Non-Music Sound Recordings Checklist (RDA update)

About the Checklist

This checklist will focus on the two media types catalogers are most likely to encounter: audio discs (CD sound recordings primarily) and audiocassettes. RDA also addresses reel-to-reel tape, tape cartridges, piano rolls, and sound recordings on motion picture film, which are not covered here.

The checklist is in MARC 21 order. Citation numbers at the beginning of sections are the RDA instruction numbers followed by AACR2/rev. rule numbers. The checklist emphasizes descriptive/access elements that differ from standard book cataloging or are otherwise unique to sound recording cataloging. For description/access areas not addressed here--e.g. parallel titles, capitalization--refer to our Simple Book Local Workflow in the Tools section of the RDA Toolkit, as well as RDA Sections 2, 3, etc., the appendices, & the appropriate LC-PCC Policy Statements. Requirements beyond the core RDA elements are keyed to PCC BSR policy for audio recordings; any YUL differences will be noted.

The cataloger is responsible for deciding whether the sound recording is accompanying material or the primary resource. For example, if the cataloger decides that the printed resource is primary and the sound recording is accompanying material, the cataloger should catalog the resource as a text and not apply this checklist.

When to make a new record

For additional information, refer to OCLC Bibliographic Formats and Standards.

Make a new record:

1. For a different edition.

2. For a different format (CD vs. cassette)

3. When there are technical differences (300 ‡b), e.g. stereo vs. mono. Size differences (300 ‡c), e.g. CD vs. mini-CD.

4. If information in the publisher number [028] on the physical resource differs from the information in the 028 of the cataloging copy. However, the absence of the 028 field in the record when the publisher number is on the physical resource (or vice versa) does not require a separate record--all other things being equal.

Accompanying material (usually printed) is sometimes cataloged separately (but this is an option and most definitely not a requirement); in most cases the accompanying material will be recorded in 300 ‡e, a second 300 field, or in a 500 note. See also the section below, LCRI 1.5E1 Accompanying Material (300 ‡e).

RELATED DOCUMENTATION

Cataloging of Popular & Traditional Music Sound Recordings [1]

1. MARC Variable Control Fields: Non-Music Sound Recordings

Note that fields 020, 024, & 028 are covered by RDA 2.15 Identifier for Manifestation, and are RDA core.

024 Other Standard Identifier

The identifiers most likely to be associated with sound recordings would be assigned first indicator 0 or first indicator 1

First indicator 0: ISRC (International Standard Recording Code) The number is usually preceded by "ISRC" and consists of 12 alphanumerics organized into 4 elements separated by hyphens on the item. The initials ISRC and the hyphens are not entered.

Code appears on item as: ISRC NL-C01-84-13261

Enter as:

024	0		‡a NLC018413261

First indicator 1: UPC (Universal Product Code) Appears as a barcode with 12 digits printed below (not to be confused with the ISBD number). The digits should be entered without spaces:

024	1		‡a 987654321098

There is a UPC image and more detail regarding ISRC and UPC on the BFAS page [2].

028 [Publisher number]

First indicator. 0 <issue number>. Other indicators apply to LP pressings (2) or printed music.

Second indicator. 1 <to support identification use second indicator 1; only indicator 1 will cause the number to display with the label **Issue number:** in the OPAC>

‡a Transcribe the publisher number as found, with the same spaces and hyphens used on the resource. [**RDA 2.15.1.4** *(formerly LCRI 6.7B)*] If the set is multipart, record only the set number. If there is no set number, the publisher number for each part is recorded in a separate 028 field. Note that there are specific instructions for recording music publisher numbers under 2.15.2 that are not applied to non-music sound recordings.

‡b Label name. <generally but not necessarily the same as the publisher name>

EXAMPLES: Label name is the same as the publisher name. Reminder: in RDA copyright date is never transcribed in the publication statement.

028		0	1	‡a NA242512 ‡b Naxos AudioBooks
264	1	‡a Franklin, TN : ‡b Naxos AudioBooks, ‡c [2006]		
028		0	1	‡a 645-646 ‡b Teaching Company
264	1	‡a Chantilly, Va. : ‡b Teaching Co., ‡c [2002]		

EXAMPLE. Label name differs from publisher name.

028		0	1	‡a SLD 693 ‡b Sound Library
264	1	‡a Hampton, NH : ‡b BBC Audiobooks America, ‡c [2004]		

041 [Language code] Keep in mind that a sound recording of a translation requires 041 ‡h, e.g. a recording of Chekhov's Uncle Vanya (in English translation). Mandatory for BSR RDA if more language codes are required than 008 allows.

In the example, note that MARC uses ‡d for the language of spoken text.

041	1		‡d eng ‡h rus

050 _4 [Library of Congress Call Number] Assign LC classification number following the same criteria used for a printed text. If necessary, differentiate from the printed version by adding a work letter to the date.

FYI: sound recording numeric/control fields not required in core or used only in music sound recordings: 033 (Date/Time of Recording), 045 (Date/Time Coverage), 047 (Multiple Forms of Composition), 048 (Medium of Performance)

2. Source of Title Proper, etc. (Sound Recordings, RDA)

Title Proper. RDA 2.2.2 (General) *[formerly 6.0B1 in AACR2]*

RDA 2.2.1. Treat as part of the resource itself a. the storage medium (the disc or tape) b. any housing that is an integral part of the resource (e.g. the cassette). Accompanying material is considered to be part of the resource itself. In addition, a container issued with the resource is considered to be part of the resource.

RDA 2.2.2.4.1 (Tangible resources, excluding textual and moving-image). If there is more than one source for the title, for audio recordings treat in order of preference:

a. a title permanently printed or an affixed label on the disc or cassette (i.e., on the *carrier*)

b. the title from elsewhere on/in the resource, but not accompanying material or the container (which are not *carriers*)

- although b. may seem unlikely, recordings sometimes have the title and credits spoken by the narrator, so b. would take precedence over c.

c. the container or accompanying material issued with the disc/cassette

- since c. is one of the preferred sources, if it is necessary to apply c., the information is not bracketed; information taken from an external source other than the container or accompanying material, however, should be bracketed (at least for published recordings and copies of archival recordings)
- in pre-RDA practice, accompanying material took precedence over the container; there appears to be no order of preference or best practice with RDA (cataloger judgment)
- the old LCRI 6.0.1 therefore had to define the booklet visible through the CD container cover as part of the container (i.e., not accompanying material), but if there is no order of preference for external sources, then the distinction is no longer significant

The source of the title proper is always given in a note; for sound recordings, RDA does not have a provision for excluding the source of title note even if the source is the first order of preference.

Example 1: No source of title note made because the title is taken from the chief source (i.e., the CD label).

100	1		‡a Godin, Seth, ‡e author, ‡e narrator
245	1	0	‡a Small is the new big / ‡c Seth Godin.
246	*1*		*‡i Title on container: ‡a Small is the new big and other riffs, rants, and remarkable business ideas*
250			‡a Abridged.
264		1	‡a [Minneapolis, Minnesota] : ‡b HighBridge, ‡c [2006]2
300			‡a 6 CDs (7 hr., 30 min.) : ‡b digital, stereo. ; ‡c 4 3/4 in.
336			‡a spoken word ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audio disc ‡2 rdacarrier
511	0		‡a Read by the author.
500			‡a Title from CD label.

Comments.

In 100, the first (creator) relationship designator is mandatory in PCC practice; the second RD is optional.

In the original AACR2 example, the subtitle was supplied in brackets, but RDA 2.3.4 has no provision for supplying

an other title from another source on the resource if the other title does not appear on the same source as the title proper [there are exceptional provisions for cartographic & moving-image materials]. The 246 is optional; in this case the other title could be interpreted as grammatically linked to the title proper, so it was treated as a variant title proper. However, since ‡b is allowed in 246, the variant could be reconfigured as *title proper : other title* as well.

In the original AACR2 example, "Abridged" was entered in 500, presumably because it lacked "edition." Note that in RDA 2.5.1.4 "Abridged" without "edition" is given as an example of an edition statement.

The original AACR2 example had a phonogram date (p2006). If the phonogram date is transcribed, it must be entered in 246 _4 ‡c preceded by p or, preferably, the phonogram symbol (℗). Per LC PCC PS 2.8.6.6, enter a date corresponding to the copyright [or phonogram date] in square brackets, without the phonogram symbol, "if it seems reasonable to assume that the date is a likely publication date." The addition of the copyright date in 264 _4 is optional and not generally applied in LC cataloging.

Example 2. Title is not taken from preferred source a., but since the container is considered to be part of the resource, the title from the container is not bracketed. A source of title note is made in any case.

100	1		‡a Fairstein, Linda A., ‡e author.
245	1	0	‡a Death dance / ‡c by Linda Fairstein.
250			‡a Unabridged.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
300			‡a 10 audio discs (11 hr., 45 min.) : ‡b digital ; ‡c 4 3/4 in.
336			‡a spoken word ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audio disc ‡2 rdacarrier
500			‡a **Title from container.**
511	0		‡a Narrated by Barbara Rosenblat.
500			‡a Compact disc. *<or CD-audio in 300 ‡b>*

Comment. The original AACR2 example used "sound discs" in 300 ‡a. In RDA "audio" replaces "sound." Locally YUL prefers the term in common use over the technical carrier term, especially since the RDA term is already mandatory in 338. If the RDA term is used in the extent, then the usual practice is to enter the term in common use in 500, although many libraries enter "CD-audio" in 300 ‡b.

Example 3. Individual titles are printed on the cassettes, but collective title is only on the container spine. The collective title could also have been taken from the accompanying material. Since 2.2.1 includes the container as part of the resource, the title is not bracketed.

245	0	4	‡a The screenwriting trade.
264		1	‡a Studio City, CA : ‡b Screenwriting Partners Unlimited, ‡c [1996]
300			‡a 4 audiocassettes (1:59, 59:13, 1:00:33) : ‡b analog + ‡e 1 program guide (26 unnumbered pages ; 22 cm)
336			‡a spoken word ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audiocassette ‡2 rdacarrier
500			‡a **Title from container spine.**
500			‡a In container (25 cm).
520			‡a Presents lectures on writing and selling motion picture and television scripts.
505	0		‡a Crew speak / Esther Luttrell (2 audiocassettes : 1:59:00) -- Making it in the film industry / Donald Gold (59:13) -- Writing and selling for TV / Jack Allen (1:00:33).

Comments. Per RDA 7.22.1.5, the duration of each component is recorded. Presumably, if the duration of the individual components is not readily available, the total playing time (7.22.1.3) is recorded.

Example 4. An example of preferred source b. The title is take from the carrier, but in this case, not from the carrier label.

245	0	0	‡a Three from the avant-garde.

264		1	‡a [Chicago, Illinois?] : ‡b All-Media Dramatic Workshop, ‡c [1977]
300			‡a 1 audiocassette (1 hr., 24 min.) : ‡b analog.
336			‡a spoken word ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audiocassette ‡2 rdacarrier
500			**‡a Title from narration.**
505	0		‡a The last celebration / by Ron Offen -- The motor show / by Eugene Ionesco -- Nathan and Tabileth / by Barry Bermange.
700	1	2	‡i Includes (work): ‡a Offen, Ron. ‡t Last celebration.
700	1	2	‡i Includes (work): ‡a Ionesco, Euge?ne. ‡t Salon de l'automobile. ‡l English.
700	1	2	‡i Includes (work): ‡a Bermange, Barry, ‡d 1933- ‡t Nathan and Tabileth.

