

Shepherd School of Music Performances

1. INTRODUCTION

Shepherd School of Music performances and the accompanying recital program books are received in Access Services. Performances are received on one of two types of media: cassette tapes or compact discs. As time permits current practice is to add Senior, Master's, and Doctoral recitals. Also added are performances by major performing group, e.g., Shepherd School Symphony Orchestra, Shepherd Singers, Campanile Orchestra, etc. Other recitals are added as specifically requested.

2. CREATING RECORDS IN SIRSI

Create a new record using Title Maintenance Wizard:

Fixed field information:

- ENC_LVL: 7
- DESC: i
- DAT_TP: s
- DATE1: (year recital performed)
- CTRY: txu
- LANG: eng (used only for vocal recitals; instrumental recitals receive zxx)
- SOURCE: d
- COMP: mu
- FORMAT: n

Variable field information:

- 007 |a s |b s or d |d l or f |e s |f n |g j or g |h l or n |i c or n |m c or e |n e or d

*Note: *In the 007 field use the 1st letter if cataloging a cassette tape and the 2nd letter if cataloging a CD

100 1 Performer's name (as found on the cover of the program in the program book) |e singer or instrumentalist.

245 10 Type of recital (i.e. Senior Recital, Master's Recital, Doctoral Recital) |h [sound recording] / |c Performer's name.

260 __ Houston, Tex. : |b Rice University, |c year of recital.

300 __ 1 audio cassette : |b analog, stereo., Dolby processed.

or

300 __ 1 audio disc : |b digital ; |c 4 ¾ in.

440 _0 Music

500 __ Program bound in concert season book for September, (year)-May, (year).

502 __ Thesis recital (M.M., D.M.A.) or Senior Recital---Rice University, (year degree conferred).

505 0_ Complete contents of recital program in the order listed in the recital program book.

511 0_ Complete list of all performers involved in the recital and their instruments or voice types beginning with the recitalist (if performance is by a major performing organization, e.g., Shepherd School Symphony Orchestra, etc. list only conductors and soloists, do not list individual members of the performing group).

518 __ Recorded in (name of hall as listed on the program) at Rice University in Houston, Tex. at (time of recital) on (date of recital).

To complete cataloging add copy, item record, and call number according to standard departmental practices (see [Call Numbers for Music Recordings](#)).