Editing Checklist—Audio recordings

As of: June 10, 2019

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

RDA toolkit (subscription required): www.rdatoolkit.org

On the SHARE website:

For local practices on cataloging, look under Cataloging> Policies and Procedures.

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.
Note: Tag information won't display if record is maximized.

In Connexion: In the variable fields, right click anywhere in a field, and click on MARC Field Help. In the fixed field elements, click on the element name.

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.

Editing Checklist—Audio recordings

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. Other subfields at the beginning of a field will display.

Variable Fields

Field	Action	Example
General	--Ending punctuation is now optional in many fields where it previously was required. You don't need to add if the punctuation is omitted (For those using MARC Report: You can disregard the error message) --**Note**: Punctuation preceding subfields <u>within</u> a field is still required --**Note**: Ending punctuation is still required in authorized access point fields: 1XX, 6XX, 7XX, and 8XX --Examples in this document include ending punctuation	
040	--Add subfield b with *eng* if not already present --Add subfield e with *rda* when upgrading record to RDA --‡e comes before ‡c	**040** _ _ IEU **‡b** eng **‡e** rda **‡c** IEU
007	--Add field if not present, or review to make sure codes are correct --Multiple 007s are required if the record is describing more than one non-print format (i.e., audio recording and DVD) --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	--Record multiple ISBNs in separate 020 fields --Include price only if listed on the item --Record qualifying information in ‡q, in parenthesis --‡q comes before subfield ‡c	**020** _ _ 0743524810 : **‡c** $4.99 **020** _ _ 9780743524815 **‡q** (Disc 1) **020** _ _ 9780743524846 **‡q** (Disc 2) : **‡c** $15.00
024	--Enter 12-digit UPC code from the container --1st indicator: 1 --2nd indicator: blank, 0, or 1	**024 1**_ 688321201827
028	--Enter publisher's number in ‡a --‡b should match the entry in 264 ‡b	**028 01** CD 2018 **‡b** Harper Audio

Editing Checklist—Audio recordings

Field	Action	Example
	--1st indicator: 0 --2nd indicator: 1	
041	--Language code(s) of contents --‡d—language code of sung or spoken text --‡e—language code of libretto --‡g—language code of accompanying material other than libretto --‡h—language code of original --Code 1st indicator as appropriate --Multiple codes in one subfield should be split into separate subfields	**041 1 _ ‡d** eng **‡e** eng **‡e** fre **‡g** eng **‡g** fre **‡g** spa **‡h** fre Sung in English; libretto in English and French; program notes in English, French, and Spanish; translated from original work in French.
1XX	--Authorized form of creator name, as established in an authority record; may not be the same as on the item --Record first author (audiobooks), or first composer (music) named on preferred source --Verify form of name and 1st indicator --Add relator term(s) in ‡e as appropriate	**100 1_** Ludlum, Robert,**‡d** 1927-2001, **‡e** author. On item: Robert Ludlum
245 Ind 1	--If 1XX field is present: 1 --If no 1XX field: 0	**100 1_** Ludlum, Robert, **‡d** 1927-2001, **‡e** author. **245 14** The Ambler warning / **‡c** Robert Ludlum.
245 Ind 2	--0-9 --Tells the system to ignore non-filing characters and initial articles when searching, including initial articles in other languages. Includes the space between the article or character and the next word --If there are no characters to be skipped, 2nd indicator is 0 **Note**: Examples shown do not include statement of responsibility or any applicable 1XX field.	**245 10** April showers. **245 04** The time of day. **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 (preferred source) or from the container or other	**245 14** Bluegrass Christmas / **‡c** Robert Jones.

