

Cataloging Standards – Audiorecordings (in AACR2 & RDA)
17JUL15/18AUG15

Purpose: Cataloging Audiorecordings (Music & spoken word) -- Audio Compact disc
For streaming audio & spoken word recordings--see **supervisor**
Responsibility: Catalog Librarian

National Standards:

Refer to OCLC's [Bibliographic Formats and Standards](#)
or Library of Congress' [MARC 21 Standards](#)

Procedure notes:

Only fields required for music CDs are listed and discussed
refer to the Manuals for additional detailed discussion of some of the listed fields.:
Complex Copy Cataloging—Monographs
Cataloging Standards –Videorecordings (videocassettes & DVDs)
Cataloging Standards -- Videorecording (Additional RDA standards)

Use Connexion's Constant Data record or Text Strings feature to streamline adding fields

These standards are applicable to DLC, LC (other edition) and OCLC (member) copy cataloging.

Chief source of information (give source in note: Title from: ...):

- 1) item content: introductory narrative (spoken recordings)
embedded text (for streaming audio)
- 2) physical item: disc label or disc surface
- 3) else -- container & jewel case liner
accompanying insert / guide
other source

(For original and RDA cataloging, always give title source note)

Recheck that the bibliographic record matches the audiorecording. Order-level bibliographic records are not rechecked by either the Acquisitions or Cataloging Assistants. If the bibliographic record looks questionable or minimal, search again in Connexion.

Also search again in Connexion to find other-edition-DLC titles or titles in different formats, which can be examined for additional subject headings or suggested call#s.

Review cataloging record in Connexion

1) Examine [Fixed Field](#)

Note: Both the OCLC and the (Symphony) labels are given.

Evaluate the Fixed Field for specific codes (if code is different, choose a different record)

Type (Rec_tpy) = **j** -- Musical sound recording
 i -- Non-musical sound recording
Blvl (Bib_Lvl) = **m** -- monograph/single item

Evaluate further (if code is questionable, optionally, choose a different record)

ELvl (Enc_LvL) prefer: **blank** = full (LC/PCC) / **8** = CIP / **I** = full (OCLC members)

recheck: **M** = full/batch-load -- re-search for better record (else, accept **M**)

avoid: **j** = junk

Dates (Date1 & Date2)

the date in the 260 field must match the Fixed Field

Desc (Desc)

i = ISBD (040\$e = rda)

a = AACR2-ISBD (accept)

DtSt (Dat_Tp)

(**p** = production date & recording date, or, CD production & phonodisc production dates)

(**t** = production & copyright / **s** = single / **r** = reprint & original)

Verify and revise codes (if necessary)

(any field not specifically mentioned; accept, if reasonable)

Audn (Audience)

for Juvenile Collection, use: **j** = juvenile (otherwise accept other juvenile codes)

Ctry (Ctry)

use country of original production (if easily obtained from 245\$c)

otherwise, use country of re-release/distribution (from 260)

Lang (Lang)

Use the predominant language of the text or narration

If a score or recording has no sung or spoken text, use **zxx**.

Use **und** for vocalises, humming, and other texts that are wordless or consist of nonsense syllables.

LTxt: Literary Text for Sound Recordings

Default = **bb** (music sound recording)

For spoken recordings

(**t** = interviews / **m** = memoirs / **o** = folklore / **f** = fiction)

TrAr: : Transposition and Arrangement

n (not applicable)

AccM: Accompanying Matter

b -- Bibliography

d -- Libretto or text

e -- Biography of composer or author

f -- Biography of performer or history of ensemble

k -- ethnological information

i -- Historical information.

Comp: Form/Genre of Composition

apply codes if applicable

uu -- Unknown

nn -- Not applicable - Non-musical sound recordings)

mu -- Multiple forms (use 047 to show specific forms)

Additionally, use 380 to record form of musical composition information in textual form.

2) Examine Variable fields (Coded fields)

(any field not specifically mentioned, accept)

001 (OCLC number)

Local practice: Symphony TitleCtrl#

OCLC = ocn987654321 / Symphony = o987654321

006 (Additional Materials Characteristics)

Use only for substantial accompanying materials / guides)

007 Physical Descriptor codes for audiorecordings)

\$a General material designator (GMD)

s --- Sound recording.

