

University of Minnesota Libraries

Music Copy Cataloging Policy

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Reformatted for accessibility

General Instructions

We prefer RDA records and hybrid AACR2 headings/RDA description records. However, if there is an acceptable AACR2 record, use that. Do not “convert” RDA records to AACR2. **Accept RDA LC or PCC records as is.** When accepting an RDA or hybrid record, follow our local policy as outlined in this document. Consult Best Practices for Music Cataloging with RDA and MARC21 (Music Library Association), located in the RDA Toolkit, as needed.

- If you are unsure of something, **do not follow AACR2 practice** when adding descriptive elements to an RDA or hybrid record. Please **consult an RDA expert** on staff.
- You are responsible for doing **authority work** according to our established guidelines (refer to “[Authority Work for Copy Cataloging: Job Aid](#)”)
- Please **do scan** the bibliographic record for basic mistakes in all tags, the filing indicators, and general typographical errors in any field.
 - For example, is the statement of responsibility in the correct subfield of the 245 field? Are the non-filing characters present and correct in the 2nd indicator of the 245 field? Is there a misspelling in the title?
 - Accept **capitalization, punctuation, Roman numerals** as presented.
 - **Inaccuracies** are transcribed, not corrected (as was done in AACR2)
 - **Abbreviations** (including Latin abbreviations s.l., s.n., et al., ca.) are not generally used in RDA. There are some exceptions for dimensions and duration.
- **Do not remove** relationship designators used in authorized access points for persons, families, or corporate bodies (e.g., author, editor, translator) or that categorize types of related entities (e.g., sequel to, revision of).

- **Related edition cataloging:** These should be done in RDA whenever possible, even if the record you are basing the new record on followed AACR2. Route to appropriate staff if you have questions.
- If it is **not wrong, leave it alone!**
- **RDA documentation** is constantly changing. If you print out documentation, you are responsible for making sure it is the latest documentation available.
- This document covers **basic music copy cataloging**. Consult cataloging documentation for other formats as necessary.

006 - Leader

Check only these values in the **Leader** (only the most common values are shown; see [MARC](#) documentation for additional values):

LDR Position	Description	Most Common Values
05	Record status	n new c corrected p increase in encoding level from pre-publication
06	Type of record	c notated music d manuscript notated music l non-musical sound recording j musical sound recording
07	Bibliographic level	m monograph/item
17	Encoding level	blank full 4 core 8 pre-publication
18	Descriptive cataloging	a AACR2 (do not use for RDA cataloging) i ISBD (use for RDA cataloging)

008 - Fixed-Length Data Elements

Next, check only the following parts of the **008 Fixed Field—Fixed Length Data Elements** (see [MARC](#) documentation for additional values):

008 Position	Description	
06	Type of date/Date Status	r Reprint/original date s Single publication date

		p Date of distribution/release/issue and production/recording session when different t Publication date and copyright date (requires both dates in Date) q Questionable date (i.e., more than one questionable date in 264 \$\$c)
07-10	Date	If 008/06 r, enter reprint date in Date 1 and original date in Date 2. If 008/06 p, enter publication date in Date 1 and production date in Date 2. If 008/06 t, enter publication date in Date 1 and copyright date in Date 2. Unknown digits are recorded as “u”
15-17	Place of publication	Choose country code that matches the country of publication
20	Format of music	<i>Prefer use of these codes for RDA records (see MARC documentation for other values):</i> b Study score h Chorus score k Vocal score l Score
30-31	Literary Text for sound recordings	Use only for non-musical sound recordings; see MARC documentation for values
35-37	Language	Choose language code that matches the language of soundtrack (choose zxx if no spoken or written language present)

007 - Physical Description Fixed Fields

Sound recordings: check the **007 Fixed-Length Data Elements– Physical Characteristics** (see [MARC](#) documentation for additional values):

007 Position	Subfield	Description	
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00	a	Category of material	s sound recording
01	b	Specific material designation	d disc s audio cassette
03	d	Speed	f 1.4 m/s (CD) l 1 7/8 ips (audio cassette)
04	e	Configuration of playback channels	m mono s stereo q multichannel, surround
05	f	Groove width/pitch	m microgroove (LP) n not applicable (disc, audiocassette)
06	g	Dimensions	g 4 3/4 in. (CD) j 3 7/8 x 2 1/2 in. (audiocassette)
07	h	Tape width	l 1/8 in. (audiocassette) n not applicable (disc)
08	i	Tape configuration	c 4-track (audiocassette) n not applicable (disc)
12	m	Special playback characteristic	e digital recording c Dolby-B encoded
13	n	Capture and storage technique (of original)	d digital storage (CD) e electrical storage (CD, LP)

Variable Fields

Please check all incoming RDA records for the following fields:

02X - International Standard Numbers

- **DO**
 - Accept UPC/EAN (024 1 or 3).
 - Add the Publisher Number (028 42) if not present; place the number in \$\$a and the publisher name in \$\$b.
 - Add ISMN (024 2) or ISBN (020) if not present.
- **DON'T**
 - Don't delete valid standard numbers.

