



IBIS Accessing Instructions for Committee Members

Web address: ibis.rilm.org

Note: iBis does not work well from a Mac at the moment, and there will be problems if you use Netscape as your browser. If possible, use Internet Explorer from a PC.

LOGIN SCREEN

Login with Username and Password provided by RILM International Center

HOME SCREEN

Five underlined options (links) are across the top:

[New Accession](#)

[Accession Search](#)

[Admin](#)

[Help](#)

[Logout](#)

These choices appear on every screen, although additional options will appear on other screens. These will be explained in reverse order

Logout:

When you are done with your session, click Logout. It appears as the last option on the list at the top of every screen.

Help:

This option will open a pop-up page on top of the page you have open. Not every screen has a help page—yet! Click on the X in the corner of the new page to close it.

Admin:

This option takes the user to the Administrative functions of RILM. As a committee member, your only option here is User Preferences, where you can change your password, the number of rows (hits) that are displayed in response to a search, and the size of your abstract field.

Accession Search:

This option allows the user to search RILM for the record of any item published in your country from 1989 to the present, using a variety of criteria. When you click on Accession Search a row of 13 fields is displayed (you can move from one field to the next by pressing the Tab key):

RY Year of accession

AC Accession number (the number assigned by the computer and used to keep track of all accessions in the RILM office; also the number used on some online sources, such as EBSCO)



- VN** Published volume number (this comes from the printed book and some online sources, such as OCLC)
- DT** Document type (list appears under DOCUMENT TYPES below)
- C1** Classification (a list of classes is on the Help page for the Main Accession screen)

Pub Tag

Language

Title (searching by title is explained below)
The other fields (Citation, 1st Read, 2nd Read, UE, and UC) are typically not searched by accessors.

SEARCHING

Searches can be done in any field or combination of fields in the Accession Search function. For example, for a simple title search: Enter the first word or words of the title (include capital letters), including articles (don't drop "The" or "Le"), and click on Search. You do not need to enter all of the words in the title.

Wildcards: If you are unsure of the first word, or there are accents you don't know how to represent, put a % sign at the beginning of the search string or where the accent would be. The program will search for all variations.

e.g.: if you want to find

Vestnik Studenčeskogo Naučnogo Obščestva Rossijskogo
Gosudarstvennogo Pedagogičeskogo Universiteta

you can search Vestnik Studen and it will find the record. It appears, with RILM's codings for the accents, as:

Vestnik Studen@vceskogo Nau@vcnogo Ob@vs@vcestva
Rossijskogo Gosudarstvennogo Pedagogi@vceskogo

Universiteta

NOTE: You do not need to put a wildcard at the end of the search string: it is assumed.

If you wanted to search for all records that might have Rossijskogo Gosudarstvennogo in the title, you would search %Rossijskogo Gosudarstvennogo, and they would be found.

If you wanted to search all records with Naučnogo you could search %nau%nogo.

This search method works for ALL searchable fields (authors' names, publishers, journals, series, etc.)

After selecting the search criteria click Search or press the Enter key. A list of accessions will appear; click on an underlined word or number to go to the Main Accession screen for that record. The options that appear on the top of the page take you to the various pages available for the document type.

New Accession: Details on how to create a new accession follow.

As you work through the pages, always remember to click on **SAVE** or **NEXT**, otherwise all data will disappear

Before clicking on New Accession...



FIRST! Do an Accession Search by title or author (see SEARCHING above) to make sure the item you are going to enter has not already been entered. Note that you do not have to enter all the words in a title—in fact, you are more likely to catch duplicates if you do not, since small variations in spelling and punctuation can make things look different when they are really the same. If the item has been entered, by all means go to it to add any new information you have (such as an abstract or a review). If the system doesn't allow you to add the information, go to the Notes page (through the menu at the top of the page) and put it there instead, with any necessary explanation. Then sign and save the note by clicking on [Add, Update, or Next](#).

