How to Search the Catalogue

This catalogue has eight documents accessible from the home page and three successive screens within the catalogue. A first-time user would do well to look at these documents before going to the catalogue. They are also accessible from within the catalogue by using the grey "Document" button at the top of the screen.

Select "The Database Catalogue" from the home page to get to **Screen 1,** "Catalogue search." There you can insert criteria into various fields, for which you can find descriptions by moving the cursor over their labels. Most of the fields on Screen 1 have dropdowns from which you can select a criterion; within those that do not, you can type in a word or phrase without using quotation marks or asterisks. For example, to see which works contain trombones in the scoring, simply type **Tn** into that field (or **tn;** the search is not case sensitive). It is possible to insert criteria into multiple fields to narrow your search.

Once you have inserted your criteria, the "Find" button will take you to **Screen 2,** "Catalogue presentation," which contains a list of all the works that meet your criteria. By clicking on a field heading, you can order its content alphabetically. At the right of each entry in the list is a "Select" button; if your screen is narrow, you may need to scroll to the bottom of the list to get to the grey bar that moves the list to the right. This button will take you to **Screen 3,** which gives detailed information about the composition that you selected.

 If you have selected only a particular Siglum on Screen 1, you will get an ordered list of all the compositions in that print on Screen 2. To get detailed information about the print itself, select any one of the compositions and click the Siglum link in Screen 3. In the same way, clicking the External catalog link, the External concordance link or the Edition abbreviation link(if they are present on Screen 3) will show more information on the External catalog, External concordance or Edition on a separate page. For a direct link to an online edition (CPDL or IMSLP), click "Edition link." To find only works for which a modern edition has been catalogued, choose "Is Not Null" in the Edition Abbreviation field of Screen 1.

To search for an incipit, first study the coding system for incipits in *The Database Explained*. Then enter the first two notes of your incipit into the Incipit 3 field of Screen 1. This should yield on Screen 2 a list of works that begin with those two notes, from which you can select the one whose further notes and other criteria match those of your incipit.

Notice that works that have an internal concordance, meaning that there is more than one source for the work within the St. Mary's Choir Library, will have a separate entry for each source on Screen 2. Similarly, a work with more than one edition will appear in multiple rows (one per edition) where only the edition differs.

Before starting a new search on Screen 1, be sure to hit the Reset button.