# DEFENSE TECHNICAL INFORMATION CENTER
# DEFENSE VIRTUAL LIBRARY

## METADATA GUIDELINES

## FOR

## DIGITAL SOUND

**11 October 2000, revised 19 June 2001**

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## GENERAL INFORMATION

### General Description of Project

These guidelines contain general instructions for cataloging digital sound files as part of the Defense Technical Information Center (DTIC) pilot Defense Virtual Library (DVL). This project was initiated by DTIC in cooperation with the Defense Advanced Research Projects Agency (DARPA) and the Corporation for National Research Initiatives (CNRI).

The guidelines are intended for use during DVL sound cataloging at the pilot and production level. They can also be used to evaluate the quality of bibliographic records provided by holding institutions participating in DVL in the future.[1] Metadata provided by the holding institution should be able to be mapped to the fields detailed. More than 60 fields are described in this manual, all of which conform to the Machine Readable Cataloging (MARC) format and *Anglo-American Cataloging Rules,* 2nd edition (AACR2) standards. MARC guidelines follow those in *MARC21 Format for Bibliographic Data*, a revision of earlier editions of the *USMARC Format for Bibliographic Data*.

Recorded sound catalog records were created in Microsoft Word and subsequently converted to the MARC format, after DTIC selected Minaret software[2] for bibliographic data entry. DVL recorded sound cataloging uses customized versions of Minaret-supplied OCLC (Online Computer Library Catalog) workforms as templates for data entry.

The sound portion of the DVL includes recordings containing oral history, music, speeches, and sound digitized from cassettes and compact discs. Some recordings are published while others are not, and cataloging practice differs between the two. The DVL does not anticipate frequent inclusion of published sound recordings since this material is widely available, but rare or unique published sound recordings may be included. Information about the use of each field in order to describe both published and unpublished material is provided in the field descriptions.

These guidelines serve as a generic base for cataloging digital sound. Collections may be chosen for inclusion in the DVL that present special considerations not covered. Here, cataloging information about the most common descriptive elements and their use is presented, but all future cataloging will need to be examined on a project-by-project basis to determine any necessary changes or revisions to the guidelines. Although these

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[1] This cataloging manual uses the term 'holding institution' to refer to the repository that contains the item that was used to create the electronic file for the DVL. For DVL purposes, these 'holding institutions' include producing agencies, sponsoring agencies, suppliers, creators, archives and others.
[2] Minaret is a product of Cactus Software, Inc., 10 W. 15th St., Suite 720, New York, NY 10011.

guidelines focus on describing digital sound, practices outlined are also applicable to the description of sound recordings that do not exist in digital format.

**Standardized Sources**

Bibliographic records created conform to rules outlined in AACR2 and other specialized recorded sound cataloging manuals (see bibliography). Standard subject headings can be selected from the *Library of Congress Subject Headings* (LCSH), the *Art and Architecture Thesaurus* (AAT), and the *Defense Technical Information Center Thesaurus.* Names indexed as main or added entries match the Library of Congress Name Authority File (NAF) or are used with records that have no conflict with headings in the NAF at the time of creation. Instructions for using Library of Congress bibliographic records describing published recordings for copy cataloging purposes are included in these guidelines in case future project work can utilize these resources.

For further cataloging questions about generic cataloging practices, refer to AACR2 and MARC21.

**MARC Cataloging and Format of Metadata Guidelines**

The guidelines are organized according to MARC field sequence. It includes information about MARC field usage, subfields, and indicators, as well as cataloging examples.

**Fields** are represented in MARC by a 3-digit number, or tag. Fields are input in numeric tag order.[3] **Indicators** are expressed in 2 character positions, following each tag. At times, one or both of the indicator positions has not been defined in MARC, and is left blank. In other cases, the indicators contain numerical codes or a blank. Some indicators represent **display constants,** which provide system generated terms or phrases at the beginning of the field. Fields also contain one or more **subfields** that are coded with letters of the alphabet or numbers.

MARC records also contain coded information that enables automated catalog systems in searching and retrieval. This includes the **leader** (a 24 character position field with coded information about the bibliographic record); **directory** (an automated description of the tags and number of characters within a record); and **fixed field codes** (including the 006, 007, and 008 fields).

**Fixed fields** are limited in length and contain codes, but do not contain indicators or subfields. The number of character positions for each fixed field is established, with each position representing a data element. The *Metadata Guidelines* highlight standard codes anticipated for regular use in recorded sound cataloging. Options identified for each character position are listed in alphabetical or numerical order following the position entry. Additional coding options are documented in MARC21.

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[3] Inputting according to numeric order follows practice established in the CONSER Cataloging Manual, Module 31, Remote Access Computer File Serials, Part 2, section 31.15 as well as other guidelines that no longer strictly adhere to AACR2 field order.

Cataloging **examples** are presented in plain text and in coded MARC format if they are not composed solely of codes.  Whenever possible, examples are drawn from DVL catalog records. When there is no example of field use within DVL, examples have either been taken from outside sources or devised.

All of the fields, subfields, and codes that are available in MARC are not listed in these guidelines. An explanation of the use of the fields, indicators, subfields, and fixed fields can be found in published MARC documentation; these guidelines highlight standard coding practice anticipated for use in DVL sound cataloging. Other options identified within MARC may be applicable to future DVL cataloging and description.

## Technical metadata

MARC has been selected as the best resource discovery tool for populating the DVL. It was implemented at the inception of the project. Although it accommodates bibliographic description, it is not capable of providing the necessary shell to contain all technical metadata related to the digital object.[4] Instructions in use of MARC fields that are appropriate for technical metadata related to long-term digital preservation are included in these guidelines (these fields include but are not limited to the 533, 583 and 856).