Another Suggestion

Before accessing a new record, search for a record of the same Document Type (DT), in a recent year, in order to see what information is typically included for that DT.

When you are ready...

Choose New Accession from the top menu

Enter the RILM Year the record will go into (if it is 2008, it goes in 2008; if 1990, it goes in 1990).

Choose the accession type (also known as document type) from the list.

DOCUMENT TYPES

Here is a complete list of document types, with descriptions; most descriptions also appear in the drop-down menu.

- AB** article in a periodical treated as a book. See BP below.
- AC** article in a collection. See BC below.
- AD** article in a dictionary.
- AE** article in a Festschrift. See BE below.
- AP** article in a periodical (by far the most common document type).
- AS** article in a symposium. See BS below.
- BC** book: collection of essays. Note that the separate essays in the collection will need to be entered as ACs.
- BE** book: Festschrift. The separate essays are entered as AEs.
- BF** book: facsimile. Used not just for true facsimiles but for any new edition of a monograph. (Second and subsequent editions of collections--BCs, BEs, and BSs--are entered with their original document types, not as BFs.)
- BM** book: monograph. This is any book that forms a continuous whole. A book of essays by a single author should be accessed as a BC, and the individual essays entered as ACs.
- BP** book: periodical (special issue of a periodical). Also used for the inaugural issue of a periodical. (A special issue in honor of an individual, however, is accessed as a Festschrift: BE.) The separate articles in a BP are accessed as ABs.
- BS** book: symposium. The individual essays are entered as ASs.
- BT** book: translation.
- CP** program notes
- CS** commentary apart from edition
- CW** commentary published with an edition



| | |
|-----------|---|
| DD | doctoral dissertation. |
| DM | nondoctoral dissertation. |
| ER | electronic resource. Website or CD-ROM. |
| MD | technical drawing of musical instrument |
| MP | motion picture |
| MR | music recording, sound recording |

Click Next (bottom right) after making your selection.

A new page known as Main Accession will appear: a blank record with an accession number in the top left corner (e.g., AN 2000-1920). Make a note of the number on the paper you have, the journal you are looking at, etc.

MAIN ACCESSION

Essentially identical for all document types, except some have a BID number before the document type box. The BID number must also be written down, as explained below.

There is a menu at the top of the Main Accession page through which you can navigate through the different pages of the record. Clicking Next will bring you to the next page on the list. The items on the menu vary by document type.

The following steps will take you left to right, top to bottom down the Main Accession page, discussing all the fields that must be entered. You can use the mouse to move around the page, or you can move from one field to the next by pressing the Tab key.

Doc Typ:

This will be what you selected on the previous screen. Should you need to change it, choose the new one from the drop-down menu.

Pub Tag:

If you need to delete the record, select D from the drop-down menu. Otherwise, ignore this field.

The five options in the blue box near the top right of the screen (Citation, Abstract, Translate, 1st Read, 2nd Read) should be ignored. They are for in-house use only.

Class 1:

RILM's classes are listed in the Help page for the Main Accession screen. Click on Help in the top menu. The classes are the first thing on the Help page; scroll down the list to select the most appropriate class. Do not agonize about classification, but do not leave the box blank; an editor will review your choice. If you are interested in learning more about our classification system, refer to section 17 of the online RILM Editing Manual.

Class 2 and Class 3: Ignore.

CC:

Country Code. There is a drop-down menu, but it only has the abbreviations. For a complete list, open the Help page and go to the Country Codes section. In the CC box, press the first letter of the country you want, then scroll down



until you find it in the list, or press the first letter several times until it appears.

NOTE: If you type U then S to get US in the CC box, the program will first go to UA and then jump to SE. Please be careful of this, otherwise records from the United States will appear to be from Sweden.

