

# Editing Checklist – Audio Recordings

## Resources

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

- Original RDA Toolkit (subscription required): [RDA Toolkit](#)
- SHARE Policy on Sound Recordings: [Sound Recordings | SHARE](#)
- MARC 21 for Bibliographic Records: [MARC 21 Format for Bibliographic Data: Table of Contents \(Network Development and MARC Standards Office, Library of Congress\)](#)
- OCLC's Bibliographic Formats and Standards page: [Bibliographic Formats and Standards - OCLC](#)

## Instructions

**In Polaris Client:** Place your cursor in the tag and the tag information will appear at the bottom of the record. **Note:** Tag information won't display when record is maximized.

**In Leap:** Click the check box next to a tag and click the *Edit tag* button.

**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.

## Edits to OCLC Records

Examples reflect spacing and display of subfields in OCLC record. Subfield *a* at the beginning of a field does not display in OCLC. Other subfields at the beginning of a field will display.

SHARE local practice requires the use of ISBD punctuation in all records imported to Polaris. Examples in this document will include full ISBD punctuation. OCLC records may or may not include ISBD punctuation.

**\*See checklist on Preloaded Audio Players for information on cataloging other audio formats.**

### 040:

- Add subfield *b* with *eng* if not already present
- Add subfield *e* with *rda* when upgrading records to RDA

- #e comes before #c

Example: **040** \_\_ IHI #b eng #e rda #c IHI

### 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

Example: **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  
(audiobook on CD)

### 020: ISBN

- Record multiple ISBNs in separate 020 fields
- Do not include price information in subfield c. This is only for “terms of availability”
- Record qualifying information in #q, in parentheses
  - **020** \_\_ 9780743524815 #q (Disc 1)
  - **020** \_\_ 9780743524846 #q (Disc 2)

### 024: UPC

- Enter 12-digit UPC code from the container
  - 1<sup>st</sup> indicator: 1
  - 2<sup>nd</sup> indicator: blank, 0, or 1

Example: **024 1**\_ 688321201827

### 028: Publisher number

- Enter publisher’s number in #a
- #b should match the entry in 264 #b
  - 1<sup>st</sup> indicator: 0
  - 2<sup>nd</sup> indicator: 1

Example: **028 01** CD 2018 #b Harper Audio

### 041: Language Code 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

Example 1: **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.*

Example 2: **041 1 \_ †d eng †h spa**  
*In English; originally in Spanish.*

### 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 1<sup>st</sup> indicator
- Add relator term(s) in †e as appropriate

Example:

**100 1\_ Ludlum, Robert, †d 1927-2001, †e author.**

On item: Robert Ludlum

### 245:

- 1<sup>st</sup> indicator: 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.
- 2<sup>nd</sup> indicator: 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, then the 2<sup>nd</sup> indicator is 0
    - **245 10** April showers.
    - **245 04** The time of day.
    - **245 13** An alligator.
    - **245 04** Les poissons.
    - **245 08** The ... travel guide.
- Title and statement of responsibility will come from the disc or cassette label (preferred source) or from the container of other source (i.e. website)
- If title comes from a source other than the item itself, record in square brackets
- If not title is available from any source, cataloger devises a title

- ‡h – not used in RDA; may be present in AACR or hybrid records; is being removed by OCLC
  - Do not add to OCLC 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 1<sup>st</sup> and 2<sup>nd</sup> indicators
  - **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
  - **250 \_\_** Abridged, Collector's edition.  
*or*  
**250 \_\_** Abridged.  
**250 \_\_** Collector's edition.
  - See below for local practice
- Add edition statement to records with 300 ‡e (accompanying material) to keep them from being incorrectly merged
  - **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 ‡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 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

### 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*
- †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.”
- See checklist for Preloaded Audio Players for information on other formats

Example: **300** \_\_ 2 audiocassettes (60 min. each) : †b analog.

### 33X:

- 336, 337, and 338 describe [content](#), [media](#), and [carrier](#) type
- Use OCLC macro or text string to add; otherwise, verify that information is correct
- Records describing more than one format of material should have appropriate 3XX fields for each format
- Add †3 at the end of the field if the term applies to a specific component of the resource
  - **336** \_\_ text †b txt †2 rdacontent †3 container insert

Examples:

For musical sound recordings on CD:

**336** \_\_ performed music †b prm †2 [rdacontent](#)

**337** \_\_ audio †b s †2 [rdamedia](#)

**338** \_\_ audio disc †b sd †2 [rdacarrier](#)

For nonmusical sound recordings on CD:

**336** \_\_ spoken word †b spw †2 rdacontent

**337** \_\_ audio †b s †2 rdamedia

**338** \_\_ audio disc †b sd †2 rdacarrier

## 34X:

- 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. Use terms from a controlled vocabulary when possible for consistency. Include †2 with code for the thesaurus when using a term from a controlled RDA vocabulary.
  - Check the applicable RDA registry list for terms
    - RDA Type of Recording †2 [rdatr](#)
    - RDA Recording Medium †2 [rdarm](#)
    - RDA Configuration of Playback Channels †2 [rdacpc](#)
    - RDA File Type †2 [rdaft](#)
- Links to each registry list may be found in the [OCLC Bib formats](#) entry for the field and subfield. This is not an exhaustive list.
- If a term does not come from a controlled vocabulary, omit †2
- Add †3 at the beginning 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)
  - **344** \_\_ †3 Music CD †h Dolby Digital 5.1

Example:

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

\*In this example, the †h term is the only one not from a controlled vocabulary, so it does not include a †2.