During another component of the project, an effort was made to identify essential technical metadata and map it to the MARC format so that all metadata could reside in a single system.[5] However, it appears that the MARC format as it stands in 2001 is not sufficient to accommodate the extensive metadata required for management of digital materials. DVL project managers expect to use another system to manage technical metadata that does not fit within the traditional MARC structure. It is anticipated that these data elements can be accommodated with the addition of an Extensible Markup Language (XML) Document Type Definition (DTD) that is specific to technical metadata. Exploration of digital long-term preservation has led the DVL to create preliminary guidelines identifying "Technical Metadata for the Long-Term Management of Digital Materials."[6] In cases where identified metadata is appropriate to both the MARC format and the technical metadata aspect, there may be some degree of redundancy.  As systems or tools that manage technical metadata are developed, practice regarding maintenance of technical metadata will change.

## Collections and items

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[4] The term technical metadata is used in these guidelines to describe administrative, structural and preservation metadata.

[5] "Technical Metadata Essential to Preservation and Management of Digital Material" was included in the 10/11/2000 version of the *Metadata Guidelines for Digital Moving Images.*.

[6] Technical metadata documentation is no longer contained with the *Metadata Guidelines for Digital Moving Images.* The "Technical Metadata for the Long-Term Management of Digital Materials: Preliminary Guidelines" will be available in the near future on the Project Notes page of the DVL web site at http://dvl.dtic.mil.

In most cases, information is provided for item-level cataloging instead of collection-level cataloging.  DVL sound cataloging has followed cataloging practices established for photographs and moving images, which also focus on the item. In DVL sound cataloging, an item includes a single song from a recording, a sound effect from a recording, an excerpt from an interview, or an entire recording (i.e., record album, cassette tape or compact disc). Some fields described in these guidelines are only used in collection-level cataloging. In these cases, the field description indicates that the tag applies only to collection-level records.

**Acknowledgements**

DVL project officers were major contributors to the content and organization of the *Metadata Guidelines*.

The guidelines also use formatting, structure and terminology from AACR2, MARC21 and Library of Congress Prints and Photographs Division in-house data dictionaries. Other reference sources consulted appear in the bibliography within these guidelines.

# MARC FIELD GUIDELINES

# LEADER

<u>MARC Tag (Field Name):</u>

Leader

| MARC | Definition  (OCLC code) | Codes | Descriptions |
|------|--------------------------|-------|--------------|
| /00-/04 | Logical record length | | 5 character number recording the length of the record, generally system-supplied |
| /05 | Record Status (RecStat:) | n | New |
| | | c | Corrected, revised |
| /06 | Type of record (Type:) | i | Nonmusical sound recording |
| | | j | Musical sound recording |
| | | m | Computer file |
| /07 | Bibliographic level (Blvl:) | m | Monograph/item |
| /08 | Type of control (Ctrl:) | / | Blank, no specified type |
| /09 | Character coding scheme | / | Blank, MARC-8 |
| /10 | Indicator count | 2 | Number of positions used for indicators |
| /11 | Subfield code count | 2 | Number of positions used for subfields |
| /12-/16 | Base address of data | | 5 character number recording the location of the first variable control field in the record, generally system-supplied |
| /17 | Encoding level (Elvl:) | 7 | Minimal level |
| /18 | Descriptive cataloging form (Desc:) | a | AACR2 |
| /19 | Linked record requirement | / | Blank |
| /20 | Length of the length of field | 4 | |
| /21 | Length of the starting character position | 5 | |
| /22 | Length of the implementation defined portion | 0 | |
| /23 | Undefined | 0 | Undefined |

<u>Indicators:</u>

Indicator codes and subfield codes are not defined for this field. Data elements are defined by their position.

<div align="center">Leader</div>

Position/Spacing:

This field does not end with a mark of punctuation.

Default values:

Note that fixed field character positions begin with position zero (0), not one (1). Most of the characters in this field are system generated and can be defaulted into the record. The code in positions /06 and /07 will vary from record to record. For the DVL, the /07 position has been defaulted to m (monograph/item). This may change in future cataloging to represent subunits, collections, and monographic component part (codes d, c and a) as necessary.

Data Conventions/Comments:

The leader field is a fixed-length field of 24 characters that defines the parameters of the bibliographic record.

Examples:

Note: Plain text examples not provided for coded fields.

LEADER:      00000nim//22000007a/4500
*/06 represents: nonmusical sound recording.*

**001**
**CONTROL NUMBER**


MARC Tag (Field Name):

001                    Control number                    System-generated control number


Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains a unique control number (usually system-generated). The prefix
"DTIC" is being used at the start of all DVL control numbers. A six-digit control number
is being created with the use of leading zeros when generating the number. The DVL will
not add a suffix code to identify specific collections in this field (for example, adding
"/AF" to represent the Air Force collection), but may choose to add a project code to the
985 field in the future.

Examples:

DTIC-000001

001    DTIC-000001

# 005
# DATE AND TIME OF LATEST TRANSACTION

MARC Tag (Field Name):

005                                          Date and time of latest transaction

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This is a field generated by the system at the moment of the latest record transaction. The field specifies the date and time that the record was most recently revised, according to the pattern yyyymmdd (4 positions for year, 2 for month, 2 for day) and hhmmss.f (2 positions for hour, 2 for minute, 2 for seconds, and 2 for fractions of a second, including the decimal point).

Examples:

Note: Plain text examples not provided for coded fields.