Comments. In the original AACR2 example, the collective title taken from the narration was entered in 246, because the recording itself was not one of the preferred sources. The LCRI practice in no-collective title situations was to use the first title listed as the basis for the main entry, so Ron Offen was entered in 100.

Since the RDA practice allows the narration title as the collective title, title main entry is used (the recording is a compilation of 3 works, not a collaboration by 3 authors). CAUTION: if the title proper conflicts with another title proper in Orbis (or OCLC, depending on where the cataloging takes place), a preferred title (formerly: uniform title) must be entered in 130 with a qualifier to differentiate it from the title proper of the previously cataloged work.

Per the LC PCC PS, an analytic AAP must be provided for at least the first of the listed titles, but since there are only three works in the compilation, analytic AAPs were made for all three. (In Orbis's current configuration, the subfield i's do not display in the OPAC)

The original AACR2 example had, in addition, 740 fields for each of the titles. In RDA/MARC, 740s would not be made; the workaround would be to create 246s if the t subfields were not searchable in the library's OPAC.

Creation of the 505 is also optional since the 700s take care of the contents. In the original AACR2 record, the statements of responsibility were bracketed. Since the source for the statement of responsibility in RDA is anywhere on the resource, brackets should not be used.

3. 245 (and 240), 250 (Sound Recordings, RDA)

In general, guidelines will be limited to elements specific to sound recordings.

245. ‡a Determining the preferred source is usually the only issue for the title proper. See the previous section 2.

245. ‡h [sound recording] is obsolete and should not be entered in RDA records.

245. ‡b. In AACR2, it appears to have been common practice to transcribe the other title (in brackets) from somewhere other than the chief source, e.g. the container. This is understandable since the real estate on the resource itself is often quite limited. In RDA supplying other title information from another source is only allowed with cartographic and still image materials. For everything else, including sound recordings, RDA 2.3.4.2 allows you to take other title information only from the same source as the title proper (contrast with 2.4.2.2). If considered to be important, record other title information in a note. If considered to be important for access, use 246. See Example 1. in Section 2.

245 ‡c. Per 2.4.1, the statement of responsibility relates to the identification and function of the entity responsible for the creation of, or contributing to the creation of, the intellectual or artistic content of a resource. Note that RDA uses "resource" and not "work" or "expression." It does not necessarily follow that the statement of responsibility is limited to contributors to the work. For an audiobook, generally transcribe all the entities that would appear on the title page of the text such as the translator and editor. On the other hand, record entities such as the narrator, lecturer, and cast in field 511.

RDA 2.4.2.2. The preferred source for the statement of responsibility relating to the title proper is, in order of preference:

1. The same source as the title proper
2. Another source within the resource itself
3. One of the other sources listed in 2.2.4., in order of preference:
   - accompanying material
   - other published descriptions
   - container not issued with the resource
   - any other available source (e.g. a reference source)

Since 2.2.4 says to use its list only if the information does not appear on a source forming part of the resource itself, you need to keep in mind that for a sound recording, the container and accompanying material issued with the sound recording are considered to be part of the resource itself and therefore belong in category 2. Since information from category 2 is within the resource, it is not bracketed; information from category 3. is bracketed.

Example: narrator/reader is not the author.

100	1		‡a Wiesel, Elie, ‡d 1928- ‡e author
240	1	0	‡a Nuit. ‡l English
245	1	0	‡a Night / ‡c Elie Wiesel ; a new translation by Marion Wiesel ; with a new preface by the author.
511	**0**		**‡a Narrated by George Guidall.**
700	1		‡a Guidall, George, ‡e narrator

Example: narrator/reader is the author; 511 is still made.

100	1		‡a Wallace, David Foster, ‡e author, ‡e narrator
245	1	0	‡a Selected essays from Consider the lobster and other essays / ‡c David Foster Wallace.
511	**0**		**‡a Read by the author.**

240 An audio recording is a different expression from a print expression. In current RDA cataloging, follow the LC practice in LC PCC PS 6.27.3 which restricts AAPs for expressions to music, sacred scriptures, translations, and language editions. In other words, make a *240 10 ‡a <title of work> ‡l <language>* if the recording is of a translation, but do not make a *240 10 ‡a <title of work> ‡h <medium>* for an audio recording as long as the title

proper of the audio is the same as the title proper of the print.

250 In case of doubt, take the presence of words such as *edition*, *issue*, or *version* (or their equivalent in other languages) as evidence of an edition statement. In cases where Abridged/Unabridged are presented without "edition," transcribe Abridged/Unabridged in 250. Some libraries enter Abridged/Unabridged [without "edition"] in 500; do not follow this practice.

245	0	0	‡a Great authors of the western literary tradition.
250			**‡a Second edition.**

EXAMPLE: "Unabridged ed." in 250 (LCCN 2007572884)

100	1		‡a Ilgner, Arno, ‡d 1954- ‡e author
245	1	4	‡a The rock warrior's way : ‡b mental training for climbers / ‡c Arno Ilgner.
250			**‡a Unabridged edition.**

EXAMPLE: "Unabridged" without "edition" in 250 [(LCCN 2002559113 entered in 500]

100	1		‡a Twain, Mark, ‡d 1835-1910, ‡e author
245	1	4	‡a The adventures of Huckleberry Finn / ‡c by Mark Twain.
250			**‡a Unabridged.**

4. 264 (Sound Recordings, RDA)

264 _1 ‡b (Publisher)

In some cases, the recording will have both a publishing company name and a subdivision of that company or a trade name or a brand name used by that company. Use the subdivision/trade/brand name as the publisher. CAUTION: what may appear to be a trade name could actually be a publisher series & should be entered in 490. Check the authority file and, if nothing is found, use judgment.

EXAMPLE. Division of Simon & Schuster entered in 264 ‡b as the publisher. For bracketing of publication dates, see below Date of Publication.

100	1		‡a McCourt, Frank, ‡e author.
245	1	0	‡a Angela's ashes / ‡c by Frank McCourt.
264		1	‡a New York : ‡b **Simon & Schuster Audio**, ‡c [1997]

EXAMPLE. "Lone Star audio" is evidently not a subdivision of Recorded Books, but it could certainly be interpreted as a trade or brand name. It has been established as a (traced) series in the NAF. (The original record (LCCN 2007574077) followed current LC policy and did not to trace series. YUL cataloging follows PCC and would trace the series.)

100	1		‡a Albert, Susan Wittig, ‡e author.
245	1	0	‡a Bleeding hearts / ‡c by Susan Wittig Albert.
264		1	**‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]**
490	**1**		**‡a Lone Star audio**

EXAMPLE. For "Recorded Books Evergreen" there is a SAR for a series-like phrase established, so the name of the imprint is entered in 264 ‡b.

100	1		‡a Le Carre?, John, ‡d 1931- ‡e author.
245	1	4	‡a The little drummer girl / ?c by John le Carre?.
264		1	‡a Prince Frederick, MD : ?b **Recorded Books Evergreen**, ?c [1983]

EXAMPLE. For "Recorded Books contemporary classics" there is a SAR for a traced series, so the name is entered in 490.

100	1		‡a Wiesel, Elie, ‡d 1928- ‡e author.
240	1	0	‡a Nuit. ‡l English
245	1	0	‡a Night / ‡c Elie Wiesel ; a new translation by Marion Wiesel ; with a new preface by the author.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
490	1		‡a **Recorded Books contemporary classics**

For situations where there is no SAR, it is sometimes helpful to check the publisher's web page to see if the name is considered to be an "imprint" of the publisher, which would justify establishing the name as a series-like phrase. Keep in mind: if the SAR is not created for the series-like phrase at this point, there is a good chance another NACO library may establish the name as a traced series at a later time.

264 _1 $c (Date of Publication)

Because sound recordings frequently lack an explicit publication date, the date of publication is often inferred from a copyright date. Prefer the most current phonogram date (?), which is the copyright date for the sound recording.

| 264 | | 1 | ‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006] |
| *264* | | *4* | *‡c ?2006 <optional>* |

The symbol ? is the copyright symbol for sound recordings; therefore, it should only be entered in 264 _4. In the absence of a publication date, the ? date can be used as the basis for the publication date if it seems reasonable. In that case, the inferred publication date should be entered in brackets without ? in ‡c.

Optionally, a second 264, but with second indicator 4, may be created to record the copyright date. Field 264 _4 only has one subfield, ‡c. Enter the sound recording copyright date preceded by ?. Do not end the field with a period.

For current sound recording publications, the copyright date symbol © applies to the printed text or artwork: the insert, accompanying material, and so on-- not to the sound recording. It can function as a supplied (bracketed) publication date if a phonogram date is lacking; in that case, the supplied date is entered in brackets without the ©. A separate 264 for the copyright date itself is optional.

The phonogram symbol was introduced in 1971. Audio cassettes date from 1954. Prior to 1971, the copyright date on an audiocassette can be used as an inferred publication date, but should be entered in brackets. This technique cannot be applied to compact discs, since compact discs date from 1982. Do not infer a compact disc publication date from a copyright date before 1982. [Dates from Lewis & Clark Library System pdf "Cataloging Sound Recordings."--document no longer available]

Unless the sound recording is unpublished, the recording date is not entered in 264 ‡c but is recorded instead in 518.

5. 300 $a (Sound Recordings, RDA)

300 ‡a. Extent

RDA 3.4.1.3. allows use of either an authorized term from the list at **3.3.1.3**, or, as an alternative, a term in common usage. LC-PCC PS 3.4.1.3: "*PCC practice*: Catalogers may use a term in common usage. If the alternative is used because the carrier type is not found at 3.3.1.3, notify the chair of the PCC Standing Committee on Standards of the need for a new term." [Note that the second sentence applies to new audio carrier types not represented by an authorized term in 3.3.1.3, not to common usage terms corresponding to the existing authorized terms] YUL

original cataloging generally prefers a term in common usage if such exists; YUL copy cataloging: accept copy as found.

Advantages of common usage. a. Easier for the non-cataloger to understand b. "audio disc" is a general term that can represent compact discs or LPs; to resolve the ambiguity the common practice was to make a 500 note *Compact disc*. Some catalogers would also include *CD audio* in ‡b for clarification. Since the authorized term is mandatory in 338 anyway (and uses the controlled term CD audio in 347 ‡h), cataloging-for-the-ages can afford to make a small accommodation for the user in the extent.

CAUTION: RDA 3.3.1.3 basically uses the same terms found in **AACR2 6.5B1**, but substitutes "audio" for "sound" in all cases, along with some differences in phrasing.

RDA 3.3.1.3	Alternative: Common Usage	AACR2
audio disc	CD or compact disc	sound disc
audiocassette	cassette or cassette tape	sound cassette
audio cartridge	MiniDisc	sound disc cartridge

For other audio carriers, use the standard RDA term from 3.3.1.3. A list, with the carrier codes, can also be found in MARC documentation [3].

