

## ... write a Manuscript Description for a Cantus Database inventory

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<http://cantus.uwaterloo.ca/sources>

On the “Edit” tab for a particular source (provided that you hold the appropriate level of access) enter the following information:

FIELD NAMES (* = Required Fields)	Fields not visible to site users	Description, Instructions
* Full Manuscript Identification (City, Archive, Shelf-mark)		Example: Albi, Bibliothèque municipale Rohegude, 44
RISM	X	Library/Archive Siglum for current location of the source, as assigned by <i>Répertoire International des Sources Musicales</i> ( <a href="http://www.rism.info/en/sigla.html">http://www.rism.info/en/sigla.html</a> ). Click the link below the field for the RISM website.
* Siglum		RISM-style siglum + Shelf-mark (e.g. GB-Ob 202).
Provenance (origin / history)		Select a place from the pull-down list. If the origin is unknown, select a location where the source was used later in its lifetime. If the source has a more complicated history and requires multiple locations, enter more details in the fields “Provenance notes,” “Summary,” and/or “Description.” If the location is not in the pull-down list, contact Cantus staff in order to add it.
Provenance notes	X	More exact indication of the provenance (optional).
Full Source / fragment		Select “Full Source” or “Fragment or fragmented” from the pull-down list. Use “Fragment or fragmented” for single leaves from dismantled manuscripts or a single source that currently contains a relatively small numbers of its original leaves. The identification of “Full Source” or “Fragmented” is at the discretion of the indexer, with the aim being to convey to the user of the database the extant state of the source. (I.e., a manuscript with a few missing leaves at its opening would not normally be considered “fragmented” in the same way as a mutilated source with multiple leaves or sections cut out or torn away.)
Date	X	Year or date-range when the manuscript was copied, if known (e.g. “1200s”, “1300-1350”, etc.).

<b>FIELD NAMES (* = Required Fields)</b>	<b>Fields not visible to site users</b>	<b>Description, Instructions</b>
Century		Select the century of initial production from the pull-down list. More specific description concerning later additions can be added to the prose "Description" section, below.
Cursus		Select "Secular" (i.e., Cathedral), "Monastic." or "None" from the pull-down list.
Current editors	X	Individuals selected in this listing have editing access to the data for this inventory; it appears in their "My Sources" listing upon login. This access is typically granted for a short period of time to allow for the editing of a particular aspect of the inventory listing (for example, adding full texts, adding Volpiano melodies, etc.). These names do <u>not</u> appear in the right sidebar where authorship and editorial contributions are listed for the source; however, the name of the individual might be added to another category after completion of significant work on the manuscript.
Inventoried by		Select the name(s) of the researcher(s) who completed the initial inventory.
Full Texts Entered by		Select the name(s) of the researcher(s) who completed the full text field(s) for any portion of the manuscript inventory. Credit can be provided here for the completion of both or either of the "Standardized Spelling" and "MS Spelling" fields, and more precise information can be included in "Notes on the Inventory," below.
Melodies Entered by		Select the name(s) of the researcher(s) who completed the melodies in Volpiano for any portion of the manuscript inventory. Credit can be provided here for the completion of melodic incipits and/or full melodies, and more precise information can be included in "Notes on the Inventory," below.
Proofreaders (All Content/Texts/Melodies)		Select the name(s) of anyone who has proofread this inventory in any capacity (original records, full texts, melodies, etc.). Describe the precise role of individuals in "Notes on the Inventory," below.
Other editors	X	Use this field to provide credit for anyone else who contributed towards the production of this inventory. For example, a professor who supervised a seminar class of student indexers could appear as "editor" here. More information concerning the specific roles of these individuals can be included in "Notes on the Inventory," below.
Source status		Select the appropriate description from the pull-down list.
Complete / Partial Inventory		Select the appropriate description from the pull-down list. For example, if you have indexed only a few Offices or selected chants for personal research, you have completed a partial inventory. If the source is fragmented but the inventory of the extant folios is complete, choose "Complete Inventory" (and "Fragmented" source, above).