005  //  19990717101010.0
*Represents: July 17, 1999, 10:10:10 p.m.*

## 006
## FIXED-LENGTH DATA ELEMENTS--ADDITIONAL MATERIAL
## CHARACTERISTICS

MARC Tag (Field Name):

006                      Fixed-length data elements—Additional material characteristics

**Coding for the /00 position for <u>computer files</u> is 'm.' This is an 18-character position field.**

| MARC | Definition (OCLC codes) | Codes | Descriptions |
|---|---|---|---|
| /00 | Form of material | m | Computer file |
| /01-/04 | Undefined | / | Blank |
| /05 | Target audience | / | Blank; not specified |
| /06-/08 | Undefined | / | Blank |
| /09 | Type of computer file | h | Sounds |
| /10 | Undefined | / | Blank |
| /11 | Government publication | / | Blank, not gov. publication |
| | | f | Federal/national |
| | | u | Unknown |
| | | z | Other |
| | | \| | No attempt to code |
| /12-/17 | Undefined | / | Blank |

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 006 field is a fixed-length field that describes characteristics of additional materials. Types of material are represented by codes. These codes correspond to the /18-/34 positions in the 008 field. This field can be used to record electronic aspects for items that are not coded in the Leader /06 as computer files.

Examples:

Note: Plain text examples not provided for coded fields.

006  m//////h/f//////
*Represents: computer file, sound, federal government publication*

**007**
**PHYSICAL DESCRIPTION FIXED FIELD**

MARC Tag (Field Name):

007             Physical description fixed field
Note: This field includes coding information for sound recordings and computer files.
Coding for each format is listed in the two separate charts that follow.

**Coding for the /00 position for <u>sound recordings</u> is 's.' This is a 14-character position field. See MARC 21 for additional options.**

| MARC | Definition (OCLC codes) | Codes | Descriptions |
|------|------------------------|-------|--------------|
| /00 | Category of material (COM:) | s | Sound recording |
| /01 | Specific material designation (SMD:) | | See MARC 21 for options |
| | | d | Sound disc |
| | | s | Sound cassette |
| | | t | Sound tape reel |
| | | z | Other sound medium type |
| /02 | Undefined (OR:) | / | Blank |
| /03 | Speed (SPD:) | | See MARC 21 for options |
| | | b | 33 1/3 rpm (standard LP disc) |
| | | c | 45 rpm (standard single and EP disc) |
| | | d | 78 rpm |
| | | f | 1.4 m. per sec. (compact disc) |
| | | l | 1 7/8 ips (standard cassettes) |
| | | u | Unknown |
| | | z | Other speed |
| /04 | Configuration of playback channels (SND:) | m | Monaural |
| | | q | Quadraphonic |
| | | s | Stereophonic |
| | | u | Unknown |
| /05 | Groove width/groove pitch (SSN:) | n | Not applicable (tape and CD) |
| | | u | Unknown |
| /06 | Dimensions (DIM:) | | See MARC 21 for options |
| | | e | 12 in. |
| | | g | 4 ¾ in. or 12 cm. |
| | | j | 3 7/8 x 2 ½ in. (standard cassette) |
| | | u | Unknown |

007

| MARC | Definition (OCLC codes) | Codes | Descriptions |
|------|-------------------------|-------|--------------|
| /07 | Tape width (WID:) | l | 1/8 in. (standard cassette) |
|  |  | n | Not a tape |
|  |  | u | Unknown |
| /08 | Tape configuration (TC:) | n | Not applicable, not a tape |
|  |  | u | Unknown |
| /09 | Kind of disc, cylinder or tape (KD:) | \| | No attempt to code |
| /10 | Kind of material (KM:) | \| | No attempt to code |
| /11 | Kind of cutting (KC:) | \| | No attempt to code |
| /12 | Special playback characteristics (RC:) | \| | No attempt to code |
| /13 | Capture and storage tech. (CAP:) | \| | No attempt to code |

Use | (pipe) for codes /01 through /08 to indicate that no attempt was made to code the position/s.

**Coding for the /00 position for <u>computer files</u> is 'c.' This is a 14-character position field.  See MARC 21 for additional options.**

| MARC | Definition (OCLC codes) | Codes | Descriptions |
|---|---|---|---|
| /00 | Category of material (COM:) | c | Computer file |
| /01 | Specific material designation (SMD:) | o | Optical disc |
| | | r | Remote |
| | | u | Unspecified |
| /02 | Undefined | / | Blank |
| /03 | Color (CL:) | n | Not applicable |
| /04 | Dimensions (DIM:) | | See MARC 21 for options |
| | | n | Not applicable |
| /05 | Sound (SND:) | a | Sound |
| /06-/08 | Image bit depth (IMBD:) | nnn | Not applicable |
| /09 | File formats (NFF:) | a | One file format |
| | | m | Multiple file formats |
| /10 | Quality assurance targets (QAT:) | a | Absent |
| | | n | Not applicable |
| | | p | Present |
| /11 | Antecedent/source (SRC:) | a | File reproduced from original |
| | | c | File reproduced from computer file |
| | | d | File reproduced from an intermediate (not microform) |
| /12 | Level of compression (COMP:) | a | Uncompressed |
| | | b | Lossless |
| | | d | Lossy |
| | | m | Mixed |
| /13 | Reformatting quality (REFQ:) | a | Access |
| | | p | Preservation |
| | | u | Unknown |

Use | (pipe) for codes /01 through /13 to indicate that no attempt was made to code the position/s.

<u>Indicators:</u>

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are constant and can be defaulted into the record.

Data Conventions/Comments:

Note that fixed field character positions begin with position zero (0), not one (1). The 007 field is a physical description field. Types of materials are represented by codes. Use | (pipe) to indicate that no attempt was made to code any position after the /00. Another option is to code 'zm' in the 007/00-/01 to indicate that the field is unspecified.

The | (pipe) symbol is used to indicate that there has been no attempt to code information in positions /09 through /13.  It may also be used with regularity for positions /05 through /08.

Code /12, level of compression is non-reversible and lossy (code d) for audio materials.

This is a repeatable field that could be used in the DVL to code different physical formats represented by the bibliographical records, so that the same record could convey information about both the original material (i.e. sound recording) and the digital representation. To date, bibliographic records have not included the addition of the 007c to represent computer files.

Examples:

Note: Plain text examples not provided for coded fields.

