# Album Metadata Specifications

Black text = Important to everything

Blue text = Important to classical or jazz

Red text = Important to popular music

**MARC Leader**

REC TYPE = j (Musical sound recording) OR i (Nonmusical sound recording)

BIB LVL = m (monograph)

ENC LVL = 4 or above *If blank, 1, 2, or 3 leave as is.*

**007**

|a MAT CATG (Material category) = **s (Sound recording)**

|b SPEC MAT (Specific material designation) = **d (Sound disc)**

|d SPEED (Playback Speed) = **b (33 1/3 rpm)** OR c (45 rpm) OR d (78 rpm)

|e CONF PLAY (Configuration of playback channels) = **s (Stereophonic)** OR m (Monaural)

|f GROOVE W (Groove Width) = **m (Microgroove)** OR s (Coarse/Standard) \*used for 78 rpm

|g DIMENS (Dimensions) = **e (12 inch diameter)** OR c (7 inch diameter) \*some 45s

|h TAPWIDTH (Tape width) = **n (Not applicable)**

|i TAPECONF (Tape configuration) = **n (Not applicable)**

|j KINDDISC (Kind of disc) = **m (Mass-produced)**

|k KINDMAT (Kind of material) = **p (Plastic)**  OR s (Shellac) (some 78 rpm)

|l KINDCUT (Kind of cutting) = **l (Lateral or combined cutting)**

|m SP CHAR (Special playback characteristics) = **u (Unknown)** *Keep if already encoded*

|n CAP/STOR (Capture and storage techniques) = **e (Analog electrical storage)** OR

 d (Digital storage) *Use only if package says “digitally recorded” NOT “digital remaster/mixing”*

**008**

DtSt / DATTYPE = s (Single date) and enter the year in Date One OR

 If release date differs from © or (P) use t (Publication date and copyright date) and enter release date in Date One and phonogram copyright date in Date Two

Ctry / COUNTRY = If within the U.S., use postal abbreviation then add “u” e.g. MI = miu

Comp / FORMCOMP = Choose an appropriate genre *If multiple genres will be in 047 field*

AccM / ACCMAT = Note any accompanying material *d = libretto (lyrics) is fairly common*

Lang / LANGUAGE = Specify language

Src / CATSRC = d (Other)

**028**

028 02 = [Issue #] |b [Label Name] e.g. JC 35259 |b Columbia

*Use when identifier comes from the jacket*

028 12 = [Matrix #] |b [Label Name] |q (matrix) e.g. AL 35259|b Columbia |q (matrix)

*Use when the only identifier comes from the disc*

048 = Number of musical instruments or voice. Retain if appropriate.

 Performer or ensemble |b Soloist |2 source of code

 *Use codes from:* [*https://www.loc.gov/marc/bibliographic/bd048.html*](https://www.loc.gov/marc/bibliographic/bd048.html) *and append two digits*

 *indicating the number of parts.*

e.g. ka01 = 1 piano oa |b oe1 = orchestra featuring a dance band

049 = EZFA

**050**

If present and complete, retain 050 as (y) but copy/paste data into 090 with no indicators and set as (c). Then double-check call number is unique. If not, extend cutter number. If so, move to next field.

If range is present but cutter is absent, cutter by artist then title and append date.

 Then set 050 to (y) and copy/paste data into 090 with no indicators and set as (c).

 Then double-check call number is unique. If not, extend cutter number. If so, move to next field.

 If working in Connexion, replace record with 050\_4.

If range and/or class is absent, lookup the first 6XX field in SACO then cutter by artist then title.

 Then set 050 to (y) and copy/paste data into 090 with no indicators and set as (c).

 Then double-check call number is unique. If not, extend cutter number. If so, move to next field.

 If working in Connexion, replace record with 050\_4.

*Note: Call number instructions will change when we work on certain genres, e.g. Classical, Spoken Word*

**100/110**

1001\_ = (a) Last name, First name, |d [Birth – Death] |e [role]

 e.g. Holiday, Billie,|d1915-1959 |e performer

 *Use for solo artists. Double check information against NACO at authorities.loc.gov*

 *For other roles like instrumentalist use:* [*https://www.loc.gov/marc/relators/relaterm.html*](https://www.loc.gov/marc/relators/relaterm.html)

1102\_ = (a) Band name (Musical group) |e performer

 e.g. Iron Maiden (Musical group) |e performer

 *Use for bands, orchestras, etc. Double check info against NACO at authorities.loc.gov*

**Do not use for multi-artist / multi-band compilation albums. Skip to 245 and use that for cuttering.**

24500 = (t) Append |h [sound recording] if not already present.

