

# Encore21: Cataloguing with Koha

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## Accessing Encore21

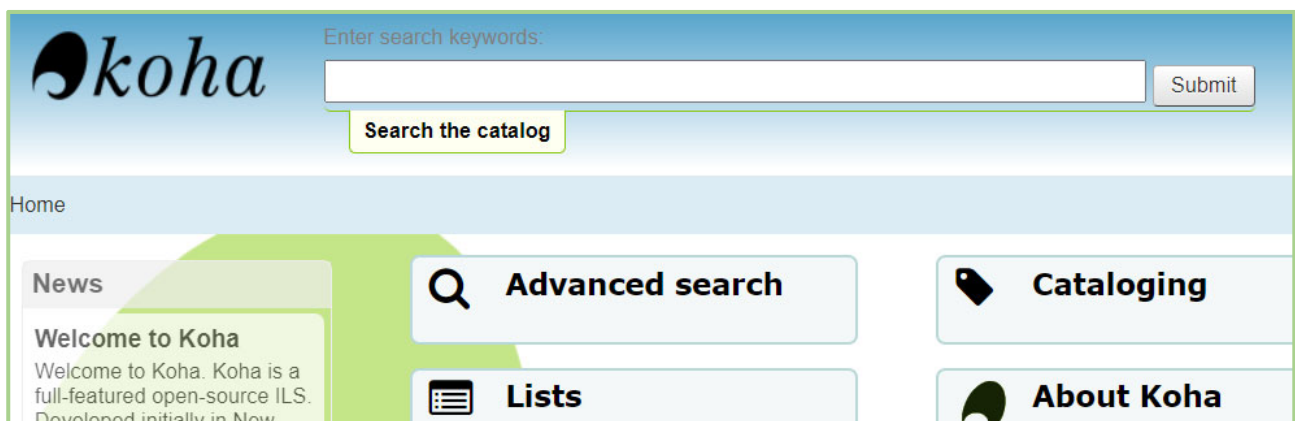
The Koha cataloguing client is available at <https://iaml-staff.koha-ptfs.co.uk/>.

Log in with your personal Koha account details. Do not share these details with anyone. If more accounts are required for your institution, please e-mail [encore21-info@iaml-uk-irl.org](mailto:encore21-info@iaml-uk-irl.org).

Once logged in, click on the **cataloguing** button on the main screen.

*You can also navigate to this page from the menu at the top of the screen. Select **More - Cataloguing**.*

Alternatively, search for a record using the search bar at the top of the screen or by clicking on the **advanced search** button for more search options.



## Editing an existing record

Search the catalogue for the record you want to edit. In the bib record view, you can use the options on the left to display different views of the record.

The screenshot shows a sidebar on the left with buttons for 'Normal', 'MARC', 'ISBD', 'Items', and 'Analytics'. The main area displays 'MARC record: 6668 ( Messiah: oratorio, HWV56)' and 'With framework : Music (Encore)'. Below this, it shows '0 Item(s)' and a list of fields: '000 - LEADER @ 00456 cm a2200169 4500' and '001 - CONTROL NUMBER'.

Once you're sure you have the correct bib record, click **Edit – Edit record**.

Click on **Settings – Music (Encore)** to ensure that you are editing with the correct framework. (Templates in MikroMark are equivalent to Frameworks in Koha.)

You can use the field numbers at the top of the screen to navigate to a particular part of the record, or scroll through the page. Catalogue as per the instructions under '[Catalogue Entries](#)' below.

The screenshot shows the 'Editing Messiah : a sacred oratorio for soprano, alto, tenor and bass soli, SATB and orchestra edite (Record number 24568)' interface. At the top, there are buttons for 'Save', 'Replace record via Z39.50/SRU search', 'Settings', and 'Cancel'. Below this is a navigation bar with field numbers: 000, 001, 005, 008, 020, 024, 028, 100, 130, 240, 245, 246, 250, 260, 300, 490, 500, 505, 511, 546, 650, 700, 942. The main area shows several fields with their labels and values:

- 000 ? - LEADER**: fixed length control field, value: 00498 cm a2200157 4500
- 001 ? - CONTROL NUMBER**: control field, value: 36496
- 005 ? - DATE AND TIME OF LATEST TRANSACTION**: control field, value: 20210918213238.0
- 008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION**: fixed length control field, value: 940323 00000 eng
- 020 ? - ISBN**: ISBN, value: a

Clicking on the question mark next to any field label links to the field description in MARC21.