EXAMPLE:

100	1		‡a Durham, David Anthony, ‡d 1969-
245	1	0	‡a Walk through darkness / ‡c by David Anthony Durham.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
300			**‡a 9 compact discs (10 hr., 15 min.) ...**
100	1		‡a Doria, Jose? Mari?a.
245	1	0	‡a Cuentos para aprender a aprender / ‡c por Jose? Mari?a Doria.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2005]
264		4	‡c ?2005 *<optional>*
300			**‡a 3 cassettes (3 hr.) ...**

Duration (7.22.1.3)

Duration is a core element for LC PCC PS. Per RDA 7.22.1.4,

a. Record the total playing time if it is stated on the resource.

b. If the total playing time is not stated on the resource but is readily ascertainable, record it.

If the total playing time is not stated, the total duration may be given by adding up the partial durations, rounding up to the next minute. For example, if the work is on two discs, with disc 1 having stated duration 1 hr., 20 min. and disc 2 having stated duration 1 hr., 30 min., record the duration as 2 hrs., 50 min.

 c. If the total playing time is not stated or readily ascertainable, record an approximate time preceded by *approximately*. [In LCRI 6.5B2, approximate time was not recorded, but the LCRI was not carried over into the LC PCC PS]

Record the duration as stated on the item, using abbreviations. If the resource states *1 hour:20 minutes*, record the duration as 1 hr., 20 min. If the resource states *80 minutes*, record the duration as 80 min.

Or in this example, where the duration has been stated in decimal form; the same form is used when qualifying the designation.

100	1		‡a Bergen, Peter L., ‡d 1962- ‡e author
245	1	4	‡a The Osama Bin Laden I know : ‡b an oral history of al Qaeda's leader / ‡c by Peter L. Bergen.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
300			**‡a 14 CDs (16.75 hr.) ...**

LC practice for recording durations of music collections is more complex & is not covered here.

6. 300 $b $c (Sound Recordings, RDA)

3.16. Sound Characteristics (300 $b)

The PCC BSR guidelines list **3.16** as core for sound recordings, so generally the sound characteristic instructions under 3.16 are core if applicable. Any of the instructions (e.g. 3.16.2.4) that include the phrase "if considered to be important for identification or selection" should not be considered mandatory. The core sound characteristic instructions are listed below. Terms in parentheses are authorized RDA terms and should be used when recording characteristics.

Sound characteristics recorded in ‡b may be recorded, in addition, in new MARC fields **344** & **347** (see details on page 7). The core requirement for some of the sound characteristic elements will be satisfied if recorded in 344/347, though the fields are not expected to be displayed to the public.

3.16.2.3. Type of recording (analog or digital-- or both). All compact discs are digital, even if they are reissues of analog recordings. Note that "digital" is always entered in 300 ‡b for compact discs even though they are digital by definition. The rationale has been that the authorized term "audio disc" corresponds to both analog grooved discs (LPs, 45s, 78s) and compact discs, but record "digital" even if the common usage term is entered in ‡a. If a common usage term such as "compact disc" is used in the extent, however, the rationale becomes rather weak. Unfortunately, Type of Recording is RDA BSR core, so continue to enter "digital" in 245 ‡b even when "compact disc" is used in 300 ‡a. Sound cassettes, on the other hand, must be examined to see if there is any indication that the recording is analog or digital. Corresponding MARC field: 344 ‡a. See also 347 ‡a and ‡b to bring out digital file characteristics.

3.16.3.3. Ignore; used only for film soundtracks. (Per Music Library Association guidelines)

3.16.4.3. Playing speed. *Although there is a PS, it is still an optional "if considered important for identification" type instruction and is generally applied only to grooved discs (LP, 45s, etc.), not to optical discs or tape.* CDs: record meters per second (m/s); standard speed: 1.4 m/s. Tape cassettes: record inches per second (ips); standard speed: 1 7/8 ips. *The LC PCC PS follows the alternate instruction and uses inches per second for tape; the default instruction uses (cm/s).*

3.16.8.3. If readily available--only if the information is stated explicitly on the item or the accompanying material--enter the number of sound channels. RDA provides the following list of authorized terms:

mono
stereo
quadraphonic
surround

Unlike AACR2 6.5C7, RDA does not treat mono and stereo as abbreviations; no period is used. But "quadraphonic" is spelled-out (it is abbreviated in AACR2 6.5C7).

Corresponding MARC field: 344 ‡g.

3.16.9. Special Playback Characteristic is an equalization system, noise reduction system, etc. used in making an audio recording. Record if readily available.

The authorized terms: CCIR standard, CX encoded, dbx encoded, Dolby, Dolby-A encoded, Dolby-B encoded, Dolby-C encoded, LPCM, NAB standard.

Corresponding MARC field: 344 ‡h.

Separate descriptive elements in 300 ‡b with commas.

3.5.1 Dimensions (300 $c)

The LC-PCC PS under 3.5.1.3 says to use inches (in.) for discs and all audio carriers (PCC & LC follow the alternative RDA practice; the default practice is to use *cm*). The practice in AACR2 was to leave out dimensions if they were "standard." There is no such provision in RDA.

Audiocassette dimensions are recorded as *length x height* for the cassette and width for the tape itself; standard dimensions are 3 7/8 x 2 1/2 in. and the tape width standard is 1/8 in. A non-standard set of dimensions for a cassette is highly unlikely unless the cataloging is for a special collection. If the dimensions and tape width are not stated explicitly, assume that the cassette dimensions are standard.

The standard compact disc size is 4 3/4 in. in diameter.

CAUTION: some compact discs are smaller than 4 3/4 in. If there is reason to measure the disc because the disc is smaller than standard, always measure the diameter and record in inches and fractions of inches, using the standard Appendix abbreviation (in.).

Example 1. Reminder: in 264 only use abbreviations if the word is abbreviated on the source.

100	1		‡a Durham, David Anthony, ‡d 1969- ‡e author.
245	1	0	‡a Walk through darkness / ‡c by David Anthony Durham.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
300			**‡a 9 compact discs (10 hr., 15 min.) : ‡b digital, stereo ; ‡c 4 3/4 in.**

Example 2.

100	1		‡a Doria, Jose? Mari?a, ‡e author.
245	1	0	‡a Cuentos para aprender a aprender / ‡c por Jose? Mari?a Doria.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2005]
300			**‡a 3 cassette tapes (3 hr.) : ‡b analog ; ‡c 3 7/8 x 2 1/2 in., 1/8 in. tape.**

Example 3.

100	1		‡a Keillor, Garrison, ‡e author.
245	1	0	‡a Lake Wobegon summer, 1956 / ‡c Garrison Keillor.
264		1	‡a St. Paul, MN : ‡b HighBridge, ‡c [2001]
300			**‡a 4 cassettes (6 hr., 30 min.) : ‡b analog, stereo, Dolby ; ‡c 3 7/8 x 2 1/2 in., 1/8 in. tape.**

7. 300 $e, 336-338, 344, 347 (Sound Recordings, RDA)

Accompanying Material

The paper insert functioning as the compact disc cover is not considered to be accompanying material. See **LC-PCC PS 3.1.4**. (significantly revised from LCRI 1.5E1). The PS does not have a preferred method:
Single 300 with ‡e:

300			‡a 1 DVD-RW (47 min., 55 sec.) : ‡b digital ; ‡c 4 3/4 in. + ‡e 1 booklet + 1 sheet

Accompanying material recorded in second 300 field. For the accompanying material, full description or just the extent may be provided.

300			‡a 12 compact discs : ‡b digital ; ‡c 4 3/4 in.
300			‡a 1 USB flash drive

Per the PS, use a note if the accompanying material is not considered to be of importance. Local comment: Also use a note to supplement or substitute for one of the PS guidelines for complex situations involving accompanying material.

Example (note for additional accompanying material included with the previous example):

500			‡a Includes: flash drive, with Hugh Hefner interview and Smith's radio reports from Woodstock, housed in a replica audio cassette; replica Woodstock guest pass; souvenir button; five photo prints in envelope; and booklet with notes by Smith, chronology, and box set credits.

RDA Content, Media, and Carrier Type Fields: 336, 337, 338

The ‡b code is optional.

For fields 336-338, optionally use ‡3 Materials Specified for accompanying material. The field is defined as: "Part of the described materials to which the field applies." The example in MARC documentation places ‡3 as the first subfield, but nothing definitive on position has been issued.

RDA Type for Sound Recordings	Use:
Content Type [4] <6.9.1.3>	‡a spoken word ‡b spw ‡2 rdacontent
	‡a sounds ‡b snd ‡2 rdacontent
	‡a performed music ‡b prm ‡2 rdacontent
Media Type [5]<3.2.1.3>	‡a audio ‡b s ‡2 rdamedia
Carrier Type [3] <3.3.1.3>	‡a audio disc ‡b sd ‡2 rdacarrier <compact disc>
	‡a audiocassette ‡b ss ‡2 rdacarrier <cassette tape>
RDA Types for Textual Acc. Material	**Use:**
Content Type	‡a text ‡b txt ‡2 rdacontent
Media Type	‡a unmediated ‡b n ‡2 rdamedia
Carrier Type	‡a volume ‡b nc ‡2 rdacarrier
	‡a sheet ‡b nb ‡2 rdacarrier
	‡a card ‡b no ‡2 rdacarrier
	‡a other ‡b nz ‡2 rdacarrier

Example (300 ‡e with notes). 336-338 for accompanying material and ‡e are optional.

100	1		‡a Behrendsen, Peter, ‡e artist.
245	1	0	‡a Windko?rner : ‡b Text - Sound - Komposition / ‡c Peter

			Behrendsen ; Stimmen, Bettina Wenzel, Peter Behrendsen ; [graphische Realisation, Paul Heimbach].
300			‡a 1 DVD-RW (47 min., 55 sec.) : ‡b digital ; ‡c 4 3/4 in. + ‡e 1 booklet + 1 sheet
336			‡a sounds ‡b snd ‡2 rdacontent
336			‡3 accompanying material ‡a text ‡b txt ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
337			‡3 accompanying material ‡a unmediated ‡b n ‡2 rdacontent
338			‡a audio disc ‡b s ‡2 rdacarrier
338			‡3 accompanying material ‡a volume ‡b nc ‡2 rdacarrier
338			‡3 liner notes ‡a sheet ‡b nb ‡2 rdacarrier
520			‡a Recording of a sound installation created by Peter Behrendsen for the Moltkerei Werkstatt, Cologne. A computer program created by Austrian composer Karlheinz Essl is used to generate music-like sounds from words or parts of words for the wind, in various languages, as spoken by Wenzel and Behrendsen.
500			‡a Accompanying booklet created by Paul Heimbach contains words used as the basis for the performance in fonts of various sizes and colors, on unnumbered leaves of transparent plastic.

Sound Characteristics (344)

Not mandatory at this time, but recommended. Indicators are always blank. Most likely use would be for CDs/audio discs or tape cassettes. For LPs and other audio types, refer to MARC 21 documentation. BFAS (OCLC Bibliographic Formats & Standards [6]) does not yet have input standards. Take authorized terms for the subfields from the appropriate lists in the RDA instruction cited; the lists are in section 6. previous.