Source:

This code helps editors locate the source material when they are proofreading a record. As a committee member accessing material from outside the RILM office, you will only use two source codes:

- C** Committee accession. This will let us know that there is no backup material in the office. It is very helpful to editors if you indicate in the Notes page what the source of your information is (the book or journal itself, a website [give URL], an OCLC record, or whatever the case may be). Always put your username (three letters) or your full name after any note you enter. Then save the note by clicking Add, Update, or Next.
- M** Multiple: the source is provided in a number of ways. Use this if you are sending supportive material to the RILM office. Then, after Saving what you have done on the Main Accession screen, please go to the Notes page (through the menu at the top of the page) to add a note about what you are sending, when, and how. Again, it is very helpful to editors if you indicate in the Notes page what the source of your information is (the book or journal itself, a website [give URL], an OCLC record, or whatever the case may be). And again, always put your username (three letters) or your full name after any note you enter. Then save the note by clicking Add, Update, or Next.

Product:

Choose A from the drop-down menu. At the discretion of editors, some product designations may be changed.

Checkboxes:

These are checked off by the editors at the RILM International office as the record goes through the editing process; the more boxes are checked, the less accessible the record becomes to committee members, though all sections remain visible to you. If the record you are looking at already has the Citation box checked off, the only parts you will be able to alter are the Abstract and Notes fields. If you see mistakes anywhere else, please go to the Notes field, by clicking on Notes in the menu at the top of the page, and write a note about it. **Always put your username (three letters) or your full name after any note you enter.** Click on **Add**, **Update**, or **Next** to save your note and get back to the main accession page; you will see that the box around the accession number has turned red, which will prompt the next editor to look at the record to read and act upon your note. Once the First Read box has been checked off, the Notes field will be the only field you can change. This is where you should tell us about corrections, additional information, etc.

Title: Enter the title in the original language.

NOTE: RILM does alter capitalization: Capitalize only the first letter of the title, first letter of work titles, and proper names, unless the title is in German (then keep correct capitalization). Punctuation: if the title is in two parts, put a colon after the initial part, then capitalize the first letter of the second part. Put one space after the colon:



e.g., Belying her inner beauty: The madrigals of Gesualdo

If there are three parts, separate the second and third parts with an M-dash (two hyphens, no space before next word, the first letter capitalized):

e.g., Belying her inner beauty: The madrigals of Gesualdo--Harmonic deviations and tonal incongruities

If there is a quotation involved, RILM puts all punctuation OUTSIDE the quotes, unless the punctuation is part of the quote:

e.g., "Her sharp beauty": The madrigals of Gesualdo
or "Her beauty stings!" The madrigals of Gesualdo (note, no colon here)

If the language of the title does not use the Roman alphabet, transliterate into Roman. RILM can provide transliteration help.

For a BP (special issue of a periodical), the title is the title of the periodical, followed by the volume and issue number and the date, followed by a colon and the title of the special issue, in this format:

Österreichische Musikzeitschrift. LIII/1 (January 1998):
Beethoven--Letzte Dinge

Title Translation:

Translate the title into English. Follow the same punctuation as used in the Title. For a BP, translate only the title of the special issue; e.g., the Title Translation for the BP title given above is:

Beethoven: Last things

Language of Title:

If the title is in a different language from the article, or begins with a quote in different language from the rest of the title, indicate the language used here.

Language:

Choose the main language of the article from this list. If you want English, press E then scroll down with the down key to find English, or you can press E several times until English appears. (If the language you need is not on the list, it must be added by RILM editorial staff. Please leave a note on the Notes page, which you can reach through the menu at the top of the page--but before you do, save what you have done so far by clicking Save; before leaving Notes, make sure to sign your note with your three-letter username or your fullname, and to save the note by clicking on [Add](#), [Update](#), or [Next](#).)

Other language(s):

Enter any additional languages, in their English versions, complete (no abbreviations: e.g., Italian, Slovene, German).

Language translated from:

Choose language using the drop-down menu if the item you are accessing is in a different language from the original version of the publication.

