

Audio Recordings Processing (LTS Procedure #13)

Scope: This procedure covers sound recordings processing for all audio recordings except those received directly by LTS Music.

Note: "Audio recording" is RDA vocabulary for what AACR2 called "sound recording." Similarly, AACR2 "sound cassette" and "sound disc" became RDA "audio cassette" and "audio disc."

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Date last updated: 12 Jul 2023

Date of next review: April 2024

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Physical Processing of Audio Cassettes and Discs

I. General Barcoding Guidelines

- The barcode should be affixed one-half inch down from and parallel to the top edge of the container, and one-half inch in from the right-hand, opening edge.
- If containers are lacking, obtain them from the supply closet in Room 111. No clear, hard-sided cases should go to Olin, Uris or Asia.
- If a caption is lacking, but must be supplied for enumeration/chronology, use the term "tape" or "disc."
- Include "Warning of Copyright Restrictions" stickers as needed.
- Any accompanying audio recordings designated for any Annex location will be stored separately and must have a separate container (preferably jewel case) and item record. Add "Disk" to enumeration in item record for the disk.

Audio cassettes or audio discs as main items in a secure manufacturer's case:

1. Single item: Barcode the manufacturer's case. (**Exception:** If for Olin, Uris, or Asia, use larger DVD case).
2. Multiple items: Barcode the manufacturer's case only. Do not barcode individual cassettes or their containers. Be sure to adjust the "PIECES" count on the item record. (**Exception:** If for Olin, Uris, or Asia, use larger DVD case).

A. Audio cassettes or audio discs as main items without a manufacturer's case:

1. Each cassette or disc should have its own plastic container.
2. Barcode each cassette or disc container.
3. If containers are lacking, obtain them from the supply cabinet in Room 111.

B. Audio cassettes or audio discs as accompanying material in a secure manufacturer's case:

1. Single item: Barcode the manufacturer's case.
2. Multiple items: Barcode the manufacturer's case only. Do not barcode individual cassettes or their containers. Be sure to adjust the **Number of pieces** count on the item record.

II. Vocabulary examples for various formats (bibliographic record):

|a 1 audio disc : |b digital ; |c 4 3/4 in.
|a 1 audio disc (38 min., 59 sec.) : |b 33 1/3 rpm, stereo. ; |c 12 in.
|a 1 audio cassette : |b analog
+ |e 1 audio disc (digital ; 4 3/4 in.)
+ |e 1 audio disc (digital, MP3 file ; 3 1/8 in.)
+ |e 1 audio cassette

III. Inserts laid in containers

Inserts that are laid in the container are not considered accompanying material, and should not be considered for item record creation or piece counts. Catalogers should leave them in place for handling by public services staff. If there is any question about whether the material is significant enough to warrant different treatment, consult your supervisor.

IV. Individual libraries

A. Africana Library

1. **Location:** afr
2. **Call number:** Accession number (Use [CLAMSS](#)): **Call number:** Cassette 3 ; **Call number:** Sound disc 1
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item to Physical Processing

Africana Library: Accompanying cassette/disc

Audio cassettes or discs issued as accompanying material are stored separately from the main item in individual plastic containers. Thus, if the book and audio cassettes or discs are issued in a manufacturer's paper sleeve or case, discard the sleeve or case and provide clear plastic containers for each item

- **Location:** afr
- **Call number:** LC-type for main item. Accession number for accompanying cassette or disc
- **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
- **Physical Processing:** Pencil the LC-style call number on the main text and the accession number onto a scrap card and send items to Physical Processing
- **Holdings notes:** Request disc at Circulation Desk.

Africana Library: Audio cassette/disc with accompanying print material

- **Location:** afr
- **Call number:** Accession number for audio cassette or disc; Accession number + Appropriate term for print material
- **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
- **Physical Processing:**
 - Scrap card with the assigned accession-type call number and send items to Physical Processing
 - Pencil the call number on the accompanying text
 - Use 'Requires Special Handling' flyer or circle "Special Handling" on flyer

B. Annex Library

Any accompanying discs destined for any Annex location will be stored separately and must have a separate container and item record. Jewel cases are preferred.

• **Location:** [original loc], anx

• **Call number:**
Follow instructions for original library location. Add "Disk" to enumeration in item record for disk.

• **Barcoding:**
Barcode both the main piece and the disk's jewel case and create individual item records.

