How to Transcribe Sheet Music

Goal: Making lyrics, subjects, creators, and publishing information more discoverable

Transcribe titles, lyrics, publication info, ads, and other descriptive text.

Don’t transcribe musical notation - including time and key signatures, expression notes, and dynamic markings.

Transcribe the text in the order it appears on the page.

Preserve line breaks. If a word is broken across a line or page, transcribe it intact on the initial line where it appears.

Don’t transcribe hyphens (or melisma) within lyrics.

Don’t forget descriptive text at the bottom of pages!