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## Cataloging: Cataloging Guidelines for Music CDs

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### Cataloging Guidelines for Music CDs

Two programs are used to catalog every music CD: OCLC CatME and Voyager Cataloging module. There are also various physical jobs that have to be completed for each item and these jobs are interspersed in the directions where they fit best in the workflow. The following instructions are a step-by-step guide to the complete process:

1. Open OCLC CatME.
2. On the toolbar, click “Batch”.
3. Click “Enter Bibliographic Search Keys”.
4. Type in the appropriate search query in the white box.
  - a. the ISBN number without the dashes – ex. 0817997520
  - b. author/title/year derived search (author = dp 4,3,1; title = dt 3,2,2,1; year = yr XXXX all joined by and) – ex. dp ande,ter,l and dt pol,en,go,b and yr 2000
  - c. author/title/year keyword search (author = au author/composer’s last name; ti for each separate word in the title except articles; year = yr XXXX all joined by and) – ex. au bach and ti sonatas and ti partitas and ti solo and ti violin and yr 1975
5. Click “Add”.
6. Follow steps 4 & 5 until all the search queries have been entered.
7. Click “Close”.
8. Click “Yes”.
9. Click “Batch”.
10. Click “Online Immediate”.
11. Click the “Process Searches” box to put a check mark in the box.
12. Click “O.K.”.
13. After CatME has logged on to OCLC and searched for the record(s) and closed the connection, click the “Close” button.
14. Click “View”.
15. Click “Bibliographic Search Report” to see which searches were successful and which ones were not and why.

16. X out to close.
17. Repeat steps 2-13, changing search queries in an effort to retrieve the correct records from OCLC.
18. Repeat steps 14-16.
19. Click on the "Search Bibliographic Local File" icon.
20. Click "List All".
21. Double click on a record to open the record.
22. **Carefully check the information in the record, matching it to the actual item.**
23. Check the fixed field 007 for the following:
  - a. type of material - \$a = s (sound recording)
  - b. specific material designation - \$b = d (sound disc)
  - c. \$c = do not use, obsolete
  - d. speed - \$d = f (1.4 meters per second)
  - e. configuration of playback channels - \$e = u (unknown) OR s (stereophonic)
  - f. groove, width/groove pitch - \$f = n (no grooves)
  - g. dimensions - \$g = g (4 ¾ in)
  - h. tape width - \$h = n (not a tape)
    - a. tape configuration - \$i = n (not a tape)
    - j. special playback characteristics (do not use if no characteristic is specified) - \$m = e (digital recording)
    - k. capture and storage technique - \$n = d (digital storage DDD) OR e (analog storage AAD or ADD)
24. In the 049 field, change the A designation at the end of UWQ to **B**.
25. In the 090 field, type the local call number in the subfield \$a position.
26. Check the **printer switch box** to choose the correct printer for labels (Okidata).
27. Click the "View Label" icon.
28. Change the number of labels to be printed, "Copies of Each", from 1 to 2.
29. Click "Print".
30. Click "Close".
31. In the 245 field, make sure subfield \$h "[sound recording]" comes immediately after \$a and before / \$c.
32. In the 260 field, in subfield \$c, a date beginning with "p" takes precedence over any date with "c".
33. Add table of contents in the 505 field; indicator 1 = 0, indicator 2 = leave blank, if it is not already in the record.
34. Hold down the "Ctrl" key and press the "End" key.
35. Press "Enter".
36. Type <590>, press space bar, and type <Barcode:>.
37. Scan in the barcode.
38. Press "Enter".
39. Type <590>, press space bar, and type <Accession Number:>.

