



## Editing Checklist—Audio recordings

As of: February 8, 2021

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

Original RDA Toolkit (subscription required): [original.rdatoolkit.org](http://original.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.

**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
General	--ISBD punctuation between subfields and ending punctuation is now optional in many fields where it previously was required. Do not add to OCLC master records if the punctuation is omitted unless you are upgrading a record from pre-AACR punctuation -- <b>Note:</b> SHARE local practice requires the use of ISBD punctuation in records imported into Polaris --Examples in this document include full ISBD punctuation	
040	--Add subfield b with <i>eng</i> if not present --Add subfield e with <i>rda</i> when upgrading record to RDA --#e comes before #c	<b>040</b> __ 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	<b>007</b> __ 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 --Ensure qualifying information in #q is in parenthesis if present --#q comes before subfield #c	<b>020</b> __ 0743524810 : #c \$4.99 <b>020</b> __ 9780743524815 #q (Disc 1) <b>020</b> __ 9780743524846 #q (Disc 2) : #c \$15.00
024	--Enter 12-digit UPC code from the container --1 <sup>st</sup> indicator: 1 --2 <sup>nd</sup> indicator: blank, 0, or 1 --Ensure qualifying information in #q is in parenthesis if present	<b>024</b> 1_ 688321201827
028	--Enter publisher's number in #a --#b should match the entry in 264 #b	<b>028 01</b> CD 2018 #b Harper Audio

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Field	Action	Example
	--Ensure qualifying information in #q is in parenthesis if present --1 <sup>st</sup> indicator: 0 --2 <sup>nd</sup> indicator: 1	
033	--Coded form of information recorded in 518 note --Not necessary to add; retain if present	
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 1 <sup>st</sup> indicator as appropriate --Multiple codes in one subfield should be split into separate subfields	<p><b>041 1_ #d eng #e eng #e fre #g eng #g fre #g spa #h fre</b></p> <p>Sung in English; libretto in English and French; program notes in English, French, and Spanish; translated from original work in French.</p>
1XX	--Authorized form of creator name, as established in an authority record; may not be the same as on the item --Record author (audiobooks), or composer (music) named on preferred source --May be personal name (100), family name (100), corporate body name (110), or conference/meeting name (111) --If no authority record, format name as instructed in RDA Toolkit --Verify tag, form of name, and 1 <sup>st</sup> indicator --Add #e with appropriate relationship designator --Editors recorded in 1XX should be changed to 7XX --Compilers recorded in 1XX should be changed to 7XX if appropriate. Some compilers may be considered creators --Performers recorded in 1XX should be changed to 7XX <b>Note:</b> If 1XX is changed to 7XX, also change 245 1 <sup>st</sup> indicator from 1 to 0. --If more than one author or composer is listed, record the first in 1XX and the others in 7XX. This also applies to compilers who may be	<p><b>100 1_ Ludlum, Robert, #d 1927-2001, #e author.</b>                      On item: Robert Ludlum</p> <p><b>100 1_ Vivaldi, Antonio, #d 1678-1741, #e composer.</b>                      On item: A. Vivaldi</p>

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Field	Action	Example
	considered creators	
245 Ind 1	--If 1XX field is present: 1 --If no 1XX field: 0	<b>100 1_</b> Ludlum, Robert, <del>#d</del> 1927-2001, <del>#e</del> author. <b>245 14</b> The Ambler warning / <del>#c</del> Robert Ludlum. If no 1XX: <b>245 00</b> Greatest hits
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, 2 <sup>nd</sup> indicator is 0 <b>Note:</b> Examples shown do not include statement of responsibility or any applicable 1XX field.	<b>245 10</b> April showers. <b>245 04</b> The time of day. <b>245 13</b> An alligator. <b>245 04</b> Les poissons. <b>245 08</b> The ... travel guide.
245	--Title and statement of responsibility will come from the disc or cassette label (preferred source) or from the container (preloaded audio players) --Title may be taken from container if not present on disc or cassette label, or from an external source, i.e., publisher's website --If no title is available from any source, cataloger devises title --Take other title information (subtitle, parallel title, etc.) from the same source as the title proper --Do not record titles from other than the preferred source in square brackets; indicate source of title in a note --Always include a source of title note, even if title is from the preferred source	<b>245 12</b> A bluegrass Christmas / <del>#c</del> Robert Jones. <b>588</b> __ Title from disc label.
245 <del>#h</del>	--Not used in RDA. May be present in AACR or hybrid records; is being removed by OCLC	