007  sd/fs/gnn|||||
*Represents: sound recording, sound disc, 1.4 m. per sec., stereophonic, no grooves, 4 ¾ in., not a tape (width or configuration), no attempt to code kind of disc, material, cutting, special playback characteristics or capture and storage technique.*

007  ss/ls/jlu|||||
*Represents: sound recording, sound cassette, 1 7/8 ips., stereophonic, no grooves, 3 7/8 x 2 ½ in., 1/8 in. tape width, unknown tape configuration, no attempt to code kind of disc, material, cutting, special playback characteristics or capture and storage technique.*

007 co/nnannnmaama
*Represents: computer file, optical disc, no color, dimensions not applicable, sound, no image bit depth value, multiple file formats, no quality assurance targets present, file reproduced from original, mixed compression, access reformatting quality.*

# 008
# FIXED LENGTH DATA ELEMENTS

<u>MARC Tag (Field Name):</u>

008        Fixed length data elements

**Coding for <u>sound and music</u> materials.**

| MARC | Definitions (OCLC codes) | Codes | Descriptions |
|---|---|---|---|
| /00-/05 | Date entered on file (Entrd:) | | System-generated |
| /06 | Type of date (Dtst:) | s | Single date |
| | | e | Detailed date |
| | | q | Questionable date |
| | | n | Unknown date |
| | | i | Inclusive dates (collections only) |
| /07-/10 | Date 1 (Dates:) | | 4-digit date 1 |
| /11-/14 | Date 2 | | 4-digit date 2 |
| /15-/17 | Place of production (Ctry:) | xxu | United States |
| | | xx/ | Unknown |
| | | For other countries, see code list. | |
| /18-/19 | Form of composition (Comp:) | an | Anthems |
| | | mr | Marches |
| | | nn | Not applicable |
| | | sg | Songs |
| | | uu | Unknown |
| | | zz | Other |
| /20 | Format of music (Fmus:) | n | Not applicable |
| /21 | Undefined | / | Blank |
| /22 | Target audience (Audn:) | / | Not specified; blank. |
| /23 | Form of item (Form:) | / | None of the following |
| /24-/29 | Accompanying matter (Accm:) | / | No accompanying matter |
| | | d | Libretto or text |
| /30-/31 | Literary text for sound recordings (LTxt:) | / | Musical sound |
| | | l | Lectures, speeches |
| | | s | Sounds |
| | | t | Interviews |
| | | n | Not applicable |
| /32-/34 | Undefined | / | Blank |
| /35-/37 | Language (Lang:) | /// | No language; blank. |
| | | eng | English |
| | | und | Undetermined |
| | | For other languages, see code list. | |
| /38 | Modified record (MRec:) | / | Blank, not modified |
| /39 | Cataloging source (Srce:) | d | Other |

Use | (pipe) for codes /18 through /39 to indicate that no attempt was made to code the position/s.

008

Indicators:

Indicator codes and subfield codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Default values:

Some of the characters in this field are system-generated and can be defaulted into the record.

Data Conventions/Comments:

The 008 field contains coded information about the nature of the record and its special aspects. **This field is not repeatable.** Types of materials are represented by codes. The format for coding music and recorded sound is provided here. This field describes properties of the primary material being described; the 006 field can be used in addition to the 008 to represent characteristics of additional materials, including multiple formats. For example, the 008 has been used for sound and music codes, while the 006 could be implemented to describe properties related to audio computer files.

Note that fixed field character positions begin with position zero (0), not one (1). This field contains 40 characters.

Refer to MARC21 for additional coding options related to composition in /18-19. Refer to the MARC21 code list at http://lcweb.loc.gov/marc for additional country codes to enter in /15-17 or additional language codes to enter in /35-37.

Examples:

Note: Plain text examples not provided for coded fields.

008 990501e19920911xxumrn/////////////////d
*Represents: record created 1 May 1999, exact date of item 11 September 1992, U.S. production, march, target audience not specified, no accompanying matter, musical sound, no language, other cataloging source*

008 990909s1995////xxunnn/////////t////eng/d
*Represents: record created 9 September 1999, single date of item 1995, U.S. production, music composition not applicable, target audience not specified, no accompanying matter, interview, English language, other cataloging source*

**010**
**LIBRARY OF CONGRESS CONTROL NUMBER**

MARC Tag (Field Name):

010          LC control number                    a          LCCN

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation. Information is separated with a slash.
Prefixes are entered in lowercase, while suffixes are entered in uppercase.

Data Conventions/Comments:

This field is exclusively for use with published materials when the Library of Congress
has assigned a unique number for the item. Information in this field is taken from the 001
field of the LC bibliographic record, and is used to refer to the original source of
cataloging information in copy cataloging.

Examples:

92-773662

010  //  Øa92-773662

**024**
**OTHER STANDARD IDENTIFIER**

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 024 | Other standard identifier | | a | Number or code |
| | | | d | Additional codes |
| | | | z | Invalid numbers |

| | | | | |
|---|---|---|---|---|
| Indicators: | First | Type of number or code | 0 | International Standard Recording Code |
| | | | 1 | Universal Product Code |
| | Second | Difference indicator | Blank | No information provided |

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is exclusively for use with published materials when a standardized recording number is available. The International Standard Recording Code (IRSC) is a 12-digit code. The Universal Product Code (UPC) is a 12-digit code.

Examples:

NLC018413265

251518851012

024  0/  ØaISRCNLC018413265
*Represents IRSC code*

024  1/  Øa251518851012
*Represents: UPC code*

## 028
## PUBLISHER NUMBER

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 028 | Publisher number | | a | Publisher number |
| | | | b | Source |

| | | | | |
|---|---|---|---|---|
| Indicators: | First | Type of number | 0 | Issue number |
| | | | 1 | Matrix number |
| | | | 3 | Other music number |
| | Second | Note/added entry | 0 | No note, no added entry |

Punctuation/Spacing:

This field does not end with a mark of punctuation. Transcribe publisher numbers as they appear, including all spaces, hyphens, and other punctuation marks. Separate the first and last numbers of a sequence with a dash.