40. Type in the accession number (the same as the local 090 call number).
41. Click on the “Validate” icon.
42. Click on the “Produce” icon.
43. Click on the “Export” icon.
44. X out of the record. **Do not X out of CatME.**
45. Follow steps 21 to 43 for each chosen record.
46. Click on the “Search Bibliographic Local File” icon.
47. Click “List All”.
48. Highlight all the records that have been validated, produced , and marked for export.
49. Click “Batch”.
50. Click “Online Immediate”.
51. Put a check in the box in front of “Process Transactions”.
52. Click “O.K.”.
53. Click “Close”.
54. Click “View”.
55. Click “Bibliographic Transaction Report” to see which transactions were successful and which ones were not and why.
56. X out to close.
57. Fix the problem that kept the record(s) from being accepted by OCLC.
58. Click the “Batch” icon.
59. Click “Local Processing”.
60. Put a check in front of “Export”.
61. Click “Start”.
62. Click “O.K.”.
63. Minimize CatME.
64. Attach one of the two call number labels to the front upper left-hand corner of the CD jewel case and cover with a protective cover.
65. Attach the second call number label to the back upper left-hand corner of the insert program notes.
66. Attach a library ownership label to the front of either the insert program notes or the cover insert of the jewel case so it displays on the front.
67. Attach one of the two barcode labels vertically to the back bottom right-hand corner of the CD jewel case and cover with a protective cover.
68. Attach the second barcode label to the back of the self list card when it is received from OCLC.
69. Open Voyager Cataloging module.
70. Click “Record”.
71. Click “Import”.
72. Click “New File”.

73. Make sure the “Select Import File” dialog box shows Voyager in the “Look in:” box.
74. Double click the “Catalog” folder.
75. Double click the “Import” folder.
76. Click to highlight “lambuth.dat” file.
77. Click “O.K.” to open the first record.
78. Click on “Options” in the top tool bar.
79. Click on “Preferences”.
80. Click the “General” tab and change “Holdings/Item default location:” to “CD (Music)” from the drop-down menu.
81. Click the “Item Defaults” tab and select “CD (Music)” from the drop-down menu.
82. Make sure “In Process” is chosen for the “Status:” box.
83. Click “O.K.”.
84. Click behind the “UWQB” in the 049 field to get a blinking cursor.
85. Press the F9 key to get the delimiter symbol.
86. Type in <g> (without the <> symbols) .
87. Scan in the barcode from the item.
88. If the item is a copy 2, 3, etc, type in <c> and <c.x>.
89. If the item is a volume of a set, type in <v> and <v.x>.
90. **Delete the 306 field.** (Right click on the green area in front of the tag number, choose “Delete this field”, and click “Yes”.)
91. \*Add notes to the record by situating the blinking cursor at the end of the line after which a new field is to be added and pressing the “F4” key.
92. Add a 500 field; leave indicator 1 and indicator 2 blank, and type “Compact disc.” or “Compact discs.” if there is not already such a note.
93. Add a 500 field, leave indicator 1 and indicator 2 blank, and type “Program notes ( p.) included in container.” if there is not already such a note.
94. To add a participant or performer note, add a 511 field; indicator 1 = 0, indicator 2 = leave blank, and list the performers separated by a semi-colon. (ex. Marshall Mass, violin; Neil Roberts, harpsicord; Charles Munch, conductor)
95. **Delete both of the 590 fields** created in OCLC CatME (barcode and accession number).
96. \*Add as many 650 and 740 fields as possible to expand access points for record retrieval in the OPAC.
97. Add a 650 field; indicator 1 = leave blank, indicator 2 = 0, and type in the music genre or particular instrument music.
98. Add a 700 field; indicator 1 = 1, indicator 2 = left blank, and type in the name of the performer, conductor, etc. followed by a delimiter \$4 and “prf” for performer, “cnd” for conductor, etc.
99. Add a 710 field; indicator 1 = 2, indicator 2 = leave blank, and type in the name of the orchestra or choir. (A separate 710 may be added for each orchestra or choir, etc.)
100. Add as many “Added entry notes” 740 fields; indicator 1 = 0, indicator 2 = 2, as needed to make all the compositions included on the CD accessible by each individual title.