Editing Checklist—Audio recordings

Field	Action	Example
	source (i.e., website) --If title comes from a source other than the item itself, record in brackets --If no title is available from any source, cataloger devises title	**500** _ _ Title from disc label.
245 ‡h	--Not used in RDA. May be present in AACR or hybrid records; is being removed by OCLC --Do not add to OCLC master records --See below for SHARE local practice	
246	--Add as applicable --Do not record initial articles --Do not add ending punctuation that is not part of title --See OCLC bib formats for possible 1st and 2nd indicators: **https://www.oclc.org/bibformats/en/2xx/246.html**	**245 00** Heartland : ‡b an Appalachian anthology. **246 30** Appalachian anthology
250	--Record edition statement as it appears on the item --Always add edition statement to audiobook records for abridged or unabridged --Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma. See below for local practice --Add edition statement to records with 300 ‡e (accompanying material) to keep them from being incorrectly merged	**250** _ _ Abridged, Collector's edition. *Or* **250** _ _ Abridged. **250** _ _ Collector's edition. **250** _ _ Special edition, [with accompanying material].
264	--May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright) --1st indicator: blank, unless the record is for a serial --2nd indicator: 0-4. --264 for Copyright Notice Date does not have ending punctuation --Copyright symbol for recorded sound is ℗	**264** _1 New York : ‡b Random House, ‡c [2013] **264** _4 ‡c ℗2013
264 ‡a	--Transcribe place of publication as it appears on the item --If a place name is entered in brackets, do not abbreviate. Spell out if abbreviated in the record --If a record has "[S.l.]" or "[Place of publication not identified]", enter a	**264** _1 [Chicago, Illinois] **Not: 264** _1 [Chicago, Ill.]

Editing Checklist—Audio recordings

Field	Action	Example
	place if possible, even if only a country **Note:** Be sure to code the Ctry fixed field accordingly.	
264 ‡c	--If a publication date is entered with dashes, or if the record has "[date of publication not identified]", change to an estimated date or range of dates, in brackets. Include a question mark after the date(s) if applicable **Note:** Be sure to code the DtSt and Date fixed fields accordingly.	**264** _ **1 ‡c** [between 1990 and 1999] **Not: 264 _1 ‡c** [199-]
300	--Make sure physical description is complete and punctuation is correct --When converting record to RDA, edit ‡a to change *sound disc* to *audio disc* --When converting Playaway records to RDA, edit ‡a to change *sound media player* to *audio media player* --‡b may or may not be present with sound characteristics --When converting record to RDA, spell out abbreviations **Exceptions:** Abbreviate inches as "in". Abbreviate minutes as "min" and hour(s) as "hr."	**300** _ _ 1 audio disc (approximately 90 min.) ; **‡c** 4 ¾ in. + **‡e** 1 book (24 pages : illustrations ; 29 cm) **300** _ _ 2 audiocassettes (60 min. each) : **‡b** analog. **For Playaways:** **300** _ _ 1 audio media player (approximately 7 hr., 45 min.) ; **‡b** digital, HD audio ; **‡c** 3 3/8 x 2 1/8 in.
33X	--336, 337, and 338 describe content, media, and carrier type --Use OCLC macro to add if needed; otherwise, verify information is correct --Records describing more than one format of material should have appropriate 33X fields for each format --Add ‡3 at the <u>end </u>of the field if the term applies to a specific component of the resource	**For musical sound recordings:** **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