\$b specific material designator (SMD)

d -- Sound disc

s -- Sound cassette

\$d playback speed

f -- audio compact disc (1.4 m per sec)

\$e playback channels

m -- Monaural

s -- Stereophonic

u -- Unknown

\$f groove width/pitch

n -- Not applicable (audio compact disc)

\$g dimensions

g -- audio compact disc (4 3/4 in. /12 cm)

Accept following subfields, but if not present -- do not add

\$j type of disc (accept: **m / n / u**)

\$k kind of material (accept: **m**)

\$m Special playback characteristics (accept: **e**)

\$n Capture and storage techniques (accept: **d / e / u**)

Audio Compact discs

\$a s \$b d \$d f \$e **m / s / u** \$f **n** \$g **g** (\$h **n** \$i **n** \$j **n** \$k **m** \$l **n** \$m **e** \$n **u**)

010 (Library of Congress Control Number)

Accept, rarely supplied for audiorecordings

020 (International Standard Book Number)

Verify & Accept, rarely supplied for audiorecordings

024 (Other Standard Number)

1st indicator = **1** (UPC)

First digit is 0 (or 7) followed by 10 digits & 1 check digit

028 (Publisher Number/EAN)

1st indicator = **0** (issue no.)

2nd indicator = **3** (no note, added entry) / **2** (note, added entry)--Accept

Verify, and add if not present

Accept either 028 or 500 (for multipart titles)

033 Date/Time and Place of an Event

Accept; prefer complimentary 518 field for textual note

040 (Cataloging source)

XXX \$c XXX – indicates OCLC copy

\$b Language of cataloging = eng

\$e Descriptive conventions = rda

041 (Languages)

1st indicator: translation (0 = no translations / 1 = has translations/captioning)

use separate **\$a** for each language (the predominate language first, the other languages in alphabetical order)

use **\$d** for language of sung or spoken text

use **\$g** for languages on guides or accompanying material

043 (Geographic area code)

Local practice -- Add, for local material cataloged for the Archives (\$a is repeatable)

\$a n-usa-- [Appalachian Mountains]

\$a n-us-va [Virginia]

\$a n-usu-- [Southern States]

047 Form of Musical Composition

Use when FF:Comp - mu (multiple forms)

optionally, add complimentary 380 field for textual note

048 Number of instruments/voices

Accept, do not add

optionally, add complimentary 382 field for textual note

049 (Local holdings – for spine label locations)

see Copy Holdings Processing list for other codes

VCVA = located in AUDIOVIS

use the Connexion Label/AutomaticStamp to print the Location on the spine label
Use a bracketed material stamp preceding the location code (to print below Location& above call#)

Music CDs: [Music-] [CD] VCVA

Spoken word CDs [Music-] [CD] VCVA

074 (GPO Item number) / 086 (SuDocs call number)

Local practice: Add, if received through Depository Program (the SoundRec format does not include a FixedField:GPub code)

050 (Library of Congress call number) (LoC rarely catalogs audio material)

050 :_4: Use for all locally assigned call numbers

Class numbers are constructed from the Library of Congress Classification schedules.

Library of Congress' [Classification Web](http://classificationweb.net/) (<http://classificationweb.net/>)

Music call#s:

M1629 Vocal music (General collections)

M1629.6 Vocal music by region

.A6 -- Appalachian Region, Southern (by ME)

.S6 -- Southern States (by ME)

M1629.7 Vocal music by state

.V8 -- Virginia (by ME)

M1977 Vocal music by topic

.M5 -- Miners (by ME)

M1630.18 Vocal/Popular music -- individual performer/musical group (by Title)

[M1630.56] *Bluegrass*

Double Cuttering: 1) Performer (see list)

2) Title

3) Variable fields (Description)

[100](#) / [110](#) / [111](#) (Name Main Entry)

Apply **Complex Copy Cataloging standards**

If the 100 main entry is the producer/director, reenter as 700 added entry.

Perform Authority control

[130](#) / [240](#) (Uniform Titles)

For films based upon a book, add a note (500 Based upon the novel by <author>.), add a 700 author/title entry, and optionally, add a 130/240 field.

Perform Authority control

[245](#) (Title Statement)

Use 508/511 notes for other participants or those responsible for only one segment/aspect.