Language(s) of summary:

If summaries (abstracts) are published with the item, enter the languages. (If the item has a summary in the same language as the item, enter that too.)



Author:

Click on the binoculars icon to the left of the box. A new page will appear. Search for the author's name, last name first; use the searching techniques described under SEARCHING above. When you find it, click on the name and it will be added to the main page when the new window closes. If the author's name is not there, type it, surname first, in the box. For names with prepositions (De, De la, Della, etc.), search for main parts, same with double last names, as the names may already be in. Enter all authors in their own boxes. If more are needed than there are boxes, click on the Save button in the lower right of the page and additional boxes will appear.

Function: Choose the author's function from the list. "Auth" is the most common.

X: This box is for editors' use only.

Special Features: A complete list is available in the last section of the Help page, with descriptions of what each feature means. Put the numbers in the box, separated by a comma but no space. Please note that Special Feature 19, "Notes," refers only to notes attached to microfiche, and not to footnotes or endnotes.

Title Entry: This is for items in Class 4 (exhibition catalogues), Class 15 (Festschriften) and Class 16 (congress reports). In Class 4, the Title Entry field is for the city and year of the exhibition: e.g., New York, 2001. In Class 15, the title entry will typically be "[last name of dedicatee] Festschrift" or, if the person is deceased, "[last name of dedicatee] commemorative volume". In Class 16, the title entry should not be the conference city and year (not necessarily the publication year), separated by a comma and a space.

NECESSARY STEP: CLICK ON SAVE OR NEXT TO SAVE ALL MATERIAL otherwise it will all disappear

BIBLIOGRAPHIC PAGES

These pages will differ depending on which document type is being accessed.

BM (BOOK/MONOGRAPH), BT (TRANSLATION), BF (REPRINT), AND CW (EDITION OF MUSIC): IMPRINTS PAGE

SID: Series Identification number: If there is a series, click on SID and it will bring up a new window. Search for the Series you want (see SEARCHING above). When you find it, check in the right-hand column to make sure the publisher is correct; click on the name and it will be added to the imprints page when the new window closes. If the series is not available, move on, but leave a note in the Notes page asking for it to be added to the Series table. (Before you go to the Notes page, Save what you have done so far, and don't forget to sign and save the note by clicking on [Add](#), [Update](#), or [Next](#).)

SN: Series number: enter if the book has been given a number in its series.

Medium: Usually left blank unless it is online, CD, or some combination.

Edition:

If the book is a reprint or new edition, enter the number here from the drop-down menu.



Vol: Enter a number only if there are two or more volumes to the book.

PP: Page numbers. Enter the number of frontmatter pages in lower-case Roman numerals, followed by a comma, a space, and the number of pages for the body of the book in Arabic: e.g., x, 214.

Year: Year of publication (even if it is not the same as the year the book is being entered into RILM). If you do not enter a year, nothing on this page will save.

PID: Publisher identification number. Click on PID and a new window will open. Search for the publisher (see SEARCHING above). When you find it, click on the name and it will be added to the imprints page when the new window closes. (Make sure that the city name in the right-hand column is the correct one; some publishers operate out of several cities.) If the publisher is not in the table, or is not in the table with the correct city, enter 1 for the PID (nothing will save if you do not put a PID) and leave a note on the Notes page. (Before you go to the Notes page, Save what you have done so far, and don't forget to sign and save the note by clicking on Add, Update, or Next.)

URL: Enter the Web address if there is an online version.

Label: ISBN is the most common here: choose ISBN from the list then add it in the Number box. Don't forget to carefully insert hyphens in the proper place within the ISBN. If you have more than one ISBN—for example, for paperback and hardback versions of the same book—you can another after saving this page.

NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL

otherwise it will all disappear

At this point, another blank imprints box will appear. If there are multiple publishers (for example, if a book has been published simultaneously in the U.K. and the U.S.), enter the new one here, and **Save** again.