Data Conventions/Comments:

This field is exclusively for use with published materials when a publisher number is available. This field is repeatable for multiple numbers. Optionally, any matrix numbers can be followed with "(matrix)."

Examples:

MC-20837 Mark Custom Records

PE 1-10 Hollywood Edge Sound Effects Library

028  00  ØaMC-20837ØbMark Custom Records

028  00  ØaPE 1-10ØbHollywood Edge Sound Effects Library

**033**
**DATE/TIME AND PLACE OF AN EVENT**

MARC Tag (Field Name):

033        Date/time and place of event       a          Formatted date/time

Indicators:   First     Type of date        Blank   No date information
                                            0       Single date
                                            1       Multiple single dates
                                            2       Range of dates

              Second   Type of event       Blank   No information provided
                                            0       Capture
                                            1       Broadcast
                                            2       Finding

Punctuation/Spacing:

Use a hyphen for any unknown digits in the first eight characters of the coded string. This
field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains coded information about the date and time of the event, formatted as
yyyymmddhhmm+/-hhmm (representing Time Differential Factor information). The first
eight character positions yyyymmdd (4 positions for year, 2 for month and 2 for day) are
mandatory if this field is used to convey date and time information. The next 9 character
positions represent time (as hour and minute) and Time Differential Factor information.
These positions are not anticipated to be necessary in DVL cataloging. Use of this field
has not been implemented in the DVL to date.

Coded information used in this field is also entered as a note in the 518 field (Date/time
and place of event).

Examples:

1945----

19900228

033  0/  Øa1945----

033  0/  Øa19900228

033

**035**
**SYSTEM CONTROL NUMBER**


MARC Tag (Field Name):

035            System control number            a            Number


Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not have an ending mark of punctuation unless one is present as part of the data.

Data Conventions/Comments:

The field contains the identification number designed by DTIC for the DVL. DVL audio control numbers begin with the prefix 'SD.' This identification number also serves as the Handle for the digital object and is used as the Uniform Resource Identifier (in field 856, subfield u).

Examples:

SD1

035  //  ØaSD1

## 037
## SOURCE OF ACQUISITION (ORDER NUMBER)

<u>MARC Tag (Field Name):</u>

| 037 | Source of acquisition | a | Stock number |
|---|---|---|---|
| | | b | Source of number |
| | | c | Terms of availability |

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

This field does not have an ending mark of punctuation unless one is present as part of the data.

<u>Data Conventions/Comments:</u>

This field contains acquisition information for ordering copies of sound recordings. It includes the order number (or other identifying number), source information, and a description of the type of reproduction available or its price. This field records identification numbers that specifically relate to the reproduction copy, not necessarily to the original version of the sound recording.

Subfield b contains the code defining the source of the reproduction number. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at http://lcweb.loc.gov/marc/organizations/. The organizational code for DTIC is **ViFbDTIC**.

DTIC policy is to input all DTIC ADA numbers in the 037 field without any punctuation, including the use of hyphens and spaces.

<u>Examples:</u>

ADM12345 ViFbDTIC (copy sound cassette)

037 // ØaADM12345ØbViFbDTICØc(copy sound cassette)
*Fabricated example.*

---

**040**
**CATALOGING SOURCE**

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 040 | Cataloging source | a | Original agency |
| | | d | Modifying agency |
| | | e | Description conventions |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field is exclusively for use with published materials when a cataloging record is being copied.  Since the DVL has not had occasion to implement copy cataloging, this field has not been used to date. It contains the code defining the cataloging source that created the original record. The codes for organizations are maintained at the Library of Congress. MARC Code Lists: Organizations can be accessed at http://lcweb.loc.gov/marc/organizations/.

The organizational code for DTIC is **ViFbDTIC.**

The field also contains information about the descriptive conventions used in cataloging. For example, the subfield e code representing the *Oral History Cataloging Manual* is ohcm, and the code for *Archives, Personal Papers and Manuscripts* is appm.

Examples:

DLC ViFbDTIC ohcm

040  //  ØaDLCØdViFbDTICØeohcm
*Represents: cataloging produced and input by the Library of Congress, modified by DTIC, using Oral History Cataloging Manual conventions*

# 099
# CALL NUMBER


MARC Tag (Field Name):

099          Local Call Number                    a              Local call no.


Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains the identification number supplied by the holding institution as the call number. This identification number is the number that the holding institution associates with the recording.

Examples:

0010/9

K239.0512-2017 TAPE 1

099  //  Øa0010/9

099  //  ØaK239.0512-2017 TAPE 1

**100**
**MAIN ENTRY: PERSONAL NAME**

MARC Tag (Field Name):

| 100 | Main Entry: Personal Name | a | Personal name |
|---|---|---|---|
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | e | Relator term |

| Indicators: | First | Type of name | 0 | Forename |
|---|---|---|---|---|
| | | | 1 | Surname |
| | | | 3 | Family name |
| | Second | Undefined | Blank | |

Note: Use the first indicator 0 (forename) for names to be formatted in direct order. Use the first indicator 1 (surname) for names to be formatted in inverted order, or names without a forename. Use the first indicator 1 (family name) for names that refer to a group.

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. If the heading contains initials, there is a space entered between them (e.g., Marsh, A. B., and not Marsh, A.B.). This field ends with a period or other mark of punctuation. If an open life date is used in the record, do not use a comma before entering the relator term and do not end with a period.

Data Conventions/Comments:

This field contains the name of the person responsible for the intellectual/artistic content of the material. If more than one individual is responsible, use this field for the person with primary responsibility and use an Added Entry (7xx) to list other responsible parties. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. A relator term can be added to designate the person's role in creation.