To repeat or clear fields and subfields, or to add from an authority file, use the following icons:

	Repeat field or subfield	Using the icon next to the field heading will repeat the entire field. Using the icon to the right of any subfield will repeat only that subfield.
	Clear field or subfield	Using the icon next to the field heading will clear the entire field. Using the icon to the right of any subfield will clear only that subfield. Make sure any data you delete is not needed before clicking this icon.
	Tag editor	Use this to edit fixed length fields such as the leader, or to search authority files for that field. <i>Note that the publisher field displays a controlled list from which you should select the correct term if it appears there.</i>

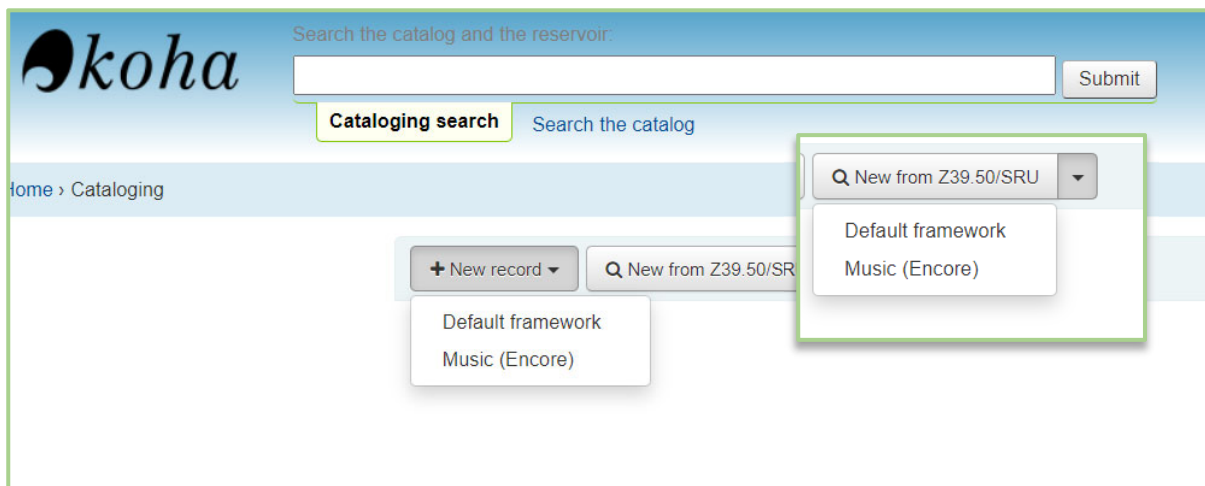
Once you have finished editing, save the record to return to the bib record view.