Subfield	Code	Use Notes
Type of Recording	‡a	analog or digital <3.16.2.3>
Recording Medium	‡b	magnetic <tape> or optical <CD> <3.16.3.3>
Playback Channels Configuration	‡g	mono, stereo, quadraphonic, etc. <3.16.8.3>
Special Playback Characteristics	‡h	e.g. Dolby Digital 5.1 *<3.16.9>*
Source	‡2	rda <when ‡a is an authorized RDA sound characteristic term>

Examples:

344			‡a analog ‡b optical ‡g surround ‡h Dolby B encoded ‡2 rda

Digital File Characteristics (347)

Per BFAS [OCLC Bibliographic Formats & Standards], [7]only 347 ‡a is **mandatory** if applicable. Indicators are always blank. Most likely use would be for CDs/audio discs. The subfields that could be applied to sound recordings:

Subfield	Code	Use Notes
File Type	‡a	**audio file**
Encoding Format	‡b	e.g., CD audio, MP3 <3.19.3.3>
Source	‡2	**rda** *<if an RDA encoding format term is used>*

Include **‡b** only if the information is readily available on the resource or accompanying material. RDA 3.19.3.3 list of authorized terms for encoding format: CD audio, DAISY, MP3, RealAudio, SACD, WAV.

347			‡a audio file ‡b CD audio ‡2 rda

EXAMPLE 1. Accompanying guidebooks (RDA 3.). Note that per RDA 7.22.1.3c, the playing time is estimated if duration is not explicit on the resource (the LCRI 6.5B2 that instructed catalogers not to give an estimated time was not carried over into the LC PCC PS, although the LCRI was largely ignored by non-LC cataloging).

100	1		‡a Vickery, Kenneth Powers, ‡e author.
245	1	4	‡a The African experience : ‡b from "Lucy" to Mandela / ‡c Kenneth P. Vickery.
264		1	‡a Chantilly, Virginia : ‡b Teaching Company, ‡c [2006]
300			‡a 18 compact discs (approximately 36 hr.) : ‡b digital ; ‡c 4 3/4 in. + ‡e 3 course guidebooks (22 cm)
336			‡a spoken word ‡b spw ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audio disc ‡b sd ‡2 rdacarrier
347			‡a audio file ‡b CD audio ‡2 rda

Alternative:

100	1		‡a Vickery, Kenneth Powers, ‡e author.
245	1	4	‡a The African experience : ‡b from

			"Lucy" to Mandela / ‡c Kenneth P. Vickery.
264		1	‡a Chantilly, Virginia : ‡b Teaching Company, ‡c [2006]
300			‡a 18 compact discs (approximately 36 hr.) : ‡b digital, stereo ; ‡c 4 3/4 in.
300			‡a 3 volumes ; ‡c 22 cm
336			‡a spoken word ‡b spw ‡2 rdacontent
336			‡a text ‡b txt ‡2 rdacontent ‡3 guidebooks
337			‡a audio ‡b s ‡2 rdamedia
337			‡a unmediated ‡b n ‡2 rdamedia ‡3 guidebooks
338			‡a audio disc ‡b sd ‡2 rdacarrier
338			‡a volume ‡b ‡2 rdacarrier
344			‡a digital ‡b optical ‡g stereo ‡2 rda
347			‡a audio file ‡b CD audio ‡2 rda

Example 2. In this case, the duration is a clue that the carrier is a computer disc rather than a CD.

100	1		‡a Sixsmith, Martin, ‡e author.
240	1	0	‡a Lost child of Philomena Lee
245	1	0	‡a Philomena / ‡c Martin Sixsmith.
264		1	‡a Rearsby, Leicester ‡b ClipperAudio, an imprint of W.F. Howes Ltd., ‡c 2014.
300			‡a 1 audio disc (15 hr., 30 min.) : ‡b digital, stereo, CD audio ; ‡c 4 3/4 in.
336			‡a spoken word ‡b spw ‡2 rdacontent
337			‡a audio ‡b c ‡2 rdamedia
338			‡a audio disc ‡b sd ‡2 rdacarrier
344			‡a digital ‡b optical ‡g stereo ‡2 rda
347			‡a audio file ‡b MP3

			‡2 rda

8. 5xx (Sound Recordings, RDA)

There is no specified note order in RDA. Most of the instructions on notes are in RDA Section 7. The order of notes in this document is derived from AACR2.

[500 RDA 7.2 Nature of Content, 6.15 Medium of Performance, 7.21 MoP for Music [AACR2 6.7B1] *Medium of performance is required for sound recordings, but applies primarily to music recordings. Notes covered by 7.2, etc. [6.7B1] are often combined in 520 with the summary note.]*

546 RDA 7.12 [6.7B2] **Language(s)** if the languages is not apparent from the description.

500 RDA 2.20.2.3 Source of title proper [6.7B3] Source of title for sound recordings is always given in RDA. (RDA has exceptions for printed and moving-image resources, but not for sound recordings). For preferred source of title, see 2.2.2.4.1 and Section 2 previous. [AACR2 omitted the source when the title was taken from the preferred source.]

500/246 1_ RDA 2.20.2.3 Title variations [6.7B4]. If considered important for identification or access, make a note. In most cases, a 246 1_ field will do double duty.

511 RDA 7.23.1.3 Recording performers, narrators, and presenters. [6.7B6].

- If the speaker is identified in another note--e.g., 520--the 511 note is not necessary.
- If there is only one speaker, and the speaker's name is in the statement of responsibility, 511 is not required.
- For audiobooks, make a 511 note even if the author is recorded in 245 ‡c, since it may not be evident that the author is reading her own work. When in doubt, make a 511 note.
- If there is more than one performer/speaker, etc., decide which names are important for identification. Keep in mind that the rule of 3 is not applied in principle or practice in RDA.
- Use 1st indicator 0 for narrators, lecturers, speakers. Use 1st indicator 1 for the cast of a play (generates the CAST: label in the OPAC)
- 2nd indicator is always blank

500 RDA 2.5.2.3 Recording Designations of Edition; 7.29.1. Basic notes on expressions [6.7B7] For sound recordings under AACR2, it was common practice to make a distinction between "Abridged" [entered in 500] and "Abridged ed." [entered in 250]. But note that under 2.5.2.3, *Abridged* is used as one of the examples of an edition statement, so it could be entered in 250 in RDA records as is.

RDA 6.12. Other Distinguishing Characteristics of the Expression; 7.29.1 Basic Notes on Expressions. [6.7B7 Edition and history]. BSR RDA: "Record if needed to differentiate." In some cases use of a linking field 787 could be used in addition to the note. In the current YUL OPAC configuration, the distinguishing characteristic of the expression would be in ‡i, so the 500 note would need to be included whether or not a linking field was made.

500			‡a An abridgment of: Death in Venice / Thomas Mann ; translated from the German by T.T. Lowe-Porter. New York : A.A. Knopf, [1930]
787	1		‡i Abridgment of (expression): ‡a Mann, Thomas, 1875-1955. ‡t Death in Venice. ‡d

			New York : A.A. Knopf, c1930. ‡n Translated by T.T. Lowe-Porter ‡w (OCoLC)<if available>

518 RDA 7.11.3 Date of capture [6.7B7] Make a note if the recording is of a live performance; include place and date if available. [Requested by Research Services; date of capture is recommended in the RDA BSR, but required for YUL.]

500 RDA 3.22.2.11 Other details of extent (of manifestation) [?] [6.7B10] Compact disc. <this note is necessary only if "audio disc" is used in 300 ‡a, because "audio disc" includes both grooved sound discs and compact discs; note that 500 is used, not 538.> By the same token, a note is not made for audiocassettes.

Compact discs with augmented or special playback characteristics should be assigned both a 500 and 538 (System details) note. See **RDA 3.20 Equipment or System Requirement**.

500 [6.7B11] Accompanying material if not already accounted for in 300 ‡e.

502 RDA 7.9 Dissertation note[6.7B13] <unlikely>

520 RDA 7.10 Summarization of Content [6.7B17] Make a note if the content is not otherwise evident from the description. It is not necessary to apply to belletristic works, but in general, if a record for the print version exists, use the summary note if there. Often form of composition is combined with the summary note.

505 RDA 25.1.1.3/LC-PCC PS Relationships to Related Works/Formal Contents Note.[6.7B18] Judgment call. Record if multiparts have distinct titles. Although chapter titles are not required, contents notes should be made for compilations and collections.

RDA 2.15. Identifier for the manifestation. [6.7B19] Record the label name and issue/matrix numbers in 028 rather than 5xx (unless the label name and/or issue/matrix numbers cannot be reasonably expressed in 028).

501 RDA 7.9 [6.7B21] With note. <unlikely>

Examples have been revised to follow RDA and PS.

EXAMPLE 1. 500 form/medium note; 511 cast note; 1st indicator 1 for cast of play. Note that a 347 should not be made since the carrier is an audiocassette not a digital file.

100	1		‡a Rostand, Edmond, ‡d 1868-1918, ‡e author.
240	1	0	‡a Cyrano de Bergerac. ‡l English
245	1	0	‡a Chicago radio theatre production of Rostand's Cyrano de Bergerac.
246	1		‡a Rostand's Cyrano de Bergerac
264		1	‡a [Chicago] : ‡b All-Media Dramatic Workshop, ‡c [1976]
264		4	‡c ?1976 *<optional>*
300			‡a 2 cassettes (1:35:00) : ‡b analog, stereo ; ‡c 3 7/8 x 2 1/2 in., 1/8 in. tape
336			‡a spoken word ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audiocassette ‡2 rdacarrier
344			‡a analog ‡b magnetic ‡g stereo ‡2 rda *<optional>*
500			‡a Radio adaptation of a translation of Edmond Rostand's play. *<form, medium>*
500			‡a Title from cassette.
511	1		‡a Mike Nussbaum; Pat Terry. *<cast>*

EXAMPLE 2. 546 language note; 500 compact disc note; 500 accompanying material note (where accompanying material is not recorded in 300 ‡e); 520 summary note where the title does not indicate the contents transparently. The LC record (cataloged at full level) also included a detailed contents note with individual timings. For core cataloging, if a contents note were made, a 520 note might not be necessary.

245	0	4	‡a The first expeditions 1901 to Croatia, Brazil, and the isle of Lesbos.

264		1	‡a [Vienna] : ‡b Verlag der O?sterreichischen Akademie der Wissenschaften, ‡c [1999]
264		4	‡c ?1999 *<optional>*
300			‡a 1 audio disc : ‡b digital ; ‡c 4 3/4 in. + ‡e 1 computer optical disc (color ; 4 3/4 in.)
336			‡a spoken word ‡2 rdacontent
336			‡a performed music ‡2 rdacontent
337			‡a audio ‡2 rdamedia
338			‡a audio disc ‡2 rdacarrier
344			‡a digital ‡b optical ‡2 rda
347			**‡a audio file** ‡b CD audio ‡2 rda *<subfield a is mandatory; other subfields optional>*
500			‡a Title from disc label.
546			‡a Spoken or sung in Demotic, Guarani, Portuguese, Romani, Serbo-Croatian, and Spanish. *<language note >*
500			‡a Compact disc. *<required because of "audio disc" in 300>*
500			‡a Texts in Demotic, Guarani, Portuguese, Romani, Serbo-Croatian (roman), and Spanish, with English translations and program notes in English including bibliographical references and transcriptions of the vocal selections (47 p. : ill. ; 13 cm.) inserted in container. *<complex accompanying material note with information that could not be recorded in 300 ‡e >*
520			‡a Presents field recordings principally from Croatia, Brazil, and the island of Lesbos, off the coast of Greece. Includes folk tales, folk songs, and recitations in various languages. *<summary where content is not otherwise evident from the description >*

EXAMPLE 3. 511 note for lecturer, 520 summary note made because the content is not clear from the rest of the description (i.e. the title). Since *compact disc* is used in 300 ‡a, no note is made. A second 300 made for accompanying material with corresponding 336-338, but no note. Unclear whether "author" relationship designator is appropriate, but otherwise the creator relationship becomes problematic.

