

BACKGROUND: A scope note generally serves to limit the scope of an authorized term as used in the catalog, thereby helping readers determine the extent to which the reflects the material they seek, and making it possible for catalogers to maintain consistency in the way terms are assigned. Scope notes are especially useful for terms that represent new concepts or that employ terminology not yet firmly established in the language. Catalogers are encouraged to be generous in providing scope notes when proposing new terms of this type, while also being mindful that scope notes supersede cataloger's judgment and may therefore be unduly limiting if provided for terms that are generally understood. This instruction sheet describes the types of scope notes used in LCMPT and the procedures for submitting proposals to add scope notes to new or existing medium of performance terms.

1. Types of scope notes.

a. A single term defined without reference to any other authorized term. This type of note is required in situations where various reference works consulted in doing research fail to agree, and usage does not offer a sufficiently precise definition. It is also necessary when the meaning of the term is potentially ambiguous or obscure. *Examples:*

idiophone

An unspecified or undetermined instrument that produces sound through vibration of the instrument itself.

jaltarang

A set of bowls tuned by filling them with different levels of water, struck with bamboo sticks.

violetta d'amore

A bowed string instrument with five playing and six resonating strings developed in Germany in the 20th century.

This type of note may also be included if the note will serve a useful purpose.

b. Two or more closely related or overlapping terms. This type of note provides contrasting information regarding the scope and usage of superficially similar authorized terms. When one authorized term is defined or described with reference to one or more other authorized terms, reciprocal notes are provided under all other terms to which the original note refers. The wording of the reciprocal note is a mirror image of that of the original note, and the two notes should be composed using the following format:

[Description of Term A]. For [description of Term B] see [Term B].

1. *Types of scope notes.*

b. Two or more closely related or overlapping terms. (Continued)

Examples:

clock chimes

A clock equipped with carillon or other chiming mechanism. For a clock equipped with a mechanical organ use musical clock.

musical clock

A clock equipped with a mechanical organ. For a clock equipped with carillon or other chiming mechanism use clock chimes.

2. *Wording and style of scope notes.* Scope notes should convey essential information as briefly, succinctly, and straightforwardly as possible.

2. *Subject example tracing note.* Provide a “subject example tracing note” for each term described in contrast to the other, or used as an example, in a scope note. This note indicates in which authority records a term is mentioned, and is used to maintain LCMPT. See M 606 for examples of the note in MARC 21 format. *Examples:*

clock chimes

A clock equipped with carillon or other chiming mechanism. For a clock equipped with a mechanical organ use musical clock.

Note under musical clock

musical clock

A clock equipped with a mechanical organ. For a clock equipped with carillon or other chiming mechanism use clock chimes.

Note under clock chimes

3. *Proposing a scope note for a new term being established.* See M 660.

4. *Adding a scope note to an existing term or changing an existing scope note.* See M 630.