**Relator terms** that may be used in the DVL include the following: announcer, arranger, commentator, composer, conductor, interviewee, musical group, narrator, performer, speaker, and vocalist.  Do not add a relator term if the role in creation is unclear.[7]

There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. Other responsible agents can be included in the Added Entry fields (7xx). If the main entry name is not found in NAF, based on information available it can either be included in this field or recorded in a general note.

Examples:

Everest, Frank Kendall, 1920- interviewee.

Sousa, John Philip, 1854-1932.

100  1/  ØaEverest, Frank Kendall,Ød1902-Øeinterviewee.

100  1/  ØaSousa, John Philip,Ød1854-1932.

---

[7] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like cmp (composer), nrt (narrator), and prf (performer). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

**110**
**MAIN ENTRY: CORPORATE NAME**

MARC Tag (Field Name):

| 110 | Main Entry: Corporate Name | | a | Corporate name |
|-----|-----|-----|-----|-----|
| | | | b | Subordinate units |
| | | | e | Relator term |

| Indicators: | First | Type of name | 0 | Inverted name |
|-----|-----|-----|-----|-----|
| | | | 1 | Jurisdiction name |
| | | | 2 | Name in direct order |
| | Second | Undefined | Blank | |

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. If the heading contains initials, there is no space entered between them (e.g., W.B. Smith and Co., and not W. B. Smith and Co.). This field ends with a period or other mark of punctuation.

Data Conventions/Comments:

This field contains the name of the corporate body chiefly responsible for the intellectual content of the material, like a musical group or oral history project name. If more than one creator is responsible, use this field for the corporate body with primary responsibility and use an Added Entry (7xx) to list other responsible parties. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. A relator term can be added to designate the corporate role in creation.

**Relator terms** for groups that may be used in the DVL include the following: composer, musical group, and performer. Do not add a relator term if the role in creation is unclear.[8]

There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name. If the main entry name is not found in NAF, based on the information available it can either be included in this field or recorded in the general note.

---

[8] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like cmp (composer) and prf (performer). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

110

For names not found in NAF, which do not conflict with NAF files, the name of the corporate body can be entered here or recorded in a note field. The clarification "(Musical group)" can follow the name if it aids in its identification. Add this type of clarification only in instances where the concept of the corporate body is not conveyed by the name itself.

Examples:

Air Combat Command Heritage of America Band.

Walt Disney Productions, publisher.

New York Motion Picture Industry Oral History Project.

Tailhook Association.

82nd Airborne Division Association.

110  2/  ØaAir Combat Command Heritage of America Band.

110  2/  ØaWalt Disney Productions,Øepublisher.

110  2/  ØaNew York Motion Picture Industry Oral History Project.

110  2/  ØaTailhook Association.

110  2/  Øa82nd Airborne Division Association.

**111**
**MAIN ENTRY: MEETING NAME**

MARC Tag (Field Name):

| 111 | Main Entry: Meeting Name | a | Meeting name |
| | | n | Number of meeting |
| | | d | Date of meeting |
| | | c | Location of meeting |
| | | e | Subordinate unit |

| Indicators: | First | Type of name | 0 | Inverted name |
| | | | 1 | Jurisdiction name |
| | | | 2 | Name in direct order |
| | Second | Undefined | Blank | |

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

Data Conventions/Comments:

This field contains the name of the meeting chiefly responsible for sound recording. Search the Library of Congress Name Authority File (NAF) for the proper form of this name, and enter the name exactly as it appears. There is only one main entry field used in each record, so a determination must be made about primary responsibility in selecting a Personal Name, Corporate Name, or Meeting Name.  Other responsible agents can be included in the Added Entry fields (7xx). Most sound recordings in the DVL will not use the meeting name for main entry.

Examples:

World's Columbian Exposition (1893 : Chicago, Ill.)

Tailhook Symposium

Military Librarians' Workshop

111  2/  ØaWorld's Columbian Exposition Ød(1893 :ØcChicago, Ill.)

111  2/  ØaTailhook Symposium.

111  2/  ØaMilitary Librarians' Workshop.

## 130
## MAIN ENTRY: UNIFORM TITLE

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 130 | Main Entry: Uniform Title | | a | Uniform title |
| | | | | |
| Indicators: | First | Nonfiling characters | 0-9 | |
| | Second | Undefined | Blank | |

Note: The first indicator is for nonfiling characters.  This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

Headings are entered exactly as they appear in the name authority file. This field ends with a period or other mark of punctuation.

Data Conventions/Comments: for anonymous works

This field contains a uniform title used as a main entry.  Examples of the use of this field are for names of radio or television programs, motion pictures, videorecordings, treaties and intergovernmental agreements as well as serial titles.  Uniform titles are also used in music cataloging for works that appear under multiple titles and for anonymous titles.

Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry.

Examples:

Three little pigs.

Beowulf.

130  0/  ØaThree little pigs.

130  0/  ØaBeowulf.

# 240
# UNIFORM TITLE

MARC Tag (Field Name):

240                    Uniform title              a                    Uniform title

Indicators:           First                      Not printed or displayed     0

                      Second                     Nonfiling characters         0-9

Note: The second indicator is for nonfiling characters.  This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field does not end with a mark of punctuation unless one appears as part of the title, or it is required to end an abbreviation or initial.

Data Conventions/Comments:

This field is only used when there is also a 1xx main entry field. Use the 130 field for a uniform title as the main entry, and use the 240 field (uniform title) to associate the uniform title with a main entry (1XX).  This field is used in addition to the 245 (Title) field, not instead of it.

A work that has appeared with various titles can be explained with the addition of a uniform title along with the title in the 245. This field would mostly be used in music cataloging (for example, to collate all copies of Beethoven's 9th regardless of language or form of title). Uniform titles can be found by searching the Library of Congress Name Authority File (NAF) for the proper form of the title, and entering the title exactly as it appears. This field will not commonly be used to catalog sound recordings in the DVL.