100		0		‡a Shadrack, ‡e author, ‡e speaker, ‡e singer.
245	1	0	‡a Ancient travellers, endless beginnings / ‡c Shadrack.	
264		1	‡a West Hollywood, CA : ‡b Fiery Furness Music, ‡c [2000]	
300			‡a 1 compact disc : ‡b digital ; ‡c 4 3/4 in.	
300			‡a 76 unnumbered pages ; ‡c 21 cm	
336			‡a spoken word ‡2 rdacontent	
336			‡a performed music ‡2 rdacontent	
337			‡a audio ‡2 rdamedia	
338			‡a audio disc ‡2 rdacarrier	
344			‡a digital ‡b optical ‡2 rda *<optional>*	
347			‡a audio file ‡b CD audio ‡2 rda *<subfield a is mandatory; other subfields optional>*	
500			‡a Title from container. *<source of title>*	
511	0		‡a Shadrack, speaker and vocals; with instrumental ensemble. *<lecturer>*	
520			‡a Channeling through the individual known as Shadrack, "higher intelligent sources beyond our planetary system" make their wishes known to the "so-called humans" on the planet earth. Includes musical interludes. *<summary where content is not otherwise evident from the description >*	

EXAMPLE. 511 reader, 250 has *abridged* without "edition," 520 summary note made because the content is not clear from the rest of the description. Pre-RDA practice would have used "sound disc" in 300 and "compact disc" in 500. With common usage in 300, a 500 note for clarification of the type of audio disc is redundant.

024		1		‡a 076714030008 ?d 00989
100		1		‡a Nasar, Sylvia, ‡e

				author.
245	1	2	‡a A beautiful mind / ‡c Sylvia Nasar.	
250			‡a Abridged	
264		1	‡a New York, NY : ‡b Simon & Schuster Audio, ‡c [2001]	
264		4	‡c ?2001 *<optional>*	
300			‡a 5 compact discs : ‡b digital ; ‡c 4 3/4 in.	
336			‡a spoken word ‡2 rdacontent	
337			‡a audio ‡2 rdamedia	
338			‡a audio disc ‡2 rdacarrier	
344			‡a digital ‡b optical ‡2 rda *<optional>*	
347			‡a audio file ‡b CD audio ‡2 rda *<subfield a is mandatory; other subfields optional>*	
511	0		‡a Read by Edward Herrmann. *<reader>*	
520			‡a A biography of John Forbes Nash, Jr., winner of the Nobel Prize in Economics, 1994. *<summary where content is not otherwise evident from the description >*	
700	1		‡a Hermann, Edward, ‡d 1943- ‡e narrator.	

EXAMPLE. 518 performance note. No 500 compact disc note since the common usage term is in extent. 511 is not required if the speaker is clear from the statement of responsibility.

100		1		‡a Craddock, Fred B., ‡e author, ‡e speaker.
245	1	0	‡a Preaching as storytelling / ‡c by Fred B. Craddock.	
264		1	‡a Marietta, GA : ‡b Bell Tower Productions, ‡c 2004.	
300			‡a 4 compact discs : ‡b digital ; ‡c 4 3/4 in.	
336			‡a spoken word ‡2 rdacontent	
337			‡a audio ‡2 rdamedia	
338			‡a audio disc ‡2 rdacarrier	
347			‡a audio file ‡b CD audio ‡2 rda *<subfield a is mandatory; other subfields optional>*	
518			‡a "Recorded live at Furman University, Greenville, S.C. in 1981 and remastered in 2004"--Disc. *<performance note>*	

EXAMPLE. 500 compact disc note, augmented, paired with a 538 system details note. A compact disc recording in standard format requires anywhere from 10-17 discs for the 20.5 hour playback; the compact disc in MP3 format requires 2 discs. Although the content may be the same, the different CD audio formats would require separate records. Since it functions on both a CD player and a computer, arguably both media types and carrier types could be included. In *Best Practices for Music Cataloging Using RDA and MARC 21*, the recommendation in this situation is to use "audio" in 337 and "audio disc" in 338. This also avoids confusion with CD-ROMs/computer discs, which have even less capacity.

040				‡a CtY ‡b eng ‡e rda ‡c CtY
100		1		‡a Crile, George, ‡e author.
245	1	0	‡a Charlie Wilson's war / ?c by George Crile.	
264		1	‡a Ashland, OR : ?b Blackstone Audiobooks, ?c [2003]	
264		4	?c ?2003 *<optional>*	
300			‡a 2 audio discs (20.5 hr.) : ?b digital ; ?c 4 3/4 in.	
336			‡a spoken word ‡2 rdacontent	
337			‡a audio ‡2 rdamedia	
338			‡a audio disc‡ 2 rdacarrier	
344			‡a digital ‡b optical ‡2 rda	
347			‡a audio file ‡b MP3 ‡2 rda	
500			‡a Compact disc, MP3 format.	
511			‡a Read by Christopher Lane.	

500			‡a Unabridged.
538			‡a System requirements: CD/MP3 player or PC with MP3-capable software.
700	1		‡a Lane, Christopher, ‡e narrator.

Notes not required for YUL (or BSR RDA):

AACR2 6.17B16 *Availability in other formats*. BSR: use 776 (For example, a link to the record for the original print version; a link to the record for the original issue and publisher.)

RDA 2.20.7.3 Details Relating to Publication Statement [6.7B9. Publication, distribution, etc.]

Notes about containers are not required, unless the container is the source for the title. (Physical processing often results in discard of the container)

RDA 7.7 Intended Audience [6.7B14]

9. Fixed Fields (Sound Recordings, RDA)

Comments are limited to the codes with specific sound recording elements or codes also used by books that have different applications with sound recordings. Fixed fields that do not differ in application from the books format, such as Place of Publication, are not covered.

Leader

Type of record: **i**. (Nonmusical sound recording)

(Music mixed with spoken word is coded as **j Music sound recording** if the music is primary--a recording of a Broadway musical, for example. A non-music sound recording, on the other hand, can have musical background and interludes--see the Shadrack example in the Notes section above)

008 Fixed-Length Data Elements

The Voyager label is followed by byte number and OCLC mnemonic. The following 008 bytes are required for audio recordings in the current RDA BSR: Type of date (008/06), Date 1 (008/07-10), Date 2 (008/11-14), Place of publication (008/15-17), Format of music (008/20), Form of item (008/23), Language (008/35-37), Modified record (008/38) and Cataloging Source (008/39).

Publication status [008/07 OCLC: DtSt], **Date 1, Date 2** [08/7-10, 11-14 OCLC: Dates]. NOTE: these guidelines represent OCLC's interpretation of MARC 21, since MARC 21 does not provide clear guidelines for sound recordings. See Bibliographic Formats & Standards.

- Use **r** for **reissues** (new publisher number, new publisher label). A reissue can be in the same medium or a different medium. Use Date 1 for the reissue date; use Date 2 for the original publication or release date. The edition history note is made in full level cataloging and the date in the note should correspond to Date 2; the edition/history note is not required in core level cataloging. If the recording is a reissue but the original issue date is not provided, use uuuu in Date 2.
- Use **s** for a **single date** if it is not a reissue. (An initial release with no statement about the recording date)
- Use **p** if the **recording date** in 518 differs from the publication date. Enter the publication date in Date 1 and the recording date in Date 2. If the recording date represents a span of years, enter the earliest date of the span in Date 2. If the recording is a reissue and also has a recording date, use r rather than p.

- As with books, sometimes **q** for **questionable date** must be used as a last resort
- Use of **m** for a **multipart** published over a span of years would be very unusual for sound recordings. If the recording is both a reissue and a multiyear multipart, use r rather than m.

264	Publication Status	Date 1	Date 2
[2008] (previous release 2001, recorded 1965)	r	2008	2001
[2008] ("previously released on Books on Tape," no date given)	r	2008	uuuu
[2008] (previous release 1999-2000)	r	2008	1999
[2008] (initial release, no recording date)	s	2008	
[2008] (initial release, recorded 1999)	p	2008	1999
[2008] (initial release, recorded 2001-2005)	p	2008	2001

[Form of] **Composition** [008/18-19 OCLC: Comp]. Use **nn Not Applicable**.

Format of Music [008/23 OCLC Form]. Use **n Not Applicable**, including compact discs. Use **s Electronic** for sound discs that can only be played back on a computer ("enhanced" discs).

Accompanying material. [008/24-29 OCLC: AccMat] Although non-music recordings often have accompanying material, the values listed are primarily for music. In most cases **z : Other accompanying material** should be used. Use **r : Instructional materials** for course guidebooks, teacher's guides, etc. More than one code can be used, but this is a judgment call. If only one value applies, use _**: No accompanying material** for the other bytes.

Literary Text for Sound Recording 1/2 [008/30-31 OCLC: LTxt].

Use only Literary Text 1 if only one code applies and select " _ **: Item is a Musical Sound Recording"** for Literary Text 2

There is no "Not applicable" code. Although OCLC will now accept | *No Attempt to Code*, do not select it instead of " _**: Item is a Musical Sound Recording."** An item is a Musical Sound Recording only if Literary Text 1/2 is coded blank blank.

If there are 2 or more codes that apply, code in order of importance. This is a judgment call. Although most Teaching Co. sets (recorded lectures by experienced professors) are usually coded l Lectures, speeches, sometimes a second code is added such as i Instruction or h History (when the lectures are about a historical topic)--and sometimes not.

Language [008/35-37 OCLC Lang] Code for the spoken language (not for the accompanying material).

Cataloging Source. [008/39]. Use d (until or if YUL is authorized to catalog sound recordings as pcc).

007 Physical Description Fixed Fields

Mandatory BSR 007 Bytes*: Category of Material (007/00), Specific Material Designation (007/01), Speed (007/03), Dimensions (007/06)

***Category of Material**. [007/00 OCLC 007 ‡a] On Voyager, the Category of Material is enabled by selecting the appropriate 007 tab, in this case, Sound Recording, and clicking New. OCLC just uses a 007 string with the code entered in OCLC-specific subfields.

***Specific Material Designation**. [007/01 OCLC 07 ‡b] On Voyager, select from the menu **d Sound disc** for compact discs or **s Sound Cassette**.

***Speed**. [007/03 OCLC ‡d] On Voyager, select **f : 1.4 m. per sec. (Discs)** for compact discs, or **l** [lower case L] **: 1 7/8 ips (Tapes)** for sound cassettes.

Playback Channel. [007/04 OCLC ‡e] On Voyager, select appropriate code based on 300 ‡b.

Groove Width/Groove Pitch. [007/ 05 OCLC ‡f] Always **n : Not applicable** for both compact discs and sound cassettes.

