

5. PHYSICAL DESCRIPTION AREA

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5A. Preliminary rule

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5A. Preliminary rule

5A1. Prescribed punctuation

For instructions on the use of spaces before and after prescribed punctuation, see **0E**.

Precede this area by a period-space-dash-space *or* start a new paragraph.

Precede an illustration statement by a colon.

Precede the size by a semicolon.

Enclose a statement of format in parentheses.

Precede a statement of accompanying material by a plus sign.

Enclose physical details of accompanying material in parentheses.

5A2. Sources of information

Take information for this area from the music itself.

5B. Extent (including specific material designation)

5B1. General

5B1.1. For published music, the statement of extent should account for every leaf in the volume as issued by the publisher, including leaves of text, leaves of illustrative plates, and blank leaves. For a manuscript, account for every leaf original to the manuscript. The statement of extent should not include leaves added as part of the binding or the binding itself.

5B1.2. Record the number of physical units in the music, as issued by the publisher, or included by the creator of the manuscript, by giving the number of scores and/or parts in arabic numerals and one of the following terms¹ as appropriate:

score
condensed score
close score
miniature score
piano [violin, etc.] conductor part
vocal score
piano score
chorus score
part
choir book
part book
table book

For special types of music, use an appropriate specific term (e.g., skeleton score).

If the item is a manuscript, precede the term by “ms.”.

1 score

4 parts

1 choir book

2 scores

1 ms. vocal score

4 ms. part books

1 score and part

Note: Part printed on p. 5 of the score

5B1.3. If the music consists of different types of scores, or a score and parts separately, or different types of scores and parts, give the details of each in the order of the list in **5B1.2**, separated from each other by a space, plus sign, space.

1 score + 1 piano conductor part + 16 parts

1 ms. score + 8 ms. parts

¹ For definition of terms, see Glossary.

1 score + 1 ms. part

5B1.4. If none of the terms in **5B1.3** is appropriate, use: “p. of music” or “leaves of music”. If a general material designation is used, *optionally* omit “of music”.

xx p., 55 p. of music

2 leaves, 20 p. of music

6, 7 p. of music

25 p. of ms. music

5B1.5. For a single score, part, or other type of music (or, *optionally*, when accounting for the extent of a small number of these), record the complete number of leaves or pages in accordance with the terminology suggested by the music itself. Describe a score and/or part with leaves numbered on both sides, or with leaves unnumbered and notated on both sides, in terms of pages. Describe a score and/or part with leaves numbered on one side only, or with leaves unnumbered and notated on one side only, in terms of leaves. If the leaves of the music are numbered and notated on one side only, state this fact in a note. If the music contains sequences in more than one kind of numbering, record each sequence in its appropriate term as pages or leaves.

5B1.6. Recording the “complete number” as stated above means recording the number on the last numbered page or leaf of each numbered sequence as the basic statement of extent, with any necessary additions according to succeeding rules, e.g., **5B8**, for the addition of unnumbered pages or leaves. Record arabic and roman numerals as they appear in the music. Record roman numerals uppercase or lowercase as they appear. If the pages or leaves are lettered rather than numbered, record the first and last letters followed by the word or abbreviation indicating pages or leaves. Use arabic numerals to designate pages, etc., that are numbered in words or in characters other than arabic or roman and make an explanatory note.

1 score (vi, 27 p.)

2 ms. scores (20 p. each)

1 miniature score (60 p.)

1 score (viii, 278 p.) + 24 parts

1 score (23 p.) + 1 piano conductor part (8 p.) + 16 parts

1 ms. score (12 p.) + 4 ms. parts

1 score (a-m p.)

1 score (99, [1] p.)

Note: Pages numbered in words "one" to "ninety-nine"

5B1.7. When “of music” is used, apply the phrase only to those sequences which are, or consist primarily of, music and not to sequences which are primarily text.

xi p., 27 p. of music

(Comment: Only p. 1-27 are music)

46, 29 p. of music

(Comment: Both sequences are music)

5B1.8. If a publication or manuscript consists of or contains only a score and one part, include its pagination. Otherwise, do not give pagination for parts.

1 ms. score (20 p.) + 1 ms. part (3 leaves)

Optionally, if there is more than 1 part and all have an equal number of pages, give the pagination followed by the word “each”.

