



Editing Checklist—Audio Recordings

As of: Aug. 2023

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.

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: Do not add to WorldCat records if the punctuation is omitted unless you are upgrading a record from pre-AACR punctuation Note: 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 already present --Add subfield e with <i>rda</i> 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 (audiobook on CD)
020	--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 parenthesis	020 __ 0743524810 020 __ 9780743524815 #q (Disc 1) 020 __ 9780743524846 #q (Disc 2)
024	--Enter 12-digit UPC code from the container --1 st indicator: 1 --2 nd indicator: blank, 0, or 1	024 1_ 688321201827
028	--Enter publisher's number in #a --#b should match the entry in 264 #b --1 st indicator: 0 --2 nd indicator: 1	028 01 CD 2018 #b Harper Audio

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Field	Action	Example
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 st 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. 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 st 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, 2 nd 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 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	245 10 Bluegrass Christmas / #c Robert Jones. 588 0 _ Title from disc label.

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Field	Action	Example
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 pages 10-11 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:	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 pages 10-11 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.I.]” 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 _1 [Chicago, Illinois] Not: 264 _1 [Chicago, Ill.]
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 <i>sound disc</i> to	300 __ 1 audio disc (approximately 90 min.) ; #c 4 ¾ in. + #e 1 book (24 pages : illustrations ; 29 cm)

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Field	Action	Example
	<p><i>audio disc</i></p> <p>--#b may or may not be present with sound characteristics</p> <p>--When converting record to RDA, spell out abbreviations</p> <p>Exceptions: Abbreviate inches as “in”. Abbreviate minutes as “min.” and hour(s) as “hr.”</p>	<p>300 __ 2 audiocassettes (60 min. each) : #b analog.</p> <p>*See other checklist for information on preloaded audio players.</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>For musical sound recordings:</p> <p>336 __ performed music #b prm #2 rdacontent</p> <p>337 __ audio #b s #2 rdamedia</p> <p>338 __ audio disc #b sd #2 rdacARRIER</p> <p>For nonmusical sound recordings:</p> <p>336 __ spoken word #b spw #2 rdacontent</p> <p>337 __ audio #b s #2 rdamedia</p> <p>338 __ audio disc #b sd #2 rdacARRIER</p> <p>336 __ text #b txt #2 rdacontent #3 container insert</p>
34X	<p>--Add fields as needed</p> <p>--Record each term in a separate 34X field</p> <p>--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 within records. Vocabulary lists can be found in the RDA registries. Include #2 with code for the thesaurus when using a term from a controlled RDA vocabulary</p> <p>--Check the applicable RDA Registry list for terms</p> <ul style="list-style-type: none"> --RDA Type of Recording #2 rdatr --RDA Recording Medium #2 rdarm --RDA Configuration of Playback Channels #2 rdacpc --RDA File Type #2 rdaft <p>--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.</p> <p>--If a term does not come from a controlled vocabulary, omit #2</p>	<p>Before:</p> <p>344 __ digital #b optical #g stereo #h Dolby Digital 2.0 #2 rda</p> <p>After:</p> <p>344 __ digital #2 rdatr</p> <p>344 __ #b optical #2 rdarm</p> <p>344 __ #g stereo #2 rdacpc</p> <p>344 __ #h Dolby Digital 2.0</p> <p>*In this example, the #h term is the only one not from a controlled vocabulary, so it does not include a #2.</p>

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Field	Action	Example
	--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)	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 --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	341 1 _ auditory #e transcript
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
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, assigned by the composer, publisher, or musicologist. Include as appropriate	383 __ #c RV423

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Field	Action	Example
490	<p>--Series statement as it appears on the resource</p> <p>--If series is untraced: 490 1st indicator is 0. Check the authority file! Traced series are sometimes incorrectly entered as untraced</p> <p>--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</p> <p>--No ending punctuation on field 490; there is ending punctuation on 8XX fields</p> <p>--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!</p>	<p>490 1_ Brilliance Audio on compact disc</p> <p>830 _0 Brilliance Audio on compact disc.</p> <p>490 1_ Bride quartet</p> <p>800 1_ Roberts, Nora. #t 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</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</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>588 0 _ Title from disc label.</p> <p>511 0_ Read by George Guidall.</p> <p>520 _ _ Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum.</p> <p>538 _ _ Requires CD/MP3 player or computer with MP3 capable software.</p>
505	<p>--Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc.</p> <p>--Include initial articles in titles</p>	<p>505 00 #t A short trip home -- #t Amazing grace.</p>
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>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>650 _0 Twins #v Fiction.</p> <p>600 00 Amelia-Bedelia #c (Fictitious character) #v Juvenile fiction.</p> <p>655 _7 Sound effects recordings. #2 lcgft</p> <p>655 _7 Jazz-rock (Music) #2 lcgft</p> <p>For adult audiobooks, add:</p> <p>655 _7 Audiobooks. #2 lcgft</p>

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Field	Action	Example
		<p>For juvenile audiobooks, add: 655 _7 Children’s audiobooks. #2 lcgft</p> <p>For young adult fiction, add: 655 _0 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 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>--2nd 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 established</p> <p>--Uncontrolled titles (no uniform title established) are entered in 740</p> <p>--Do not include #i in MARC tag 740</p>	<p>700 1_ #i Adaptation of (work): #a Poe, Edgar Allen, #d 1809-1849. #t Raven. 700 1_ Guidall, George, #e narrator.</p> <p>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)</p> <p>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.</p>

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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, or if code I is present, change to blank .
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	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

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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.

SHARE cataloging standards may be found on the SHARE website at [Bibliographic & Cataloging Standards](#)

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	
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	--For popular or traditional music, change principal performer from 7XX to 1XX Note: When 1XX is present, 245 1 st 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.#nVol. 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	For MP3s: 250 _ _ #a Abridged, [MP3-CD].

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	--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 , 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 #aMP3 (Audio coding standard)
7XX	--Change #4 to #e and replace relator code with applicable relator term	700 1 _ #aRobertson, David, #d1958-#4cnd Change to: 700 1 _ #aRobertson, David, #d1958-#econductor.