## Creating a new record

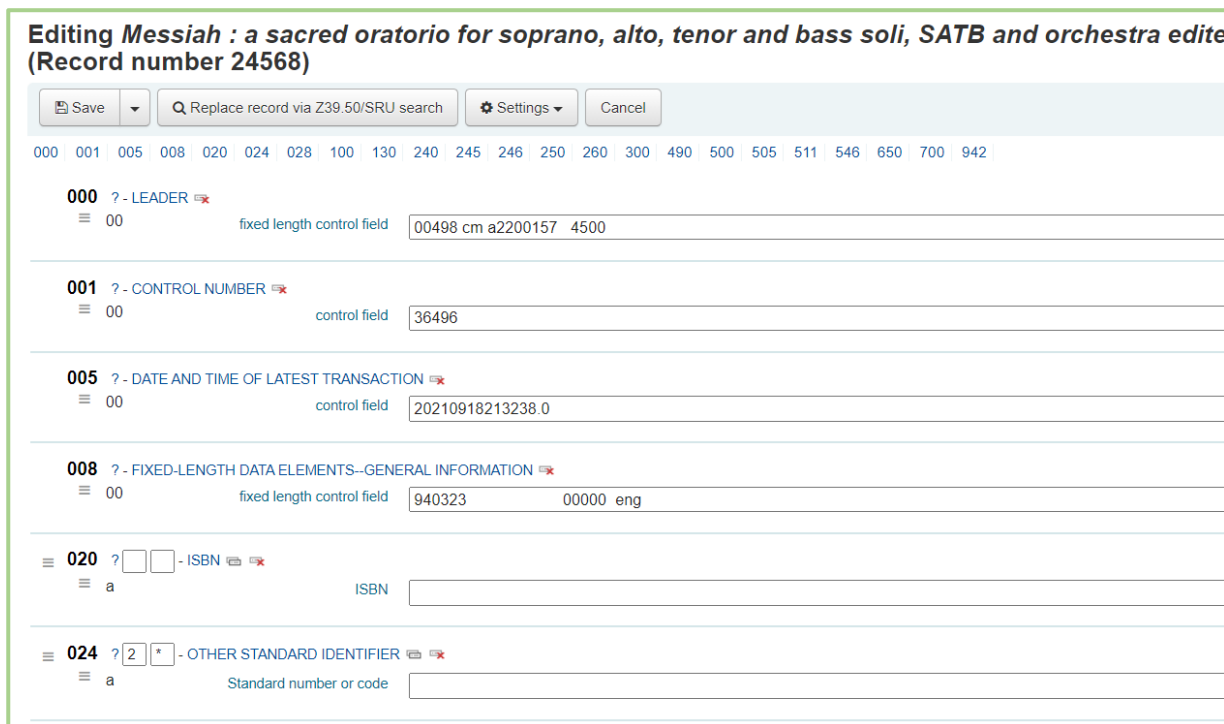
To access the cataloguing module, click on the **Cataloguing** button on the main screen or select **More – Cataloguing** from the menu at the top of all screens.

To open a blank record, click on **+ New record** and select **Music (Encore)**.

To import from an external source, click the arrow next to **🔍 New from Z39.50/SRU** and select **Music (Encore)**.






You can use the field numbers at the top of the screen to navigate to a particular part of the record, or scroll through the page. Catalogue as per the instructions under '[Catalogue Entries](#)' below.

A screenshot of the Koha record editing interface. The title is "Editing *Messiah : a sacred oratorio for soprano, alto, tenor and bass soli, SATB and orchestra edite* (Record number 24568)". At the top are buttons for "Save", "Replace record via Z39.50/SRU search", "Settings", and "Cancel". Below these are field numbers: 000, 001, 005, 008, 020, 024, 028, 100, 130, 240, 245, 246, 250, 260, 300, 490, 500, 505, 511, 546, 650, 700, 942. The record is displayed as a series of MARC21 fields:

- 000 ? - LEADER: 00 fixed length control field 00498 cm a2200157 4500
- 001 ? - CONTROL NUMBER: 00 control field 36496
- 005 ? - DATE AND TIME OF LATEST TRANSACTION: 00 control field 20210918213238.0
- 008 ? - FIXED-LENGTH DATA ELEMENTS--GENERAL INFORMATION: 00 fixed length control field 940323 00000 eng
- 020 ? - ISBN: a ISBN
- 024 ? - OTHER STANDARD IDENTIFIER: a Standard number or code

Clicking on the question mark next to any field label links to the field description in MARC21.

To repeat or clear fields and subfields, or to add from an authority file, use the following icons:

	Repeat field or subfield	<p>Using the icon next to the field heading will repeat the entire field.</p> <p>Using the icon to the right of any subfield will repeat only that subfield.</p>
	Clear field or subfield	<p>Using the icon next to the field heading will clear the entire field.</p> <p>Using the icon to the right of any subfield will clear only that subfield.</p> <p>Make sure any data you delete is not needed before clicking this icon.</p>
	Tag editor	<p>Use this to edit fixed length fields such as the leader, or to search authority files for that field.</p> <p>Note that the publisher field displays a controlled list from which you should select the correct term if it appears there.</p>

Once you have finished editing, save the record to return to the bib record view.