*Dimensions. [007/06 OCLC ‡g] Use **g : 4 3/4 in. or 12 cm. (open reels and discs)** for compact discs; use **j : 3 7/8 x 2 1/2 in. (cassette)** for standard sound cassettes.

Tape Width. [007/07 OCLC ‡h] Use **n Not applicable** for compact discs; use **l** [lower case L] **: 1/8 in.** for sound cassettes.

Tape Configuration. [007/08 OCLC ‡i] Use **n : Not applicable** for compact discs; use **c : Quarter (4) track** for sound cassettes (unless a different configuration is stated explicitly).

Kind of Disc [or Cylinder or Tape] . [007/09 OCLC ‡j] Use **m : Mass produced**

Kind of Material. [007/10 OCLC ‡k] Use **m : Plastic with metal** for compact discs; use **p : Plastic** for cassettes.

Kind of Cutting [007/11 OCLC ‡l] Use **n : Not Applicable**.

Playback Characteristics [007/12 OCLC ‡m] Use **e : Digital recording** for compact discs; for cassettes, use the appropriate code based on statements found on the resource.

Capture & Storage Techniques. [007/13 OCLC ‡n] The code is based on the technique used for the original recording. A compact disc recorded digitally would be **d : Digita**l; a compact disc recorded originally on analog tape and later released on compact disc would be **e : Analog electrical storage**. For sound cassettes, if there is an explicit statement about the original recording, use the appropriate code. If there is no statement about the original recording, generally use **e : Analog**. Analog recording technique was used ca. 1940-1980; if the item lacks an explicit statement but the original recording was clearly before the analog period (i.e. pre-1940), use u Unknown.

10. Choice of Entry (Sound Recordings, RDA)

RDA 19.2.1.3 Recording Creators [AACR2 21.23A]. For a single work, the main entry is determined by the creator of the work, not the presenter/performer (in RDA, a contributor; see 20.2.1.3) . An audiobook of *A beautiful mind* is entered under Sylvia Nasar, the author of the book, not Edward Hermann, the audiobook reader. A recording of All the President's men by Carl Bernstein and Bob Woodward and read by Nora Ephron would be entered under Bernstein.

RDA 6.2.2.10.3 Other Compilations of Two or More Works [21.23B]. For a collection of two or more works by the same author, enter under the author. An audiobook of a collection of stories by Ambrose Bierce, read by Susie Berneis and Robert Bethune is entered under Bierce.

For compilations of works by a single author (short stories, poems, essays), generally follow the LC practice for the 6.2.2.10.3 alternative (but keep in mind that LC is revisiting the PS, and that the PS is not labeled PCC): Instead of recording the preferred title for each of the works in the compilation, record a conventional collective title followed by "Selections." The PS goes on to say that an authorized access point should be made for the first or predominant work, but it references the PS for 25.1 which lists numerous exceptions to the authorized access point PS.

For contributors (20.2.1.3), make an added entry for the presenter/narrator/speaker/reader, etc. Remember that there is no rule of 3 in RDA.

For compilations of works by different creators that are not covered by entry under corporate name, enter under title. *RDA does not have the equivalent of AACR2's 21.23C where the rule was to enter under "principal performer,"*

so for a collection of poems by different authors with a single narrator, entry would be under title rather than the speaker.

Reminder: title proper conflicts require 130 to differentiate when doing RDA cataloging.

In addition to the narrator/speaker, added entries are generally made for the cast members of recorded plays given prominence on the resource, as well as the name of the theater company. A heading for the academic affiliation of the lecturer is not made (make an exception if there is a Yale affiliation).

For live recordings, an added entry is generally not made for the place of recording. Added entries are generally not made for the publisher of the sound recording. (AAPs are made for contributors to the content of the work or expression)

Other than 511, notes justifying added entries are not required. Make a justifying note if the added or main entry is not established and the name is not recorded in 245.

Series added entry. If the same series title is used on both the print and sound recording, the sound recording is a different expression and would need a qualifier to differentiate it from the print version.

In the following RDA example, note that in this instance, 336 content is "sounds" rather than "spoken word." Audiocassettes are not digital files, so no 347 is made.

040			‡a CtY ‡b eng ‡e rda ‡c CtY
245	0	2	‡a A field guide to bird songs of eastern and central North America.
250			‡a 2nd edition.
264		1	‡a Boston : ‡b Houghton Mifflin Co., ‡c [1983]
300			‡a 2 cassettes (approximately 74 min.) : ‡b analog + ‡e 1 guide (12 pages)
336			‡a sounds ‡b snd ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audiocassette ‡b ss ‡2 rdacarrier
344			‡a analog ‡b magnetic ‡2 rda *<optional>*
490	1		‡a The Peterson field guide series *<series is already established for the print version>*
830		0	‡a Peterson field guide series (Audio recording) *<there is a parallel series for the print version>*

Generally prefer a media qualifier *(Audio recording)*. If further qualification is needed, e.g. more than one publisher, add it to the media qualifier *(Audio recording : Books on Tape, Inc.)*. Keep in mind that audio recordings of the same content in different formats are not different expressions and would not be differentiated. The Teaching Company's "The great courses" series sometimes issues the same series in audiocassette, compact disc, DVD, and VHS. Series headings established: *Great courses (Audio recording)* should cover the audiocassette, the compact disc series. For DVD/VHS, probably *Great courses (Videorecording)* would be preferable to Great courses (Two-dimensional moving image recording).

If the series is ony used for the sound recording, the media qualifier is not used.

040			‡a CtY ‡b eng ‡e rda ‡c CtY
100	1		‡a Meineck, Peter, ‡d 1967- ‡e author.
245	1	0	‡a Classical mythology : ‡b the Greeks / ‡c Peter Meineck.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2004]
300			‡a 7 audiocassettes (14 hr.) : ‡b analog. + ‡e 1 course guide (72 pages : illustrations, map ; 22 cm)
336			‡a spoken word ‡b spw ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audiocassette ‡b ss ‡2 rdacarrier
344			‡a analog ‡b magnetic ‡2 rda *<optional>*
490	1		‡a The modern scholar
830		0	‡a Modern scholar *<first use of this title; no equivalent in print>*

PCC PS: 6.27.1.9 Appendix 1 For guidelines on assigning preferred titles for radio programs, refer to the PCC policy statement in the appendix in the Radio Programs section.

11. Audiobooks, Subject Headings (Sound Recordings, RDA)

Audiobooks

Audiobooks are abridged or unabridged sound recordings of printed works read by single or multiple speakers. Scope note: "This heading is used as a genre/form heading for recordings of oral readings of books."

MARC tagging: use **655 _7 ‡a Audiobooks. ‡2 lcgft**

Punctuation note: period at the end of ‡a; no period after lcgft.

Although not entirely clear from the scope note, since compilations are considered to be works in RDA, it should be OK to assign *Audiobooks* to a compilation of poems or short stories never collected previously in printed form. Restricting *Audiobooks* to audio expressions of works first appearing in print does not seem like a useful distinction.

Generally do not apply the *Audiobooks* heading to recordings of dramatic *performances* (including monologues, radio plays, and performances of stage plays). Assign a specific form/genre topic if available.

In the following examples, bear in mind that LC is working to replace 650s functioning as genre/forms in literature to 655s. Since 650 can be subdivided geographically, but the 655s are not, it is probably ill-advised to assume current 650s can be converted to 655 willy-nilly prior to any official announcements from DC, since the structure of literature form/genre assignments may change radically. Continue to use currently established 650s if the scope notes indicate they may be used as form/genre access, but expect that in the future many of the examples will need to be modified.

EXAMPLES:

Nasar, Sylvia. A beautiful mind. Assign *655 _7 ‡a Audiobooks. ‡2 lcgft* [reading of a printed book]

Milton, John, 1608-1674. Paradise lost. Assign *655 _7 ‡a Audiobooks. ‡2 lcgft* [reading of a single poem]

Chekhov, Anton Pavlovich, 1860-1904. The cherry orchard. Assign *650 _0 ‡a Radio plays* if the play was adapted for radio (or is a recording of a radio performance). If it is just a sound recording of the play (direct to tape or a live recording of a stage performance), *Radio plays* is not assigned. In either case, *655 _7 ‡a Audiobooks. ‡2 lcgft* is not assigned.

Bogosian, Eric. Pounding nails in the floor with my forehead. "Recorded live at the Knitting Factory, New York City, Dec 16-17, 1997." Assign *650 ‡a Monologues, American*, NOT *655 _7 ‡a Audiobooks. ‡2 lcgft*.

Compare with:

Pryor, Richard. Are you serious? Assign *650 _0 ‡a Stand-up comedy* NOT *655 _7 ‡a Audiobooks. ‡2 lcgft*

Cherry, Shai. Introduction to Judaism. (The great courses). No form/genre subject assigned on the LC pre-RDA record, but this is an audio. [recording of lectures]

Voices of the Old West. Assign *650 _0 ‡a Oral history*, NOT *655 _7 ‡a Audiobooks. ‡2 lcgft*. [collection of interviews]

Thalib, Ja'far Umar. Jihad solusi mengembalikan kewibawaan Islam. Assign *650 _0 ‡a Islamic sermons, Indonesian ‡z Indonesia*; *650 _0 ‡a Islamic sermons, Arabic ‡z Indonesia*. [sermons in Arabic and Indonesian]

Subject Headings

Subject Cataloging Manual H 2230 Visual Materials and Non-Music Sound Recordings
1. General rules. Assign subject headings for all important topics mentioned in the summary statement.

If a specific topic is emphasized in order to illustrate a more general concept, assign subject headings for both the specific and the general topics.

Assign form subdivisions only to the extent that such subdivisions are applicable both to print and audiovisual media.

2. Particular places. When a topic is discussed in conjunction with a particular place, make, insofar as possible, a subject entry under both the topic and the place.

3. Particular persons. When a particular person is treated as illustrative of a profession or activity, assign a heading for both the person and the field of endeavor. Do not, as a general rule, treat such materials as biographies.

The manual provides examples for all 3 instructions.

Different Manifestations

The following is LC practice. Consider applying a. or b. as appropriate if not too time-consuming.
a. Audio or visual presentations of published works. If the contents of the printed edition and the sound recording or visual presentation are the same, the subject cataloging should match, even if it is necessary to assign new, more appropriate headings to the printed edition(s).

b. Identical works in different formats. A single work is sometimes issued in more than one format, for example, as a motion picture and as a video recording, or as a cassette and as a compact disc. The subject headings for the work in all formats with records in MARC should match, even if it is necessary to correct the subject headings that were assigned when the work was originally cataloged in another format.

12. Copy Cataloging: Verification, 245-250 (Sound Recordings, RDA)

Searching for Copy

For audiobooks in particular, it is relatively easy to confuse cataloging for the print version with cataloging for the sound version, so it is usually to your advantage if your search does not retrieve all formats.

If available, search by the ISBN number or the publisher number (MARC 028; the OCLC index term is Publisher number (mn:)

Non-Music Sound Recordings Checklist (RDA Update)... on's limiting functionality when using the Search WorldCat window. Take advantage of the appropriate Format and/or Material Type. The Material Type you are likely to use will be either Cassette recording (cas) or CD audio (cda), as in the following example:

Don't forget to change the Format/Material Type back to ANY once you have finished searching for sound recordings.

