

JULAC Bibliographic Services Committee
General Guidelines for Cataloguing Sound Recordings

1. Sources of Reference

- 1.1. Music Library Association. Best practices for music cataloguing using RDA and MARC21, version 1.0.1, 1 April 2014.
http://www.rdatoolkit.org/sites/default/files/rda_best_practices_for_music_cataloging-v1_0_1-140401.pdf
- 1.2. Music Library Association. Supplements to best practices for music cataloguing using RDA and MARC21, version 1.5, 12 April 2016.
http://bcc.musiclibraryassoc.org/BCC-Historical/BCC2015/Suppl_RDA_Best_Practices_Music_Cataloging_v1.1-150115.pdf
- 1.3. OLAC Catalogers Network. Online Resources for AV Catalogers.
<http://www.olacinc.org/online-resources-av-catalogers>

2. Common Sound Media

Compact disc, LP record, cassette, reel-to-reel tape, streaming video (catalogued as electronic resource)

3. MARC and RDA Rules

MARC	RDA Rules
1XX Creator Performing artists for popular music	RDA 19.2.1.1: <ul style="list-style-type: none"> • A composer of a musical work is considered a creator: \$a Helvacioğlu, Erdem, \$d 1975- \$e composer • \$e Relationship designators for creators: Apply the relationship designators for creators and other relationships, consult RDA Appendix I.2.1: Relationship Designators for creators.
245 Title proper – Titles of parts, sections, and supplements	RDA 2.3.1.7: <ul style="list-style-type: none"> • Record the title of the part, section, or supplement as the title: \$a Bolivian Baroque. \$n Vol. 2, \$p Music from the missions and La Plata
264 Publication/Distribution	<ul style="list-style-type: none"> • Transcribe the place of publication and/or distribution, and the name(s) of the publisher and/or distributor from the preferred source of information or

MARC	RDA Rules
	<p>other source: 264 #1 Minneapolis, Minnesota : \$b Libby Larsen Publishing 264 #2 Chatsworth, California : \$b Distributed exclusively by Image Entertainment</p>
<p>264 #4 Copyright notice date</p>	<ul style="list-style-type: none"> • \$c copyright date • Includes only copyright date if different from publishing date. • If the recording has been previously released, such as in a different format, the original publication/distribution date of the sound recording should be noted in the 008 fixed field (Date2) and in a 500 general note. The latest phonogram copyright date can be recorded. • Examples: 264 #1 [Solon, Ohio] :\$b Findaway World LLC, \$c [2007], p2002. 500 ## Previously released by Sound Room Publisher, p2002. <p>008/06 (DtSt): p 008/07-10: 2007 008/11-14: 2002</p>
<p>300 Extent</p>	<p>RDA 3.4:</p> <ul style="list-style-type: none"> • Extent is a RDA core element only if the resource is complete or if the total extent is known. Use "audio disc" instead of "sound disc": \$a 2 audio discs (1 hr., 42 min., 18 sec. ; 21 min.) ;\$c 4 3/4 in. (\$b CD audio, stereo record in MARC 344) \$a 1 audio disc : ;\$c 12 in. (\$b 33 1/3 rpm, stereo record in MARC 344) <p>Note: Duration may be recorded in 505 505 0# Item 1 (4:58) -- item 2 (5:40)</p>
<p>336 Content type</p>	<ul style="list-style-type: none"> • Examples: \$a spoken word \$b spw \$2 rdacontent \$a performed music \$b prm \$2 rdacontent
<p>337 Media type</p>	<ul style="list-style-type: none"> • Example: \$a audio \$b s \$2 rdamedia

MARC	RDA Rules
338 Carrier type	<ul style="list-style-type: none"> • Example: \$a audio disc \$b sd \$2 rdacarrier
344 Sound characteristics	<ul style="list-style-type: none"> • Examples: \$a digital \$b optical \$g stereo \$g surround \$2 rda (CD (stereo, digital storage)) \$a analog \$b magnetic \$g stereo \$h Dolby-B encoded \$2 rda (audiocassette (stereo, Dolby-B encoded, analog electrical storage)) \$a analog \$c 33 1/3 rpm \$g stereo \$2 rda (analog discs (33 1/3 rpm, stereo, no special playback characteristics, digital storage))
347 Digital file characteristics	<ul style="list-style-type: none"> • \$a audio file \$b CD audio \$2 rda (CD (stereo, digital storage)) • \$a audio file \$b MP3 \$2 rda (MP3 CD (stereo, digital storage))
500 Preferred source of information	<ul style="list-style-type: none"> • According to RDA2.2.2.4, the preferred source of information of a sound recording is: <ul style="list-style-type: none"> – 1st choice: Disc surface or label – 2nd choice: A container or accompanying material (spine, insert, etc.) "Give preference to sources in which the information is formally presented." • RDA 2.17.2.3 instructs the cataloguer to provide a note on the source from which title proper is taken. • Examples: \$a Title from disc label. \$a Title from container spine. (Disc label lists titles of each work without collective title. Container spine has collective title.) \$a Title from accompanying book title page. (4 discs enclosed in "accompanying" book, labels have only volume designations, and lack the title.)
500 Edition and history note	<p>RDA 6.7:</p> <ul style="list-style-type: none"> • If the recording has been previously released in different formats, enter information about the original release (e.g. original date, title the work was originally released as, etc.) if this information is readily available or ascertainable: \$a Previously released by Harper Audio on cassettes in

