

BEETHOVEN GATEWAY INDEXING MANUAL
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I. Introduction

The Beethoven Gateway is an online research tool designed to help individuals locate relevant published material on the composer. We have set as a realistic goal to index all major scholarly journals, music magazines, and books written in Western European languages. In order to make the database as familiar and as accessible as possible to potential users, it is organized to conform to existing bibliographic standards, deriving its basic indexing vocabulary from the *Library of Congress Subject Headings*.

The Thesaurus is the tool used for indexing subject content and genre (category) of materials. It contains all the terms that have been used in the database to classify Beethoven-related material, along with instructions about how individual terms should be applied. The Thesaurus functions as a “controlled vocabulary,” designed so that all information on a particular topic is indexed under a single term, thereby eliminating variations in language or content. The Thesaurus organizes the terms into nine sections, or hierarchies. (e.g., “Music Terms”). Each individual subject heading derived from the literature is assigned to the hierarchy in which it best fits. Note that certain subject headings are listed in more than one hierarchy. When assigning subject and category heading for books and articles, indexers should consult the Thesaurus to determine the correct form of the term, and use the Beethoven Gateway for examples of how the term has been applied to the literature.

Volunteer indexers will be assigned specific books or journal articles for indexing. These assignments will be based on the person’s proximity to libraries that own the materials or can supply them on interlibrary loan, the person’s language skills, and interests. For each publication assigned, the indexer will assign subject and category heading using an indexing worksheet, and then return the form to the project director (Patricia Stroh). Forms can be either sent by email or faxed. The volunteer indexer will also keep statistics on the number of hours and worksheets completed and report these to Patricia at the end of each month.

Once revised and approved, the indexers worksheets will be given to the database assistant at the Beethoven Center for input in the Beethoven Gateway. Depending on staffing and the backlog of entries, it may take just a few days or several weeks before the indexed material appears in the database.

II. Resources for Volunteer Indexers and Training Process

The following resources are available on the Beethoven Center's webpage:

Indexing Manual
Thesaurus User's Guide
Beethoven Gateway User's Guide (2004 version)
Indexing Worksheets
Sample completed indexing worksheets

Before beginning your first indexing assignment, please read the indexing manual and Thesaurus User's Guide, and look at the sample worksheets. Then familiarize yourself with the Gateway and Thesaurus databases by doing some sample searches. When you have completed your first assignment, return the worksheet to Patricia for review. She will then contact you to discuss any questions you may have, but feel free to contact her as you work through the first assignment.

III. Using the Thesaurus

The Beethoven Thesaurus is available online in a searchable database:

<http://bvc.sjlibrary.org/viewchoir/>

The Beethoven Center's website includes an overview of the Thesaurus and how find terms in the online database:

<http://www.sjsu.edu/beethoven/bbd/thesaurus.html>

The types of material indexed in the Beethoven Gateway include articles, books, reviews, and other miscellaneous published material, as well as more specialized items such as primary source documents, manuscripts and iconography related to the composer. In some cases, the type of material and its component parts are identified using terms in the "Category" hierarchy of the Thesaurus (formerly called "book genres" and still abbreviated as BG). These "Categories" are distinct from the SUBJECTS contained in them and comprise only one relatively short section of the Thesaurus.

The subject headings hierarchies make up the bulk of the Thesaurus. These consist of several topical divisions, each appropriate to a different area of Beethoven research (e.g., "Documents," "General Subjects," etc.). To some extent these subject- heading hierarchies are overlapping, as for example, when aspects of compositional process fall under "Music Terms" and also under "Documents").

A good grasp of the contents of the various subject-heading hierarchies is perhaps the most crucial single requirement for indexing Beethoven material. However, we understand that becoming familiar with the thesaurus terms will take some time.

Therefore, when you are first learning to index material, we suggest that you assign terms using “natural language,” or the terminology that is used in the literature itself or that makes the most sense to you. Then you can check your terms in the online Thesaurus and make changes as necessary. When we review your work, we will check the terminology and make the necessary changes to conform to the Thesaurus language. If an appropriate term is not yet in the Thesaurus, a new term may be added based on the suggestion provided by the indexer.

Please keep in mind the following general rules on using Thesaurus terms:

A. Terms describing Beethoven as a person

These terms are found in the “Free-Floaters” section of the Beethoven Thesaurus. All terms used to index biographical information on Beethoven are entered in the database as subdivisions to his name (e.g. Beethoven, Ludwig van, 1770-1827—Deafness). However, on the indexing worksheet you need only list the appropriate FF term.