## 341:

- Use to describe alternative modes of access to primary or secondary content
- 1<sup>st</sup> indicator: blank, 0, or 1
- 2<sup>nd</sup> indicator: blank
- 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

Example: **341 1** \_ auditory ‡e transcript

### 344: Sound characteristics

- Include even if info is recorded in 300 ‡b

Example:

**344** \_\_ digital ‡2 [rdatr](#)

**344** \_\_ ‡b optical ‡2 [rdarm](#)

**344** \_\_ ‡g stereo ‡2 [rdacpc](#)

### 347: Digital file characteristics

- Including field 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

Example: **382 01** ‡b cello ‡a orchestra

### 383:

- Numeric designation of musical work, assigned by the composer, publisher, or musicologist; include as appropriate

Example: **383** \_\_ ‡c RV423

### 490: Series statement

- Transcribe series statement directly as it appears on 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 scope notes in the authority file!

Examples:

**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: Notes

- Include as appropriate. Examples are only some of the possibilities
- Always include a source of title note, even when title comes from the preferred source
  - **588 0\_** Title from disc label.
- Include a 511 note with reader(s) of audiobooks, performers of music, etc.
  - **511 0\_** Read by George Guidall.
- Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available
- Include a 520 note with a summary when possible.
  - **520 \_\_** Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum.
- Include a 538 note for special equipment or special requirements for use
  - **538 \_\_** Requires CD/MP3 player or computer with MP3 capable software.
- Check [OCLC's bib formats](#) for indicators, subfields, and ending punctuation as applicable

### 505: Contents note

- Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc.
  - **505 00** †t A short trip home -- †t Amazing grace.
- Include initial articles in titles

### 6XX:

- Review subject headings to make sure they are appropriate
  - Example: **650 \_0** Twins †v Fiction.
- Same with genre headings

- 655\_7 Sound effects recordings. ‡2 lcgft
- 655\_7 Jazz-rock (Music) ‡2 lcgft
- Add subject headings as needed, especially genre headings for fiction and music, and headings for fictitious characters
  - **600 00** Amelia-Bedelia ‡c (Fictitious character) ‡v Juvenile fiction.
  - 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 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: Access points

- 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
  - **700 1\_** ‡i Adaptation of (work): ‡a Poe, Edgar Allen, ‡d 1809-1849. ‡t Raven.
  - **700 1\_** Guidall, George, ‡e narrator.
  - 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 for SHARE instructions
- 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

### **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.

### Fixed Fields:

- Converts to the 008 or LDR field when imported to Polaris
- Type: i for nonmusical sound recordings; j for music
- Elvl: If upgrading a K or M level record, or if code I is present, change to **blank**.
- Audn: Enter the appropriate 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: 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 MarcReport or Polaris after exporting.

Do *not* permanently save local edits to the OCLC record.

Examples reflect display and spacing of subfields in Polaris.

SHARE cataloging local practices may be found on the SHARE Website: [Bibliographic & Cataloging Standards | SHARE](#)

### Format Icons:

- Check or edit coding in the LDR, 006, and/or 007 to generate appropriate icon

### 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
- Add a General Material Designation (GMD) to all audio recording records in Polaris
  - †h subfield †a, †n, and †p. Comes before †b and †c
  - For tapes, CDs, or MP3s: [sound recording]
  - Examples:  
**245 10** †aBest loved stories.†nVol. one †h[sound recording]  
**245 12** †aA common life†h[electronic resource]:†bthe wedding story /†cJan Karon.

### 250:

- Add edition statement for MP3 CDs
  - **250 \_\_** †a Abridged, [MP3-CD].
- Enter multiple edition statements in one 250, separated by a comma

### 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](#),
- Remove promotional language from summary notes and adjust length as needed

### 6XX:

- See SHARE local practice on which [subject headings are retained, which are deleted, approved local subject headings](#), etc.
  - Example: For MP3s, add: **655 \_ 0** †aMP3 (Audio coding standard)

### 7XX:

- Change †4 to †e and replace relator code with applicable relator term
- Example: **700 1** \_ †a Robertson, David, †d 1958- †4 cnd  
Change to: **700 1** \_ †a Robertson, David, †d 1958-†e conductor.