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Field	Action	Example
	--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 the title --See OCLC Bib Formats for possible 1st and 2nd indicators	<b>245 00</b> Heartland : <b>#b</b> an Appalachian anthology. <b>246 30</b> Appalachian anthology
250	--Record edition statement as it appears on the item --Always add edition statement to audiobook records for abridged or unabridged; does not have to include the word “edition” --Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma. See below for SHARE local practice --Add edition statement to records with 300 #e (accompanying material) to keep them from being incorrectly merged	<b>250</b> __ Abridged, Collector’s edition. <i>Or</i> <b>250</b> __ Abridged. <b>250</b> __ Collector’s edition.  <b>250</b> __ Special edition, [with accompanying material].
264	--May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright) --1st indicator: blank --2nd indicator: 0-4 --264 for Copyright Notice Date (2 <sup>nd</sup> indicator 4) does not have ending punctuation --Copyright symbol for recorded sound is © (phonogram symbol) --Take information from the preferred source --If not available on the preferred source, take information from the container or from an external source, i.e., publisher’s website	<b>264 _1</b> New York : <b>#b</b> Arista Records, <b>#c</b> [2013] <b>264 _4 #c</b> ©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.I.]” or “[Place of publication not identified]”, enter a place if possible, even if only a country <b>Note:</b> Be sure to code the Ctry fixed field element accordingly.	<b>264 _1</b> [Chicago, Illinois] <b>Not:</b> <b>264 _1</b> [Chicago, Ill.]

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Field	Action	Example
264 #b	--Transcribe name of publisher as it appears on the item --If there are multiple publishers, record the first named publisher; it is optional to record others --If there is no publisher available from any source, enter “[publisher not identified]” --If there is no publisher on the item, but there is a distributor, record the distributor; record in 264 _2 --If there is a publisher on the item, it is optional to also record distributor; record in 264 _2	<b>264 _1</b> New York : #b Hatchette Audio, a division of Hatchette Book Group, #c [2021] <b>264 _4</b> #c ©2021  <b>No publisher available, but there is a distributor:</b> <b>264 _1</b> [United States?] : #b [publisher not identified], #c [2021] <b>264 _2</b> New York : #b Beacon Audiobooks, #c [2021] <b>264 _4</b> #c ©2021
264 #c	--Record publication date if present—this is rare for audio recordings --If there is no publication date but there is a phonogram date, enter phonogram date in brackets as implied publication date --If an implied 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 date(s) are a guess <b>Note:</b> Be sure to code the DtSt and Date fixed field elements accordingly. --Record phonogram date in separate 264 with 2 <sup>nd</sup> indicator 4 --Record phonogram symbol or the word phonogram as stated on the item	<b>264 _1</b> New York : #b Arista Records, #c [2013] <b>264 _4</b> #c ©2013  <b>264 _1</b> #c [between 1990 and 1999] <b>Not:</b> <b>264 _1</b> #c [199-]
300	--Make sure physical description is complete and punctuation is correct --When converting record to RDA, edit #a to change <i>sound disc</i> to <i>audio disc</i> --When converting records for preloaded audio players to RDA, edit #a to change <i>sound media player</i> to <i>audio media player</i>	<b>300 _ _ 1</b> audio disc (approximately 90 min.) ; #c 4 ¾ in. + #e 1 book (24 pages : illustrations ; 29 cm)  <b>300 _ _ 2</b> audiocassettes (60 min. each)