101. Delete all the 900 fields in the record.
102. Click the “Save to DB” icon.
103. Click “Continue” if the authority dialog box appears.
104. Click the “New Holdings” icon.
105. Make sure the item type, CD, is correct and the call number is displayed correctly.
106. Click the “Save to DB” icon.
107. Click on the “New Item” icon.
108. Scan in the item’s barcode.
109. If the item has a volume number or is a copy, type that in the “Enum:” box.
110. Click the “Save to DB” icon.
111. If there are several copies of one title, create a separate Holdings Record and Item Record for each copy in order for each title to display correctly in the OPAC.
112. X out of the record.
113. Spot check record in the WebVoyage OPAC to make sure it is displaying properly.
114. Continue with the rest of the imported records, following steps 115-118.
115. Click “Record”.
116. Click “Import”.
117. Click “Previous File”.
118. Double click on the next record to open it.
119. Repeat steps 84 – 112.
120. Spot check records in the WebVoyage OPAC to make sure they are displaying properly.
121. X out of the Voyager Cataloging module.
122. Go back to CatME.
123. Click the “Search Bibliographic Local File” icon”.
124. Click “List All”.
125. Highlight all the records to be deleted.
126. Click “Edit” in the top tool bar.
127. Click “Delete Records”.
128. Click “Yes”.
129. X out of CatME.

The following is a copy of the MARC record for a music CD. To see how it displays and searches, go to <http://12.37.252.20/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First> and search on Title = orchestral suites. This record can also be retrieved searching by:

Orchestra (keyword)

Performer (keyword)

Conductor (keyword)

Composer (author)

Composition (title)

Composer & composition (advanced keyword)

Genre (subject)

Instrument (subject)

Compact disc (keyword; advanced keyword in conjunction with the title or composer or genre or composition, etc.)

Any combination of the above (advanced keyword)

*Orchestral suites Johann Sebastian Bach.*

<b>000</b>	02261cjm 22005291a 45x
<b>001</b>	53052
<b>005</b>	20020409154648.0
<b>007</b>	sd fsngnmpned
<b>008</b>	900828p19881985enksun i d
<b>035</b>	__  a (OCoLC)ocm22635652
<b>040</b>	__  a BNG  c BNG  d NOC  d OCL  d TXI  d UWQ
<b>019</b>	__  a 20464987

024	1_  a 2894178342
028	00  a 417 834-2  b Editions de L'Oiseau lyre
028	00  a 417 835-2  b Editions de l'Oiseau lyre
028	00  a 417 836-2  b Editions de L'Oiseau lyre
033	2_  a 198503--  a 198802--  b 5754  c L7
041	0_  g enggerfre  h eng
045	2_  b d1717  b d1737
048	__  a ob
090	__  a M1003  b .B32 BWV1066-, 1069, 1988
090	__  a CD 5
049	__  a UWQB  g 39866100710432  d 04-02
100	1_  a Bach, Johann Sebastian,  d 1685-1750.
240	10  a Suites,  m orchestra,  n BWV 1066-1069
245	00  a Orchestral suites  h [sound recording] /  c Johann Sebastian Bach.
260	__  a London, England : London Records  b Editions de L'Oiseau lyre,  c p1988.
300	__  a 2 sound discs :  b digital, stereo. ; 4 3/4 in.
490	1_  a Florilegium

500	__  a Title from container.
511	0_  a Academy of Ancient Music (on authentic instruments) ; Christophe Rousset, harpsichord; Christopher Hogwood, harpsichord and conductor; .
518	__  a Recorded March 1985 (Suites 3,4), Nov. 1986 (Suite 1) and Feb. 1988 (Suite 2) at St. Barnabas' Church, London.
500	__  a Compact discs.
500	__  a Program notes by Nicholas Anderson in English, French, and German (7 p.) inserted in container.
505	0_  a No. 3 in D major, BWV 1068 (21:48) -- No. 1 in C major, BWV 1066 (25:46) -- No. 2 in B minor, BWV 1067 (23:27) -- No. 4 in D major, BWV 1069 (22:57).
650	_0  a Suites (Orchestra)
650	_0  a Concertos
650	_0  a Harpsichord music
700	1_  a Hogwood, Christopher.  4 cnd
710	2_  a Academy of Ancient Music.  4 prf
740	02  a Orchestral Suite No. 1 in C major, BWV 1066
740	02  a Orchestral Suite No. 2 in B minor, BWV 1067
740	02  a Concerto for two harpsichords in C minor, BWV 1060
740	02  a Orchestral Suite No. 3 in D major, BWV 1068
740	02  a Orchestral Suite No. 4 in D major, BWV 1069

<b>740</b>	02  a Concerto for two harpsichords in C minor, BWV 1062
<b>830</b>	_0  a Florilegium series.

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