New BBD Indexing Manual
2019 (vers. 1)

I. INTRODUCTION

The objective is to index literature (books, journal and newspaper articles, reviews of Beethoven publications and recordings, concert announcements and reviews, etc.) that contain information of interest to people conducting Beethoven research. Not only does the BBD include books and articles that focus on Beethoven, but also materials on other subjects with chapters or sections about Beethoven, and in many cases articles with an entirely different focus but whose references to Beethoven are deemed to have some significance for research.

The indexing approach differs depending on whether the material is devoted to Beethoven, or whether Beethoven is not the main focus but is mentioned in some significant way in the text.

In all cases, the indexer first determines the main subject(s) of the material and assigns at least one main subject heading for that topic. There is no limit on the number of main subjects, but they should be confined to the main focus of the material (or chapter within a book).

The indexer then determines if other subjects apply to the material (formerly called minor subjects, but now entered as "all subjects"). Try to determine the appropriate terminology by using the Beethoven Thesaurus and enter the terms in the indexer's workform (see Section IV below). However, you can also use your own terms and we will "translate" these into Thesaurus terms in the review process (more on this in Section II).

II. GUIDELINES FOR INDEXING BY FOCUS OF MATERIAL

A. General guidelines

- Try not to over index the material but do not be concerned if you do. All of your work will be reviewed and headings will be removed, consolidated, or emended as needed.
- Avoid adding more than one heading for a single concept.
- Use the existing database to search for materials on similar topics to help determine the most appropriate subject headings and models for formatting. At present the old database is still available (http://mill1.sjlibrary.org:83) but it will be better to use the new database as it follows the revised indexing format (http://beethovenbib.sjsu.edu).
- Search the thesaurus to look at the headings and related terms to help determine the most appropriate subject heading for the concepts. The online Thesaurus is available at http://beethoven.multites.net/
- Use your own keywords to describe the material. We will either change those to existing Thesaurus terms or add them as new terms (or cross references from existing terms).

B. Focus on Beethoven

1. Books

In most cases, brief records for books will already be entered in the BBD. These records might already have MAIN SUBJECTS assigned, so check the database before indexing.

a. Main subjects

i. Determine the focus of the book as a whole from the title, abstract, introduction, etc. Enter these terms in the MAIN SUBJECT section of the workform.

ii. Determine the focus of individual chapters or extended sections. Enter these terms in the MAIN SUBJECT section of the workform. In some cases, only one subject heading will be needed to describe several chapters, and in others more than one heading will be necessary for a single chapter.

b. All subjects

Assign other subject headings based on the following criteria:

i. More than five running pages on a topic not covered by the main subject

ii. More than 10 entries in the book's index (names, for example)

Enter these terms in the ALL SUBJECTS section of the workform

c. Categories

i. Assign a MAIN CATEGORY for the overall type of material. For books, in many cases this will be left blank unless a specific category can be identified (e.g. Academic dissertations, Biographies, etc.)

ii. Assign an ALL CATEGORY heading for type of materials found within the appendix of the book. In most cases this will be bibliographies, chronologies, discographies, etc.

<u>2. Articles</u>

a. Main subjects

i. Determine the focus of the article as a whole from the title, abstract, introduction, etc. Enter these terms in the MAIN SUBJECT section of the workform

ii. Determine the focus of the individual section headings. If these sections are more than 10 pages long, assign a MAIN SUBJECT heading.

b. All subjects

Add subject headings for sections that are less than 10 pages, or other topics that are mentioned within those sections that are deemed significant to the topic. In many cases, only a few subject headings are needed to capture the focus of the material. Enter these terms in the ALL SUBJECT section of the workform.

c. Categories

For most articles, the MAIN CATEGORY heading will be "Essays" with no other category needed. However, other options are available (e.g. biographical essays, book reviews, conference reports, etc.). See the Thesaurus for examples.

C. Focus not on Beethoven but containing significant Beethoven content

<u>1. Books</u>

We index books on other topics when 1) they include chapters or large sections about Beethoven; 2) they cite numerous references to

Beethoven in the index; 3) they otherwise contain some important mention of Beethoven that is deemed of interest to research (these are called "exceptions")

a. Main subjects

Determine the focus of the book as a whole from the title, abstract, introduction, etc. These will likely not be Beethoven-specific terms but more general subject headings (such as names of composers or vocabulary from the Library of Congress subject headings). In some cases these headings will already be present in the database record. Again, in most cases, brief records for books will already be entered in the BBD. These records might already have MAIN SUBJECTS assigned, so check the database before indexing.

Enter any additional terms in the MAIN SUBJECT section of the workform.

When a book contains one or two chapters devoted to Beethoven, those will sometimes be indexed separately as an article using the guidelines for "Focus on Beethoven / Articles" given above. Patricia will determine whether an entire book or selected chapters should be indexed when giving assignments.

b. All subjects

Assign subject headings for the Beethoven content of the book. In many cases these will be very general headings, such as "Reception history" or (in the case of discussion of particular Beethoven works) "Opus 67---Criticism---21st century."

c. Categories
Same as instructions in II.B.1.c.

Articles

Use the same guidelines as books: assign MAIN SUBJECTS for the topic of the articles as a whole, then use ALL SUBJECTS to identify Beethoven content within the article. For CATEGORY, use the instructions in II.B.2.c.