040 - Description conventions

- **DO**
 - Verify \$\$b eng and \$\$e rda.
 - Add \$\$b and \$\$e for fully-coded RDA records.
- **DON'T**
 - Don't remove \$\$e rda.

- Don't add \$\$e rda to hybrid records unless making the record fully RDA.
- Don't add \$\$d MnU.

041 - Language (*Use when multiple languages present*)

- **DO**
 - Verify \$\$a (notated music) or \$\$d (sound recording) matches 008/35-37.
 - Verify \$\$b, e, g if present.
 - Verify 1st indicator 1 if translation is involved.
- **DON'T**
 - Don't remove subfields unless incorrect.

046 - Date of Creation

- **DO**
 - Accept year of composition in \$\$k (single year) or \$\$k/\$\$l (multiple years).
 - Accept date of composition if given in 045.
- **DON'T**
 - Don't add or remove 046.
 - Don't add if date of composition is present in 045.

050 - LC Classification (*Use for notated music only*)

- **DO**
 - Verify classification number (050).
 - Shelflist against LC and UMN shelf lists.

1XX - Main entry/creator

- **DO**
 - Notated music: Include the first creator.
 - Sound recording: Verify that creator responsible for entire work (i.e., composed all of the music); will rarely be a performing group.
 - Verify or add \$\$e relationship designator from RDA Appendix I.
- **DON'T**
 - Don't add 1XX.
 - Don't add 1XX for performer main entry (unless composer of entire work).
 - Don't delete \$\$e.

240 - Uniform title/Preferred Title

- **DO**
 - Accept title.
- **DON'T**
 - Don't add or delete.

245 - Title proper, etc.

- **DO**
 - Verify accuracy of 2nd indicator (non-filing character).
 - Verify that \$\$a and \$\$b are correct and complete.
 - Verify and/or add all parallel titles.
 - Please accept capitalization found in the record. All CAPITALS is ok.
- **DON'T**
 - Don't correct statements of responsibility, affiliations, and other issues if not transcribed by the original cataloger.
 - Don't add \$\$h [sound recording].
 - Don't limit \$\$c to three names or less (in RDA, the "Rule of 3" no longer applies").

246 - Variant titles

- **DO**
 - Add to enhance access, as needed.
 - Variant titles should apply to the resource as a whole (i.e., not analytic titles).
- **DON'T**
 - Don't remove.
 - Don't use for analytic titles (use 700 \$\$a \$\$t for name/title, 730 or 740 X2 for title).

250 - Edition statement

- **DO**
 - Verify that the edition statement matches the resource.
 - Notated music: Consider the former "Musical presentation statement" to be an edition statement.
- **DON'T**

- Don't abbreviate words or transform numerals that were transcribed from the source of information.

260 - Publication, etc.

● DO

- Accept 260 if given instead of 264.
- Use the "transcribe what you see" approach for recording anything new in the 260 field.
- Sound recordings: Use the label name in \$\$b.
- Accept distribution information.

● DON'T

- Don't convert 260 to 264.
- Don't add places that were required in AACR2 (for example, do not apply the "home country" rule).
- Don't supply larger jurisdictions not on the source of information.
- Don't abbreviate places or publisher names found on the source of information.
- Don't add distribution information.
- Don't replace a supplied date of publication (including the phrase "date of publication not identified") with a copyright date.¹

264 - Publication, Distribution, Manufacture, Copyright Statements

● DO

- Use the "transcribe what you see" approach for recording anything new in the 264 field.
- Accept multiple 264 fields (there may be separate 264s for publication, distribution, manufacture, and copyright information).
- Sound recordings: Use the label name in \$\$b.
- If a copyright/phonogram date (264 _4 \$\$c) is present, verify that the Fixed Field *Type of date* and *Date* are correctly coded.

● DON'T

- Don't convert 264 to 260.
- Don't add places that were required in AACR2 (for example, do not apply the "home country" rule).

¹ These are different elements in RDA and not used interchangeably as in AACR2. In RDA records, publication dates are entered in 264 _1 \$\$c and Copyright dates are entered in 264 _4 \$\$c. However, some older RDA copy may use 260 with both dates sharing the same \$\$c.

- Don't supply larger jurisdictions not on the source of information.
- Don't abbreviate places or publisher names found on the source of information.
- Don't abbreviate copyright to "c" or phonogram to "p".
- Don't replace a supplied date of publication (including the phrase "date of publication not identified") with a copyright date.²

300 - Physical description / extent

- **DO**

- Accept multiple 300 fields.
- Accept \$\$b as given (may or may not duplicate information in 34X fields)
- Sound recording: Verify running time in \$\$a.
- Use the style of RDA (generally don't abbreviate except for duration and dimensions).