If you have more than one ISBN, you now have space to enter another one. Use the Qualifier box to designate paperback (pbk) or hardback (hbk).

If there is a sponsor for the publication (unlikely), go the Sponsors page to fill in that information. Otherwise, go to the Reviews or Abstracts page

BC (COLLECTION), BE (FESTSCHRIFT), BS (SYMPOSIUM), AND BP (SPECIAL ISSUE OF A PERIODICAL): IMPRINTS PAGE

For these, a **BID** number (found on Main page and on Imprints page) appears and must be written down. You must enter this number on a special page for all **ACs** (articles in a collection), **AEs** (articles in a Festschrift), **ASs** (articles in symposiums), and **ABs** (articles in a special issue of a periodical) attached to the cover. This system keeps all the articles together and allows for the creation of a table of contents.

In other respects, the Imprints page is the same for these as for the **BM**, unless you are dealing with a **BS** or **BE** published as a journal, in which case the Imprints page is left blank.



The publisher of a journal (**BP**) is sometimes elusive, but can usually be found in the mast-head section (where they list the editors, staff, etc). For a **BP**, pagination should be included on the Imprints page, rather than on the Journal Citations page.

Special notes about pages specific to these document types follow. Before you leave the Imprints page:

NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL

otherwise it will all disappear

Journal Citations page (BE, BS). Only enter if the Festschrift or symposium appears in a periodical publication. See below under DT AP: JOURNAL CITATIONS for instructions on entering Journal information.

Journal Citations page (BP). Although you have given the publisher of the journal on the Imprints page, enter all the journal information on this page, EXCEPT pagination.

Symposiums page (BS) Enter B or J to indicate whether the symposium is published as a book or as a journal. Enter the name of the symposium (if it is not already included in the volume title), the place it was held (English form of name), and year.

Sponsors page (BC, BE, BS). It is fine to leave this page blank. If there is a sponsor, make sure the sponsor's name is in the nominative form (the name as it appears on the building or website). If there is more than one sponsor, fill it in in the second box that appears when you click Save, and click Save again.

When you have taken care of all these pages, go to the Reviews or Abstracts page.

DM AND DD

Dissertations page: This is for school information and publication information (if available: European dissertations typically will be published).

Degree: Choose from drop-down menu. If the relevant degree is not there, choose one, but make a note on the Notes page. (Before you go to the Notes page, Save what you have done so far, and don't forget to sign and save the note by clicking on Add, Update, or Next.)

Year: Enter year of degree.

Discipline: Choose if there is one—okay to leave blank.

School:

Click on School to open new window. Search for school in list, then click on school name to drop into dissertation page. If the school is not there, make a note on the Notes page. (Before you go to the Notes page, Save what you have done so far, and don't forget to sign and save the note by clicking on Add, Update, or Next.)



Vols: Enter number of volumes if 2 or more.

PP:

Pagination. If there are 2 or more volumes, separate the page numbers for the volumes with a semicolon and a space, e.g., 98; 123. Frontmatter page numbers are given in Roman numerals, separated by a comma and a space: e.g., x, 98; iii, 123.

DISS #1 and DISS #2: Enter the DA or UMI number here, if there is one.

Imprint information:

If the dissertation has been published as a book, see above under DT BM (BOOK/MONOGRAPH), BT (TRANSLATION), BF (REPRINT), AND CW (EDITION OF MUSIC): Do not include pagination information unless it is different from the pagination entered above.

**NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL
otherwise it will all disappear**

It is unlikely that there will be sponsors or journal information, so move forward to the Reviews or Abstracts page.

AP: JOURNAL CITATIONS

CITNo box: there should be a 1 here. If not, enter 1

Part box: there should be a 1 here. If not, enter 1 (unless the item is the second or subsequent part of an article that has appeared in RILM in a previous year—rare).