III. USING THE BEETHOVEN THESAURUS TO DETERMINE SUBJECT VOCABULARY

A. Introduction

The Beethoven Thesaurus is available online at:
http://beethoven.multites.net/

It lists all of the subject headings used in the BBD (excluding names of people and institutions). It is organized into nine "hierarchies" (categorized lists of top terms, with links to related (RT) or narrower terms (NT), and unused forms (UF)). You can search for terms in the entire Thesaurus or explore the listings in the individual hierarchies by clicking on the "top terms" button.

For many of the terms, the Thesaurus includes explanations of scope and usage, what subdivisions are allowed, and what other terms might be considered instead (RT and NT).

B. Summary of the hierarches

• CATEGORIES
Terms that describe the type or format of material (essays, biographies, academic dissertations, etc.) or sections within in (bibliographies,

chronologies, etc.) These are entered in the MAIN CATEGORY or ALL CATEGORY section of the workform.

• DOCUMENTS

Terms that identify all Beethoven manuscripts (e.g. Autographs, Corrected copies, Copies in other hands, Sketchbooks, etc.) and other documents of his life and work (e.g. Conversation books, Diaries, etc.), as well as terms associated with the study of those documents (e.g. Editing, Textual criticism, etc.)

• FREE-FLOATERS

Terms used as a subdivision to Beethoven's name that describe Beethoven as a person, such as his physical appearance and character traits, relationship with other people, views on various subjects, his daily activities and events of his life (e.g. Alcohol use; Conducting; Travels; Guardianship; Views on critics, etc.)

• FREE-FLOATERS (SUPPLEMENTAL LIST)

Terms used as subdivisions to names other than Beethoven, including individuals (e.g. Liszt, Franz) and institutions (e.g. Beethoven-Haus) to identify specific activities, events, or ideas associated with the name.

• GENERAL SUBJECTS

Terms from fields external to music, such as general history, medicine, psychology, sociology, philosophy etc. (e.g. French Revolution; Economics---Vienna---1800, etc.).

• GEOGRAPHICAL SUBJECTS

Terms used to identify locations where Beethoven lived and worked, or locations of Beethoven-related events, which can be used alone (e.g. Vienna—Austria---History---19th century) or as subdivisions to topical headings (e.g. Travels---Prague; Romanticism---Literature---Germany; Opus 125---Performances---Prague---20th century, etc.).

• GRAPHIC MATERIALS

Rarely used for BBD indexing. These terms describe different types of pictorial materials in the Beethoven Center's collection.

• MUSIC TERMS

Terms that describe aspects of Beethoven's musical compositions (e.g. Heroic style; Metronome markings; Key relationships; etc.) or approaches to the study of these works (e.g. Analysis; Criticism, etc.). Most of these can be used as subdivisions to specific Beethoven works; for example, a discussion of the Ninth Symphony that includes both historical information and analysis would be assigned the heading "Opus 125---Criticism---21st century."

• WORKS LIST

Terms that classify Beethoven's complete works by genre (e.g. Symphonies, Concertos, etc.) and identify each by Opus, WoO, Hess, Anhang, or other thematic catalog number, with cross references. We use these thematic catalog numbers instead of the more generic labels for Beethoven's works (e.g. we use Opus 67 rather than Fifth Symphony or Symphony no. 5). A search on "Symphony no. 5" in the Thesaurus will direct you to the correct opus number, or you can search on "Symphonies" to retrieve a complete list by opus number. As subject headings, work numbers must always be subdivided by a topical

heading; or, in the case of more than one work qualified by a single topic, can be entered as a string, e.g.:

Compositional process --- Opus 130 --- Opus 132 --- Opus 135

IV. FILLING OUT THE WORKFORM

Complete a workform for each book or article indexed.
See the "Workform Data Entry" sample sent as a separate document. Please enter complete data and check your work, as we will copy and paste this data directly from your workform into the database.

Here are some sample records in the new BBD that show how data should appear on the workform:

Article in a periodical (English):

http://beethovenbib.sjsu.edu/doc/articles/bb540b1f-2388-470f-8f3e-9f505155eccd

Article in a periodical (German):

http://beethovenbib.sjsu.edu/doc/articles/32bcf378-7004-4a83-9b77-4a62c14c9924

Book review:

http://beethovenbib.sjsu.edu/doc/articles/bb4f025c-d114-4313-9c8a-e0676eec0b55

Book about Beethoven:

http://beethovenbib.sjsu.edu/doc/articles/b24bba75-f1a9-4175-87a0-def9e0197819

Book not about Beethoven:

http://beethovenbib.sjsu.edu/doc/books/f364b3a2-3a90-49bf-9424-2024d60ad9bc

Essay/chapter in a book:

http://beethovenbib.sjsu.edu/doc/articles/9d5e770e-fb90-4063-9ffc-f99b2ab8984d

Adding summaries and contents

Check for an abstract or text within the book or article that succinctly summarizes the topic. Type that text into the Summary section of the workform and indicate the page number.

In the Contents section, enter the chapter titles or section headings as a string.

For non-English materials only

Identify a summary of the material that you can translate. Enter the translation and page number on the workform. If there's not appropriate summary in the book, write your own

In the Contents section, add the chapter titles or section headings in the original language and add English translations in brackets.

V. SAVING AND SUBMITTING YOUR WORK

- Save your workforms using a unique file name
- Email Patricia with your workforms attached:
  - Patricia.Stroh@sjsu.edu
- Keep copies on your computer in case the file doesn't go through

Questions?

Contact Patricia Stroh at:

Patricia.Stroh@sjsu.edu
(408) 808-2059

Thank you for your contribution to the BBD!

Beethoven Gateway files/Volunteer documents/Indexing_manual_2019