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Field	Action	Example
	<p>--#b may or may not be present with sound characteristics            --OK to retain if present; do not add if not present            --Record sound characteristics in MARC tag 344            --When converting record to RDA, spell out abbreviations            --Exceptions: Abbreviate inches as “in”. Abbreviate minutes as “min” and hour(s) as “hr.”            --Change abbreviation “ca.” to “approximately”</p>	<p><b>For Playaways or other preloaded audio players:</b>  <b>300</b> __ 1 audio media player (approximately 7 hr., 45 min.) ; #c 3 3/8 x 2 1/8 in.</p>
33X	<p>--336, 337, and 338 describe content, media, and carrier type</p> <p>--Use OCLC macro to add if needed; otherwise, verify information is correct</p> <p>--Records describing more than one format of material should have appropriate 33X fields for each format</p> <p>--Add #3 at the <u>end</u> of the field if the term applies to a specific component of the resource</p>	<p><b>For musical audio recordings:</b>  <b>336</b> __ performed music #b prm #2 rdacontent  <b>337</b> __ audio #b s #2 rdamedia  <b>338</b> __ audio disc #b sd #2 rdacarrier</p> <p><b>For nonmusical audio recordings:</b>  <b>336</b> __ spoken word #b spw #2 rdacontent  <b>337</b> __ audio #b s #2 rdamedia  <b>338</b> __ audio disc #b sd #2 rdacarrier</p> <p><b>For Playaways or other preloaded audio players:</b>  <b>336</b> __ spoken word #b spw #2 rdacontent  <b>337</b> __ audio #b s #2 rdamedia  <b>337</b> __ computer #b c #2 rdamedia  <b>338</b> __ other #b sz #2 rdacarrier</p>

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Field	Action	Example
		<b>336</b> __ text <b>#b</b> txt <b>#2</b> rdacontent <b>#3</b> container insert
34X	<p>General instructions:</p> <ul style="list-style-type: none"> <li>--Add fields as needed</li> <li>--Record each term in a separate 34X field</li> <li>--If multiple terms are present in one field, split into separate fields with appropriate code in #2 if applicable</li> <li>--If term comes from a controlled vocabulary, include #2 with code for the thesaurus</li> <li>--Check the applicable RDA Registry list for terms</li> <li>--Link to each registry list may be found in the OCLC Bib Formats entry for the field and subfield</li> <li>--If term does not come from a controlled vocabulary, omit #2</li> <li>--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)</li> </ul>	<p><b>Before:</b></p> <p><b>344</b> __ digital <b>#b</b> optical <b>#g</b> stereo <b>#h</b> Dolby Digital 2.0 <b>#2</b> rda</p> <p><b>After:</b></p> <p><b>344</b> __ digital <b>#2</b> rdatr  <b>344</b> __ <b>#b</b> optical <b>#2</b> rdarm  <b>344</b> __ <b>#g</b> stereo <b>#2</b> rdacpc  <b>344</b> __ <b>#h</b> Dolby Digital 2.0</p> <p><b>344</b> __ <b>#3</b> Music CD <b>#h</b> Dolby Digital 5.1</p>
341	<ul style="list-style-type: none"> <li>--Use to describe alternative modes of access to primary or secondary content</li> <li>--1st indicator: blank, 0, or 1</li> <li>--2nd indicator: Blank</li> <li>--Use the following terms in #a: <ul style="list-style-type: none"> <li>---auditory</li> <li>---tactile</li> <li>---textual</li> <li>---visual</li> </ul> </li> <li>--Use the following terms in #b, #c #d or #e as appropriate: <ul style="list-style-type: none"> <li>---audio description</li> <li>---braille</li> <li>---captions</li> </ul> </li> </ul>	<b>341</b> 1 _ auditory <b>#b</b> transcript

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Field	Action	Example
	---sign language ---transcript --Omit #2	
344	--Sound characteristics --Include even if info is recorded in 300 #b	<b>344</b> __ digital #2 rdatr <b>344</b> __ #b optical #2 rdarm <b>344</b> __ #g stereo #2 rdacpc  <b>For Playaways or other preloaded audio players:</b> <b>344</b> __ digital #2 rdatr <b>344</b> __ #b non-volatile flash memory
347	--Digital file characteristics, including file type, encoding format, etc.	<b>For CDs:</b> <b>347</b> __ audio file #2 rdaft <b>347</b> __ #b CD audio  <b>For MP3s:</b> <b>347</b> __ audio file #2 rdaft <b>347</b> __ #b MP3  <b>For Playaways or other preloaded audio players:</b> <b>347</b> __ audio file #2 rdatr <b>347</b> __ #b ACELP
382	--Medium of performance --Optional to add if not present	<b>382 01 #b</b> cello #a orchestra
383	--Numeric designation of musical work --Optional to add if not present	<b>383</b> __ #c RV423
490	--Series statement as it appears on the resource --1 <sup>st</sup> indicator: 0 if series is untraced. Check the authority file!	<b>490 1</b> _ Brilliance Audio on compact disc