- **DON'T**

- Don't convert multiple 300 fields to a single 300 field.
- Don't add information to 300 \$\$b if 34X fields present.

336, 337, 338 - Content, Media, and Carrier types

- **DO**

- Add 33X if not present .
- Add \$\$b code if not present.
- Consult [MARC](#) documentation for other values (33X) or \$\$b code lists for [336](#), [337](#), [338](#).

- **DON'T**

- Don't delete any of these fields.
- Don't delete \$\$b

34X - Sound, video, digital file characteristics

- **DO**

- Prefer use of 34X fields for RDA records.

² These are different elements in RDA and not used interchangeably as in AACR2. In RDA records, publication dates are entered in 264 _1 \$\$c and Copyright dates are entered in 264 _4 \$\$c. However, some older RDA copy may use 260 with both dates sharing the same \$\$c.

- Accept 34X fields present.
- Add 34X fields if not present.
- **DON'T**
 - Don't delete 34X fields if information is already present in 300 \$\$b.

380 - Form of work

- **DO**
 - Accept 380 as given.
- **DON'T**
 - Don't add 380.

382 - Medium of Performance

- **DO**
 - Accept 382 as given.
 - Add 382 if not present.
- **DON'T**
 - Don't delete 382.

383, 384 - Numeric Designation, Key

- **DO**
 - Accept 383, 384 as given.
- **DON'T**
 - Don't delete 383, 384.

4XX/8XX - Series

- **DO**
 - Do authority work as required.
 - UMN traces all series. Add 8XX with authorized form of series title for untraced series (490 0) and change to 490 1.
- **DON'T**
 - Don't delete series.

5XX - Notes (general)

- **DO**
 - Accept order of notes.

- **DON'T**
 - Don't reorder notes.

518 - Place and date of capture (*Use for sound recordings only*)

- **DO**
 - Accept as given.
- **DON'T**
 - Don't parse into subfields if all information presented in \$\$a.

546 - Language note

- **DO**
 - Add or verify for resources with multiple languages or subtitles.
 - Notated music: Verify type of notation in \$\$b.
- **DON'T**
 - Don't add 546 for resources in a single language.
 - Notated music: Add type of notation in \$\$b if not present.

511 - Performers

- **DO**
 - Accept 511 as given.
 - Add 511 if not present (include prominently named performers).
 - May place this info in a contents note when there are multiple works.
- **DON'T**
 - Don't delete 511.
 - Don't add 511 for performer/cast information present in 505 contents note.

508 - Production credits

- **DO**
 - Accept 508 as given.
- **DON'T**
 - Don't add or delete 508.

500 - Source of title note

- **DO**

- Verify or add note if the title is taken from anywhere other than the preferred source.
- Sound recordings: Verify or add note for source of title regardless of source.
- **DON'T**
 - Don't delete source of title note.
 - *Sound recordings*: Add source of title note if not present.

500 - Accompanying material

- **DO**
 - Verify or add a note explaining substantial accompanying material, if necessary.
- **DON'T**
 - Don't delete note.

500 - Supplementary material

- **DO**
 - Verify or add a note describing supplementary material.
- **DON'T**
 - Don't delete note.

500 - Related works/expressions/manifestations

- **DO**
 - Verify or add a note if material is based on another work.
- **DON'T**
 - Don't delete note.

505 - Contents notes

- **DO**
 - Use for compilations when there is no predominant work .
 - Accept enhanced 505 format.
- **DON'T**
 - Don't delete contents notes.
 - Don't edit 505 to remove enhanced subfields.

6XX - Subject/Genre headings

- **DO**
 - Do authority work as required for 600, 610, 611 fields.
- **DON'T**
 - Don't delete 6XX subject or genre/form (655) fields.

7XX - Added entry (names)

- **DO**
 - Verify and use the authorized form of the name, if available.
 - Include 7XXs for all persons, corporate bodies that are creators or contributors.
 - Include \$\$e relationship designator from RDA Appendix I.
- **DON'T**
 - Don't remove these fields.

7XX - Added entries (name/title)

- **DO**
 - Add/verify related work entries.
 - Use \$\$i relationship designator from RDA Appendix J.
- **DON'T**
 - Don't delete 7XX fields.

7XX - Analytical added entries (titles)

- **DO**
 - Add 740 _2 for component title access (e.g., specific volume titles).
 - Use 730 02 for controlled title entries.
- **DON'T**
 - Don't delete 730 or 740 fields.

856 - URL

- **DO**
 - Delete any URLs that link to full text.
 - Move table of contents URLs to 505 \$\$u.
 - Move abstract URLs to 520 \$\$u.

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