FIELD NAMES (* = Required Fields)	Fields not visible to site users	Description, Instructions
Summary		<p>Provide the date of the source. Be as specific as possible with regard to “late-” or “early-” centuries, or a specific year of copying.</p> <p>Identify the type of book or manuscript (i.e., antiphoner, breviary, missal, etc.).</p> <p>Identify the provenance of the manuscript, if known. State, if possible, both the location of copying and the liturgical centre where the manuscript was used.</p> <p>Briefly describe the notation(s).</p> <p>Identify the liturgical cursus (monastic or secular).</p> <p>Is the manuscript for only a portion of the year (i.e., summer or winter)?</p> <p>Provide the number of folios.</p> <p>Provide the size of the folios, if known. Use centimetres, and identify both the sizes of the leaves and the principal writing-spaces.</p> <p><b>SUMMARY EXAMPLE:</b>  Twelfth-century antiphoner from Klosterneuburg, Austria. Four-line dry-point staves with D-, F-, A- and C-clefs. F- and C-lines in red and yellow. Cathedral cursus. 126 parchment folios, 23.8 x 16.7 cm with a principal writing-space of 21.2 x 13.8 cm.</p>

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Liturgical occasions		<p>Include a summary of the principal contents of the source listed by folio numbers. Identify larger sections with headings such as “Temporale” and “Sanctorale,” and isolate key liturgical occasions throughout the manuscript. The beginnings of liturgical seasons (i.e., Advent, Christmas, Epiphany, Lent, etc.) should be highlighted, as well as important saints’ feasts. This prose listing somewhat mimics the “Select a feast” listing in the right sidebar for each source, but that automatic listing includes all feast indications regardless of rank or number of chants. This summary should include only the major and significant feasts for this source, at the discretion of the indexer.</p> <p>LITURGICAL OCCASIONS EXAMPLE:  Ff. 1r-126v: Winter Temporale and Sanctorale. 1r, Nicholas; 3r, Conception of Mary; 7v, Lucy; 8v, third Sunday of Advent; 21r, Christmas; 25v, Stephen; 42v, Epiphany; 50r, Ferial Office; 59v, Sebastian; 62v, Agnes; 65v, Conversion of Paul; 68v, Purification; 72r, Agatha; 75r, Gregory; 78v, Annunciation; 81v, Benedict; 84v, Septuagesima; 91r, Ash Wednesday; 109v, Palm Sunday; 115r, Maundy Thursday; 120r, Holy Saturday; 121v, Invitatory tones; 125r, Funeral Office.</p>
Description		<p>Use this field to include any other information that is known about this source. Include any relevant material here, such as detailed information about information about the provenance or usage of the source, the relationship of this source with other books from the same liturgical centre, mis-foliations and the correct orderings, Offices not included in CAO that appear in AH or elsewhere, current research, problems encountered in indexing, an explanation of the differentia codes employed, etc..</p>
Selected bibliography		<p>A selection of secondary sources that relate to the manuscript under consideration may be included here.</p>
Image link		<p>HTTP link to an image gallery containing the source. This link is available in the right sidebar.</p>
Fragmentarium ID		<p>The Fragmentarium ID is a four-character alphanumeric code adopted directly from <a href="https://fragmentarium.ms">https://fragmentarium.ms</a>. It references images and metadata for sources that have been uploaded to the Fragmentarium site and allows the Cantus Database to easily link records.</p>

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DACT ID		The DACT ID is a randomly-generated five-character alphanumeric code assigned to sources by the Digital Analysis of Chant Transmission project. For sources that have been assigned a Fragmentarium ID by the Fragmentarium project, the Fragmentarium ID becomes their DACT ID. These codes allow the Cantus Database to link manuscript descriptions, inventory contents (i.e., chant records), images, etc. throughout the database, and are vital to identify individual items that are otherwise grouped under a single RISM siglum, such as a bundle of fragmented leaves bound together or stored as a single item in an archive.
Notes on the Inventory		<p>Include detailed authoring and editorial information here.</p> <p>NOTES ON THE INVENTORY EXAMPLE: The inventory for HR-Hf Cod. C was prepared by Ana Cizmič (University of Graz), with editorial assistance from Debra Lacoste (The University of Western Ontario).</p>
Production date of the inventory	X	Identify (if known) the date when this inventory was created, proofread, and/or posted online. Include major edits and additions, such as the entry of full texts or melodies in Volpiano.