246 = (u) Retain if an alternate title to the work. **If these are track titles, change to 740s.**

**264**

Change all 260 fields to either **264\_1 Publication information** or **264\_2 Distribution Information (p)**.

*Use 264\_1 for label names. Only use 264\_2 if the album explicitly states “Distributed by…” and there is a different company named as producer/publisher. If no distinct producer, encode distributor as 264\_1.*

*If there are multiple publishers or any doubt that another name is a publisher, code each name as a separate 264 field.*

Replace s.l. with either [Place of publication not identified] or [Place of distribution not identified]

Replace s.n. with [publisher not identified] or [distributor not identified]

Replace s.d with [date of publication not identified] or [date of distribution not identified]

Precede copyright date with c and phonogram copyright date with p.

Use brackets for any dates not appearing on the album, jacket, etc.

 e.g. New York, N.Y. :|bCaedmon,|cp1960].

 e.g. [Place of distribution not identified] :|bAdirondack Distributors, |c2012.

**Encode copyright or phonogram copyright date a second time in 264\_4 |c , e.g. p1960 or c2012**

**300s**

300 = (r) X audio disc(s) (run time) ; |c disc diameter + |e X booklet (if present)

 e.g. 2 audio discs (110 minutes) ;|c 12 in. + |e 1 booklet (12 pages ; 23 cm).

306 = Playing time. Record total run time from the 300 field as HHMMSS e.g. 1 hour = 006000

 *If multiple works are on one album, repeat |a as needed e.g. 006000 |a 014500*

336 = **For music: performed music |b prm |2 rdacontent**

 For sounds: sounds |b snd |2 rdacontent

 For spoken word: spoken word |b spw |2 rdacontent

337 = audio |b s |2 rdamedia

338 = audio disc |b sd |2 rdacarrier

340 = vinyl |2 rda

344 = Sound characteristics. **Data for this field should match the 007 and 300 fields.**

 Type of recording |c playback speed |d groove width |g playback channels |2 source of terms

 e.g. analog |c 33 1/3 rpm |d microgroove |g stereo |2 rda

3820\_ = Medium of performance. Retain if appropriate.

 Medium of performance |b soloist |e number of ensembles |n number of performers |s total number of performers

 e.g. flute |n 1 |a clarinet |n 1 |a vibraphone |n 1 |a piano |n 1 |a violin |n 1 |a viola |n 1 |a cello |n 1 |a bass |n 1 |s 8

 e.g. trumpet |n 2 |a trombone |n 2 |s 4

383 = Numeric designation of work (e.g. Opus number). Retain if appropriate.

384 = Key. Retain if appropriate.

490 = (s) Change first indicator to 0 and delete 830 field, if present. Add if missing.

**500s**

500 = (n) Retain if appropriate.

50500 = Formatted contents note, enhanced. Use for track titles, artist names, and track run times.

 *If album does not include other artists, use track titles and run times only.*

 |g miscellaneous information|t title / |r artist |g (run time) –

 e.g. |g Disc 1. |t Marty / |r television play by Paddy Chayefsky ; produced by Fred Coe ; directed by Delbert Mann |g (1953 ; 52 min.) -- |t Patterns / |r written by Rod Serling ; directed by Fielder Cook |g (1955 ; 53 min.)

5110 = Performers. Add if you can break out the specific band members to trace in the 700s.

 Do not repeat the 100/110 field.

518 = Place and date of capture. Use with 033 field. **Especially important for live music recordings.**

 |d date of event |p place of event |o other event information

 *Dates must be in YYYY Month Day format.*

 e.g. |o Recorded in concert |p Shrine Civic Auditorium, Los Angeles, CA |d 1964 September 20.

 03300 = YYYYMMDD |b [Geographic code] |c [Geographic subcode]

 *If you only know the year, use dashes for the month and day (4 dashes), e.g. 1960----*

 For |b use: <http://www.loc.gov/aba/publications/FreeLCC/G-text.pdf> and start on page 200 if recorded within the USA. Use ranges G3190-G9980 but omit “G”.