Examples:

Stars and stripes forever.

100  1/  ØaSousa, John Philip,Ød1854-1932.
240  00  ØaStars and stripes forever.
245  14  ØaThe Stars and stripes foreverØh[sound recording]/ØcJ.P. Sousa.

240

**245**
**TITLE**

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 245 | Title | a | Title |
| | | b | Remainder of title |
| | | c | Remainder of transcription |
| | | h | Medium |
| | | n | Number of part |
| | | p | Name of part |

Indicators:        First        No main entry (1xx)        0
                                 Main entry (1xx)           1

                   Second       Nonfiling characters       0-9

Note: The second indicator is for nonfiling characters.  This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field ends with a period. Enclose devised titles in brackets. Precede other title information with 'space, colon, space.' Precede the statement of responsibility with a 'space, slash, space.' Precede each statement of responsibility with a space, semicolon, space. The general material designation (GMD) is enclosed in brackets.

Generally, a comma or dashes can be substituted for other forms of punctuation (like a colon, slash, or equal sign) that appear in the title proper. Replace ellipsis or brackets with a dash or parentheses.

The field begins with subfields a (then subfield p if used) and h, followed by the subfields b, c, and n when used.

Data Conventions/Comments:

This field contains title information.  Titles are to be based on the original title listed on the recorded sound material (on the recording itself or on associated material like the tape box or record label) and transcribed as found.  Title information should be taken from the primary source of information. For sound recordings, the chief source of information is the item itself or accompanying materials like containers and labels.

245

Bracketed information can be added to transcribed titles to clarify information or record inaccuracies.  Misspelled words can be followed by [sic] or by the abbreviation "i.e." followed by a clarification (for example, "USAFHRA [i.e. United States Air Force Historical Research Agency]").  Abbreviated words in a transcribed title that are readily apparent need not be clarified by a bracketed clarification (for example, use of bldg. to represent building).

**The cataloger creates devised titles** if no title appears on any primary documentation. The cataloger may choose to use information from secondary sources like reference books in devising a title when the primary documentation available is too scant to be useful or cannot be interpreted, or the cataloger can describe the content of the recording. Patterns for devising titles may be created on a project-by-project basis. For example, all oral history interviews can begin with the phrase "[Oral history interview with…]" or sounds can follow the pattern "[Sound of…]." Enter all devised titles in brackets.  When devising a title, it may not be necessary to also create a summary note (520); instead the title usually can contain the same information that would be placed in the summary note. Be as descriptive as possible when devising titles.

Information about responsible agents can be transcribed as found in the subfield Øc (Remainder of transcription). Responsible agents include composers, arrangers, and producers. A descriptive phrase can added in brackets following the transcription if that information is desired to clarify the roles of responsible agents.

In subfield h, use the general material designation (GMD) term "sound recording" to represent sound materials, and enclose it in brackets.[9]

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[9] During the DVL pilot project, sample records were also prepared using the general material designation [computer file].  There is interest at DTIC in revising these standardized terms (see AACR2, rule 1.1C1), and entering other terminology to represent newer formats (like [digital sound file]) instead**.**

Examples:

*See section on use of the 246 field for additional title examples.*

The Stars and stripes forever (The last 32 measures) [sound recording] / J.P. Sousa.

Ceremonial music [sound recording].

[Excerpt from oral history interview with Brigadier General Frank K. Everest, Jr., no. 4] [sound recording].

[Oral history interview with Major General Gerald L. Prather] [sound recording].

In place sound off, into trombones triumphant [sound recording] / D. Keller ; from the Field Musician's Manual by Captain Daniel J. Canty ; arr. Darcy.

Ceremonial music The Stars and stripes forever (The last 32 measures) [sound recording] / J.P. Sousa.

245  14  ØaThe Stars and stripes forever (The last 32 measures)Øh[sound recording]/ØcJ.P. Sousa.

245  10  ØaCeremonial musicØh[sound recording].

245  10  Øa[Excerpt from oral history interview with Brigadier General Frank K. Everest, Jr., no. 4]Øh[sound recording].

245  10  Øa[Oral history interview with Major General Gerald L. Prather]Øh[sound recording].

245  10  ØaIn place sound off, into trombones triumphantØh[sound recording] /ØcD. Keller ; from the Field Musician's Manual by Captain Daniel J. Canty ; arr. Darcy.

245  10  ØaCeremonial musicØpThe Stars and stripes forever (The last 32 measures)Øh[sound recording] / ØcJ.P. Sousa.

**246**
**VARIANT TITLE**

MARC Tag (Field Name):

246          Variant title              a          Title
                                        b          Remainder of title
                                        i          Display text


Indicators:        First          No note, added entry      3

                   Second         Type of title             Blank     None specified

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

Data Conventions/Comments:

This field contains varying or alternative forms of the title that appear on the material.  It is a repeatable field.  Use this field in addition to the title (in the 245 field) only if it adds to the identification of the item beyond the title.  This field will not commonly be used to catalog recorded sound in the DVL.

The second indicator in this field can contain codes ranging from 0 through 8, which represent the type of varying title being identified.  See MARC21 for a complete list of these options. To record other title variations, begin the field with the subfield i (Display text). This subfield contains a description of the source of the title when 2$^{nd}$ indicator descriptions are not appropriate. When used, subfield i precedes subfield a.

Examples:

Stars and stripes forever

110  2/  ØaAir Combat Command Heritage of America Band.
245  1/  ØaCeremonial musicØpThe Stars and stripes forever (The last 32 measures)Øh[sound recording] /ØcJ.P. Sousa.
246  3/  ØaStars and stripes forever

246

**250**
**EDITION STATEMENT**

MARC Tag (Field Name):

250                    Edition statement                    a                    Edition statement

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period.