Accept Statement of Responsibility information that is transcribed into 5XX notes/

Prefer collective title (245)

Add Uniform titles for classical/serious music

When no collective title present; record Individual titles --

if, by same composer -- add to \$b subfield preceded by semicolon

if, by different composers -- add to \$c subfield preceded by period

Create 246 (uncontrolled) & 700\$a\$t (controlled) variant titles

Verify GMD: \$h [sound recording]

(apply, even though obsolete in RDA)

[246](#) (Varying form of title)

Apply **Complex Copy Cataloging standards**

1st indicator (notes/tracings); 2nd indicator (type of title)

246 11 -- (make note & make added entry) Parallel title

246 13 -- (make note & make added entry) Other title

246 30 -- (NO note & make added entry) Portion of title

246 1_ \$i -- (make note & make added entry) has introductory phrase

[250](#) (Edition Statement)

[260](#) (AACR2) / [264](#) (RDA) (Imprint)

Prefer date of recording, not packaging copyright

Apply **Complex Copy Cataloging standards**

Repeat \$a: \$b for the distribution info, if necessary

Sources on the item for the date subfield (in order of preference):

Use this date in the call# field.

- 1) CD disc label (current distribution / current production dates / original production dates / copyright dates)
- 2) jewel case spine, slipcase/clamshell case, box (current distribution / current production dates & copyright dates; packaging copyright date)
- 3) Guide, accompanying materials (guide copyright dates)

Use the current distribution/publication dates or copyright dates for the \$c. Precede the date with a “p” to indicate production date. (if the production date is the same as the “c” date, transcribe as a copyright date. Only if there are no other dates available, use the copyright dates for the packaging that pertain to the artwork/guide

[300](#) (Physical description)

Both indicators should be blank

Extent of item (\$a): Use the number of physical units with the SMD (audio disc).

Accept carrier terms: 1 CD:

Add playing time in parentheses. Accept either: (total min.) or: (hr., min.)

Do not use abbrev. (except for min./sec.. designators).

Other physical details (\$b)

Accept: \$b digital

Dimensions (\$c): CDs are 4 ¾ in.

Example: 1 audio disc (58 min.) ; \$c 4 ¾ in.

Accept: 1 sound disc

Example: 1 online resource (1 streaming audio file.)

Accompanying material (\$e): Use item count with descriptor and put the 300 info in parentheses: + \$e 1 program notes (4 pages : color illustrations ; 12 cm.) .

If the material can't be described, use: +\$e 1 v. , and put other info into a 500 note.

[306](#) (Playing time)

Accept, if matches info in 300\$a or 500 note fields

Time (Time) (hhmmss) Note: info not in FF

the time in the 300 \$a must match, or be equivalent (min. vs hr., min.)

33X

- * [336](#) (Content Type) -- The form of communication through which a work is expressed.
- * [337](#) (Media Type) -- The general type of intermediation device required.
- * [338](#) (Carrier Type) -- The format of the storage medium and housing.

Subfields:

- \$3 Material specified
- \$a Content / Media / Carrier Type term
- \$b Content / Media / Carrier Type code (accept)
- \$2 Source = rdacontent / rdamedia / rdacarrier

Music CDs

- 336:** : \$a performed music \$2 rdacontent
(Also: spoken word ; sounds)
- 337:** : \$a audio \$2 rdamedia
- 338:** : \$a audio disc \$2 rdacarrier

34X (Technical characteristics)

 RDA fields which replace the 538. (Accept either 538 or 34X)
 Accept 34X \$2 source code

- * [340](#) (Physical Medium) -- generally, not used for Music CDs
 Accept \$b dimensions for CDs: 4 3/4 in.
- * [344](#) (Sound Char)
 - \$a playback type (use: digital)
 - \$b recording medium (use: optical)
 - accept other subfields, if applicable
 - \$g configuration of playback (optionally, use: stereo ; mono)
 - \$h special char (optionally, use: Dolby)
- * [347](#) (Digital File Char) -- Audio CDs.
 - \$a file type (use: audio file) (accept: digital)
 - \$b encoding format (optionally, use: CD audio)

[380](#) (Form of Work)

 Accept, do not add if same as 650 subject terms.
 Optionally, add to provide more specific forms than available in the 650
 Use for sounds
 Accept 380 \$2 source code

[382](#) (Medium of performance)

Also accept 048 for coded info

4XX (Series) / 8XX (Series Added Entry) Apply **Complex Copy Cataloging standards**
Perform Authority control

5XX (Notes)

Apply **Complex Copy Cataloging standards**

*500 (General note)

Accept carrier note: Compact disc. or. Enhanced compact disc.