If you are using a number search, it is not necessary to use the Format/Material Type limiting.

CAUTION: Compact discs vary in format, and they often are published in both abridged and unabridged editions, so you still need to verify that the record retrieved is a true match. See the detailed checklist below, especially **250/500**.

In some cases where a sound recording is published with a book, the cataloger will decide that the sound recording is primary and the printed matter is the accompanying material, while another cataloger will decide that the printed matter is primary and the sound recording is accompanying material. If the printed matter is substantial enough to be considered a book in its own right, it may be worthwhile searching under the book title. This may be a problem if you are cataloging for a sound recording collection. If there is cataloging available reflecting both decisions, choose the cataloging where the sound recording is primary. If not, consult with your supervisor. For regular stacks, use the cataloging copy that is available; if more than one option is available, choose the one that makes the most sense.

Verification

Most of the items on the list should apply to either LC or member copy. Because audiobooks reproduce the content of printed texts & because sound recordings are published in multiple formats, descriptive verification is important; it is relatively easy to accept a record that does not actually match the item because there may be many superficial similarities with the item in hand. Because LC copy catalogs many records from OCLC, some of the LC records are not always consistent with LC's own rule interpretations. In general these deviations do not affect verification, but it sometimes makes the process a little more difficult.

020 must match the number on the item

028 ‡a must match the number on the item, ‡b should be the label name or the publisher name. The publisher number is sometimes repeated in a 500 note. Leave the indicators as is. If the number in 028 differs from the number on the item, it is not a match.

028	0	1	‡a SLD 693 ‡b Sound Library

If the item has a publisher number but the record lacks a 028, it is a match, all other things being equal. If the publisher number is lacking, add it following the pattern below--but be very sure that all the other elements match!

028	0	1	‡a [Publisher number] ‡b [Publisher name]

RDA -- AACR2 -- Hybrids

The verification process is more complicated with AACR2, RDA, and hybrid versions entering OCLC. Non-music audio recordings are often audio versions of printed books, and sound recordings can be in a variety of different formats: compact discs, MP3 compact discs/computer discs, cassette tapes, and sound files, among others, and these will all be represented by different bibliographic records. Be sure to check the description carefully to make sure that your record is in fact for the same format as the item to be cataloged. There are certain elements used to identify sound recordings that will differ depending on the cataloging rules that were applied, so first of all, the cataloging rules used to create the record must be identified.

AACR2 records will generally have *Desc* **c** in the OCLC fixed fields (in Voyager, OCLC Desc will be in the **Leader** section as *Cataloging Form* **c**).

RDA records will generally have Desc i in the OCLC fixed fields (in Voyager, OCLC Desc will be in the Leader section as Cataloging Form i). In addition, subfield ‡e in 040 must have **rda**.

Hybrid records may have some of the typical features of RDA records in the variable fields, but 040 should not have rda. Desc could be either c or i.

YUL copy cataloging policy is to accept cataloging following RDA, AACR2, or the OCLC hybrid guidelines, as long

as the record description is a match for the recording to be cataloged. Generally, a cataloging record from OCLC should not be modified to conform to a different set of rules: don't recatalog an AACR2 record to RDA; don't try to update a hybrid record to RDA; don't add AACR2 elements to RDA records.

MARC Verification Checkpoints

245 GMD ‡h [sound recording] vs 336-337-338

RDA records should not have ‡h [sound recording], but should have fields 336, 337, and 338.

AACR2 record 245 usually will have ‡h [sound recording]; OCLC has provisional plans to use computer processing to remove ‡h from bibliographic records at some future date to be announced. If this occurs, it would be replaced by variable fields 336-337-338, but the record will not have **rda** in 040 ‡e.

Hybrid records are AACR2 records where the cataloger may have manually removed ‡h [sound recording] and added fields 336-337-338. If the record has not been fully recataloged to RDA, however, there will be no 040 ‡e rda.

1xx. Relationship designators (‡e) were introduced with RDA cataloging and are acceptable in either RDA or AACR2 cataloging. *Do not remove.* Under current YUL policies, they are not added to cataloging copy.

245 ‡b/‡c

RDA: Supplying ‡b and ‡c information in brackets is not allowed, although RDA records may be encountered that use the obsolete practice. Do not spend time trying to correct these records. With RDA, ‡b must be on the same source as the title proper in ‡a, but ‡c can be taken from the container or accompanying material even if the title proper is taken from the CD's label. This means that the statement of responsibility may not be on the label but would still be present in 245 ‡c, but *without* brackets.

AACR2. Including 245 ‡b and ‡c information in brackets is common in audiobook cataloging. Verification is based on what is printed on the disc or cassette (or cassette label), not on the container. The bracketed information is often taken from the container. The practice is not followed in RDA, but do not attempt to recatalog the record by removing the bracketed information from AACR2 records.

An AACR2 example with ‡h and bracketed statements of responsibility.

040			‡a DLC ‡b eng ‡c DLC <no ‡e rda>
100	1		‡a Offen, Ron, ‡e author. *<note the use of a relationship designator in ‡e>*
245	1	4	‡a The last celebration ‡h [sound recording] / ‡c [by Ron Offen]. The motor show / [by Eugene Ionesco]. Nathan and Tabileth / [by Barry Bermange].
260			‡a [Chicago, Ill.?] : ‡b All-Media Dramatic Workshop, ‡c p1977.
300			‡a 1 sound cassette (1 hr., 24 min.) : ‡b analog.

An RDA example. In current cataloging, ‡e rda is entered in 040 between ‡b eng and ‡c, but earlier records cataloged as RDA may have ‡e rda entered somewhere after ‡c. GMD: no ‡h; identified as an audio recording because of the 300 field. RDA uses "audio discs" rather than "sound discs." Audio discs can mean compact discs or LPs and other analog-type discs; to verify that the record is for a compact disc, check the diameter, which should be 4 3/4 in. The container has the subtitle: "interpreting our democratic Constitution" but is not inserted in brackets in ‡b.

040			‡a RECBX ‡b eng **‡e rda** ‡c RECBX ‡d DLC
100	1		‡a Breyer, Stephen G., ‡d 1938- ‡e author.
245	1	0	‡a Active liberty / ‡c by Stephen Breyer.
264		1	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
300			‡a 3 audio discs (3 hr., 45 min.) : ‡b digital ; ‡c 4 3/4 in.

250/500 It is not a match if the publisher is the same but you have the unabridged edition and the record is for the abridged edition.

AACR2 EXAMPLE: "Unabridged ed." in 250 (LCCN 2007572884)

| 100 | 1 | | ‡a Ilgner, Arno, ‡d 1954- |

245	1	4	‡a The rock warrior's way ‡h [sound recording] : ‡b mental training for climbers / ‡c Arno Ilgner.
250			‡a Unabridged ed.

Keep in mind that information about abridgement could be in either 250 or a 500 note--check both. In the following examples, abridged/unabridged information is in the notes in the AACR2 example and in 250 in the RDA example.

AACR2 example. Abridged version (indicated in 500 note). Other AACR2 clues: ‡h in 245, 260 rather than 264, copyright p in 260 ‡c, "sound discs" in 300. Leave the 500 note as is.

100	1		‡a McCullough, David G.
245	1	4	‡a 1776 ‡h [sound recording] / ‡c David McCullough.
260			‡a New York : ‡b Simon & Schuster Audio, ‡c p2005.
300			‡a **5 sound discs** : ‡b digital ; ‡c 4 3/4 in.
500			‡a **Abridged.**

RDA record for unabridged version: same publisher, publication date. RDA clues: 040 ‡e rda, 264 _1 rather than 260, no copyright p in 264 ‡c, "audio discs" in 300 (diameter indicates it's a compact disc. Compare the number of discs with the abridged version. This example follows RDA practice. The copyright "p" is never recorded in 264 _1. Common pre-RDA practice was to enter Abridged/Unabridged (without "edition") in 500; RDA enters Abridged/Unabridged in 250. Still, it's best to look in both 250 and 500 to check on whether abridgment is mentioned.

040			‡a DLC ‡b eng **‡e rda** ‡c DLC
100	1		‡a McCullough, David G., ‡e author.
245	1	4	‡a 1776 / ‡c David McCullough.
264		1	‡a New York : ‡b Simon & Schuster Audio, ‡c [2005]
250			‡a **Unabridged.**
300			‡a **10 audio discs** (12 hrs.) : ‡b digital ; ‡c 4 3/4 in.

13. Copy Cataloging: 264/260-8xx, Fixed Fields (Sound Recordings, RDA)

264/260

RDA replaces field 260 with field 264 _1.

264 _1 ‡c should never have a phonogram date. In AACR2 cataloging, 260 ‡c preceded the date with a lowercase p to represent the phonogram date (books and accompanying material used lower case c to represent the copyright date in 260). In RDA records, if the only date available is the "p" date, the date itself is bracketed. Optionally, the cataloger may enter a second 264 with second indicator 4; the indicator 4 field only has subfield c

and should use the sound recording phonogram symbol: ?; no period follows the date.

When verifying the publisher, keep in mind that sometimes what appears to be an imprint is actually the series. This is a cataloger decision and there is no formula for deciding.

Series (RDA example):

100	1		‡a Wiesel, Elie, ‡d 1928- ‡e author.
240	1		‡a Nuit. ‡l English
245	1	0	‡a Night / ‡c Elie Wiesel ; a new translation by Marion Wiesel ; with a new preface by the author.
264		**1**	‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2006]
264		**4**	‡c ?2006
490	**1**		‡a **Recorded Books contemporary classics**
830		**0**	‡a **Recorded Books contemporary classics**.

Publisher imprint that sounds like a series (AACR2 example):

100	1		‡a Le Carre?, John, ‡d 1931-
245	1	4	‡a The little drummer girl ?h [sound recording] / ?c by John le Carre?.
260			‡a Prince Frederick, MD : ?b **Recorded Books Evergreen,** ?c **p1983**.

If there is no explicit publication date, the phonogram date (e.g. p1983) is used in 260 ‡c rather than the copyright date. If there is only a copyright date (c1983), it is bracketed [without the c] unless it appears on the disc or cassette.

300

300 ‡a First verify that the format matches--is the record for a compact disc set or a cassette set? If the format differs, it is not a match.

In AACR2, the terms "compact disc" or "CD" were never used in 300 ‡a for sound recordings: the correct term was "sound disc." In RDA, the standard term is "audio disc," but "compact disc" or "CD" or other common usage terms are permissible.

AACR2 uses "sound cassettes" for cassette tapes; RDA uses "audiocassettes" (a single word).

If the format matches, check the number of discs or cassettes; the number must match. Check carefully. The number of discs is impacted by whether the content is or is not abridged, and the digital storage format: MP3 audio discs can contain more data, so fewer MP3 discs are needed to house the same content. Unfortunately, the standard term *audio discs* can represent regular storage compact discs or MP3 discs. Look for notes about abridgment or MP3 format if the number of discs given in the record differs from the number of discs received. A separate catalog record may be needed.