1 score (10 p.) + 4 parts (5 p. each)

Optionally, give the pagination of each part in a note.

3 parts

Note: violin 1 (10 p.), violin 2 (8 p.), continuo (20 p.)

5B2. Multi-volume music

5B2.1. For multi-volume music, give the number of volumes in arabic numerals followed by v.

1 ms. score (2 v.)

2 v. of music

3 v. of ms. music

5B2.2. When parts are issued in more than one volume, include the number of volumes.

1 score (2 v.) + 1 part (2 v.)

1 score (3 v.) + 2 parts (3 v.)

4 parts (6 v.)

5B2.3. If the number of physical units in which music is bound differs from the number which was actually issued or created, state this fact in a local note, if considered important (see **7B20.1**).

1 score (6 v.)

Optional local note: [Library] copy bound in 3 v.

5B3. Bibliographic volumes *versus* physical volumes

If the number of volumes indicated by its labeling differs from the number of physical volumes in which the music is actually issued, give the number of volumes, as labeled, followed by "in" and the number of physical volumes. Give details of the numbering in a note, unless the numbering is given in a contents note (see **7B11**).

1 score (3 v. in 5)

Note: Vols. numbered 1, 2A, 2B, 2C, 3

1 score (8 v. in 5)

Note: The t.p. of the 5th vol. bears the designation "Bde. 5-8"

5B4. Pagination continuous

5B4.1. If the pagination of multi-volume music is continuous, give the pagination in parentheses after the number of units.

1 score (2 v. (vii, 275 p.))

5B4.2. Do not use the physical description area to record preliminary sequences unless only the first volume contains such a sequence. A complete record of sequences may be given in a note, if considered important.

1 score (3 v. (xx, 204 p.))

(Comment: Preliminaries are in v. 1 only)

1 score (3 v. (204 p.))

Optional note: Vol. 1: xii, 72 p.; v. 2: vi, 73-162 p.; v. 3: v, [1], 164-204 p.

(Comment: Preliminaries are present in all volumes)

5B5. Pagination not continuous

Optionally, if the pagination of multi-volume music is not continuous, record the pagination of each unit either in parentheses after the number of units or in a note.

1 vocal score (5 v. (32, 24, 36, 30, 18 p.))

1 choir book (3 v. (v, [1], 31, [1]; vi, 32; iii, [1], 49, [1] p.))

or 1 choir book (3 v.)

Optional note: Vol. 1: v, [1], 31, [1] p.; v. 2: vi, 32 p.; v. 3: iii, [1], 49, [1] p.

(Comment: Same pagination as in preceding example)

5B6. Leaves and pages of plates

If multi-volume music contains leaves or pages of plates, do not record them in the statement of extent. Note the presence of the plates in a note, if considered important.

1 piano score (2 v.)

Optional note: Vol. 1: vi, 68, [2] p., [2] leaves of plates (1 folded); v. 2: iv, 52 p., [1] leaf of plates

5B7. Discontinued publications

If a publication planned for issuance in multiple volumes has been or appears to have been discontinued before completion, describe the incomplete set as appropriate (i.e., record paging for a single volume or the number of volumes for multiple volumes). Make an explanatory note.

1 score (2 v.)

Note: No more published?

1 score (131, [1] p.)

Note: Vol. 2 was never published

5B8. Unnumbered pages or leaves

5B8.1. If unnumbered pages or leaves (printed, manuscript or blank) are not included in a sequence of pagination or foliation, count them according to the terms used to describe the rest of the music, or the part of the music, with which they are associated. In ambiguous cases count them as leaves when notation appears on one side only; otherwise count them as pages. Use arabic numerals within square brackets. If the gatherings are discernible, include in the count blank leaves at the beginning of the first gathering or at the end of the final gathering when they are present in the item in hand or, in the case of published music, known to be present in other copies. Do not count possibly blank leaves wanting according to signature count and not known to exist in other copies of published music.

[8] p., 328 p. of music

1 score ([2], 328, [6] p.)

1 score (iii, [1], 88 p.)

1 score (64, [2] p., [3], 16 leaves)

1 score (64 p., [2], 16 leaves)

(*Comment:* The unnumbered leaves introduce the following section)

1 score (64, [4] p., 16 leaves)

(*Comment:* The unnumbered pages are not closely associated with either adjacent section and one or more are printed on a verso)

5B8.2. Consider numbered sequences to include unnumbered pages or leaves falling logically within the sequence, counting back from the recorded number to 1.

