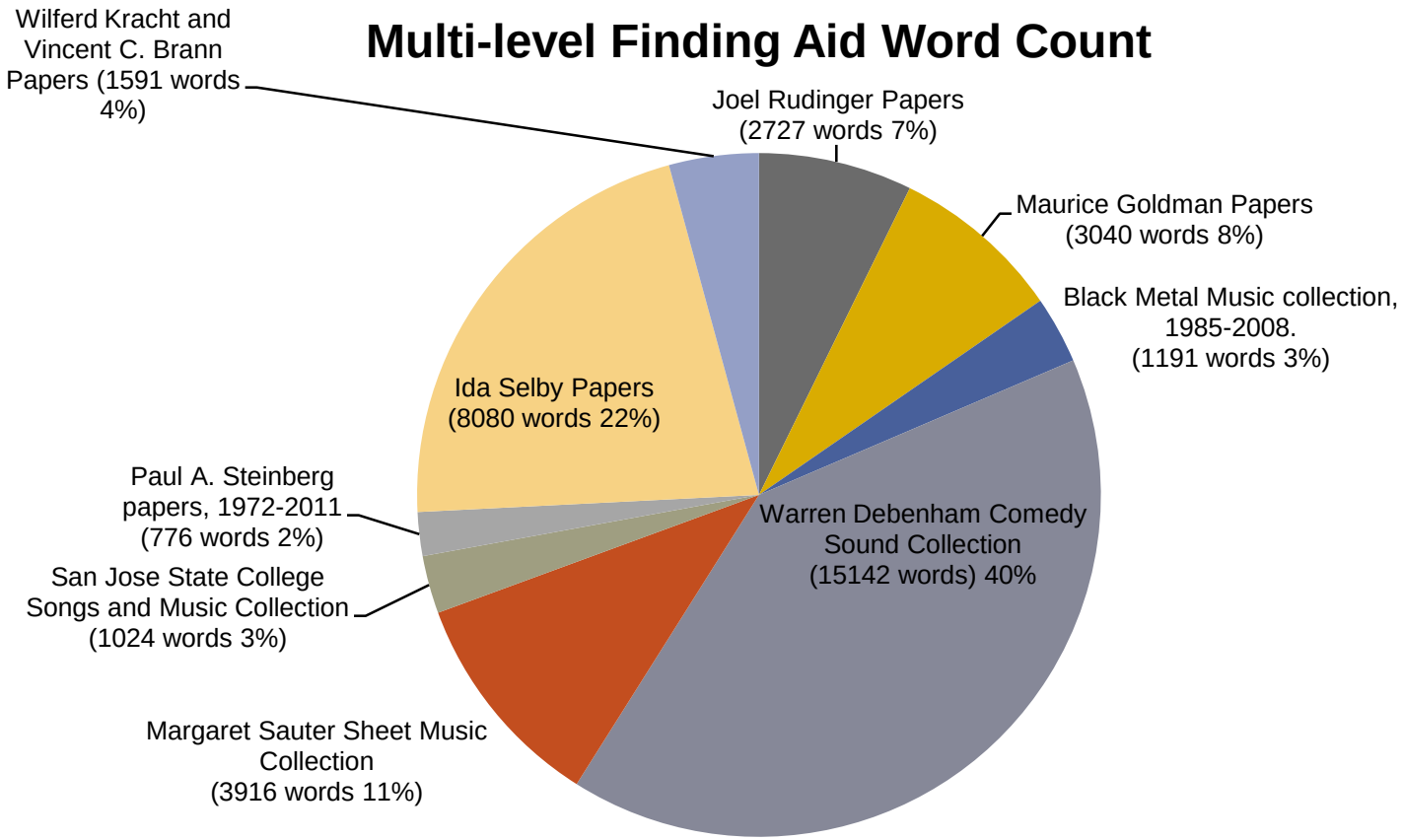
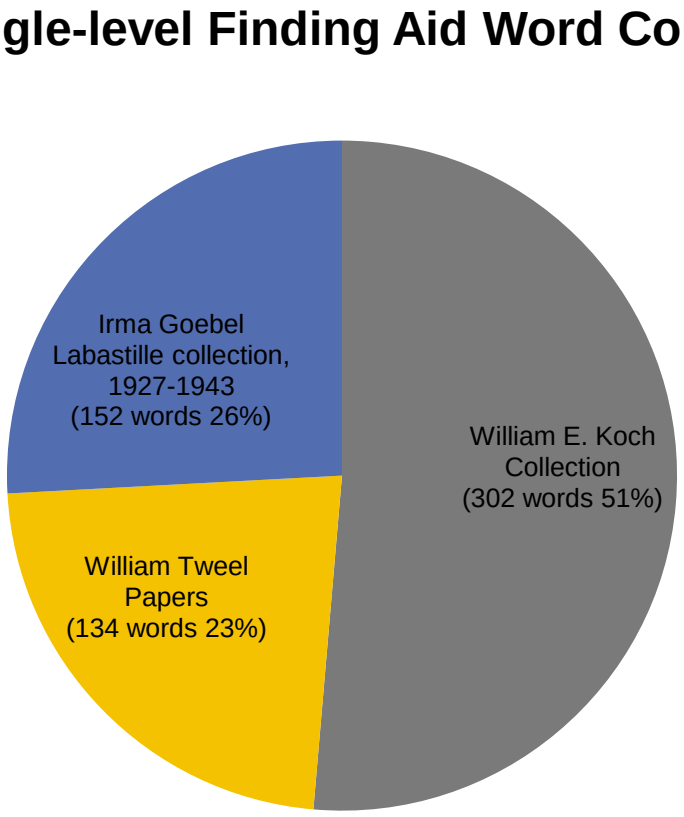
WORD COUNTS


