

CHECKLIST FOR CATALOGING SOUND DATASETS

FIXED FIELDS		<i>(Required fields are marked in bold. Instructions in orange are local Yale practices)</i>
Field	Coded Data	
Leader	Type of record: m=Computer File <ul style="list-style-type: none"> • Bibliographic Level: <ul style="list-style-type: none"> ○ m=Monograph/item <i>(most common)</i> ○ i=Integrating resource ○ s=Serial • Encoding level: _=Full level • Cataloging Form: i=ISBD 	
006 Additional Material Characteristics <i>(add 006 for type(s) of resource)</i>	Additional Characteristics: g=Projected medium Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> Type of Material: <ul style="list-style-type: none"> • f=Filmstrip • m=Moving image • v=Videorecording 	
	Additional Characteristics: i=Non-musical sound recording Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> 	
	Additional Characteristics: j=Musical sound recording <ul style="list-style-type: none"> • Composition <i>((for resources limited to one type of music))</i> Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> 	
	Additional Characteristics: s=Continuing resource Type of Continuing Resource: <i>(selected)</i> <ul style="list-style-type: none"> • n=Newspaper • p=Periodical Form of Item: <ul style="list-style-type: none"> • o=Online • q=Direct electronic <i>(for CD-ROMs, DVD-ROMs, etc.)</i> Nature of Entire Work: <i>(selected)</i> <ul style="list-style-type: none"> • f=Handbooks o=Reviews	

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, DVD-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 standard CD-ROMs</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>)
008 General Description	Publication Status Date 1/Date 2 Place of publication Form of Item: <ul style="list-style-type: none"> • o=online (<i>for online version</i>) • q=direct electronic (<i>for CD-ROMs, DVD-ROMs, external hard drives, USB flash drives, etc.</i>) Type of File: <ul style="list-style-type: none"> • c=Representational (<i>moving images</i>) • h=Sound • (do not use m=Combination) Language Cataloging source: d=Other

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(s)]	
043 Geographic Area Code	043 // a [Geographic code(s)]	
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 yuldsetsnd	<i>(add to all sound datasets, including speech)</i>
1xx Main Entry	1xx xx a [Creator or uniform title.]	
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 CD-ROM ; c 4 3/4 cm + e documentation • 300 // a 1 external hard drive • 300 // a 1 online resource • 300 // a 1 USB flash drive 	

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 • 336 // a text b txt 2 rdacontent <i>(for transcripts)</i> • 336 // a three-dimensional moving image b tdm 2 rdacontent • 336 // a two-dimensional moving image b tdi 2 rdacontent 	<i>(add additional content type(s))</i>
337 Media Type	337 // a computer b c 2 rdamedia	
338 Carrier Type	<ul style="list-style-type: none"> • 338 // a computer disc b cd 2 rdacarrier • 338 // a online resource b cr 2 rdacarrier • 338 // a other b cz 2 rdacarrier 	<i>(for CD-ROMs, DVD-ROMs, etc.)</i> <i>(for online format)</i> <i>(external hard drives, USBs, etc.)</i>
347 Digital File Characteristics <i>(include each type of subfield (a, b, c) in a separate field)</i>	347 // a audio file 2 rdaft 347 // b [Encoding format, e.g. CD audio, MP3, etc.] b [additional encoding format]	<i>(add to audio formats)</i>
	347 // a video file 2 rdaft 347 // b [Encoding format, e.g. DVD video, MP4, etc.] b [additional encoding format]	<i>(add to video formats)</i>
	347 // 3 [Materials specified if available, e.g. compressed [format], uncompressed [format]] c [File size]	<i>(subfield 3 is not repeatable; use separate fields for each format)</i>
500 General Note	500 // a [Additional notes if necessary, e.g. Documentation in README file].	<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," geographic and topical coverage, and inclusive dates of contents].	
538 System Details Note	538 // a [System requirements if special software is required; do not make note of standard information].	
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]); title from [Location] • 588 0/ a Description based on [source of description]; title devised by cataloger. 	
590 Local Note	590 // a Access is available to the Yale community.	

6xx Subject Access	6xx x0 a [Subject heading]. 6xx x0 a [Data mining subject headings].	<i>(see the detailed instructions for additional information)</i>
655 Genre/Form	655 /7 a Sound recordings. 2 lcgft	<i>(add to sound datasets)</i>
	655 /7 a Speech corpora. 2 lcgft	<i>(add to speech datasets)</i>
	655 /7 a Text corpora. 2 lcgft	<i>(add to datasets with transcribed text)</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>
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 with one link)</i>
	856 40 y Online dataset u [URL] 856 42 3 [Link text of related resource, e.g. Documentation] u [URL]	<i>(for unmediated resources with multiple links)</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>
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>