1 score ([2], 40 p.)

(*Comment:* Pages are numbered 3-40 with four unnumbered pages at the beginning)

but 1 score ([2], 5-40 p.)

(*Comment:* Pages are numbered 5-40 with two unnumbered pages at the beginning; there is no evidence that any leaves are missing)

5B8.3. Record unnumbered blank pages or blank leaves inserted into and interrupting a numbered sequence:

1 score (200, [8], 201-232 p.)

5B9. Errata leaves

Include errata leaves (but not errata slips) in the extent statement whether or not they are conjugate with another leaf of the publication. Mention the presence of errata leaves and errata slips in a note (see **7B16.1**).

136 of music, [2] p.

Note: Errata on p. [137]

5B10. Advertisements

5B10.1. Include pages containing only advertisements in the statement of extent when they are clearly integral to the publication. This is the case when they:

are included in the same pagination sequence as the text;

or are printed on the pages of an initial or final gathering also containing leaves or pages of text;

or are printed on a separate gathering in a publication that is continuously signed.

5B10.2. Make a note to indicate the presence of pages that only contain advertisements.

1 score (124 p.)

Note: Advertisements on p. 119-124

1 score (121 of music, [3] p.)

Note: Advertisements on [3] p. at end

1 score (124 of music, 8 p.)

Note: Advertisements on 8 p. at end

(Comment: Advertisements printed on the final gathering in a publication that is continuously signed)

5B10.3. Do not include in the statement of extent pages containing only advertisements that do not fall into any of these categories. Record them in a local note, if considered important (see **7B19.1**). *Optionally*, make a separate description for the advertisements.

1 score (278 p.)

Optional local note: [Library] copy has publisher's catalog on an additional 8 p. at end

(Comment: Advertisements printed on a final unsigned gathering)

1 score (32 p.)

Optional local note: [Library] copy has an additional leaf at end, with advertisements on recto and the verso blank

5B10.4. When cataloging music described as “p. of music” or “leaves of music”, record advertisements or errata pages with a different page/leaf sequence. If the advertisement consists of music, make a note describing it.

4 p. of music, [5] p.

Note: Advertisements on p. [1]-[5] at end

4 p. of music, 1 p.

Note: Excerpt of [composer, title] on p. 1 at end

(Comment: An advertisement consisting of an excerpt of a musical work)

but

1 score (10, [2] p.)

Note: Advertisements on p. [1]-[2] after score

5B11. Multiple sequences of numbering

5B11.1. If the style of numbering within a sequence changes (e.g., from roman to arabic numerals), record each differently numbered part of the sequence. If unnumbered pages appear between the two styles of numbering, record the total number of unnumbered pages in arabic numerals within square brackets.

1 score (xxi, [22]-308 p.)

1 score (xxxv, [36]-128, [4] p.)

5B11.2. If a volume has pagination of its own and also bears the pagination of a larger publication of which it is a part, record the paging of the individual volume in this area and the continuous paging in a note.

1 score (128 p.)

Note: Pages also numbered 201-328

5B11.3. If the pages or leaves of music are numbered as part of a larger sequence (e.g., one volume of multivolume music), or the copy appears to be an incomplete part of a whole, record the number of the first and the last numbered page or leaf. (See also **5B17** for incompleteness at end.) Generally precede the numbers with the word or abbreviation indicating pages or leaves.

1 score (leaves 81-94)

1 score (p. 113-147, [1])

(Comment: Fragment, detached from larger work)

but 1 score ([2], 73-97, [1] p.)

(Comment: A complete publication, such as a popular tune from an opera, issued separately with this pagination)

5B11.4. If the music contains more than three sequences of numbered or more than five sequences of numbered and unnumbered pages or leaves, preferably record all of the sequences. If it is not practical to record all the sequences (e.g., if they are exceedingly numerous), then employ one of the following methods:

- a) Record the total number of pages or leaves followed by “in various pagings” or “in various foliations.”

1 score (1024 p. in various pagings)

1 score (256 leaves in various foliations)

- b) If one of the sequences is clearly the main sequence, record the main sequence and the total number of other pages or leaves.