B. Terms describing Beethoven’s music

We use the Opus, WoO, Hess, or other catalog number to identify Beethoven’s works. These are found in the “Works List” section of the Thesaurus. All work numbers must be followed by a topical subdivision that describes the focus of the discussion. These terms may be found listed in the “Music Terms” or other parts of the Thesaurus. If the term is allowed as a subdivision to a work number, the Thesaurus entry will include the following note:




Work

Work: May be used as a subdivision to terms in the Works List (WL) hierarchy

C. Thesaurus instructions on use of terms

Each Thesaurus entry will indicate the preferred term that is the form used in our database. These Thesaurus entries for specific terms will often include scope notes (definitions), a list of related terms, and notes on applying geographical, topical, and/or date subdivisions. Please try to follow the usage instructions for the term, or you may select to use one of the related concepts listed there. Click on the related term to view the Thesaurus entry for that term.

Here is an example of a Thesaurus entry:

  
Terms
<ul style="list-style-type: none"> Instrumentation and orchestration (Preferred) Balance Orchestration
Scope Notes
The art of employing instruments in various combinations, most notably the orchestra. Orchestration includes the study of the properties and capabilities of individual instruments and various aspects of their combination (including balance, tone color, textural contrast, idiomatic writing)
Related Concepts
<ul style="list-style-type: none"> Acoustics (Related to) Bassoons (Related to) Bells (Related to) Brass instruments (Related to) Double basses (Related to) Flutes (Related to) Fortepianos (Related to) Harpichords (Related to) Horns (Related to) Oboes (Related to) Percussion instruments (Related to) Performance difficulties (Related to) Pianos (Related to) Register (Related to) Reorchestrations (Related to) Texture (Related to) Timpani (Related to) Violins (Related to) Violoncellos (Related to) Vocal writing (Related to) Woodwind instruments (Related to)
Hierarchy
Hierarchy: MT
Work
Work: May also be used as a subdivision to terms in the Works List (WL) hierarchy
Authority Rec
Authority Rec: BBD a10009000

IV. Using Indexing Worksheets

For each book or article, indexers will indicate the appropriate terms in the subject headings forms. In most cases you will use the LONG FORM for books and the SHORT FORM for articles. The choice of which to use will be based on the extent of the material and the number of subjects to be indexed.

Both forms are online on the Beethoven Center’s website in the section on “Resources for Volunteer Indexers” in both .doc and .pdf formats. More examples of completed forms are also available on the website. One form should be completed for each book or article assigned for indexing. Please be sure to fill out the required bibliographical information so that we can match the indexing workform to the material being indexed.

V. General Indexing Procedures

- A. All materials should be assigned at least one Major Subject for the primary focus of the material. These are indicated with a checkmark in the MS column

of the workform. Major subjects are applied for the book/article as a whole, and to significant sections of the material. For example, in indexing books it is sometimes appropriate to assign Major Subjects for each chapter.

- B. Use the narrowest term that best suits the topic. For example, a discussion of use of pedals in performance of a work should be assigned the heading “Pedaling” rather than its broader term, “Performance Practices.” However, if you assign “Pedaling” as a Main Subject, also include the broader heading “Performance Practices” as a Main Subject on the worksheet. Broader and narrower terms associated with a particular term are identified in the Thesaurus.
- C. A minimum of five running pages on a given subject should be assigned a subject heading. These should be listed on the workform with the page numbers in which the topic is discussed. The “MS” column should be left blank unless the discussion qualifies as a Main Subject.
- D. For Beethoven-specific books with an index, a minimum of ten entries under particular names, topical subjects, geographical headings, and works should be assigned a subject heading. This rule will also apply if you notice a subject has been reappearing in sufficient number in an un-indexed book or article to warrant inclusion.
- E. Mark “E” on the worksheets for exceptions to rules A-D. Exceptions are allowed in cases where the information presented (though brief) may be particularly important or difficult to track. Do not hesitate to use the E rule, but please be prepared to justify it by noting the page numbers where you found the information. Exceptions are common for discussions of performances and sources.
- F. Mark “N” for new subject heading or category term not yet included in the thesaurus. Always check the thesaurus to see if a related term has been used. The new headings will be reviewed by Patricia before they are added to the Thesaurus.
- G. Names of persons other than Beethoven are not listed in the Thesaurus but should be entered on the indexing worksheet when appropriate. Use the form of the name found in the material, or as you find already used in the Beethoven Gateway. Our database assistants will verify the correct form of the name before entering it into the database. Note: Be careful to distinguish between author-title headings and subject name headings. Example: There is a poem entitled “Sonnet to Beethoven” by Edna S. Vincent Millay at the end of a book. This needs to be entered as an author-title entry, NOT as a subject. Write AU in the MS column in such cases. Please note that the 5/10 p.m citation rule does not apply to author-title entries. If, however, there is also a discussion of the