6/10/2019

Field	Action	Example
		338 _ _ audio disc **‡b** sd **‡2** rdacarrier **For Playaways:** **336** _ _ spoken word **‡b** spw **‡2** rdacontent **337** _ _ audio **‡b** s **‡2** rdamedia **337** _ _ computer **‡b c ‡2** rdamedia **338** _ _ other **‡b** sz **‡2** rdacarrier **336** _ _ text **‡b** txt **‡2** rdacontent **‡3** container insert
34X	General instructions: --Add fields as needed --Record each term in a separate 34X field --If multiple terms are present in one field, split into separate fields with appropriate code in ‡2 if applicable --If term comes from a controlled vocabulary, include ‡2 with code for the thesaurus --Check the applicable RDA Registry list for terms --Link to each registry list may be found in the OCLC Bib formats entry for the field and subfield --If term does not come from a controlled vocabulary, omit ‡2 --Add ‡3 at the <u>beginning</u> of the field if the term applies to a specific component of the resource (i.e., the term applies only to the music CD in a resource with a music CD and DVD)	**Before:** **344** _ _ digital **‡b** optical **‡g** stereo **‡h** Dolby Digital 2.0 **‡2** rda **After:** **344** _ _ digital **‡2** rdatr **344** _ _ **‡b** optical **‡2** rdarm **344** _ _ **‡g** stereo **‡2** rdacpc **344** _ _ **‡h** Dolby Digital 2.0 **344** _ _ **‡3** Music CD **‡h** Dolby Digital 5.1
341	--Use to describe alternative modes of access to primary or secondary content --1st indicator: blank, 0, or 1 --2nd indicator: Blank	**341 1** _ auditory **‡e** transcript

Field	Action	Example

	--Use the following terms in ‡a:
	  ---auditory
	  ---tactile
	  ---textual
	  ---visual
	--Use the following terms in ‡b, ‡c ‡d or ‡e as appropriate:
	  ---audio description
	  ---braille
	  ---captions
	  ---sign language
	  ---transcript
	--Omit ‡2	

344	--Sound characteristics --Include even if info is recorded in 300 ‡b	**344** _ _ digital **‡2** rdatr **344** _ _ **‡b** optical **‡2** rdarm **344** _ _ **‡g** stereo **‡2** rdacpc **For Playaways**: **344** _ _ digital **‡2** rdatr **344** _ _ **‡b** non-volatile flash memory
347	--Digital file characteristics, including file type, encoding format, etc.	**For CDs:** **347** _ _ audio file **‡2** rdaft **347** _ _ **‡b** CD audio **For MP3s:** **347** _ _ audio file **‡2** rdaft **347** _ _ **‡b** MP3
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

Editing Checklist—Audio recordings

Field	Action	Example
490	--Series statement as it appears on the resource --If series is untraced: 490 1st indicator is 0. Check the authority file! Traced series are sometimes incorrectly entered as untraced --If series is traced: 490 1st indicator is 1. Field 800 or 830 must also be present with the authorized form of the series—may or may not be the same as the 490 --No ending punctuation on field 490; there is ending punctuation on 8XX fields --Some series-like statements are recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!	**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 as appropriate. Examples are only some of the possibilities --<u>Always</u> include a source of title note, even when title comes from the preferred source --Include a 511 note with reader(s) of audiobooks, performers of music, etc. --Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available --Include a 538 note for special equipment or special requirements for use --Check OCLC's bib formats for indicators, subfields, and ending punctuation as applicable	**500 _ _** Title from disc label. **511 0_** Read by George Guidall. **520 _ _** Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum. **538 _ _** Requires CD/MP3 player or computer with MP3 capable software. **538 _ _** Playaway Digital Audio.
505	--Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc. --Include initial articles in titles	**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 for fiction and music, and headings for fictitious 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.	**650 _0** Twins ‡v Fiction. **600 00** Amelia-Bedelia ‡c (Fictitious character) ‡v Juvenile fiction. **655 _7** Sound effects recordings. ‡2 lcgft