1 score (416 p., 98 p. in various pagings)

c) As a last resort, give the designation as “v.” or “v. of music” (see **5B2.1**).

1 v. of music (various pagings)

1 score (1 v. (various pagings))

If one of these methods is employed, record all of the sequences in a note, if considered important.

5B11.5. When a manuscript contains revisions to numbering or alternate numberings for the same sequence, give the final numbering and, if desired, describe other numberings in a note. If a final numbering cannot be determined give the total number of pages or leaves, followed by “in various pagings” or “in various foliations”, and describe the revised or alternate numberings in a note.

1 ms. score (94, [13], [22] p.)

1 ms. vocal score ([180] p.)

Note: Sections are numbered and paged separately, with revisions in several unidentified hands

5B12. Expansions or corrections

5B12.1. Make a note giving more precise information about pagination or foliation, blank pages or leaves, tipped in manuscript additions, or other aspects of collation, if considered important (see **7B10**).

1 score (91, [1] leaves)

Optional note: Last leaf blank

1 score (216 p.)

Optional note: Pages [205]-[206] blank

1 score (vi, 744, [2] p.)

Optional note: Leaves A7, B3, and C7 are cancels in some copies

Optional local note: [Library] copy: Leaves A7, B3, and C7 are uncanceled; the cancel leaves are between p. 742 and p. 743

1 ms. score (150 p.)

Note: Laid in is an excerpt in vocal score showing an alternate transition to the final scene

5B12.2. If the number on the last numbered page or leaf of a sequence does not indicate the correct number of pages, etc., either record the sequences exactly to indicate the source of the error or record the number as given in the music and supply a correction in square brackets. Provide an explanatory note, if considered important.

xiv, 124 [i.e. 142] p. of music
Optional note: Page 124 wrongly numbered 142

1 score (232, 221-252 p.)

or 1 score (252 [i.e. 264] p.)
Optional note: Numbers 221-232 are repeated in pagination
(Comment: Same numbering as in preceding example)

5B13. Lack of numbering

5B13.1. If the music is entirely unpaginated or unfoliated, count the pages or leaves and record the total in arabic numerals within square brackets. State the total in terms of pages or leaves, but not of both. Begin the count with the first page or leaf of the first gathering and end the count with the last page or leaf of the last gathering, as instructed in **5B8**. Count all blank pages or leaves. For manuscripts, count all pages or leaves original to the manuscript.

1 score ([104] p.)

[88] leaves of music

5B13.2. *Optionally*, if determining the total number of pages or leaves of an unnumbered volume might damage an item in fragile condition, give one of the designations used for publications issued in more than one physical unit (see **5B1.3**) followed by “unpaged” or “unfoliated.”

1 chorus score (unpaged)

5B14. Leaves or pages of plates

5B14.1. Record the number of leaves or pages of plates at the end of the sequence(s) of pagination or foliation, whether the plates are found together or distributed throughout the publication². Record the number even when there is only one plate. Count a plate folded and bound at the inner margin as two leaves of plates. Count unnumbered leaves or pages of plates without regard for the terms used to describe the rest of the publication (accordingly, leaves of plates may follow sequences of pages and pages of plates may follow sequences of leaves).

1 score (120 p., 4 leaves of plates)

² The rules in **5B14** are not to be confused with the process of printing entire publications from plates, as with engraving and lithography. These processes, each in their own time, became the primary forms of producing music following the first century of music printing, during which movable type was mostly used for printing music.

1 score (144 p., [8] p. of plates)

(Comment: Plates are printed on rectos and versos of 4 leaves)

x, 32 p., 74 p. of music, [1] leaf of plates

1 score ([12], 103, [1] p., [1], VI leaves of plates)

(Comment: All plates except the frontispiece are numbered consecutively)

1 score (112 p., 8 leaves of plates, 12 p. of plates)

5B14.2. If a volume contains a mixture of unnumbered leaves and pages of plates, record the number either in terms of leaves or of pages.

5B14.3. For music produced from movable type, count title pages (and added title pages) as leaves or pages of plates if they are made using another printing method (e.g., engraved or lithographed) and not integral to any of the type gatherings. Make a note to indicate any title page counted as a plate.