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Field	Action	Example
	<p>Traced series are sometimes incorrectly entered as untraced</p> <p>--1<sup>st</sup> indicator: 1 if series is traced. 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</p> <p>--No ending punctuation on field 490; there is ending punctuation on 8XX fields</p> <p>--Some series-like statements are omitted or recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!</p>	<p><b>830 _0</b> Brilliance Audio on compact disc.</p> <p><b>490 1_</b> Bride quartet</p> <p><b>800 1_</b> Roberts, Nora. <b>#t</b> Bride quartet (Brilliance Audio (Firm))</p>
5XX	<p>--Include as appropriate. Examples are only some of the possibilities</p> <p>--<u>Always</u> include a source of title note, even when title comes from the preferred source; change 500 to 588 when copy cataloging</p> <p>--Include a 511 note with reader(s) of audiobooks, performers of music, etc.</p> <p>--Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available. Information may be recorded in subfield a, or in multiple subfields</p> <p>--Include a 538 note for special equipment or special requirements for use</p> <p>--Check OCLC's bib formats for indicators, subfields, and ending punctuation as applicable</p>	<p><b>588 _ _</b> Title from disc label.</p> <p><b>511 0_</b> Read by George Guidall.</p> <p><b>518 _ _</b> Recorded live at Carnegie Hall, New York, on June 20, 2018. <i>or</i> <b>518 _ _ #o</b> Recorded live <b>#p</b> Carnegie Hall, New York <b>#d</b> June 20, 2018.</p> <p><b>520 _ _</b> Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum.</p> <p><b>538 _ _</b> Requires CD/MP3 player or computer with MP3 capable software.</p> <p><b>538 _ _</b> Playaway Digital Audio.</p>
505	--Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc.	<b>505 00 #t</b> A short trip home -- <b>#t</b> Amazing grace.

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Field	Action	Example
	--Include initial articles in titles	
6XX	<p>--Review subject headings to make sure they are appropriate</p> <p>--Add subject headings as needed, especially genre headings for fiction and music, and headings for fictitious characters</p> <p><b>Note:</b> 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><b>650 _0</b> Twins <b>#v</b> Fiction.</p> <p><b>600 00</b> Amelia-Bedelia <b>#c</b> (Fictitious character) <b>#v</b> Juvenile fiction.</p> <p><b>655 _7</b> Sound effects recordings. <b>#2</b> lcgft</p> <p><b>655 _7</b> Jazz-rock (Music) <b>#2</b> lcgft</p> <p><b>For adult audiobooks, add:</b></p> <p><b>655 _7</b> Audiobooks. <b>#2</b> lcgft</p> <p><b>For juvenile audiobooks, add:</b></p> <p><b>655 _7</b> Children's audiobooks. <b>#2</b> lcgft</p> <p><b>For young adult fiction, add:</b></p> <p><b>655 _0</b> Young adult fiction.</p>
7XX	<p>--Includes names of persons or families (700), corporate bodies (710), conferences/meetings (711), as well as uniform titles (730)</p> <p>--Enter form of name or uniform title entry as established in an authority record; may not be the same as on the item</p> <p>--Verify form of entry and indicators</p> <p>--2<sup>nd</sup> indicator: 2 when resource includes the work referenced in the 7XX</p> <p>--Remove initial articles from titles in #t</p> <p>--Relationship designator may be present either in #e (relator term) or #4 (relator code). See local practice below</p> <p>--Do not include #e or #4 when #t is present</p> <p>--Add #i with relationship information in 7XX author/title entries and entries for related works for which uniform titles have been</p>	<p><b>700 1_ #i</b> Adaptation of (work): <b>#a</b> Poe, Edgar Allen, <b>#d</b> 1809-1849. <b>#t</b> Raven.</p> <p><b>700 1_</b> Guidall, George, <b>#e</b> narrator.</p> <p><b>Resource includes multiple works:</b></p> <p><b>700 12 #i</b> Container of (work): <b>#a</b> Vivaldi, Antonio, <b>#d</b> 1678-1741. <b>#t</b> A' piedi miei svenuto.</p> <p><b>730 02 #i</b> Container of (work): <b>#a</b> Rapunzel and other tales (White)</p>