6/10/2019

Field	Action	Example
		655 _7 Jazz-rock (Music) **‡2** lcgft
		For adult audiobooks, add: **655 _7** Audiobooks. **‡2** lcgft
		For juvenile audiobooks, add: **655 _7** Children's audiobooks. **‡2** lcgft
		For young adult fiction, add: **655 _0** Young adult fiction.
7XX	--Includes names of persons or families (700), corporate bodies (710), conferences/meetings (711), as well as uniform titles (730) --Enter form of entry as established in an authority record; may not be the same as on the item --Verify form of entry and indicators --2nd indicator: 2 when resource includes the work referenced in the 7XX --Remove initial articles from titles in ‡t --Relationship designator may be present either in ‡e (relator term) or ‡4 (relator code). See local practice below --Do not include ‡e or ‡4 when ‡t is present --Add ‡i with relationship information in 7XX author/title entries and entries for related works for which uniform titles have been established --Uncontrolled titles (no uniform title established) are entered in 740 --Do not include ‡i in MARC tag 740	**700 1_** **‡i** Adaptation of (work): **‡a** Poe, Edgar Allen, **‡d** 1809-1849. **‡t** Raven. **700 1_** Guidall, George, **‡e** narrator. **Resource includes multiple works:** **700 12** **‡i** Container of (work): **‡a** Vivaldi, Antonio, **‡d** 1678-1741. **‡t** A' piedi miei svenato. **730 02** **‡i** Container of (work): **‡a** Rapunzel and other tales (White) **Resource includes works for which no uniform title has been established:** **740 02** Hula girl at heart. **740 02** Duke's on Sunday. **740 02** Bama breeze.

Editing Checklist—Audio recordings

OCLC Fixed Field Elements

Converts to the 008 or LDR field when imported into Polaris. The list below is not all the fixed field elements, but includes the ones that you might need to edit.

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 code agrees with the language of the piece, or the first 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.
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 Date Two	Should agree with date in 264 subfield c. Should agree with date of original production given in a note or with phonogram date given in 264 _4 subfield c

SHARE local edits

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.

6/10/2019

Editing Checklist—Audio recordings

SHARE cataloging standards may be found on the SHARE website at Cataloging>Policies and Procedures.

Field	Action	Example
Format icons	-- Check or edit coding in the LDR, 006, and/or 007 to generate the appropriate format icon --See Polaris Help on *Type of Material Codes (TOMs)* for correct coding	
007	--Delete 007 in records that are nonmusical sound recordings rather than music or audiobooks. Examples are recordings of speeches, interviews, sound effects, etc. --Format icon will be *Nonmusical sound recording*	
1XX	--For popular or traditional music, change principal performer from 7XX to 1XX **Note:** When 1XX is present, 245 1st indicator is 1. --Include applicable relator term(s) --Change ‡4 to ‡e and replace relator code with applicable relator term as needed	
245	--If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records	
245 ‡h	--Add a General Material Designation (GMD) to all audio recording records in Polaris --‡h comes after subfield ‡a, ‡n, and ‡p. Comes before ‡b and ‡c	**For tapes, CDs, or MP3s:** [sound recording] **For preloaded audio players:** [electronic resource] **245 10 ‡a**Best loved stories.**‡n**Vol. one **‡h**[sound recording]. **245 12 ‡a**A common life**‡h**[sound recording] :**‡b**the wedding story /**‡c**Jan Karon.
250	--Add edition statement for MP3 CDs, and for brands of preloaded audio players --Enter multiple edition statements in one 250, separated by a	**For MP3s:** **250 _ _ ‡a**Abridged, [MP3-CD].

Editing Checklist—Audio recordings

	comma	**For Playaways or other preloaded audio players:** **250 _ _ ‡a**Abridged, [GoReader].
490/8XX	--See SHARE local practice on creation of local series authority records when there is no series authority record in OCLC	
5XX	--See SHARE local practice on contents notes, summary notes, etc.	
6XX	--See SHARE local practice on which subject headings are retained, which are deleted, approved local subject headings, etc.	**For MP3s, add:** **655 _ 0 ‡a**MP3 (Audio coding standard) **For Playaways, add:** **655 _0 ‡a**Playaway (Preloaded audio player) **For preloaded audio players that have not been established as an LC subject heading, add 690 with brand of player:** **690 _ _ ‡a**GoReader (Preloaded audio player)
7XX	--Change ‡4 to ‡e and replace relator code with applicable relator term	**700 1 _ ‡a**Robertson, David,**‡d**1958-**‡4**cnd **Change to: 700 1 _ ‡a**Robertson, David,**‡d**1958-**‡e**conductor.