• **Marking:**
Pencil the call number on the location flyer or scrap card. Rubber-band disk (in jewel case) to book and send to LTS Physical Processing or Conservation.

• **Physical Processing** staff will mark jewel case with call number, tattle tape disk and write call number on the disk with indelible ink.

C. Asia Collections (Kroch Library)

All audio cassettes go to the Annex.

NB: If the audio recordings selected for Asia contain [music](#), they should be sent directly to the Music Library where Music Library staff will process them. Therefore, change the flyer to Music, change the location in FOLIO, and send them uncataloged to the [Music Library](#).

Asia Collections: Audio discs

1. **Location:** ech, sasa, was
2. **Call number:** LC-type
3. Place in black plastic case. Include any paper covers and/or inserts from jewel case, when sending to Physical Processing.
4. **Barcoding:** Barcode each container (outside upper right corner to opening edge)
5. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing

Asia Collections: *Disc and book combinations*

- Disc(s) accompanied by book(s) (whether audio disc accompanies book or book is guide to audio disc), the audio disc will be put into pocket of book and shelved in stacks as one unit. If the accompanying book(s) are too small to hold the disc(s): a box will be made so they can be shelved together in the stacks. **Do not barcode at this stage.** Pencil call number on main text and send everything to Conservation for box creation, **after which it will be forwarded to a cataloger.** At that point, barcode the piece(s). Create an item record and adjust the **Number of pieces** count as necessary, update the holdings, if needed.
- Audio discs that accompany print:**
 - **Location:** ech, sasa, was **Call number:** LC-type
 - **Holdings details:**
 - **Holdings statement:** text
 - **Holdings statement for supplements:** 1 audio disc **Holdings statement for supplements note:** <in pockets of text>
 - **Audio discs with accompanying book/guide:**
 - **Location:** ech, sasa, was
 - **Call number:** LC-type
 - **Holdings details:**
 - **Holdings statement:** 1 audio disc **Holding statement public note:** <in pocket of text>
 - **Holdings statement for supplements:** 1 guide
- **Barcoding:**
 - Barcode book, create item record, and adjust piece count as appropriate.
 - Include note on flyer that volume includes disk in pocket, or put disk in mailing box and rubber band to book. Use "Requires Special Handling" flyer or circle "Special Handling" on flyer.
- **Physical Processing:**
 - Write the call number on a scrap card or the location flyer and send items to Physical Processing
 - Physical Processing staff will write call number on inner ring of audio disc with indelible ink

Asia Collections: *Accompanying cassettes*

Books accompanied by cassettes, or cassettes accompanied by books will be housed in the Annex where the book(s) and cassette(s) are shelved separately. Barcode the piece(s) and adjust the piece count as necessary.

- **Call number:** LC-type
- **Physical Processing:** Staff will write call number on inner ring of audio disc with indelible ink

D. Fine Arts Library

1. **Location:** fine
2. **Call number:** LC-type
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Annotate the location flyer with the call number and send item(s) to Physical Processing
5. **MFHD notes:** For audio cassette(s) or audio disc(s) without accompanying material:
[z Request disc at Circulation Desk.

Fine Arts: *Disc and book combinations*

Disc(s) accompanied by book(s) (whether audio disc accompanies book or book is guide to audio disc), the audio disc will be put into pocket and item(s) shelved in stacks.

Audio discs that accompany print:

- **Holdings details:**
 - **Holdings statement:** text
 - **Holdings statement for supplements:** 1 audio disc **Holdings statement for supplements note:** <in pockets of text>
- **Audio discs with accompanying book/guide:**
- **Location:** fine
- **Call number:** LC-type
- **Holdings details:**
 - **Holdings statement:** 1 audio disc **Holding statement public note:** <in pocket of text>
 - **Holdings statement for supplements:** 1 guide
- **Barcoding:**
 - Barcode book, create item record, and adjust piece count.
 - Include note on location flyer that volume includes disk in pocket, or put disk in mailing box and rubber band to book. Include "Requires Special Handling" flyer or circle "Special Handling" on library flyer.
- **Physical Processing:**
 - Write the call number on a scrap card or the location flyer and send items to Physical Processing
 - Physical Processing staff will write call number on inner ring of audio disc with indelible ink

Fine Arts: *Accompanying cassettes*

Books accompanied by cassettes, or cassettes accompanied by books will be boxed to go into the stacks. Do not barcode any of the pieces. Pencil the call number on the main text(s) and send everything to Conservation. After Conservation staff have completed their work, they will forward the material to the cataloger. At that point, barcode the piece(s). Create an item record and adjust the **Number of pieces** count as necessary, update the holdings, if needed.

