

#### Searching for music archives and composition manuscripts from the Viola database

Composition manuscripts and other music archives have been catalogued in the Viola database. (https://viola.linneanet.fi)

Smaller music archives have been catalogued in whole in Viola. There is a PDF archive catalogue for larger archives, which is linked to Viola.

Useful search methods for Viola information searches:

## **Keyword search**

All music archives can be found by writing **arkistoaineisto** ("archive materials") in the Viola search field and selecting keyword search as the search method. Archives containing materials related to certain persons can be found by adding the name of the person in question to the search, e.g. **toivo kuula arkistoaineisto**.

## **Keyword lists**

Keyword **sävellyskäsikirjoitukset** ("composition manuscripts") has been added to all archives containing sheet music manuscripts. You can use the keyword by selecting subject search or you can use it in keyword search instead of "arkistoaineisto", if you are only interested in the archives containing sheet music manuscripts. In the browse index of subject search, music manuscripts have been grouped according to age by century.

In archives containing letters the keyword according to the General Finnish Thesaurus is **kirjeet** ("letters"). Other keywords describing material types in the Finnish Music Thesaurus (MUSA) and the General Finnish Thesaurus (YSA) have been used to describe the content of archives, including **käsikirjoitukset** ("manuscripts"), **konserttiohjelmat** ("concert programmes"), **asiakirjat** ("documents"), **valokuvat** ("photographs"), **muistelmat** ("memoirs"), **matkakertomukset** ("travelogues"), **päiväkirjat** ("diaries"), **runot** ("poems").

The search term **nuottikirjat** ("sheet music notebooks") not included in the thesauri has been used to describe bound notebooks in which musical pieces have been copied by hand. This search term can only be used in keyword search, not in subject search

#### **Author search**

If the subject search yields no results, it is worthwhile checking how the name of the author has been written in the author search used in Viola. For example, keyword search **schlüter arkistoaineisto** yields no results. However, with author search **schlüter** reference **Schlüter, Lassi:** katso Utsjoki, Lassi is found.

Postal address: P.O. Box 15 (Unioninkatu 36) FI-00014 University of Helsinki

Street address: Unioninkatu 36 Telephone: +358 9 1911 Fax: +358 9 191 22719 By entering **utsjoki arkistoaineisto** in the keyword search, the manuscripts of Lassi Utsjoki (former name Schlüter) are found.

# **Command search**

Archive year limits can be viewed in Viola only by writing **852h ms** in the search field and selecting Command search. The year limits have been indicated with the accuracy they are known, for example, 18uu means the 1800s while 197u means the 1970s.