1 score (64 p., [1] leaf of plates)

Note: Plate has engraved t.p. on recto and blank verso

5B14.4. As a last resort, if a publication's gatherings cannot be ascertained, or it is otherwise difficult to tell whether a leaf constitutes a plate, record it in terms of pages or leaves of plates if unnumbered, and pages or leaves of text if included in the pagination.

5B15. Folded leaves

Describe folded leaves as such. Record folded leaves as leaves or pages of plates. Make a note to indicate any folded leaves with printed music, if considered important.

1 score (122 folded leaves)

1 score (50, [2] p., [12] folded leaves of plates)

Optional note: The folded leaves consist of solfeggio exercises

60 p. of music, 5 leaves of plates (some folded)

1 score (130 p., [4] leaves of plates (1 folded))

5B16. Double leaves

Count numbered double leaves (leaves with fold at either top or fore edge and bound at the inner margin) as pages or as leaves according to their numbering. Count unnumbered double leaves as pages (2 printed pages per double leaf) or

as leaves (1 printed page per double leaf). Always indicate the presence of double leaves in a note.

[36] p. of music

Note: Printed on double leaves

1 part ([18] leaves)

Note: Printed on 18 double leaves

1 score (72 p., 1 leaf of plates)

Note: Plate printed on a double leaf

5B17. Incomplete publications or manuscripts

5B17.1. If a volume, or an individual sequence of pages or leaves within a volume, lacks pages or leaves at its end--or an unpaginated or unfoliated volume or sequence lacks any pages or leaves--and the paging or foliation of a complete copy cannot be ascertained, record the number of the last numbered or unnumbered page or leaf followed by "+ p." or "+ leaves." Make a note of the imperfection.

1 score (xxiv, 178+ p.)

Note: Description based on incomplete copy; all after p. 178 wanting

1 score ([8+], 237, [1] leaves)

Note: Description based on incomplete copy; one or more prelim. leaves (incl. t.p.) wanting

5B17.2. When a score and parts, or a set of parts, is clearly incomplete and the complete numbers cannot be ascertained, describe the item as appropriate to the music in hand. Account for the probable missing score(s)/part(s) in a note.

1 part (30 p.)

Note: Continuo part only; one or more string parts lacking

5B17.3. If a manuscript is incomplete, give the number of pages present and give additional information in a note.

1 ms. score ([6] p.)

Note: A fragment of an additional unidentified song is present on the recto of the first page

5C. Illustration

5C1. General rule

5C1.1. To indicate the presence of illustration, use the abbreviation “ill.” after the statement of extent.

1 score (vi, 27 p.) : ill.

1 score (23 p.) : ill. + 16 pts.

1 ms. score (52 p.) : ill.

5C1.2. *Optionally*, disregard minor illustrations.

5C1.3. Do not regard ornaments (e.g., head-pieces, vignettes, tail-pieces, printers’ devices), pictorial covers, or pictorial dust jackets as illustrations. If considered important, these may be mentioned in a note (see **7B11**).

5C1.4. *Optionally*, treat significant title-page illustrations as illustrations rather than ornaments. Make a note to indicate any title-page illustration so treated, if considered important (see **7B11**).

5C1.5. *Optionally*, add the graphic process or technique in parentheses, preferably using a term found in a standard thesaurus.³ Give more detailed descriptions of the illustrations in a note, if considered important.

: ill. (woodcuts)

: ill. (steel engravings)

5C2. Types of illustrations

5C2.1. *Optionally*, specify particular types of illustrations. Use in alphabetical order one or more such terms as the following: coats of arms, diagrams, facsims., forms, geneal. tables, maps, ports. (use for single or group portraits), samples.

5C2.2. Replace “ill.” with terms specifying particular types of illustrations if the particular types are the only illustrations in the music.

: diagrams

: ports. (Woodbury types)

³ Thesauri useful for this purpose include the *Art & Architecture Thesaurus* (AAT) and the *Thesaurus for Graphic Materials II: Genre & Physical Characteristic Terms* (TGM II).

5C2.3. Precede terms specifying particular types of illustrations with “ill.” if the particular types are not the only illustrations in the music.

: ill., facsims., ports

: ill. (wood engravings)

5C3. Color illustrations

5C3.1. Describe color illustrations as such using the abbreviation “col.” Treat illustrations printed with a tint block (e.g., chiaroscuro woodcuts, tinted lithographs) as color illustrations.

