LIST OF CATALOGUE FIELDS

DOCUMENT CLASS A

TTL	**Title:**	The Title of a song or work.
TST	**Title Start:**	Data that appears in brackets before title. eg:- Articles: The, A, Le, La, Die, Der etc.
COM	**Composer:**	Contains all Composers for a title and their function. eg:- music, lyrics etc.
CNO	**Composer Notes:**	Not Indexed
DAT	**Composition Date:**	Contains various dates associated with a title. eg:- year of composition, first performance etc.
PUB	**Publisher:**	The Publisher of a title.
SLT	**Sleeve Title:**	An indicator that the title in the TTL field is the Album Title (a sleeve title) and not a work.
SET	**Series Title:**	An indicator that the title in the TTL field is a Series Product Title and not a work.
ATI	**Alternative Title:**	Any alternative titles for a work. eg:- *Die Lustige Witwe* for *The Merry Widow*
FLI	**First Line:**	The first line of a song.
SRC	**Source:**	The source work that has inspired the title. eg:- *From the musical South Pacific* or *Based on Beethoven's 5th Symphony.*
INF	**Additional Information:**	Contains additional information about the work. eg:- *For voice and piano.*
NOT	**Notes:**	Any further information about a work.
POW	**Part Of Work:**	For where we have subdivided a work into sections filed under the parent work. eg:- an aria title from an opera.

ARR	**Title Arranger:**	Arrangers of works. eg:- Schubert transcribed by Liszt.
ANT	**Title Arranger Notes:**	Any notes relating to the title arranger.
THC	**Thematic Catalogue:**	Thematic Catalogue Numbers. eg:- K.445, BWV.472.
TUN	**Tune:**	Where a new work is based on an existing tune.
COU	**Country Of Origin:**	The country from which a work originated.
PER	**Period Of Music:**	The period that the music comes from when a date is not available. eg:- *Baroque, 17th Century.*
SEE	**See Also:**	Cross Reference for related works.
XRF	**Cross Reference:**	Cross Reference.
FRP	**Frontispiece:**	Detailed information regarding a work.
CON	**Contents**	A list of the contents of a work. eg:- movement names of a symphony, songs in a song cycle etc.
TLN	**Title Link Number:**	Each work in Document Class A is given its own unique number. Every recording of the work in Document Class B also has this number to link it to its title.

DOCUMENT CLASS B

TLN	**Title Link Number**	Each work in Document Class A is given its own unique number. Every recording of the work in Document Class B also has this number to link it to its title.
PKT	**Performer**	A description of the performers on a recording.
MEI	**Mechanical or Electronic Instruments:**	Where the "performer" is a mechanical or electronic instrument. eg:- a musical box.
DUR	**Duration:**	The duration of the recording.

ARR	**Performance Contributor:**	This field was originally for the Arranger of a recording only, but now also includes details of Producers and other contributors.
ANT	**Contributor Notes:**	For any notes relating to a contributor to a recording.
NOT	**Recording Notes:**	Further information about a recording.
LAB	**Labelled:**	For labelled titles. ie where a work is given a different title on a particular release. eg:- *Labelled "Hello There"*.
LAN	**Language:**	Language of the recording. eg:- *In Italian.*
RTY	**Recording Type:**	Categories of recordings. eg:- L for Live, S for Soundtrack etc. See Appendix D for full list.
LOC	**Location:**	Recording location.
RDT	**Recording Date:**	Recording date.
ISD	**Issue Date:**	The date a recording is issued. eg:- *P.1997.*
ACD	**Accession Date:**	The date a recording is received by *Information & Archives.*
MTX	**Matrix Number:**	The unique number for a "take" of a recording.
MNT	**Matrix Number Notes:**	Any information relating to the Matrix Number.
PMM	**Publisher's Mood Music:**	Indicates that the recording is from a Publisher's Library.
PCL	**Performance Contents Listing:**	A free-text field for listing the contents of a film soundtrack album or a compilation album.
CST	**Cast List:**	For a list of the cast from an opera, oratorio etc.
RLN	**Record Label And Number:**	The record label and number field. Includes sub-fields:- label, the mode (stereo or mono), the format (eg:- 78, CD), whether or not the disc is part of a range of numbers, notes about the disc, the recording technique (eg:- digital) and accompanying material (eg:- libretti).