 For |c use: <http://www.loc.gov/catdir/cpso/GCutter.pdf> and use page 89-1776 if

 recorded within the USA but omit the period.

 e.g. 19640920 |b 4364 |c L8

5218\_ = Target audience. Use for parental advisory notes e.g. Parental advisory, explicit content.

546 = Language of sung or spoken text. Use with 041 field.

 041 = |d language of sung or spoken text |e language of librettos |n language of original libretto |m language of accompanying material other than librettos

 e.g. 546 = Sung in Italian.

 500 = Program notes in English, and libretto with English translation inserted in container.

 041 = |d ita |e ita |e eng |n ita |g eng

**600s**

600/610 = (d) The majority of the time we will not be using these subject headings because they are only applicable to works about a person or corporate entity. For spoken word recordings, like Shakespeare’s historic plays or FDR’s speeches, these will be applicable. Retain if appropriate.

630 = Rare but possible. Will include |m for medium of performance. Retain if appropriate as a subject.

650\_0 = Subjects will be assigned roughly by genre with chronological (|y ) and geographical (|z) subdivisions as needed.

 *Note: Potential subject list is* ***not*** *exhaustive. When in doubt, double check SACO at authorities.loc.gov and assign additional subjects as needed*

655\_7 = Genre/form subject. You may see these because music cataloging is switching from the 650 field to using a combination of the the 382/500/655 fields. Retain if appropriate.

 Genre form term |2 lcgft e.g. Chamber music. |2 lgcft |a Scores. |2 lgcft

 *Genre/form terms at:* [*http://id.loc.gov/authorities/genreForms.html*](http://id.loc.gov/authorities/genreForms.html)

690 = Local subject. Avoid using. Try to replace with an authorized 650 subject.

**700/710**

Record additional performer, composer, editor, songwriter, etc. names from the 505 field.

7001\_ = (a) Last name, First name, |d [Birth – Death] |e [role]

 e.g. Ewazen, Eric, |d 1954- |e composer

 *Use for solo artists. Double check information against NACO at authorities.loc.gov*

 *For other roles like instrumentalist use:* [*https://www.loc.gov/marc/relators/relaterm.html*](https://www.loc.gov/marc/relators/relaterm.html)

7102\_ = (a) Band name (Musical group) |e [role]

 e.g. Bossa Jazz Trio, |e instrumentalist.

 *Use for bands, orchestras, etc. Double check info against NACO at authorities.loc.gov*

Both fields can also be used to link works and expressions via Contains: or Based on:

 Ii Contains (work): |a Artist name, |d dates. |t work title |p piece title |n piece number |m instruments |r key

 e.g. |i Based on (work): |a Wilde, Oscar, |d 1854-1900. |t Birthday of the Infanta.

 e.g. |i Contains (work) : |a Mendelssohn-Bartholdy, Felix,|d 1809-1847|n no. 1, op. 11, |r C minor.

**730/740**

730X\_ = Uniform title used to refer to another work. First indicator = number of skip characters.

 *Use for soundtracks and to create a uniform title for classical recordings.*

e.g. |i Music for television program (work): |a Star trek, the next generation (Television program)

 e.g. Sonatas,|m piano,|n no. 14, op. 27, no. 2,|r C# minor.

 e.g. Good, the bad, and the ugly (Motion picture)

740X2 = Use to record track titles from the 505 field. First indicator = number of skip characters.

 No skip characters? First indicator = 0 Do NOT skip (

 “A” before the title? First indicator = 2 “An”? First indicator = 3

 “The” before the title? First indicator =4

 Title |n Number of part of section of work |p Name of part or section of work

 e.g. Come back sweet papa

**Sierra Fields**

*Write down the metadata, if present, and add to the merged record*

590 = Local note. Used to note donations or gifts e.g. Gift: Bruce Werner

*Correct or add these after merging records*

LOCATION = fmed

SUPPRESS = m (MeLCat Suppressed)

MAT TYPE = 6 (LP MUSIC) OR 7 (LP AUDIOBOOK)

590 = Promotional copy. *Use only if indicated on the local copy, do not add to master record.*

910 = Initials and date, e.g. DTR 4/21/15

LOCATION = flp

ITYPE = 31 (PHONODISCS)

SL 1 = VINYL