

CHECKLIST FOR CATALOGING SOUND DATASETS

INTRODUCTION

This document outlines procedures for cataloging sound datasets, including remote and direct electronic formats. A sound dataset is a collection of audio data, including musical and nonmusical sound, such as speech, used for natural language processing and analysis.

FIXED FIELDS	<i>(Required fields are marked in bold. Instructions in orange are local Yale practices)</i>
Field	Coded Data
Leader	Type of record: Leader/06: <ul style="list-style-type: none"> • i=Nonmusical sound recording • j=Musical sound recording Bibliographic Level Encoding level Cataloging Form: i=ISBD
006 Additional Material Characteristics	m=Computer File <ul style="list-style-type: none"> • Form of Item: <ul style="list-style-type: none"> ○ o=Online ○ q=Direct electronic <i>(for CD-ROMs, etc.)</i> • Type of File: <ul style="list-style-type: none"> ○ h=Sound <i>(musical and nonmusical sound)</i>
007 Physical Description	c=Electronic Resource <ul style="list-style-type: none"> • Specific Material Designation: <ul style="list-style-type: none"> ○ b=Chip cartridge <i>(for flash drives)</i> ○ e=Disc cartridge, type unspecified <i>(for external hard drives)</i> ○ o=Optical disc <i>(for CD-ROMs, etc.)</i> ○ r=Remote <i>(for online format)</i> • Dimension: <ul style="list-style-type: none"> ○ g=4 3/4 of 12 cm <i>(for CD-ROMs, etc.)</i> ○ n=Not applicable <i>(for online format)</i> ○ <input type="checkbox"/>=No attempt to code <i>(for external hard drives, USB flash drives, etc.)</i> • Sound on medium: <ul style="list-style-type: none"> ○ a=Sound on medium
008 General Description	Publication Status Date 1/Date 2 Place of publication Composition: <ul style="list-style-type: none"> • Identify specific type of music if applicable or • nn=Not applicable <i>(for nonmusical sound)</i> Format of music: <ul style="list-style-type: none"> • Identify specific type of music if applicable or • n=Not applicable <i>(for nonmusical sound)</i> Form of Item:

	<ul style="list-style-type: none"> o=Online (<i>for online version</i>) q=Direct electronic (<i>for CD-ROMs, external hard drives, USB flash drives, etc.</i>) <p>Literary Text for Sound Recording</p> <ul style="list-style-type: none"> _=Item is a musical sound recording Code nonmusical sound recordings appropriately, e.g. t=Interviews <p>Language</p> <p>Cataloging source: d=Other</p>
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VARIABLE FIELDS <i>(Required fields are marked in bold. Instructions in orange are local Yale practices)</i>		
Field	Field Text	Notes
040 Cataloging Source	040 // a CtY b eng e rda c CtY	<i>(for original cataloging)</i>
	040 // d CtY	<i>(for copy cataloging)</i>
041 Language Code	041 x/ a [Language code] h [Language code of original]	
043 Geographic Area Code	043 // a [Geographic code]	
050 LC Call Number	050 /4 a [LC call number]	
090 Local Call Number	090 // a yuldset	<i>(add to all datasets)</i>
	090 // a yuldsetmediated	<i>(add to all mediated datasets)</i>
	090 // a yuldsetsnd	<i>(add to all sound datasets, including speech)</i>
1xx Main Entry	1xx xx a [Author or uniform title].	<i>(required when applicable)</i>
245 Title Statement	245 xx a [Title] dataset : b [subtitle], f [inclusive dates of contents] g [bulk dates of contents if applicable].	
246 Varying Form of Title	246 3/ a [Variant title] dataset	
264 Publication Information	264 /1 a [Location of publisher] : b [Publisher], c [Date].	
300 Physical Description	<ul style="list-style-type: none"> 300 // a 1 computer disc ; c 4 3/4 cm 300 // a 1 external hard drive 300 // a 1 online resource 300 // a 1 USB flash drive + e documentation 	
336 Content Type	336 // a computer dataset b cod 2 rdacontent	<i>(for all datasets)</i>
	<ul style="list-style-type: none"> 336 // a performed music b prm 2 rdacontent 336 // a sounds b snd 2 rdacontent 336 // a spoken word b spw 2 rdacontent 	<i>(add additional content type(s))</i>
337 Media Type	337 // a computer b c 2 rdamedia	
338 Carrier Type	338 // a computer disc b cd 2 rdacarrier	<i>(for CD-ROMs, etc.)</i>
	338 // a online resource b cr 2 rdacarrier	<i>(for online format)</i>
	338 // a other b cz 2 rdacarrier	<i>(external hard drives, USBs, etc.)</i>
347 Digital File Characteristics	347 // a audio file 2 rdaft 347 // b [Encoding format, e.g. CD audio, MP3, etc.] b [additional encoding format]	

