

Music Collection Reassignment Workflow

Purpose: We currently have a collection called “Music” in the PPA. We have decided to get rid of that collection. However, we don’t want to necessarily get rid of the 184 works *in* the collection. So, we need to reassign the works to another collection.

Steps:

1. Carefully read the descriptions of the collections on the Collections page on the PPA: <https://prosody.princeton.edu/collections/>
2. Familiarize yourself with the metadata in the spreadsheet titled “**Music collection -2023-06-20**” in your folder. The fields are defined as follows:
 - **source_id** - a unique alphanumeric identifier for the work. This field will be important when we are actually ready to change the collection assignment in the site’s administrative backend.
 - **title** - the title of the work
 - **subtitle** - the subtitle of the work which may describe a bit more what it’s about
 - **author** - the name of the person who wrote the work
 - **pub_date** - the date the work was published
 - **collections** - the collection(s) the work currently belongs to. If there is more than one collection, the name is separated by a semicolon. The collections are: Dictionaries, Linguistic, Literary, [Music], Original Bibliography, Typographically Unique, and Word Lists
 - **recommended reassignment** - enter the name or names of the collection(s) you think the work belongs to OR recommend that we **SUPPRESS** (remove) the item from the collection
 - **source_url** - copy and paste this URL into your browser to view the item on HathiTrust or Gale.
 - **questions/notes** - a place for you to record any questions or notes to yourself about the work or its assignment
3. Look at the work in HathiTrust or Gale using the **source_url**. Look at the title page and the table of contents. Skim through the work, or use the search function to search for words related to prosody like “prosody,” “poetry,” “verse,” “pronunciation,” “versification.”

NOTE: I am NOT asking you to read the books cover to cover. You should SKIM through the work to get a sense of what it is about and its relevance to the PPA.

4. Put on your curatorial hat. How would you curate this work for a PPA user? Make one of the following decisions:
 - A) The work should remain in the PPA and be reassigned to one or more collections. Record the collection names in the **recommended reassignment** column on your spreadsheet.
 - B) The work isn't relevant to the PPA and you recommend we SUPPRESS (remove) the item from the collection. Enter SUPPRESS into the **recommended reassignment** column.

5. *Some tips:*

If a work currently belongs to more than one collection, it's a good bet to keep it in the non-music collection(s) it is already assigned to. Focus your energies on the works currently assigned ONLY to music.

You'll notice there are multiple copies of the same work (published in different years). We call these multiple editions or reprints. They are functionally the same text (they might have minor changes among them. All multiple editions/reprints of a work should belong to the same collection(s). This is also a way to speed up your reassignment task because you can just copy and paste the collection(s) reassignment for all the works that have a common title.

Be careful, diligent, and meticulous. Make sure you're entering the data where it's supposed to be entered! Copy and paste where possible instead of typing, which can generate errors.