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.
# 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

<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
</table>
| **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 *eng* if not already present  
--Add subfield e with *rda* when upgrading record to RDA  
--ǂe comes before ǂc | 040 _ _ IEU ǂb eng ǂe rda ǂc 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 ǂb d ǂd f ǂe s ǂf n ǂg h ǂn i ǂi n ǂj m ǂk m ǂl n ǂm e ǂn 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 ǂq, in parenthesis | 020 _ _ 0743524810  
020 _ _ 9780743524815 ǂq (Disc 1)  
020 _ _ 9780743524846 ǂq (Disc 2) |
| 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 ǂa  
--ǂb should match the entry in 264 ǂb  
--1st indicator: 0  
--2nd indicator: 1 | 028 01 CD 2018 ǂb Harper Audio |
<table>
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<tr>
<th>Field</th>
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</thead>
</table>
| 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 e e g g g 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 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 1st indicator  
        --Add relator term(s) in `e` as appropriate | `100 1_ Ludlum, Robert, d 1927-2001, e author.`  
On item: Robert Ludlum |
| 245   | --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   | --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 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.` |
<table>
<thead>
<tr>
<th>Field</th>
<th>Action</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>245</strong> ǂh</td>
<td>--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</td>
<td></td>
</tr>
<tr>
<td>246</td>
<td>--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:</td>
<td>245 00 Heartland : ǂb an Appalachian anthology. 246 30 Appalachian anthology</td>
</tr>
<tr>
<td>250</td>
<td>--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 ǂe (accompanying material) to keep them from being incorrectly merged</td>
<td>250 _ _ Abridged, Collector’s edition. 250 _ _ Abridged. 250 _ _ Collector’s edition. 250 _ _ Special edition, [with accompanying material].</td>
</tr>
<tr>
<td>264</td>
<td>--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 ©</td>
<td>264 _1 New York : ǂb Random House, ǂc [2013] 264 _4 ǂc ©2013</td>
</tr>
<tr>
<td>264 ǂa</td>
<td>--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 <strong>Note:</strong> Be sure to code the Ctry fixed field accordingly</td>
<td>264 _1 [Chicago, Illinois] <strong>Not:</strong> 264 _1 [Chicago, Ill.]</td>
</tr>
<tr>
<td>264 ǂc</td>
<td>--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 <strong>Note:</strong> Be sure to code the DtSt and Date fixed fields accordingly</td>
<td>264 _1 ǂc [between 1990 and 1999] <strong>Not:</strong> 264 _1 ǂc [199-]</td>
</tr>
<tr>
<td>300</td>
<td>--Make sure physical description is complete and punctuation is correct --When converting record to RDA, edit ǂa to change sound disc to 3/4 in. + ǂe 1 book (24 pages : illustrations ; 29 cm)</td>
<td></td>
</tr>
</tbody>
</table>
## Editing Checklist—Audio Recordings

<table>
<thead>
<tr>
<th>Field</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>audio disc</strong></td>
<td>--ǂb may or may not be present with sound characteristics&lt;br&gt; --When converting record to RDA, spell out abbreviations</td>
<td>300 _ 2 audiocassettes (60 min. each) : ǂb analog.&lt;br&gt; <em>See other checklist for information on preloaded audio players.</em></td>
</tr>
</tbody>
</table>

**Exceptions:** Abbreviate inches as “in”. Abbreviate minutes as “min.” and hour(s) as “hr.”

### 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 ǂ3 at the end of the field if the term applies to a specific component of the resource

#### For musical sound recordings:
- 336 _ performed music ǂb prm ǂ2 rdacontent
- 337 _ audio ǂb s ǂ2 rdamedia
- 338 _ audio disc ǂb sd ǂ2 rdacarrier

#### For nonmusical sound recordings:
- 336 _ spoken word ǂb spw ǂ2 rdacontent
- 337 _ audio ǂb s ǂ2 rdamedia
- 338 _ audio disc ǂb sd ǂ2 rdacarrier

336 _ text ǂb txt ǂ2 rdacontent ǂ3 container insert

### 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 within records. Vocabulary lists can be found in the RDA registries. Include ǂ2 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 ǂ2 rdatr
  - RDA Recording Medium ǂ2 rdarm
  - RDA Configuration of Playback Channels ǂ2 rdacpc
  - RDA File Type ǂ2 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 ǂ2

#### Before:
- 344 _ digital ǂb optical ǂg stereo ǂh Dolby Digital 2.0 ǂ2 rda

#### After:
- 344 _ digital ǂ2 rdatr
- 344 _ ǂb optical ǂ2 rdarm
- 344 _ ǂg stereo ǂ2 rdacpc
- 344 _ ǂh Dolby Digital 2.0

*In this example, the ǂh term is the only one not from a controlled vocabulary, so it does not include a ǂ2.*
### Editing Checklist—Audio Recordings