- **Location:** fine
- **Call number:** LC-type
- **Physical Processing:** When item has been returned to cataloger and item record has been created, send the material to Physical Processing

E. Hotel/ILR/JGSM Library

1. **Location:** hote ilr jgsm
2. **Call number:** LC-type
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing

F. ILR Library (limited Circulation)

1. **Location:** ilr,lmdc *Though most audio recordings for ILR will be housed in the Kheel Center, occasionally an audio recording will be ordered for the main collection, and given an LC-type classification. If a cataloger questions the location, an ILR selector should be consulted.*
2. **Call number:** Collection level number (will be assigned by Kheel Center staff after cataloging)
3. **Barcoding:**
 - Do not barcode piece itself. Place barcode on archival bond processing slip
 - Adjust pieces count in item record as necessary
 - Item status: **no circ**
4. **Physical Processing:**
 - Items should not be plated or tattle-taped
 - Send to Kheel Center for call number assignment and completion of processing

G. Mann Library

1. **Location:** mann
2. **Call number:** LC-type
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing
5. **Accompanying material:** Whether CD accompanies book or book is guide to CD, the disk will be put into a pocket of the book when possible. Otherwise, barcode main piece and send materials to the attention of Mann processing staff. See [LTS Procedure #24](#).

H. Math Library

1. **Location:** math
2. **Call number:** LC-type
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing

I. Music Library

All audio recordings, accompanying material or not, are cataloged and processed at the Music Library.

1. **Location:** mus,av
2. **Call number:** LC-type for main item, accession number for accompanying audio cassette(s), disc(s), CD(s) or CD-ROM(s) **Examples:** [use [CLAM SS](#) to assign accession number]
 - mus,av **Call number:** Cass 86
 - mus,av **Call number:** CD 27
 - mus,av **Call number:** CD-ROM 5
 - mus,av **Call number:** LP 10
3. **Holdings notes:** Accompanying text shelved in stacks.
4. **Barcoding:** Do not barcode audio recording
5. **Physical Processing:**
 - Send the cassette/disc/CD/CD-ROM(s) directly to the Music Library.
 - Be sure to pencil the call number on the main text. In addition, pencil a note alongside the call number reading: "**Accompanying cassette/disc/CD/CD-ROM(s) stored in sound recordings**" under call no.

J. Olin Library

1. **Location:** olin
2. **Call number:** LC-type
3. Place in black plastic case. Include any paper covers and/or inserts from jewel case, when sending to Physical Processing.
4. **Barcoding:** Place barcode outside case, upper right corner next to opening edge.
5. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing

Olin: Disc and book combinations

Disc(s) accompanied by book(s) (whether audio disc accompanies book or book is guide to the audio disc), the audio disc will be put into a pocket in the text and item(s) shelved in stacks.

If the accompanying book(s) are too small to hold the disc(s), the book(s), a box will be made so they can be shelved in the stacks. **Do not barcode at this stage.** Pencil call number on main text and send everything to Conservation for box creation, **after which it will be forwarded to a cataloger.** At that point, barcode the piece(s). Create an item record and adjust the **Number of pieces** count as necessary, update the holdings, if needed.

Audio discs that accompany print:

- **Location:** olin
- **Call number:** LC-type
- **Holdings details:**
 - **Holdings statement:** text
 - **Holdings statement for supplements:** 1 audio disc **Holdings statement for supplements note:** <in pockets of text>
- **Audio discs with accompanying book/guide:**
- **Location:** olin
- **Call number:** LC-type
- **Holdings details:**
 - **Holdings statement:** 1 audio disc **Holding statement public note:** <in pocket of text>
 - **Holdings statement for supplements:** 1 guide
- **Barcoding:**
 - Barcode book, create item record, and change piece count, as appropriate.
 - Include note on flyer that volume includes disk in pocket, or put disk in mailing box and rubber band to book. Include "Requires Special Handling" flyer or circle "Special Handling" on library flyer as appropriate.
- **Physical Processing:**
 - Write the call number on a scrap card or the location flyer and send items to Physical Processing
 - Physical Processing staff will write call number on inner ring of audio disc w/indelible ink

Olin: Accompanying cassettes

Books accompanied by cassettes, or cassettes accompanied by books will go to the Annex where the book(s) and cassette(s) will be stored separately. Barcode as appropriate and adjust the piece count as necessary in the item record.

