

**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](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.  
<https://cmc.wp.musiclibraryassoc.org/documents/supplements-to-best-practices-for-music-cataloging-using-rda-and-marc21-v1-5/>
- 1.3. OLAC Catalogers Network. Online Resources for AV Catalogers.  
<https://www.olacinc.org/olac-resources>

**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"> <li>• A composer of a musical work is considered a creator: \$a Helvacioğlu, Erdem, \$d 1975- \$e composer</li> <li>• \$e Relationship designators for creators: Apply the relationship designators for creators and other relationships, consult RDA Appendix I.2.1: Relationship Designators for creators.</li> </ul>
245 Title proper – Titles of parts, sections, and supplements	RDA 2.3.1.7: <ul style="list-style-type: none"> <li>• 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</li> </ul>
264 Publication/Distribution	<ul style="list-style-type: none"> <li>• 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</li> </ul>

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"> <li>• \$c copyright date</li> <li>• Includes only copyright date if different from publishing date.</li> <li>• 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.</li> <li>• Examples:  264 #1 \$a [Solon, Ohio] : \$b Findaway World LLC, \$c [2007], p2002.  500 ## Previously released by Sound Room Publisher, p2002.</li> </ul> <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"> <li>• 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)</li> <li>\$a 1 audio disc : ; \$c 12 in.  (\$b 33 1/3 rpm, stereo record in MARC 344)</li> </ul> <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"> <li>• Examples:  \$a spoken word \$b spw \$2 rdacontent  \$a performed music \$b prm \$2 rdacontent</li> </ul>
<p>337  Media type</p>	<ul style="list-style-type: none"> <li>• Example:  \$a audio \$b s \$2 rdamedia</li> </ul>

MARC	RDA Rules
338 Carrier type	<ul style="list-style-type: none"> <li>• Example: \$a audio disc \$b sd \$2 rdacarrier</li> </ul>
344 Sound characteristics	<ul style="list-style-type: none"> <li>• Prefer use of a separate field for each unique term</li> <li>• Examples: \$a digital \$2 rdatr \$b optical \$2 rdarm \$g stereo \$g surround \$2 rdacpc <i>(CD (stereo, digital storage))</i>  \$a analog \$2 rdatr \$b magnetic \$2 rdarm \$g stereo \$2 rdacpc \$h Dolby-B encoded \$2 rdaspc <i>(audiocassette (stereo, Dolby-B encoded, analog electrical storage))</i>  \$a analog \$2 rdatr \$c 33 1/3 rpm \$g stereo \$2 rdacpc <i>(analog discs (33 1/3 rpm, stereo, no special playback characteristics, digital storage))</i></li> </ul>
347 Digital file characteristics	<ul style="list-style-type: none"> <li>• Prefer use of a separate field for each unique term</li> <li>• Examples: \$a audio file \$2 rdaft \$b CD audio <i>(CD (stereo, digital storage))</i>  \$a audio file \$2 rdaft \$b MP3 <i>(MP3 CD (stereo, digital storage))</i></li> </ul>
500 Preferred source of information	<ul style="list-style-type: none"> <li>• According to RDA2.2.2.4, the preferred source of information of a sound recording is: <ul style="list-style-type: none"> <li>– 1<sup>st</sup> choice: Disc surface or label</li> <li>– 2<sup>nd</sup> choice: A container or accompanying material (spine, insert, etc.) “Give preference to sources in which the information is formally presented.”</li> </ul> </li> <li>• RDA 2.17.2.3 instructs the cataloguer to provide a note on the source from which title proper is taken.</li> <li>• Examples: \$a Title from disc label.</li> </ul>

MARC	RDA Rules
	<p>\$a Title from container spine. <i>(Disc label lists titles of each work without collective title. Container spine has collective title.)</i></p> <p>\$a Title from accompanying book title page. <i>(4 discs enclosed in "accompanying" book, labels have only volume designations, and lack the title.)</i></p>
<p>500 Edition and history note</p>	<p>RDA 6.7:</p> <ul style="list-style-type: none"> <li>• 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 2000 and on CDs in 2005.</li> </ul>
<p>500 Nature of the content</p>	<p>RDA 7.2:</p> <ul style="list-style-type: none"> <li>• Record information about the nature of content if it is considered important for identification or selection: \$a Opera in 3 acts. \$a For piano solo. \$a Lecture.</li> </ul>
<p>518 Date/Time and place of capture</p>	<p>RDA 7.11:</p> <ul style="list-style-type: none"> <li>• Place and date of capture are the place and date associated with the recording of the content of a resource.</li> <li>• Information may be taken from any source. Use a free-text note in subfield a: \$a Recorded at Royal Herbert Hall, London, England in 1992.</li> </ul>
<p>546 Language of the content</p>	<p>RDA 7.12:</p> <ul style="list-style-type: none"> <li>• Examples: 008 35-37 ger 041 0# \$d ger 546 ## Recording in German</li> <li>041 0# \$d ger \$b eng \$b fre 546 ## Sung in German, synopsis in English and French <i>(An opera, sung in German with synopsis in English and French)</i></li> </ul>
<p>511</p>	<p>RDA 7.23:</p>