MARC	RDA Rules
	2000 and on CDs in 2005.
500 Nature of the content	RDA 7.2: <ul style="list-style-type: none"> • Record information about the nature of content if it is considered important for identification or selection: <ul style="list-style-type: none"> \$a Opera in 3 acts. \$a For piano solo. \$a Lecture.
518 Date/Time and place of capture	RDA 7.11: <ul style="list-style-type: none"> • Place and date of capture are the place and date associated with the recording of the content of a resource. • Information may be taken from any source. Use a free-text note in subfield a: <ul style="list-style-type: none"> \$a Recorded at Royal Herbert Hall, London, England in 1992.
546 Language of the content	RDA 7.12: <ul style="list-style-type: none"> • Examples: <ul style="list-style-type: none"> 008 35-37 ger 041 0# \$d ger 546 ## Recording in German 041 0# \$d ger \$b eng \$b fre 546 ## Sung in German, synopsis in English and French (An opera, sung in German with synopsis in English and French)
511 Participant/performer note	RDA 7.23: <ul style="list-style-type: none"> • Names of performers, narrators, and presenters should be recorded. • Information may be taken from any source. • For musical performers, also record the medium in which each performs. • Examples: <ul style="list-style-type: none"> \$a Read by Robert Sean Leonard. \$a MDR Leipzig Radio Symphony Orchestra ; Jun Markl, conductor.
508 Artistic and/or technical credit	RDA 7.24: <ul style="list-style-type: none"> • Names of those contributing to the artistic and/or technical production of a resource should be recorded. • Information may be taken from any source. • Include a statement of function with each name or

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	<p>group of names.</p> <ul style="list-style-type: none"> Example: \$a Produced and mixed by Buddy Miller.
655 Form/genre	<p>LCGFT :</p> <ul style="list-style-type: none"> Apply LCGFT (Library of Congress Genre/Form Terms) and consult terms at: https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf: 655 #7 Audiobooks. \$2 lcgft 655 #7 Operas. \$2 lcgft
7XX Additional creators; Relationship designators for resource-to-resource relationship	<ul style="list-style-type: none"> Performers of a musical work are considered access points, and apply the relationship designators: \$a Pandolfi, Vito, \$d 1917-1974, \$e instrumentalist. \$a Leonard, Robert Sean, \$d 1969- \$e narrator. <p>700 12 \$i Container of (work) : \$a Amos, Tori. \$t Crucify</p> <ul style="list-style-type: none"> Local practice for maximum number of 7XXs provided

3. Fixed Fields

Fixed fields	Data recorded
Leader /06 Record type	<ul style="list-style-type: none"> i (non-musical sound recordings) j (for musical sound recordings)
Leader /07 Bibliographic level	<ul style="list-style-type: none"> m (monograph)
006 Additional material characteristics	<ul style="list-style-type: none"> You will need to use a 006 if you need to record information about accompanying material in a different format (i.e. accompanying video, etc.)
007 Physical description fixed field	<ul style="list-style-type: none"> Sample 007 for sound recording aspects: \$a s \$b d \$d f \$e u \$f n \$g g \$h n \$i n \$j m \$k m \$l n \$m e \$n u
007/00 Category of material	<p>\$a:</p> <ul style="list-style-type: none"> s (sound recording)
007/01 Specific material designation	<p>\$b:</p> <ul style="list-style-type: none"> d (disc) s (sound cassette) t (tape reel)

Fixed fields	Data recorded
007/03 Speed	\$d: <ul style="list-style-type: none"> • f (CDs) • b (33-1/3 LPs) • l (standard cassette) • various codes for RTR tapes
007/04 Configuration of playback channels	\$e: <ul style="list-style-type: none"> • s (stereo) • m (mono)
007/05 Groove width / groove pitch	\$f: <ul style="list-style-type: none"> • n (not applicable – for CDs and tapes) • m (microgroove: for LPs)
007/06 Dimensions	\$g: <ul style="list-style-type: none"> • g (4-3/4" – for CDs) • e (12" for standard LPs) • j (cassettes)
007/07 Tape width	\$h: <ul style="list-style-type: none"> • n (not applicable – for CDs) • l (1/8" cassette) • m (1/4" most RTR tapes)
007/08 Tape configuration	\$i: <ul style="list-style-type: none"> • n (not applicable – for CDs) • a (full track) • b (half track) • c (quarter track – most cassettes)
007/09 Kind of disc, cylinder, or tape	\$j: <ul style="list-style-type: none"> • m (mass produced) • i (instantaneous)
007/10 Kind of material	\$k: <ul style="list-style-type: none"> • m (plastic with metal – CDs) • p (plastic LPs) • s (shellac – 78s)
007/11 Kind of cutting	\$l: <ul style="list-style-type: none"> • n (not applicable – for CDs) • l (lateral or combined cutting – most LPs)
007/12 Special playback characteristics	\$m: <ul style="list-style-type: none"> • e (digital recording)
007/13 Capture and storage techniques	\$n: <ul style="list-style-type: none"> • d (digital) • e (analog)
008/06	• p (distribution / production date)

Fixed fields	Data recorded
Date	<ul style="list-style-type: none"> • s (single date) • r (reprint / original date) • t (publication date and copyright date)
024 (1 st indicator 1) UPC	<ul style="list-style-type: none"> • 8 or 12 digits
024 (1 st indicator 3) EAN	<ul style="list-style-type: none"> • 13 digits
028 (1 st indicator 0) Publisher number 028 (1 st indicator 1) Publisher number	<ul style="list-style-type: none"> • Issue number • Matrix number

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