JID: Journal identification number. Click on JID and a new window will open. Search for the journal name (do not forget to include initial articles or the wildcard character at the beginning of your search string) and click on the name to bring it over to the Journals page. If it is not in the journals page, choose JID 1 and make a note on the Notes page. (Before you go to the Notes page, Save what you have done so far, and don't forget to sign and save the note by clicking on Add, Update, or Next.)

Medium: If the item exists only in a print version, leave as is (saying "choose one"). Otherwise, choose from the drop-down menu. Online is the most common medium besides print.

Vol: Volume number (Arabic)

No: Issue number (Arabic)

SD: Season or date (e.g., Winter, July-Aug, etc. Click on the SD to open an existing list)

YR: Year of journal (e.g., 1999, 2001-2002)

PP: Page numbers, first and last page. If the article continues on later pages, enter extra pages after a comma and a space (e.g., 2-5, 15).



URL: Enter Web address if it is an online journal.

ISBN: Very rare.

NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL otherwise it will all disappear

A blank JID form will appear after you save. If the article continues in another issue of the journal, you can use this form to enter the information about the second part. For CITno, enter 1 and for Part enter 2. Fill in the rest as above, and Save again.

If the second part of the article appears in another journal, make a separate accession for it.

Go to the [Abstracts](#) page.

AC, AE, AS, AB

Book Citations page: Enter the BID number taken from the BC, BE, BS, or BP page already entered.

PP field: Enter the page numbers UNLESS the article appears in a journal, then put the pages only on the Journal Citations page (for ABs that will always be the case).

NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL otherwise it will all disappear

After you Save, the title of the collection referred to by the BID number you have typed in will appear. Make sure it is the right title before you move on to the Abstracts page.

ALL OTHER DOCUMENT TYPES

If you have a drawing, a sound recording, or any other document that does not fit with the above instructions, please contact RILM for assistance or consult the online RILM Editing Manual.

REVIEWS PAGE

N.B.: Reviews can only be entered in the record of the item being reviewed. If the item being reviewed is not in RILM (search carefully! See SEARCHING above) you must enter it first, and then go to Reviews through the menu at the top of the page to add the review. Follow the directions given above for DT AP: JOURNAL CITATIONS.

When you click Save a space for a new review citation will appear.

Click Next to go to the Abstracts page.

ABSTRACTS PAGE

Abstractor: Enter the name of the person who wrote the abstract (surname, given name) or enter "journal" or "publisher" if the abstract comes from those sources. Use "n.a." for an abstract that consists only of a bibliographic cross-reference, or has only a few words.

Language of Abstract: Abstracts can be entered in several languages: choose the appropriate



language from the menu. (Press the E key three times for English.) All non-English abstracts will be translated into English.

Please read “Guidelines for writing abstracts” found on the Submissions page of the website, and be sure that your abstract conforms to RILM’s editorial policies as outlined in that document. More information on writing abstracts is given in section 2 of the online RILM Editing Manual.

If you are accessing another version of something that is already in RILM—a translation, reprint, etc.—or if it discusses a piece of writing that is in RILM, the abstract should include a RILM reference—e.g., “The original French version is abstracted as RILM 1999-5121”; “a critique of Leonard Meyer’s Music, the arts, and ideas (cited as RILM 1968-22333). Formats for RILM references are given in section 7.6 of the online RILM Editing Manual.

NECESSARY STEP: CLICK ON SAVE TO SAVE ALL MATERIAL

otherwise it will all disappear

A second, blank Abstract box will come up. You may enter another abstract here in another language (in English, if the first was in the language of the time; or vice versa).
FINISHING THE RECORD

Indexing is dealt with by RILM editorial staff.

If there are any notes you feel should be passed on to the editors, please enter them on the Notes page (choose Notes from the menu at the top of the page; be sure to sign and save the notes by clicking on [Add](#), [Update](#), or [Next](#)).