



Editing Checklist—Sound recordings

This is not an exhaustive checklist. Here are some places you can get further information:

RDA toolkit (subscription required)

On the SHARE website:

For local practices on cataloging, look under Cataloging>Operational guidelines.

MARC tag guidance is available from:

OCLC's Bibliographic Formats and Standards <http://www.oclc.org/bibformats/en.html>

MARC 21 for Bibliographic Records <https://www.loc.gov/marc/bibliographic/>

Within bibliographic records:

In Polaris: Place your cursor in the tag and the tag information will appear at the bottom of your record as long as you don't have the record maximized.

In Connexion: Right click anywhere in a field, and click on MARC Field Help.

Additional information about cataloging Playaways can be found at:

Playaways—updates for RDA http://olacinc.org/drupal/capc_files/PlayawaysAndRDA.pdf

NOTE: Examples in this document show only some of the possibilities. See OCLC Bibliographic Formats and Standards or the MARC21 for Bibliographic Records website for more examples.

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Edits to OCLC master record

Examples reflect spacing and display of subfields in OCLC records. Subfield a at the beginning of a field does not display in OCLC.

Variable Fields

Field	Action	Example
040	Add subfield e with rda if required. Subfield e comes before subfield c.	040 __ IEU #b eng #e rda #c IEU
007	Add this field if required, or review to make sure codes are correct. Recommend using the OCLC macro to add or edit.	007 __ s #b d #d f #e s #f n #g g #h n #i n #j m #k m #l n #m e #n d
020	If there is more than one ISBN, each must be in a separate 020. Include price only if listed on the item. If the ISBN is a duplicate, put it in a subfield z. Qualifying information should be in subfield q, in parenthesis.	020 __ 0743524810 : #c \$4.99 020 __ #z 9780743524815 020 __ 9780743524815 #q (Disc 1)
024	Enter the 12-digit UPC code from the container First indicator: 1 Second indicator: blank.	024 1_ 688321201827
028	Enter the sound recording number in subfield a. Subfield b should match the entry in 264, subfield b First indicator: 0; second indicator: 1	028 01 CD 2018 #b Harper Audio
1XX	Authorized form of creator name, as established in an authority record, which may not be the same as it is on the item. Used for the first author (audiobooks), or first named composer on preferred source (music). Verify form of name and 1 st indicator. Add relator term(s) in subfield e	100 1_ Ludlum, Robert, #d 1927-2001, #e author. On item: Robert Ludlum
245 Ind 1	If 1XX field is present, 1 st indicator will be 1. If no 1XX, 1 st indicator will be 0	100 1_ Ludlum, Robert, #d 1927-2001, #e author. 245 14 The Ambler warning / #c Robert Ludlum.
245 Ind 2	Used to ignore non-filing characters and initial articles, including initial articles in foreign languages. This tells the system how many characters to	245 10 April showers. 245 04 The time of day.

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Field	Action	Example
	skip before reading the title, including the space between the article or character and the next word. If there are no characters to be skipped, 2 nd indicator will be 0.	245 13 An alligator. 245 04 Les poissons. 245 08 The ... travel guide.
245	Title and statement of responsibility will come from the disc or cassette label or from the container or other source. If this information comes from a source other than the item itself, it should be bracketed and the source should be indicated in a 500 note. The 245 always ends in a period.	245 14 The Ambler warning / Ꞥc [Robert Ludlum]. 500 __ Statement of responsibility from website.
245 subfield h	May be present in AACR records, but is being removed by OCLC. Not used in RDA. See below for local practice.	
246	Add as applicable. Do not use initial articles in variant titles. Do not use ending punctuation. See OCLC bib formats for possible 1st and 2nd indicators http://www.oclc.org/bibformats/en/2xx/246.shtm	245 00 Heartland : Ꞥb an Appalachian anthology. 246 30 Appalachian anthology
250	Record edition statement as it appears on the item. Always add an edition statement for abridged or unabridged (audiobooks). Multiple edition statements may be entered in separate 250 fields, or in one 250, separated by a comma. See below for local practice.	250 __ Abridged, Collector's ed. 250 __ Unabridged. 250 __ Special edition.
264	RDA records may have multiple 264s with different indicators for different functions (production, publication, distribution, manufacture, copyright). 1st indicator will be blank, unless the record is for a serial. 2nd indicator may be 0-4. 264 for a Copyright Notice Date does not have ending punctuation.	264 _1 New York : Ꞥb Random House, Ꞥc [2013] 264 _4 Ꞥc ©2013
300	Make sure the physical description is complete and punctuation is correct. RDA records will say audio disc instead of sound disc. Subfield b may be present with sound characteristics	300 __ Ꞥa1 audio disc (approximately 90 min.) ;Ꞥc4 ¾ in. +ꞤeꞤe1 book (24 p. : ill. ; 29 cm) 300 __ Ꞥa2 audiocassettes (60 min. each) : Ꞥbanalog.
33X	RDA records will contain fields 336, 337, and 338 to describe content, media,	For musical sound recordings:

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Field	Action	Example
	and carrier type. Use the OCLC macro to create, if needed.	336 __ performed music #b prm #2 rdacontent 337 __ audio #b s #2 rdamedia 338 __ audio disc #b sd #2 rdacarrier For nonmusical sound recordings: 336 __ spoken word #b spw #2 rdacontent 337 __ audio #b s #2 rdamedia 338 __ audio disc #b sd #2 rdacarrier
344	Sound characteristics. Not necessary to add if info is included in 300 #b	344 __ digital #g stereo #2 rda
347	Digital file characteristics	347 __ audio file #b CD audio #2 rda 347 __ audio file #b MP3 #2 rda
382	Medium of performance. Include as appropriate.	382 01 #b cello #a orchestra
383	Numeric designation of musical work. Include as appropriate.	383 __ #c RV423
490	<p>If 490 1st indicator 1 is present, there must also be an 8XX field with the authorized form of the series, which may or may not be the same as the form in the 490—check the series authority record.</p> <p>The 490 does not end in a period. There is ending punctuation on the 8XX fields.</p>	490 1 _ Brilliance Audio on compact disc 830 _0 Brilliance Audio on compact disc. 490 1 _ Bride quartet 800 1 _ Roberts, Nora. #t Bride quartet (Brilliance Audio (Firm))
5XX	Include notes as appropriate.	500 __ Title from container. 511 0 _ Read by George Guidall. 538 __ CD/MP3 player or computer with MP3 capable software. 538 __ Playaway Digital Audio.
505	Add an enhanced 505 or enhance existing 505 if needed to index titles of poems, stories, etc. Include initial articles in titles in an enhanced 505.	505 00 #t A short trip home -- #t Amazing grace.
6XX	Review subject headings to make sure they are appropriate. Add subject headings as needed, especially genre headings and headings for fictitious	650 _0 Twins #v Fiction. 600 00 Amelia-Bedelia #c (Fictitious

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Field	Action	Example
	<p>characters. Note: Many fictitious characters have been established in a name authority record, but some are still coded as subjects. Verify in the authority file.</p> <p>For young adult material, add a young adult genre heading, if appropriate.</p> <p>See local practice below</p>	<p>character) #v Juvenile fiction. 655 _7 Sound effects recordings. #2 lcgft</p> <p>For adult audiobooks, add: 655 _7 Audiobooks. #2 lcgft</p> <p>For juvenile audiobooks, add: 655 _7 Children’s audiobooks. #2 lcgft</p> <p>For young adult material, add: 655 _0 Young adult fiction.</p>
700	<p>Name(s) of contributor(s) as established in an authority record, which may not be the same as it is on the item. Verify form of name and 1st indicator. Remove initial articles from titles in subfield t. Add relator term in subfield e if the entry does not include a title.</p>	<p>700 1_ Poe, Edgar Allen, #d 1809-1849. #t Raven. 700 1_ Guidall, George, #e narrator.</p>

OCLC Fixed Field

Converts to the 008 or LDR field when imported into Polaris.

Type	i for nonmusical sound recordings; j for music.
ELvl	If upgrading a K or M level record, enter code I
Audn	Enter the appropriate audience code.
Lang	Make sure this agrees with the language code in the 041 field, if present.
Comp	Enter code nn for nonmusical sound recordings. Enter appropriate code for music. If more than one form of music, enter mu in this field and add MARC tag 047 with applicable codes.
AccM	Enter the appropriate code(s) for accompanying material, if any.
Ctry	Make sure this code agrees with the place of publication in 264, first subfield a.
Part	Should be n.
TrAr	Should be n.

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Desc	Should be i for RDA records
FMus	Should be n.
LTxt	Enter the appropriate code for nonmusical sound recording. Blank for music.
DtSt	s if there is a single date in 264 subfield c t if a publication date and copyright date are present in the 264 subfield c
Date One	Should agree with date in 264 subfield c.
Date Two	Should agree with date of original production given in a note or with copyright date given in 264 _4 subfield c

SHARE local edits (may be done in OCLC prior to exporting or in Polaris after record has been brought in)

Do not save local edits to OCLC master record

Examples reflect spacing of subfields in Polaris

Field	Action	Example
006	Add to audiobook records to generate Audiobook or Book + CD format icon. Enter code a. Not necessary to code any other subfields.	006 _ _ a
007	Edit if needed in audiobook records to generate Audiobook format icon. Example shows collapsed form of 007	007 _ _ sd fsngnmmneu Position 12 or 13 (last 2 positions) must be coded u to generate Audiobook format icon
245 Subfield h	Add a General Material Designation (GMD) to all sound recording records in Polaris. Subfield h comes after subfield a, n, and p. Comes before subfield b.	For tapes, CDs, or MP3s: [sound recording] For preloaded audio players: [electronic resource] 245 10 #aBest loved stories.#nVol. one #h[sound recording]. 245 12 #aA common life#h[sound recording] :#bthe wedding story /#cJan

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250	Add an edition statement for MP3 CDs, and for brands of preloaded audio players. Multiple edition statements should be in one 250, separated by a comma	<p>For MP3s: 250 __ †aAbridged, [MP3-CD].</p> <p>For Playaways or other preloaded audio players: 250 __ †aAbridged, [GoReader].</p>
490/8XX	See SHARE cataloging standards for policy on creation of local series authority records for items that are part of a series but a series authority record is not available in OCLC.	
5XX	See SHARE cataloging standards for local practice on contents notes, summary notes, etc.	
6XX	<p>See SHARE cataloging standards for local practice on which subject headings are retained, which are deleted, approved local subject headings, etc.</p> <p>Add genre headings or local subject headings as appropriate</p>	<p>For MP3s, add: 655 _ 0 †aMP3 (Audio coding standard)</p> <p>For Playaways, add: 655 _0 †aPlayaway (Preloaded audio player)</p> <p>For preloaded audio players that have not been established as an LC subject heading, add 690 with brand of player: 690 __ †aGoReader (Preloaded audio player)</p>