Multi-level Finding Aid Word Count
Wilferd Kracht and Vincent C. Brann Papers (1591 words 4%)
Joel Rudinger Papers (2727 words 7%)
Maurice Goldman Papers (3040 words 8%)
Black Metal Music collection, 1985-2008. (1191 words 3%)
Ida Selby Papers (8080 words 22%)
Paul A. Steinberg papers, 1972-2011 (776 words 2%)
San Jose State College Songs and Music Collection (1024 words 3%)
Margaret Sauter Sheet Music Collection (3916 words 11%)
Warren Debenham Comedy Sound Collection (15142 words) 40%

WORD COUNTS


Single-level Finding Aid Word Count
Irma Goebel Labastille collection, 1927-1943 (152 words 26%)
William E. Koch Collection (302 words 51%)
William Tweel Papers (134 words 23%)

Single-level:

Collection	Unique sections with description
William E. Koch Collection	3
William Tweel Papers	4
Irma Goebel Labastille collection, 1927-1943	5
Average	**4**

Multi-level:

Collection	Unique sections with description	Notes
MS 1182 - Joel Rudinger Papers	4	includes two scope and contents--one collection, one folder
Maurice Goldman Papers	6	
Black Metal Music collection, 1985-2008.	7	
Warren Debenham Comedy Sound Collection	7	
Margaret Sauter Sheet Music Collection	6	
San Jose State College Songs and Music Collection	6	
Paul A. Steinberg papers, 1972-2011	4	
Ida Selby Papers,	4	
Wilferd Kracht and Vincent C. Brann Papers	4	
Average number of sections with music description in multi-level FA's	**5.33**	

RESULTS

Single-level:

- DACS compliance for all three on date, extent, name/location of the repository, ID, scope and content, and creator
- 2 finding aids missing conditions governing access and language
- 2 non-compliant titles, as "Collection" isn't descriptive enough
- No finding aid completely DACS-compliant. Only one finding aid had all required parts, but its title wasn’t descriptive enough “collection” instead of “sheet music and personal papers.”

RESULTS

Multi-level:

- **DACS compliance more complicated.**
  - Only one completely compliant, two close
  - One missing access information, and one put access information into the scope and content note
  - Three missing language
  - Three did not indicate new creators where appropriate
  - All compliant with titles, IDs, and arrangement notes, and did not introduce new elements at lower levels of the finding aid's hierarchical structure
  - 8 out of 9 expressed extent correctly

SECTIONS WITH DESCRIPTION

Single-level finding aids:

- scope and content 3
- subjects 3
- collection title 2
- date 2
- other (formats/genres) 1

Multi-level finding aids:

- series title 9
- folder title 7
- scope and content 7
- subject headings 5
- date 5
- collection title 4
- collection abstract 3
- other (forms, contents, box list/LP inventory) 3
- arrangement note 2
- sub-series title 2

TYPES OF MATERIALS

- One finding aid with description of sound and moving image recordings as well as notated music
- Two finding aids with description of music scores and sound recordings
- Four with description of music scores only
- Five for sound recordings only

COMMON THEMES IN DESCRIPTION

- **Format**
  - Recordings
  - Notated music
- **Date**
- **Piece Title**
- **Creator**
- **Instrumentation**

LEAST COMMON THEMES IN DESCRIPTION

- **Size/Extent**
- **Publisher**
- **Location**
- **Rights**
- **Material composition**
- **Parent work**
- **Notes**

RECOMMENDATIONS

Focus description in:

- **Scope and content note**
- **Subject headings**
- **Titles for series, sub-series, folder, and item.**

Describe at item level in multi-level finding aids.

Include:

- **Format**
- **Title**
- **Date**
- **Creator**
- **Creator type**

INSTITUTE FOR RESEARCH DESIGN IN LIBRARIANSHIP (IRDL), JUNE 2014

www.IRDLONLINE.org

Image from http://irdlonline.org/wp-content/uploads/2014/10/2014IRDL.jpg, accessed 5/15/15