MARC	RDA Rules
Participant/performer note	<ul style="list-style-type: none"> <li>Names of performers, narrators, and presenters should be recorded.</li> <li>Information may be taken from any source.</li> <li>For musical performers, also record the medium in which each performs.</li> <li>Examples: \$a Read by Robert Sean Leonard. \$a MDR Leipzig Radio Symphony Orchestra ; Jun Markl, conductor.</li> </ul>
508 Artistic and/or technical credit	<p>RDA 7.24:</p> <ul style="list-style-type: none"> <li>Names of those contributing to the artistic and/or technical production of a resource should be recorded.</li> <li>Information may be taken from any source.</li> <li>Include a statement of function with each name or group of names.</li> <li>Example: \$a Produced and mixed by Buddy Miller.</li> </ul>
655 Form/genre	<p>LCGFT :</p> <ul style="list-style-type: none"> <li>Apply LCGFT (Library of Congress Genre/Form Terms) and consult terms at: <a href="https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf">https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf</a>: 655 #7 Audiobooks. \$2 lcgft 655 #7 Operas. \$2 lcgft</li> </ul>
7xx Additional creators; Relationship designators for resource-to-resource relationship	<ul style="list-style-type: none"> <li>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.</li> </ul> <p>700 12 \$i Container of (work) : \$a Amos, Tori. \$t Crucify</p> <ul style="list-style-type: none"> <li>Local practice for maximum number of 7XXs provided</li> </ul>

### 3. Fixed Fields

Fixed fields	Data recorded
Leader /06 Record type	<ul style="list-style-type: none"> <li>i (non-musical sound recordings)</li> <li>j (for musical sound recordings)</li> </ul>

Fixed fields	Data recorded
Leader /07 Bibliographic level	<ul style="list-style-type: none"> <li>• m (monograph)</li> </ul>
006 Additional material characteristics	<ul style="list-style-type: none"> <li>• 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.)</li> </ul>
007 Physical description fixed field	<ul style="list-style-type: none"> <li>• 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</li> </ul>
007/00 Category of material	\$a: <ul style="list-style-type: none"> <li>• s (sound recording)</li> </ul>
007/01 Specific material designation	\$b: <ul style="list-style-type: none"> <li>• d (disc)</li> <li>• s (sound cassette)</li> <li>• t (tape reel)</li> </ul>
007/03 Speed	\$d: <ul style="list-style-type: none"> <li>• f (CDs)</li> <li>• b (33-1/3 LPs)</li> <li>• l (standard cassette)</li> <li>• various codes for RTR tapes</li> </ul>
007/04 Configuration of playback channels	\$e: <ul style="list-style-type: none"> <li>• s (stereo)</li> <li>• m (mono)</li> </ul>
007/05 Groove width / groove pitch	\$f: <ul style="list-style-type: none"> <li>• n (not applicable - for CDs and tapes)</li> <li>• m (microgroove: for LPs)</li> </ul>
007/06 Dimensions	\$g: <ul style="list-style-type: none"> <li>• g (4-3/4" - for CDs)</li> <li>• e (12" for standard LPs)</li> <li>• j (cassettes)</li> </ul>
007/07 Tape width	\$h: <ul style="list-style-type: none"> <li>• n (not applicable - for CDs)</li> <li>• l (1/8" cassette)</li> <li>• m (1/4" most RTR tapes)</li> </ul>
007/08 Tape configuration	\$i: <ul style="list-style-type: none"> <li>• n (not applicable - for CDs)</li> <li>• a (full track)</li> <li>• b (half track)</li> <li>• c (quarter track - most cassettes)</li> </ul>
007/09 Kind of disc, cylinder, or tape	\$j: <ul style="list-style-type: none"> <li>• m (mass produced)</li> </ul>

Fixed fields	Data recorded
	<ul style="list-style-type: none"> <li>• i (instantaneous)</li> </ul>
007/10 Kind of material	\$k: <ul style="list-style-type: none"> <li>• m (plastic with metal - CDs)</li> <li>• p (plastic LPs)</li> <li>• s (shellac - 78s)</li> </ul>
007/11 Kind of cutting	\$l: <ul style="list-style-type: none"> <li>• n (not applicable - for CDs)</li> <li>• l (lateral or combined cutting - most LPs)</li> </ul>
007/12 Special playback characteristics	\$m: <ul style="list-style-type: none"> <li>• e (digital recording)</li> </ul>
007/13 Capture and storage techniques	\$n: <ul style="list-style-type: none"> <li>• d (digital)</li> <li>• e (analog)</li> </ul>
008/06 Date	<ul style="list-style-type: none"> <li>• p (distribution / production date)</li> <li>• s (single date)</li> <li>• r (reprint / original date)</li> <li>• t (publication date and copyright date)</li> </ul>
024 (1 <sup>st</sup> indicator 1) UPC	<ul style="list-style-type: none"> <li>• 8 or 12 digits</li> </ul>
024 (1 <sup>st</sup> indicator 3) EAN	<ul style="list-style-type: none"> <li>• 13 digits</li> </ul>
028 (1 <sup>st</sup> indicator 0) Publisher number	<ul style="list-style-type: none"> <li>• Issue number</li> <li>• Matrix number</li> </ul>
028 (1 <sup>st</sup> indicator 1) Publisher number	

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