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Field	Action	Example
	established --Uncontrolled titles (no uniform title established) are entered in 740 --Do not include #i in MARC tag 740	<b>Resource includes works for which no uniform title has been established:</b> <b>740 02</b> Hula girl at heart. <b>740 02</b> Duke's on Sunday. <b>740 02</b> Bama breeze.

### 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 less-than-full-level record, or if code l is present, change to <b>blank</b> . Records with ELvl 8 or 042 pcc will not allow changes to the ELvl in the master record. Change the ELvl to blank with bringing the record into Polaris
Audn	Enter the appropriate audience code. Code as blank for general adult-level material
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 audio 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	Code as n
TrAr	Code as n
Desc	Will have code <b>i</b> for RDA when ISBD punctuation is included or code <b>c</b> for RDA when ISBD punctuation is omitted. If upgrading a record from pre-AACR punctuation, enter code i
FMus	Code as n
LTxt	Enter the appropriate code for nonmusical audio recording. Blank for music
DtSt	s if there is a single date in 264 subfield c

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	t if a publication date and copyright date are present in the 264 subfield c
Date One	Should agree with date in 264 _1 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 display and spacing of subfields in Polaris.**

**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 <i>Type of Material Codes (TOMs)</i> for correct coding	
ISBD punctuation	--Include applicable ISBD punctuation between subfields and at the end of fields --Enter code <b>i</b> in the <i>Descriptive cataloging form</i> element in the LDR field	
007	--Delete 007 in records that are nonmusical audio 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	--For popular or traditional music, change principal performer from 7XX to 1XX <b>Note:</b> When 1XX is present, 245 1 <sup>st</sup> indicator is 1. --Include applicable relationship designator(s) --Change #4 to #e and replace relator code with applicable relationship designator	
245	--If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records: Capitalize	

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	first word of title and any proper names; all other words are lower case	
245 #h	--Add a General Material Designation (GMD) to all audio recording records  --#h comes after subfield #a, #n, and #p. Comes before #b and #c	<b>For tapes, CDs, or MP3s:</b> [sound recording] <b>For Playaways or other preloaded audio players:</b> [electronic resource]  <b>245 10 #a</b> Best loved stories.#nVol. one #h[electronic resource].  <b>245 12 #a</b> A common life#h[sound recording] :#bthe wedding story /#cJan 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 comma	<b>For MP3s:</b> <b>250 _ _ #a</b> Abridged, [MP3-CD].  <b>For Playaways or other preloaded audio players:</b> <b>250 _ _ #a</b> Abridged, [GoReader].
264 #c	--If phonogram date is used as implied publication date, add 264 _4 #c with phonogram date	<b>264 _1 #a</b> New York :#bArista Records,#c[2013] <b>264 _4 #c</b> ©2013
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	<b>For MP3s, add:</b>

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	<p>headings, etc.</p>	<p><b>655 _ 0 #aMP3</b> (Audio coding standard)</p> <p><b>For Playaways, add:</b>  <b>655 _ 0 #aPlayaway</b> (Preloaded audio player)</p> <p><b>For preloaded audio players that have not been established as an LC subject heading, add 690 with brand of player:</b>  <b>690 _ _ #aGoReader</b> (Preloaded audio player)</p>
<p>7XX</p>	<p>--Change #4 to #e and replace relator code with applicable relationship designator</p>	<p><b>700 1 _ #aRobertson, David, #d1958-#4cnd</b>  <b>Change to: 700 1 _ #aRobertson, David, #d1958-#econductor.</b></p>