poem (that is, if it is the subject), enter it also as a subject but do not put AU by the author-title entry. But note: the 5/10 p. citation rule DOES apply here, since it is a subject.

- H. If you are filling out the workform by hand, please write as legibly as possible. You may chose the fill in the workform on a computer as well.

VI. Indexing essays in books and journals

*Please note that the same 5pp/10 citations rule does still apply here, **HOWEVER** you might often have to revert to your own common sense, as there are quite a few articles published that do not run much more than five continuous page (reviews of recordings, for example).*

For essays in book collections and journal articles, we will need to create bibliographical records when we enter the headings in the database. When indexing collections of essays published in books, you will need to create separate indexing form for each Beethoven article published there.

STEP 1: On the workform, fill in the bibliographical information on the article/essay, including author, article title, journal title and issue, and page numbers.

STEP 2: Fill in the Major Category term and place a checkmark in the MC column. In most cases these materials will be identified as “Essays.” Other common categories include: Book reviews; Sound recording reviews; Conference reports; Obituaries, etc. For a full list of possible categories, consult the “Category” section of the Thesaurus. In most cases, no minor category headings will be assigned unless the article includes a significant bibliography, discography, or other types of materials in appendices or tables.

STEP 3: Try to determine the major subject or the minor subjects from the title:

If possible, use the title of the chapter or essay to determine the major subject. If the title does not reflect the major subject, then scan through the article as a whole to determine the major subjects(s).

Each chapter or essay should be given at least ONE main subject term. The subject heading should be an umbrella that covers, as narrowly as possible, the contents of the chapter. More than one major subject can be given to each chapter or essay, but they cannot be overlapping. They can be complimentary. At most, there should not be more than three major subjects per essay except under exceptional circumstances.

STEP 4: Add the subject heading to the worksheet in the appropriate section and make a mark in the MS column.

STEP 5: After you have worked through the chapter headings or essay titles, and determined the major subjects, return to the beginning and quickly skim through the essay or chapter. Use the chapter or essay sub-headings, if any exist, to determine minor subject headings. These should be indicated as minor subjects (i.e. NO check mark in the MS column) and in the PAGES column, indicate the page numbers where you found the information.

STEP 6: Create an abstract for the article. In most cases, we prefer to quote directly from the material rather than write our own abstracts. If you can identify a paragraph or other passages in the article that can be used to summarize the material, indicate the page and paragraph on the workform OR type these passages directly into the online form. You may piece together an abstract by quoting passages on different pages, but always indicate the page numbers where the passage may be found. You may also chose to write your own short abstract if no appropriate passages can be identified.

STEP 7: Send the completed workform to Patricia for review. You may either fax the form to 408-808-2060, or email it as an attachment to her at Patricia.Stroh@sjsu.edu.

Special Instructions for Indexing Reviews

1) Assigning Category Headings: Search the Thesaurus to identify the correct terminology for the type of review. The most common types are:

- Book reviews
- Festschrift reviews
- Score reviews
- Concert reviews
- Sound recording reviews

Do not subdivide these terms with any other term.

2) Assigning Subject Headings

In most cases, the subject of the review will be the author and title of the book being reviewed. This would be entered as a MS in the NAME section of the workform. Add minor subjects only if the review brings up “new” points not made in the book that is being reviewed.

For reviews of collections of essays, the name of the editor and title of whole book get major subject. Individual author/title of essays are indicated as minor subjects.

3) Add a bibliographical note on the material being reviewed. The format for these notes should be:

“Review of: The Story of Beethoven, by John Q. Public (New York: MyPress, 2008).”

In most cases, abstracts or quotes from the review are not necessary.