DOCUMENT CLASS C

NAM	**Name:**	The personality's name.
SAL	**Salutation:**	Salutation at the start of the name. eg:- Dr, Sir, Dame etc.
DOB	**Date Of Birth:**	Personality's Date Of Birth.
DOD	**Date Of Death:**	Personality's Date Of Death.
NAT	**Nationality:**	Personality's nationality.
POE	**Period:**	An indication of the period in which the personality lived when there are no dates.
GRI	**Group Indicator:**	An indicator of whether the personality is an individual or a group. N (for No) is entered for an individual and Y (for Yes) for a group.
MLI	**Multiple Line-up:**	An indicator of whether or not the group has had more than one line-up. Will contain Y for Yes, N for No, or blank for Not Applicable.
LIN	**Line-Up:**	Contains details of the members of a group and their functions.
GEN	**Gender:**	The personality's gender.
CFU	**Composer Function:**	If the personality is a Composer, this field will list their function. eg:- music or lyrics.
CFN	**Composer Function Notes:**	Any information regarding the Composer's function. eg:- normally writes music only.
PFU	**Performer Function:**	If the personality is a performer, this field will list their function. eg:- vocal, guitar, piano etc.
PFN	**Performer Function Notes:**	Any information regarding the performer's function. eg:- normally instrumental group only.
AFU	**Recording Contributor Function:**	If the personality is a contributor to recordings then their function will be listed here. eg:- Arranger, Orchestrator, Producer etc.
AFN	**Recording Contributor Function Notes:**	Will list any information regarding the Contributor's function. eg:- *Mainly known as a producer.*
PNT	**Personality Notes:**	Any further information about a personality.

CXR Composer Cross Reference: If the personality is a Composer then this field will contain any applicable cross references.

PXR Performer Cross Reference: If the personality is a Performer then this field will contain any applicable cross references.

AXR Contributor Cross Reference: If the personality is a Contributor then this field will contain any applicable cross references.

RXW Related Works: A field for referring to works which are related to the personality. eg:- *Josephine* - a musical based on the life of Josephine Baker.

CCO Composer Collections: A field listing discs for which the Composer has composed at least half of the titles.

PCO Performer Collections: A field listing discs which relate to the performer, but which the performer doesn't necessarily appear on. eg:- *A tribute to Duke Ellington.* Or discs released as a themed set. eg:- *The Karajan Edition.*

ACO Contributor Collections: A field listing discs for which the Contributor has made a significant contribution. eg:- arranged, orchestrated or produced more than half of the recordings.

COMMANDS TYPED IN PROFILE BOX ON SEARCH STATUS PAGE

$ To truncate a word.

NB: do not use a $ too close to the beginning of a word, otherwise the computer may need to process too large a portion of the index in order to do the search.

$ To mask any number of characters in the middle of a word.

eg:- [s ra$maninov/**com**

$$ To mask one or no characters. eg:- to find **colour** as well as **color**.

eg:- [s colo$$r/**ttl**

?   To mask one character.

eg:- [s **ttl**=old gr?y whistle test

s   followed by a space, and <**Enter**> will re-display the last search typed in the **Profile Box**.

limit a   To limit the search to **Document Class A**.

no limit   To remove a previously set search limit.

sf   To scroll forward through list of search sets.

sb   To scroll back through list of search sets.

set 3   To go to set 3.

dls   To delete last set.

dls3   To delete last 3 sets.

nosets   To delete all sets.

15. APPENDIX C

<u>COMMANDS TYPED IN DISPLAY FORMAT COMMAND BOX</u>

<Enter> To *page forward* 1 page

pf3 To *page forward* 3 pages

pb To *page back* one page

pb3 To *page back* 3 pages

ex1 To expand **Document 1** to its full size

ex1.1 To expand **Document 1.1** to its full size

1 To notepad **Document 1**

1.1 To notepad **Document 1.1**

n To return to the **Search Status Page**

KEY FOR DOCUMENT CLASS B RECORDING TYPE FIELD CODES

SP   Studio Production
Film or show recording done purely for a commercial recording

A   Original Artist recording

AF   As featured in Film / TV soundtrack recording
Recording already existed and was used for film/TV soundtrack rather than specially recorded, which would be a code S

AU	As used in a Film/TV soundtrack
B	Broadcast
BC	Original Broadway Cast/Artist recording
BR	Broadcast recording
C	Original cast recording
CR	Cast recording (any cast that is not original)
CV	Cover version recording
D	Demo recording
FB	Field broadcast recording (for natural history recordings)
FR	Field recording (for natural history recordings)
L	Live recording
LC	Original London Cast/Artist recording
LP	London Cast recording/London Production recording
NC	Non-commercial recording
NY	Original New York Cast/Artist recording
OR	Off air recording
P	Piano roll recording
PI	Pianola roll recording
PR	Private recording
R	Recording of rehearsal
RB	Radio broadcast recording
RR	Radio recording
RS	Re-recorded from actual film soundtrack
RT	Radio transcription recording
S	Soundtrack recording
T	Transcription recording
TV	TV soundtrack recording
V	V-disc recording
VS	Video soundtrack recording