<i>(include each type of subfield (a, b, c) in a separate field)</i>	[Materials specified if available, e.g. compressed [specify format if more than one is present], uncompressed [specify format if more than one is present] c [File size]	<i>(subfield 3 is not repeatable; use separate fields if necessary do not include for continuing resources)</i>
500 General Note	500 // a [Additional notes if necessary, e.g. Accompanied by ..., Documentation in README file, Title devised by cataloger].	<i>(when applicable)</i>
505 Formatted Contents Note	505 00 t [Title 1] dataset, (inclusive dates of contents for Title 1) -- t [Title 2] dataset, (inclusive dates of contents for Title 2) t [Title 3] dataset, (inclusive dates of contents for Title 3).	<i>(use catalogers' judgement to add decide whether an enhanced contents note would be useful)</i>
506 Restrictions on Access Note <i>(if applicable)</i>	506 // a Access restricted by licensing agreement and agreement to terms of use.	<i>(for resources that require staff mediation)</i>
	506 // a Access restricted by licensing agreement.	<i>(for all other licensed datasets)</i>
520 Summary, etc.	520 // a [Summary including keywords (including "sound data mining") and information on geographic, topical, and chronological coverage].	
538 System Details Note	538 // a [System requirements if special software is required; do not make note of standard information or formats].	
588 Source of Description Note	<ul style="list-style-type: none"> • 588 0/ a Description based on [source record, e.g. database, print] record. • 588 0/ a Description based on online resource (viewed [Date]). • 588 0/ a Title from [Location, e.g. file header, README file, etc.] (viewed [Date]). 	
590 Local Note	590 // a Access is available to the Yale community.	
6xx Subject Access		<i>(see the Detailed Guidelines for additional information)</i>
655 Genre/Form	655 /7 a Music. 2 lcgft	<i>(add to music datasets or use more specific genre headings)</i>
	655 /7 a Sound corpora. 2 lcgft	<i>(add to sound datasets)</i>
	655 /7 a Speech corpora. 2 lcgft	<i>(add to speech datasets)</i>
	655 /7 a Data sets. 2 lcgft	<i>(add to all datasets)</i>
	655 /7 a [Additional genre heading(s) to reflect contents of the dataset] 2 lcgft	<i>(see the detailed instructions for additional information)</i>
7xx Added Entries	7xx xx a [Corporate or personal name.]	<i>(do not use for YUL location)</i>
740 Dataset Collection Name	740 x/ a [Cataloger supplied title, usually based on the collection title of the data source, not YUL location, e.g. Archives unbound (a database collection) → Archives unbound dataset collection].	<i>(required if applicable)</i>
76x-78x Linking Fields <i>(use catalogers' judgement to add when applicable and useful)</i>	776 08 i [Relationship information, e.g. Also issued as, Online version, etc.]: t [Title]. h [Physical description, e.g. 1 computer optical disc] w [Record control number]	<i>(additional physical format, especially if we retain it)</i>
	786 08 i Based on (work): t [Title] w [Record control number]	<i>(link to data source title, e.g. film)</i>

	787 08 i Related work: t [Title] w [Record control number]	<i>(link to related title)</i>
856 Electronic Locations and Access	856 40 y Online dataset u [URL]	<i>(for unmediated resources)</i>
	856 40 y For data access contact researchdata@yale.edu u mailto:researchdata@yale.edu?subject=data%20access%20inquiry%20from%20Quicksearch	<i>(for resources that require staff mediation)</i>
	856 42 3 [Link text of related resource, e.g. Documentation] u [URL]	<i>(additional link for related resource)</i>
946 Local Data	946 // a DO NOT EDIT. DO NOT EXPORT.	

MFHD	Field Text	Notes
852 Location	852 80 b yulint h None z Online resource	<i>(for online format)</i>
	852 80 b yulintx h None z Online resource	<i>(for online format hosted locally)</i>
	852 00 b [Location code] h [Classification part] i [Item part]	<i>(for physical items)</i>
583 Action Note	583 0/ a [Action, e.g. transformed digitally, transferred to optimal storage] c [Time/date of action] k [Action agent, e.g. Preservica] 2 [Source of term, e.g. pda] 5 [Institution to which field applies, e.g. CtY]	<i>(for materials with digital copies added to Preservica)</i>