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</tr>
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<tbody>
<tr>
<td>--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)</td>
<td></td>
<td>344 _ _ ‡3 Music CD ‡h Dolby Digital 5.1</td>
</tr>
<tr>
<td>341</td>
<td>--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</td>
<td>341 1 _ auditory ‡e transcript</td>
</tr>
<tr>
<td>344</td>
<td>--Sound characteristics --Include even if info is recorded in 300 ‡b</td>
<td>344 _ _ digital ‡2 rdatr 344 _ _ ‡b optical ‡2 rdarm 344 _ _ ‡g stereo ‡2 rdacpc</td>
</tr>
<tr>
<td>347</td>
<td>--Digital file characteristics, including file type, encoding format, etc.</td>
<td>For CDs: 347 _ _ audio file ‡2 rdaft 347 _ _ ‡b CD audio For MP3s: 347 _ _ audio file ‡2 rdaft 347 _ _ ‡b MP3</td>
</tr>
<tr>
<td>382</td>
<td>--Medium of performance. Include as appropriate</td>
<td>382 01 ‡b cello ‡a orchestra</td>
</tr>
<tr>
<td>383</td>
<td>--Numeric designation of musical work, assigned by the composer, publisher, or musicologist. Include as appropriate</td>
<td>383 _ _ ‡c RV423</td>
</tr>
<tr>
<td>Field</td>
<td>Action</td>
<td>Example</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>---------</td>
</tr>
</tbody>
</table>
| 490  | -- Series statement as it appears on the resource  
       -- If series is untraced: 490 1<sup>st</sup> indicator is 0. Check the authority file!  
       -- Traced series are sometimes incorrectly entered as untraced  
       -- If series is traced: 490 1<sup>st</sup> 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! | 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  
       -- Always 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 | 588 0_ 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. |
| 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 lcgt  
655 _7 Jazz-rock (Music) *2 lcgt  

**For adult audiobooks, add:**  
655 _7 Audiobooks. *2 lcgt |
## Editing Checklist—Audio Recordings

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</tr>
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</table>
|       |        | **For juvenile audiobooks, add:**  
|       |        | 655 _7 Children’s audiobooks. ŋ2 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 ŋt  
|       | --Relationship designator may be present either in ŋe (relator term) or ŋ4 (relator code). See local practice below  
|       | --Do not include ŋe or ŋ4 when ŋt is present  
|       | --Add ŋi 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 ŋi in MARC tag 740 |  
|       |        | **700 1_ ŋi Adaptation of (work): ŋa Poe, Edgar Allen, ŋd 1809-1849. ŋt Raven.**  
|       |        | **700 1_ Guidall, George, ŋe narrator.**  
|       |        | **Resource includes multiple works:**  
|       |        | 730 02 ŋi Container of (work): ŋa 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**

Conerts 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.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>i for nonmusical sound recordings; j for music.</td>
</tr>
<tr>
<td>ELvi</td>
<td>If upgrading a K or M level record, or if code I is present, change to <strong>blank</strong>.</td>
</tr>
<tr>
<td>Audn</td>
<td>Enter the appropriate audience code.</td>
</tr>
<tr>
<td>Lang</td>
<td>Make sure code agrees with the language of the piece, or the first language code in the 041 field, if present.</td>
</tr>
<tr>
<td>Comp</td>
<td>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.</td>
</tr>
<tr>
<td>AccM</td>
<td>Enter the appropriate code(s) for accompanying material, if any.</td>
</tr>
<tr>
<td>Ctry</td>
<td>Make sure this code agrees with the place of publication in 264, first subfield a.</td>
</tr>
<tr>
<td>Part</td>
<td>Should be n.</td>
</tr>
<tr>
<td>TrAr</td>
<td>Should be n.</td>
</tr>
<tr>
<td>Desc</td>
<td>Should be i for RDA records</td>
</tr>
<tr>
<td>FMus</td>
<td>Should be n.</td>
</tr>
<tr>
<td>LTxt</td>
<td>Enter the appropriate code for nonmusical sound recording. Blank for music.</td>
</tr>
<tr>
<td>DtSt</td>
<td>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</td>
</tr>
</tbody>
</table>

**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
**Editing Checklist—Audio Recordings**

**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](#).

<table>
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</table>
| **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 ǂ4 to ǂe 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 | **For tapes, CDs, or MP3s:** [sound recording]  
**For preloaded audio players:** [electronic resource]  
245 10 ǂaBest loved stories. ǂnVol. one ǂh[sound recording].  
245 12 ǂaA common life ǂh[sound recording]. ǂbthe wedding story ǂcJan Karon. |
| **245 ǂh**  | -- Add a General Material Designation (GMD) to all audio recording records in Polaris  
-- ǂh comes after subfield ǂa, ǂn, and ǂp. Comes before ǂb and ǂc | For MP3s:  
250 __ ǂaAbridged, [MP3-CD]. |
<p>| <strong>250</strong>     | -- Add edition statement for MP3 CDs, and for brands of preloaded audio players |                                                                         |</p>
<table>
<thead>
<tr>
<th>Editing Checklist—Audio Recordings</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>--Enter multiple edition statements in one 250, separated by a comma</strong></td>
</tr>
<tr>
<td><strong>490/8XX</strong></td>
</tr>
<tr>
<td>--See SHARE local practice on <a href="https://example.com">creation of local series authority records</a> when there is no series authority record in OCLC</td>
</tr>
<tr>
<td><strong>5XX</strong></td>
</tr>
<tr>
<td>--See SHARE local practice on <a href="https://example.com">contents notes, summary notes, etc.</a></td>
</tr>
<tr>
<td><strong>6XX</strong></td>
</tr>
<tr>
<td>--See SHARE local practice on which <a href="https://example.com">subject headings are retained, which are deleted, approved local subject headings, etc.</a></td>
</tr>
<tr>
<td>For MP3s, add: 655 _ 0 _aMP3 (Audio coding standard)</td>
</tr>
<tr>
<td><strong>7XX</strong></td>
</tr>
<tr>
<td>--Change _4 to _e and replace relator code with applicable relator term</td>
</tr>
</tbody>
</table>
| 700 1 _ _aRobertson, David, _d1958- _4cnd  
**Change to:** 700 1 _ _aRobertson, David, _d1958- _econductor. |