## Catalogue entries

If you need to use a field which is not in the **Music Encore** framework, use the **settings** button to change to the **Default** framework and add data to the relevant field.

For name entries in 100, 110, 700 and 710 always use the tag editor button to search the authority file. If there is no authorised term within Encore, search in [Library of Congress Authorities](#) or enter a free-text name entry (surname first) which will be reviewed before being added to the authority file.

Do not use numerals at the beginning of a title, spell it out as it appears on the item in the language of the title, e.g. 'Four preludes' and not '4 preludes'.

Minimise the use of capitals:

245 \$a First word only and proper nouns. No capitalisation in subsequent subfields (or as per language used).

511 SATB, etc. in capitals

Use the fields as indicated in the table below. For all other fields, do not delete or edit any existing data.

Field	Instructions
008	There is no need to add anything here, but optionally you can add a code for language of sung text in 008/35-37 (click the tag editor to access the fields). To check for the correct codes, use: <a href="https://www.loc.gov/marc/languages/language_code.html">https://www.loc.gov/marc/languages/language_code.html</a>
020 ISBN	Either 10 or 13 digits. If both available, prefer 13. Enter as a single string, DO NOT input blanks, hyphens etc.
024 ISMN	1 <sup>st</sup> indicator is always 2 2 <sup>nd</sup> indicator is always blank Enter as a single string, DO NOT input blanks, hyphens, etc.
028 Publisher's number	1 <sup>st</sup> indicator is usually 3. In rare cases (if it is a plate number) use 2; if you aren't sure, use 3. 2 <sup>nd</sup> indicator always 0 (not blank). Use \$a - ignore \$b if publisher is given in 260\$b
100 Composer main entry	Do not use for editors, arrangers, etc. (use 700) 1 <sup>st</sup> indicator 0 if no surname e.g. Josquin Desprez 1 <sup>st</sup> indicator 1 if surname 1 <sup>st</sup> indicator 0 if family name e.g. Strauss family 2 <sup>nd</sup> indicator always blank

**Use authority file (see Catalogue Entries above)**

If the name isn't in the system, free-type the name in the form 'Surname, Forename'.

**110** Corporate names  
main entry 1<sup>st</sup> indicator 2  
2<sup>nd</sup> indicator always blank

**Use authority file (see Catalogue Entries above)**

**130** Uniform title where no 1xx field present 1<sup>st</sup> indicator - number of non-filing characters (cf 245 2<sup>nd</sup> indicator).  
**BEWARE** – it's 1<sup>st</sup> indicator here, 2<sup>nd</sup> elsewhere.  
2<sup>nd</sup> indicator always blank

**240** Uniform title where 1xx field is present Do not use unnecessarily especially if identical to 245. Do use if possible for generic titles such as Symphony, Concerto.  
Use <http://authorities.loc.gov> to find an authorised UT.  
1<sup>st</sup> indicator 1  
2<sup>nd</sup> indicator number of non-filing characters

**245** Title page title 1<sup>st</sup> indicator 1  
2<sup>nd</sup> indicator number of non-filing characters  
\$a - Title  
\$b - Remainder of title  
\$c - Statement(s) of responsibility - enter as it appears on the item, unless this would be too time-consuming, in which case enter an abridged version.  
\$n - Number of part/section of a work (R)  
\$p - Name of part/section of a work (R)  
\$s - Version (NR)  
Do not use other subfields

**246** Varying form of title Use for a title that users might seek but that doesn't appear in 240 or 245. If the title being entered here starts with a definite or indefinite article, leave that article out.  
1<sup>st</sup> indicator 3  
2<sup>nd</sup> indicator blank  
  
Also use for a translation of a title that does not occur in 240 or 245. In this case:  
1<sup>st</sup> indicator 3  
2<sup>nd</sup> indicator 1

Only use subfields \$a, \$n and \$p.