Duration (timing) is entered in parentheses after the number of items. There was an LCRI AACR2 practice never to use estimated time unless an estimated time was actually provided on the resource, but this was ignored by many libraries. In RDA, an estimated time is given if the actual time is not provided. Leave the estimated time as is but do not add an estimated time if it is not in the record. If you notice that the item being cataloged has timing on it that differs significantly from the timing on the record, check with your supervisor; a separate record may be needed. Both AACR2 and RDA use the same abbreviations for timing: hr., min., sec.

300 ‡b What is recorded in 300 ‡b is whether the recording is digital or analog, monaural or stereophonic, and information about type of playback (Dolby). All compact disc recordings are digital; audiocassettes can be digital or analog. Digital vs. analog, mono vs. stereo or non-Dolby vs. Dolby represent different editions. However, these differences are unlikely to turn up with audiobooks and do not require verification. If you happen to notice a difference, the member record is not a match, but keep in mind that if the only difference is that if the member record does not record *Dolby* and you notice that your item is Dolby, it would still be considered a match. (The absence/presence of these elements does not figure in determining a match.)

‡c There is a standard size for cassettes. In AACR2, the size is not recorded if the cassette is the standard size, so your cataloging copy should not have a ‡c for cassettes--do not supply a size. In RDA cataloging, the

dimensions are mandatory even if the disc or cassette is the standard size. The RDA record should be updated if it lacks 300 ‡c. The standard size for audiocassettes is 3 7/8 x 2 1/2 in., 1/8 in. tape (RDA records both the cassette width x height and the tape width).

For compact discs, the most common size is 4 3/4 in. If there is a size other than 4 3/4 in. in 300 ‡c, you may have a non-match with the member copy. Measure your disc only in that case.

300 ‡e Sound recordings often have accompanying material. Usually it is recorded in 300 ‡e, sometimes in 500. MARC was modified to allow multiple 300s, which may turn up in RDA records. If all other elements match and your recording lacks the accompanying material, consider this to be a match. It may be necessary to contact Acquisitions to get the material from the publisher. If physical details for the accompanying text are recorded in parentheses, AACR2 uses the same abbreviations used for printed books and RDA uses the spelled out forms. Both AACR2 and RDA use centimeters for printed items, but AACR2 has a period and RDA does not.

Examples:

AACR2 compact discs:

300			‡a 6 **sound** discs (7 hr.) : ‡b digital, stereo. ; ‡c 4 3/4 in.

RDA compact discs:

300			‡a 6 **audio** discs (7 hr.) : ‡b digital, stereo ; ‡c 4 3/4 in.

RDA compact discs (alternative):

300			‡a 6 **compact discs** (7 hr.) : ‡b digital, stereo ; ‡c 4 3/4 in.

Audiocassettes (RDA example). Note playback information, accompanying material; "pages" is not abbreviated in RDA cataloging; "cm" is not an abbreviation so it will not have a period. Duration is not entered if it is not on the item.

300		‡a 6 audiocassettes : ‡b analog, Dolby processed ; ‡b 3 7/8 x 2 1/2 in., 1/8 in. tape + ‡e 1 course guide (71 pages ; 22 cm)

306 is a field used for recording formatted playing time. It is not required for pcc original cataloging, but for member copy it should be left in the bibliographic record.

300			‡a 10 audio discs (12 hrs.) : ‡b digital ; ‡c 4 3/4 in.	
306			‡a 120000.	

336, 337, 338 are used in RDA records, but under OCLC guidelines are also permissible in non-RDA records. The terms must reflect the type of material in hand. All of the fields are repeatable, since some recordings may include a mixture of materials.

Examples. The most likely terms. The code subfields are not mandatory but will often appear in records derived from OCLC. When working with cataloging copy, they should neither be added or removed.

Compact discs (including MP3 compact discs).

336			‡a spoken word ‡b spw ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audio disc ‡b sd ‡2 rdacarrier

Audiocassettes The most likely terms.

336			‡a spoken word

			‡b spw ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			‡a audiocassette ‡b sd ‡2 rdacarrier

344 Sound Characteristics. Do not delete.

344			‡a analog ‡b magnetic ‡g stereo ‡h Dolby B encoded ‡2 rda

347 Digital File Characteristics Do not delete. Should only be used with digital media, e.g. compact discs but not audiocassettes.

347			‡a audio file ‡b CD audio ‡2 rda

4xx

If used on the bibliographic record, there should be a corresponding series on the item. But see also the background information in 260 above: what appears to be a series is in some cases treated as the imprint, and vice versa. When in doubt, check with a NACO authorized cataloger.

Also, if the same series is used for the print version, the sound recording series needs to be differentiated from the print series. The sound recording series will usually be qualified by *(Sound recording)*. If no series authority record has been made, you have a conflict & need to refer the series to a NACO authorized cataloger.

AACR2 example.

040			‡a DLC ‡b eng ‡c DLC *<no ‡e rda>*
245	0	2	‡a A field guide to bird songs of eastern and central North America ‡h [sound recording].
250			‡a 2nd ed.
260			‡a Boston : ‡b Houghton Mifflin Co., ‡c p1983.
300			‡a 2 **sound cassettes** : ‡b analog + ‡e 1 guide (12 p.)
490	1		‡a The Peterson field guide series *<series is already established for the print version>*
830		0	‡a Peterson field guide series (Sound recording) *<there is a parallel series for the print version>*

RDA example

040			‡a DLC ‡b eng ‡e rda ‡c DLC
100	1		‡a Meineck, Peter, ‡d 1967- ‡e author.
245	1	0	‡a Classical mythology : ‡b the Greeks / ‡c Peter Meineck.
260			‡a Prince Frederick, Md. : ‡b Recorded Books, ‡c [2004]
300			‡a 7 **audiocassettes** (14 hr.) : ‡b analog. + ‡e 1 course guide (72 **pages** : **illustrations**, map ; 22 **cm**)
336			‡a spoken word ‡b spw ‡2 rdacontent
337			‡a audio ‡b s ‡2 rdamedia
338			
344			‡a analog ‡b magnetic ‡2 rda
490	1		‡a The modern scholar
830			‡a Modern scholar *<first use of this title; no equivalent in print>*

500

Watch out for abridged/unabridged notes, since they determine whether the record is a match.

Full level sound recording cataloging requires the publisher number and label name be duplicated in a 500 note. Although core records do not require this note, leave it as is with member copy.

028--note that on this LC record the 2nd indicator is 0 because there is a corresponding 500 note. Entering 2nd indicator 1 will generate a note in the OPAC display.

028		0	0	‡a PC1500-01 ‡b Teaching Co.
028	0	0	‡a PC1500-06 ‡b Teaching Co.	

500 note for the same record, used to record the publisher number and label name. Since a note is already in the record, 1 is not used as the 2nd indicator in 028. If there is no 500 note corresponding to the 028 field, and the 028 second indicator is 0, change the indicator to 1 to display the 028 information in Orbis.

500			‡a Teaching Co.: 1500 (PC1500-01--PC150006)?.

For compact discs, a Compact disc note is required in 500--remember that cataloging rules require that only the term "sound disc" can be used in 300, so the more specific term must be recorded in a note. Compact discs differ in playback technology, so check the notes to see if special playback is required. It could mean that the bibliographic record is not a match.

Standard compact disc note:

500			‡a Compact disc.

Special type of compact disc (note the lengthy duration in 300):

300			‡a 2 sound discs (20.5 hr.) : ?b digital ; ?c 4 3/4 in.
500			‡a Compact disc, MP3 format.
538			‡a System requirements: CD/MP3 player or PC with MP3-capable software.	

Audiobooks. [Based on predominant LC practice. To be revised when LC begins to establish and document guidelines for form/genre headings for sound recordings.] Assign a form/genre *Audiobooks* heading where appropriate.

655		0	‡a Audiobooks.

Audiobooks are abridged or unabridged sound recordings of printed works read by single or multiple speakers.

Generally do not apply the form/genre heading *Audiobooks* to readings of an author's poems unless the poem is clearly a distinct work (e.g. an abridged translation of Homer's Iliad).

Generally do not apply the form/genre heading *Audiobooks* to recordings of dramatic performances (including monologues, radio plays, and performances of stage plays) or non-dramatic oral performances (including sermons, speeches, or lectures).

EXAMPLES:

Nasar, Sylvia. A beautiful mind. Assign *655 _0 ‡a Audiobooks*. [reading of a printed book]

Milton, John, 1608-1674. Paradise lost. Assign *655_0 ‡a Audiobooks*. [reading of a single poem]

Chekhov, Anton Pavlovich, 1860-1904. The cherry orchard. Member record has assigned *650 _0 ‡a Radio plays* or no form/genre heading at all. Do not add *655 _0 ‡a Audiobooks*.

Bogosian, Eric. Pounding nails in the floor with my forehead. "Recorded live at the Knitting Factory, New York City, Dec 16-17, 1997." LC record has assigned *650 _0 ‡a Monologues, American*. Do not add *655 _0 ‡a Audiobooks*.

Pryor, Richard. Are you serious? Member record has assigned *650 _0 ‡a Stand-up comedy*. Do not add *655 _0 ‡ Audiobooks*.

Cherry, Shai. Introduction to Judaism. (The great courses). No form/genre subject assigned. [recording of lectures]. Do not add 655 _0 ‡a Audiobooks.

Voices of the Old West. LC record has assigned *650 _0 ‡a Oral history*. Do not add *655 _0 ‡a Audiobooks*.

[collection of interviews]

Thalib, Ja'far Umar. Jihad solusi mengembalikan kewibawaan Islam. Member record has *650 _0 ‡a Islamic sermons, Indonesian ‡z Indonesia*; *650 _0 ‡a Islamic sermons, Arabic ‡z Indonesia*. [sermons in Arabic and Indonesian]. Do not add 655 _0 ‡a Audiobooks.

Fixed Fields

Leader: Type of Record should be i:Nonmusical recording

007 fixed field is required; assume the values entered are correct.

008 If the 260 is correct, assume the dates are correct. Assume the other values are correct. Recording dates in 008 is not the same as books.

As an FYI, here is a table of examples for coding and entering dates:

264	Publication Status	Date 1	Date 2
2008 (previous release 2001, recorded 1965)	r	2008	2001
2008 ("previously released on Books on Tape," no date given)	r	2008	uuuu
2008 (previous release 1999-2000)	r	2008	1999
2008 (initial release, no recording date)	s	2008	
2008 (initial release, recorded 1999)	p	2008	1999
2008 (initial release, recorded 2001-2005)	p	2008	2001

Unless the Voyager label (on the left of the window display) indicates the character is OBSOLETE, there should be a code value entered for each byte element. If the library has entered **| : No Attempt to Code** or ****Obsolete Code or Value Not Set****, it should be replaced with a code value based on Cataloging of Non-Music Sound Recordings: Checklist (see link below; go to the Fixed Field section).

Source URL:https://web.library.yale.edu/cataloging/sound-recordings/non-music-checklist

Links
[1] https://web.library.yale.edu/cataloging/sound-recordings/music-popular [2] http://www.oclc.org/bibformats/en/0xx/024.html [3] http://www.loc.gov/standards/valuelist/rdacarrier.html [4] http://www.loc.gov/standards/valuelist/rdacontent.html [5] http://www.loc.gov/standards/valuelist/rdamedia.html [6] http://www.oclc.org/bibformats/en/3xx/344.html [7] http://www.oclc.org/bibformats/en/3xx/347.html