Check tagging for notes which could be moved to other fields, but generally, accept.

Rating info.: Accept (also accept in 521 audience note)

For Music CDs with program/liner info, use notes, such as::

Program notes on container insert.

Original liner notes and song lyrics/texts (p. : ill.)e om;ided as PDF file on disc.

Liner notes and text of the recording also available via World Wide Web from the
<Folkways> publication pages.

Add 856 :42: \$3 Liner notes: \$y Publisher's/Agency's website: \$u http:// ...

*505 (Contents note)

Use enhanced format (2nd indicator = 0 & includes \$t, \$r, \$g)

Examine for errors and correct punctuation/spacing.

Prefer: (hh:mm:ss) format

When possible, add running time of each song/track

Accept basic format (2nd ind. = **b**) type contents note if present

*508 (Creation/Production credits)

Describe contribution, then list names:

508 :--: Production, Charlie and Allen Maggard, Scott Pippin.

508 :--: Liner notes, Charles Wolfe.

*511 (Participant/Performer credits)

Include all performers & instruments listed

1st indicator 0 (describe contribution)

ex. 511 :0_: Papa Joe Smiddy, clawhammer banjo and vocals

*518 (Date/Place of Recording/filming)

Use for recordings of live presentations. Add if info is easily available.

*520 (Summary note)

Accept summary note. Correct typographical errors.

Use to bring out topics of local/regional interest.

*[521](#) (Target audience) -- Accept, do not add

*[538](#) (System details)
Accept, rarely applied to CDs

*[540](#) (Use/Reproduction Terms)
Accept, do not add

*[546](#) (Language note)
List alphabetically. See also 041 field.
Use the predominant language of the text or narration
546 :__ : Guide in English and French.

*[586](#) (Awards note) -- Accept.

[6XX](#) (Subject added entries) **Perform Authority control**

*[600](#) / [610](#) / [611](#) (Name Subject)

*[650](#) (Topical Subject)
Assign at least one valid LCSH term
In general, assign a subject for the form of music
For popular music, subdivide geographically.

[651](#) (Geographical Subject)
Use subdivision: ???

*[655](#) (Genre Term)
655 :_7: Field recordings \$2 lcgft
655 :_7: Live sound recordings \$2 lcgft

[7XX](#) (Name or Title Added Entry)
Apply **Complex Copy Cataloging standards**
Justify and perform Authority Control as necessary

*[700](#) / [710](#) / [711](#) (Name Added Entry)
Justify headings in 245\$c or 5XX notes.

Add headings for up to three composers/ orchestras;
add headings for up to three artists/performers.
Accept more headings if present.

*[730](#) (Uniform Title Added Entry)

1st indicator is filing indicator. 2nd indicator must be "0".

*[740](#) (Title Added Entry)

[800/810/830](#) (Series Added Entry)

Justified by 490 field or 5XX note.

Perform Authority control

[856](#) (URL)

see supervisor

949 (Local holdings processing) -- Symphony bibl loader reports: avOCLC or, dgOCLC
 Note: (Use the TextString drop-down to quickly add the Item subfields)

Music CD example -- OCLC copy cataloging:

949: __: \$c 1 \$h VCVA \$i <barcode> †t CDMUSIC †x CD-MUSIC †z OCLC

Bibl Load	Copy	Hold code	Barcode	vol.	Location	Item Type / Circ Type	Media Type (ICat-1)	Status (ICat-2)	Pieces
	\$c	\$h	\$i	\$v	\$l	\$t	\$x	\$z	\$j
DLC CD	#	VCVA	#		(=AUDIOVIS)	CDMUSIC	CD-MUSIC	(=DLC)	
OCLC CD	#	VCVA	#		(=AUDIOVIS)	CDMUSIC	CD-MUSIC	OCLC	
OCLC Phono	#	VCVA	#		(=AUDIOVIS)	PHONO-REC	PHONO-REC	OCLC	

Note: **VCVA** defaults are indicated by the equal sign & may be omitted;
 other values need to be typed in and are in boldface

Spine labels stamps

Format	OCLC Hldg Code	Unicorn Loc	Spine Label Loc Stamp	Spine Label Materials Stamp	Note
Music CD	VCVA	AUDIOVIS	AUDIOVIS	[Music-] [CD]	incl. Spoken word/Sound CDs obsolete: [Compact] [disc]