**250** Edition Both indicators blank  
Use \$a only  
Use for e.g. Version for low voice

260	Publication	<p>Both indicators blank</p> <p>\$a Place</p> <p>\$b Name (start typing to use auto-fill options)</p> <p>\$c Date, or use e.g.</p> <p style="padding-left: 40px;">c2021 (copyright date)</p> <p style="padding-left: 40px;">ca1577 (approximate date)</p> <p>No full stops</p> <p>If more than one publisher, repeat the subfield</p> <p style="padding-left: 40px;">not \$b Bärenreiter/Carus</p> <p style="padding-left: 40px;">but \$b Bärenreiter</p> <p style="padding-left: 80px;">\$b Carus</p> <p>with appropriate \$a and \$c if necessary</p> <p>If only one publisher but more than one place, put both places in one \$a with ; in between.</p>
300	Physical description	<p>Both indicators blank</p> <p>Only enter:</p> <p style="padding-left: 40px;">\$a for number of pages - 12p (no space, no full stop)</p> <p style="padding-left: 40px;">\$c for height - 12cm (no space, no full stop)</p>
490	Series	<p>Both indicators blank</p> <p>\$a Series name</p> <p>\$v Number in series</p>
500	General note	Both indicators blank
505	Contents or duration note	<p>Both indicators blank</p> <p>\$a Must start with 'Contents : ' or 'Duration : '</p>
511	Performers note	<p>Both indicators blank</p> <p><b>Orchestral</b> use the standard abbreviations as in existing records.</p> <p><b>Vocal</b> use abbreviations as SATB etc.</p> <p>Treat treble as S, baritone as B.</p> <p>Distinguish between SATB/SATB 2 4pt choirs and SSAATTBB one 8pt.</p> <p>For mediaeval and renaissance music, and some modern music, where usual modern terminology is inappropriate, use eg 4-pt. 5-pt.</p>
546	Language note	<p>Both indicators blank</p> <p>Name the languages of musical text, preferably with</p>

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original first, finishing with "words."  
e.g. English words  
e.g. French and English words  
e.g. German, French and English words

**650** Subject

1<sup>st</sup> indicator 0  
2<sup>nd</sup> indicator 4  
You do not need to add subject headings.  
If you do add them and use Library of Congress subject headings, change the second indicator to 7.

**700** Name added entries  
(editor, arranger, author  
of text, etc.)

1<sup>st</sup> indicator 0 if no surname e.g. Josquin Desprez  
1<sup>st</sup> indicator 1 if surname  
1<sup>st</sup> indicator 0 if family name e.g. Strauss family  
2<sup>nd</sup> indicator always blank  
**Use authority file (see Catalogue Entries above)**  
If the name isn't in the system, free-type the name in the form 'Surname, Forename'.

**710** Corporate name added  
entries

1<sup>st</sup> indicator 2  
2<sup>nd</sup> indicator blank  
**Use authority file (see Catalogue Entries above)**

**942**

This will automatically be set to **Notated music**.

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## Adding an item record

To add an item to a bib record, search for the relevant record and click the link to open it to check it's the correct publication.

Click the **+ New** button and select **New Item** from the drop-down list.

If using the **Encore (Music)** framework you will only see relevant fields; the **Default** framework will show more options. You should only complete the fields listed below as outlined:

Field	Instructions
<b>8</b> Collection code	Choose from drop-down list. Orchestral set or Vocal set
<b>c</b> Location	Choose your library from the drop-down list
<b>y</b> Koha item type	Choose <b>notated music</b>
<b>z</b> Public note	Free-text note. For vocal music enter <b>x copies</b> (where x is the number of copies held) or <b>no. of copies unknown</b> .

Click the **Add item** button at the bottom of the form to save the item record.

## Editing an item record

If you need to edit your holdings, use the **Edit** button and select **Edit Item** from the drop-down list. Find your item record in the list and click the **Actions** button next to it, then select **Edit**. Click the **save changes** button at the bottom of the form to save the item record.

To delete an item – for your location only! – open the bibliographic record in 'normal' view. Click on **Edit** to the right of the correct row of holdings details. Scroll up to the top of the page, identify your holding and click the **Actions** button on the right of the same row. Select **Delete** and click **confirm** when prompted.