



Editing Checklist—Sound recordings

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>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.

Note: Tag information won't display if record is 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. Other subfields at the beginning of a field will display.

Variable Fields

Field	Action	Example
040	Add subfield e with <i>rda</i> when upgrading record to RDA. 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. Multiple 007s may be present if the record is describing more than one non-print format (i.e., sound 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	If there is more than one ISBN, record each in a separate 020. Include price only if listed on the item. Record qualifying information in subfield q, in parenthesis. Subfield 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 the 12-digit UPC code from the container. First indicator: 1 Second indicator: blank, 0, or 1	024 1_ 688321201827
028	Enter the publisher's 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
041	Language code(s) of contents, if in more than one language, as recorded in MARC tag 546. Code 1 st indicator as appropriate. Change multiple codes in one subfield to separate subfields.	041 1 _ eng #a fre #a spa #h eng
1XX	Authorized form of creator name, as established in an authority record, which may not be the same as on the item. Record the first author (audiobooks), or first composer (music) named on preferred source. Verify form of name and 1 st indicator. Add relationship designator(s) in subfield e as appropriate.	100 1_ Ludlum, Robert, #d 1927-2001, #e author. On item: Robert Ludlum

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Field	Action	Example
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 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. 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 or from the container or other source. If title comes from a source other than the item itself, record in brackets and indicate the source in a 500 note. The 245 always ends in a period.	245 14 [Bluegrass Christmas] / #c Robert Jones. 500 _ _ Title devised by cataloger.
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 record 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 : #b an Appalachian anthology. 246 30 Appalachian anthology
250	Record edition statement as it appears on the item. Always add an edition statement to audiobook records for abridged or unabridged. 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 edition. 250 _ _ Unabridged. 250 _ _ Special edition.

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264	<p>May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright). 1st indicator will be blank, unless the record is for a serial. 2nd indicator will be 0-4. 264 for Copyright Notice Date does not have ending punctuation.</p>	<p>264 _1 New York : #b Random House, #c [2013] 264 _4 #c ©2013</p>
300	<p>Make sure the physical description is complete and punctuation is correct. When upgrading AACR record to RDA, edit subfield a to say <i>audio disc</i> instead of <i>sound disc</i>. Subfield b may be present with sound characteristics. 300 field ends in a period only when 4XX field is present in the record. When converting record to RDA, spell out abbreviations. Exceptions: Abbreviate inches as “in”. Abbreviate minutes as “min” and hour(s) as “hr.”</p>	<p>300 __ #a1 audio disc (approximately 90 min.) ;#c4 ¾ in. +#e 1 book (24 pages : illustrations ; 29 cm)</p> <p>300 __ #a2 audiocassettes (60 min. each) : #banalog.</p> <p>For Playaways: 300 __ #a1 audio media player (approximately 60 min.) : #bdigital ; #c 3 3/8 x 2 1/8 in.</p>
33X	<p>Fields 336, 337, and 338 are used to 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.</p>	<p>For musical sound recordings: 336 __ performed music #b prm #2 rdacontent 337 __ audio #b s #2 rdamedia 338 __ audio disc #b sd #2 rdacarrier</p> <p>For nonmusical sound recordings: 336 __ spoken word #b spw #2 rdacontent 337 __ audio #b s #2 rdamedia 338 __ audio disc #b sd #2 rdacarrier</p>

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Field	Action	Example
		For preloaded audio players: 336 __ spoken word #b spw #2 rdacontent 337 __ audio #b s #2 rdamedia 337 __ unmediated #b n #2 rdamedia 338 __ other #b sz #2 rdacarrier 338 __ other #b nz #2 rdacarrier
344	Sound characteristics. Record terms that are not taken from RDA in a separate 344 field.	344 __ digital #g stereo #2 rda For Playaways: 344 __ digital #g stereo #2 rda 344 __ #b non-volatile flash memory
347	Digital file characteristics. Record terms that are not taken from RDA in a separate 347 field.	347 __ audio file #2 rda 347 __ #b CD audio 347 __ audio file #2 rda 347 __ #b MP3 For Playaways: 347 __ audio file #2 rda 347 __ #b ACELP
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	Field 490 contains series statement as it appears on the resource. Check for a series authority record and edit accordingly. Some series statements are recorded as quoted note in field 500 rather than 490/8XX. If series is untraced, 490 1 st indicator will be 0. If series is traced, 490 1 st indicator will be 1, and there must also be an 800 or 830 field with the authorized form of the series, which may or	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

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Field	Action	Example
	may not be the same as the form in the 490. No ending punctuation on field 490, but there is ending punctuation on the 8XX fields.	(Brilliance Audio (Firm))
5XX	Include notes as appropriate. Always include a source of title note, even if title is taken from the preferred source. Check OCLC's bib formats for indicators, subfields, and ending punctuation as applicable.	500 __ Title from disc label. 511 0 _ Read by George Guidall. 538 __ System requirements: CD/MP3 player or computer with MP3-capable software. 500 __ "Based on a true story"— Container.
505	Add an enhanced 505 or enhance existing 505 if needed to index titles of poems, stories, songs, 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 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. For young adult material, add young adult genre heading, if appropriate.	650 _ 0 Twins #v Fiction. 600 00 Amelia-Bedelia #c (Fictitious character) #v Juvenile fiction. 655 _ 7 Sound effects recordings. #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 material, add: 655 _ 0 Young adult fiction.

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Field	Action	Example
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.</p> <p>7XX may be personal name (700), family name (700), corporate body name (710), or conference name (711).</p> <p>Verify form of name and 1st indicator.</p> <p>Remove initial articles from titles in subfield t.</p> <p>In OCLC master records, relator information may be recorded either in subfield e (relator term) or subfield 4 (relator code). Change to subfield e in Polaris. See local practice below.</p>	<p>700 1_ #i Container of (work): #a Poe, Edgar Allen, #d 1809-1849. #t Raven.</p> <p>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 l
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

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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 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.

Field	Action	Example
Format icons	Format icons are generated from coding in the LDR, 006, and/or 007. Check or edit coding to generate the appropriate format icon. See Polaris Help on <i>Type of Material Codes (TOMs)</i> 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 <i>Nonmusical sound recording</i> .	
1XX	In records for popular or traditional music, record first named performer in 1XX. If recorded in 7XX, change to 1XX. When 1XX is present, 245 1 st indicator will be 1.	100 1_ #aLee, Amos, #eperformer, #e composer. 110 2_ #aSteep Canyon Rangers (Musical group), #eperformer.
245	If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records.	
245 Subfield h	Add a General Material Designation (GMD) to all sound recording records in Polaris.	For tapes, CDs, or MP3s: [sound recording] For preloaded audio players: [electronic resource]

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	Subfield h comes after subfield a, n, and p. Comes before subfield b.	245 10 #aBest loved stories.#nVol. one#h[sound recording]. 245 12 #aA common life#h[sound recording] :#bthe wedding story /#cJan Karon.
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.	For MP3s: 250 _ _ #aAbridged, [MP3-CD]. For Playaways or other preloaded audio players (enter brand of reader): 250 _ _ #aAbridged, [GoReader].
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	See SHARE cataloging standards for local practice on which subject headings are retained, which are deleted, approved local subject headings, etc. Add genre headings or approved local subject headings as appropriate. See SHARE cataloging standards for a list of approved local subject headings.	For MP3s, add: 655 _ 0 #aMP3 (Audio coding standard) For Playaways, add: 655 _ 0 #aPlayaway (Preloaded audio player) 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)

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