

Audio Cassettes

These instructions are for standard analog audio cassettes with dimensions of 3 1/2 by 2 1/2 in., and a tape width of 1/2 in. They may also be called sound cassettes in the descriptive area of a bibliographic record.

Check the item record for the correct location and item type. The item type for stand-alone audio cassettes should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**

Audio cassettes cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [1]). If accompanying books, apply the item type **circ** and enter the item type format code (**Tape**) CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc.) and enter the item type format code (**Tape**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple audio cassettes accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**Tape 1**, **Tape 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [2] below or [Enum/Chron Fields in Voyager Item Records for Serials](#) [3].

Add an **Item Statistical Category** for all audio cassettes (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **TAPE** from the [Statistical Categories List](#) [4] in the lower portion of the box
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge to Preparations and place on the shelf prep truck

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Source URL: <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/audio-cassettes>

Links

[1] <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media> [2]

<https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples> [3]

<https://web.library.yale.edu/cataloging/serials/enum-chron> [4] <https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types>