: col. ill.

: ill., ports. (some col.)

: ill. (some col.), facsims.

5C3.2. Do not describe hand-colored illustrations as “col.” unless there is evidence that the publication was issued with the hand coloring. In case of doubt, consider later-era publications (e.g., music produced by lithography, or later) with hand coloring to have been issued that way by the publisher. Always mention publisher-issued hand coloring in a note (see **7B11**); make a local note on the presence of other hand coloring, if considered important (see **7B20**).

: col. ill.

Note: With hand-colored wood engravings

(Comment: Title contains statement “with colored engravings”)

: col. ill. (lithographs)

Note: Lithographs are hand colored

5C3.3. If both the text and illustrations are printed in a single color, do not describe the illustrations as “col.” Make a note to indicate the color of the ink, if considered important.

: ill.

Optional note: Printed in green throughout

5C4. Number of illustrations

Record the number of illustrations when their number can be ascertained readily (e.g., when the illustrations are listed and their numbers stated).

: 4 ill.

: ill., 8 facsims.

: 6 col. ill. (tinted lithographs)

: 2 maps (lithographs), 1 port. (mezzotint)

: 1 ill. (engraving)

Note: Illustration is a t.p. vignette depicting a woman with raised sword and torch, with two serpents rising out of an inferno in the background

5D. Size and format

5D1. General rule

5D1.1. Give the height of published music (based on the copy in hand) or manuscripts in centimeters, rounding a fraction of a centimeter up to the next full centimeter. If the music measures less than 10 centimeters, give the height in millimeters. If more than one copy of a publication is held, and the heights of the different copies vary, record the height of the tallest copy and give the height of the other copies in a local note.

; 18 cm

(*Comment:* Music measuring 17.1 centimeters in height)

; 99 mm

(*Comment:* Music measuring between 98 and 99 millimeters in height)

5D1.2. If the music is bound, measure the height of the binding. When the height of the music differs by 3 centimeters or more from the height of the binding, specify both.

; 12 cm bound to 20 cm

5D1.3. For music produced by movable type, add the bibliographical format of the publication in parentheses following the size statement whenever the format can be determined. *Optionally*, if it is useful and the count is viable, give the format also for engraved music. Give the format in abbreviated form (fol., 4to, 8vo, 12mo, etc.). Use "obl." preceding format when the music is printed on paper whose width is greater than its height.

; 20 cm (4to)

(*Comment:* A publication in quarto)

; 20 cm (4to and 8vo)

(*Comment:* A publication consisting of a mixture of quarto and octavo sheets)

; 20 x 30 cm (obl. 4to)

5D2. Width

If the width of a volume is greater than the height, or less than half the height, give the height x width.

; 20 x 32 cm

; 20 x 8 cm

If one of the measurements would normally be given in millimeters and one in centimeters, give both measurements in millimeters.

; 95 x 120 mm

5D3. Differing sizes

5D3.1. If multipart or multivolume music differs in size, give the smallest or smaller size and the largest or larger size, separated by a hyphen.

4 parts ; 24-28 cm

5D3.2. If music consists of score(s) and part(s), give the dimensions after all the details of the score(s) and part(s). If the dimensions of the score(s) and part(s) differ, give the dimensions of each after the details to which they apply.

1 score (20 p.) + 1 part (3 p.) ; 28 cm

1 score (vi, 63 p.) ; 20 cm + 16 parts ; 32 cm

5E. Accompanying material**5E1. General rule**

5E1.1. If a publication and its accompanying material are issued simultaneously (or nearly so) and are intended to be used together, give the number of physical units of accompanying material in arabic numerals, and the name of the material at the end of the physical description.

; 24 cm (8vo) + 1 contents list

5E1.2. *Optionally*, give the physical description of accompanying material in parentheses following its name.

; 28 cm (8vo) + 1 fingering chart (1 sheet (2 p.) : col. ; 55 x 40 cm folded to 26 x 20 cm)

or describe the accompanying material independently

or mention it in a note (see **7B11**).

Describe material accompanying a manuscript in a note.

5E2. Issued in pocket

If accompanying material is issued in a pocket attached to a publication, specify the location in a note.

; 30 cm (4to) + 2 folded charts

Note: Charts in pocket on inside back cover