- **Location:** olin,anx
- **Call number:** LC-type

Olin: Audiobooks

If Olin or Uris has print copy of book, use the same call number, and modify the date

- **Location:** olin or uris for discs
 - olin,anx for cassettes
- **Call number:** LC-type
- **Physical Processing:**
 - Obtain case(s) from Physical Processing supply cabinet and barcode the case only (i.e., do **not** barcode cassettes themselves). Be sure to adjust the **Number of pieces** count in the item record.
 - Do not discard original box, send it along with plastic case to Physical Processing.

K. Ornithology Library

1. **Location:** orni
2. **Call number:** LC-type
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Write the call number on a scrap card or the location flyer and send item(s) to Physical Processing
5. **Accompanying material:** Whether CD accompanies book or book is guide to CD, the disk will be put into a pocket of the book when possible. Otherwise, barcode main piece and send materials to the attention of Mann processing staff). See [LTS Procedure #24](#).

L. Uris Library

Discs and accompanying discs will be cataloged with a **uris** location. Cassettes and accompanying cassettes will be cataloged for **uris,anx**.

Uris Library: Disc and book combinations

- Disc(s) accompanied by book(s) (whether audio disc accompanies book or book is guide to audio disc), the audio disc will be put into pocket and item(s) shelved in stacks.

If the accompanying book(s) are too small to hold the disc(s), a box will be made so they can be shelved together in the stacks. **Do not barcode at this stage.** Pencil call number on main text and send everything to Conservation for box creation, **after which it will be forwarded to a cataloger.** At that point, barcode the piece(s). Create an item record and adjust the **Number of pieces** count as necessary, update the holdings as needed.

Audio discs that accompany print:

- **Location:** uris
- **Call number:** LC-type
- **Holdings details:**
 - **Holdings statement:** text

- **Holdings statement for supplements:** 1 audio disc **Holdings statement for supplements note:** <in pockets of text>
- **Audio discs with accompanying book/guide:**
- **Location:** uris
- **Call number:** LC-type
- **Holdings details:**
 - **Holdings statement:** 1 audio disc **Holding statement public note:** <in pocket of text>
 - **Holdings statement for supplements:** 1 guide
- **Barcoding:**
 - Barcode book, create item record, and change piece count as necessary.
 - Include note on the flyer that volume includes disk in pocket, or put disk in mailing box and rubber band to book. Include "Requires Special Handling" flyer or circle "Special Handling" as appropriate.
- **Physical Processing:**
 - Write the call number on a scrap card or the location flyer and send items to Physical Processing
 - Physical Processing staff will write call number on inner ring of audio disc w/indelible ink

Uris Library: *Accompanying cassettes*

Books accompanied by cassettes, or cassettes accompanied by books will be sent to the Annex where the book(s) and cassette(s) are stored separately. Barcode as appropriate and adjust piece count as necessary in the item record.

- **Call number:** LC-type

M. Veterinary Library

1. **Location:** vet **Call number prefix:** Disk
2. **Call number:** Disk: LC type Accompanying disk: Use book call number. Add "Disk" at end of call number.
3. **Barcoding:** Follow [general barcoding guidelines](#) in this procedure
4. **Physical Processing:** Disk: Put disk in jewel case if one is not provided by manufacturer, indicating call number on flyer or scrap card and send to LTS Physical Processing. Accompanying disk: Rubber band disk (in jewel case or disk mailing box) to book and send to Physical Processing or Conservation

V. Physical Processing of Audio Cassettes and Discs

This section is for the use of LTS Olin Physical Processing staff.

Cases are purchased in a range of sizes for 2,3,4,6,8,12,16. LTS Physical Processing staff will perform the following functions:

1. **For audio cassettes:**
 - a. Mark and tattle tape each cassette.
 - b. Mark the case on the spine.
2. **For audio discs:**
 - a. No jewel cases in stacks. Use larger black plastic cases. Place covers and inserts when possible.
 - b. Tattle tape the case.
 - c. Tattle tape single-sided discs.
 - d. Mark the disc only in the inner ring.
 - e. Apply the call number on the spine of the case.