Data Conventions/Comments:

This field is used to record the version of the original material. Edition statements are rare with recorded sound, but are sometimes used in cataloging music, particularly scores. Reissued recordings generally receive a new copyright, which leads to cataloging as a separate issue. This field is used for transcribed statements.

Examples:

2nd American edition.

250  //  Øa2nd American edition.

**260**
**DATE OF EXECUTION**

MARC Tag (Field Name):

| 260 | Publication (date) | a | Place of publication, distribution |
| | | b | Publisher, distributor |
| | | c | Date of publication, distribution, execution |
| | | e | Place of manufacture |
| | | f | Manufacturer |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period or other ending mark of punctuation (square bracket or closing parentheses). Precede the name of the distributor with a 'space, colon, space.' Precede the date with a comma.

Data Conventions/Comments:

Publication information and information about the date of execution, issue, release, or production is contained in this field. The primary source to be used is the material itself or the catalog record.  Secondary sources can be used to determine the date if it is not provided.  A general note (field 500) can be used to state source of date if not taken from the material.  Field 518 (date/time and place of event) can be used to record additional information about a recorded event.  Unpublished material uses only the date of execution field (subfield c). Include month and day when that information is available. Subfields a, b, e and f are used for publication information.

When there is no information available about the distribution and release of the material, or if the material is unpublished, include only date information in subfield c. Optionally, when cataloging published material where no place of publication is listed, enter the location as: [United States] if probable location; [United States?] if possible location; or [S.l.] (i.e. sine loco) if location is completely unknown.  If the publisher or distributor name is not known, and the item has been published, enter [s.n.] (i.e. sine nomine).

The name and location of the publisher is entered in subfields a and b. This publisher information can be followed with the name and location of the distributor, including the Defense Technical Information Center (also in repeated subfields a and b). If the publisher is not known, but the distributor is identified, provide only distributor information. Use the designation [distributor] following the name to qualify the role of the agency.  Additionally, other information about the role of the publisher or distributor can be provided in brackets. In selecting the publisher name, the trade name is the most

260

commonly used.  Place and name of the manufacturer is also included in this field, if known.

Some archival and manuscript cataloging records the date in the subfield f of the 245 (title) field.  In visual materials cataloging, since a combination of published and unpublished works is included, all dates remain in the 260 field, as is being done with the DVL audio materials.

In selecting a date format, choose the date pattern that is most specific to the material being described.  Use ca. (i.e. circa) for material estimated to have been created within a decade at either end of the range (for example, ca. 1940 to represent approximately 1930 to 1950).  If it is certain that the recording was made between a span of years, use [between 1941 and 1949]. If the recording was copyrighted, and the date of copyright is known, enter this date in the 260 field preceded immediately with the letter 'c' (for example, c1910).  If the recording has a phonogram date (in effect since 1971), enter this date in the 260 field preceded immediately with the letter 'p' (for example, p1982). Some sound recordings have both a copyright and a phonogram date.

<u>Abbreviations for months:</u>
       Jan.
       Feb.
       Mar.
       Apr.
       May
       June
       July
       Aug.
       Sept.
       Oct.
       Nov.
       Dec.

Examples:

1988 Sept. 23.

1943?
*Represents: probable date.*

[ca. 1996]
*Represents: approximate date.*

[between 1941 and 1943]
*Represents: a year within this time frame.*

[ca. 1943, remastered 1979]

1989, p1980.

[interview recorded 1992 Aug. 3]

Hollywood, Calif. : The Hollywood Edge Sound Effects Library, 1990.

Langley Air Force Base, Va. : Tactical Air Command Band, 1987 (Clarence, N.Y. : Mark Custom Records).

[S.l. : s.n.], 1976.

260  //  Øc1988 Sept. 23.

260  //  Øc1943?

260  //  Øc[ca. 1996]

260  //  Øc[between 1941 and 1943]

260  //  Øc[ca. 1943, remastered 1979]

260  //  Øc1989, p1980.

260  //  Øc[interview recorded 1992 Aug. 3]

260  //  ØaHollywood, Calif. :ØbThe Hollywood Edge Sound Effects Library,Øc1990.

260  //  ØaLangley Air Force Base, Va. :ØbTactical Air Command Band,Øc1987Øe(Clarence, N.Y. :ØfMark Custom Records).

260  //  Øa[S.l. : s.n.], 1976.

# 300
## PHYSICAL DESCRIPTION

MARC Tag (Field Name):

| 300 | Physical description | a | Extent |
|---|---|---|---|
| | | b | Other physical details |
| | | c | Dimensions |
| | | e | Accompanying material |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field ends with a period or other ending mark of punctuation (square bracket or closing parentheses). Enclose duration information in parentheses. Precede other physical details with a 'space, colon, space.' Precede dimensions with a 'space, semicolon, space.'

Data Conventions/Comments:

This field provides information about the sound recording from which the digital audio file was made. Describe the physical properties of the material in the holding institution (the playback method of the 'original' item), which was used to create the electronic file.

Terms that may be used in the subfield a include sound cartridge, sound cassette, sound disc, sound tape reel, and sound track film. In the future, a determination may be made not to include information about dimensions and accompanying material in this field.

Analog recordings include grooved discs and cassettes, while digital formats are in compact disc form. Some codes found in sound recording packaging that distinguish analog from digital recordings include: DDD (digital); ADD (original recording made in analog, mastering in digital); AAD (original recording, mixing and editing in analog, mastering in digital). If the playback method of the recording differs from the original recording method, include that information in a 500 note field. For example, include a 500 note to represent a digital mastering of an analog recording.

Entering plying speed and/or dimension is not required. This information can be included when it is readily available. If no duration is provided, do not add this information to this field. If duration is stated as an approximation, it can be added to the 300 field preceding the time with 'ca.' (circa). When describing CDs, do not provide a playing speed.

Examples:

1 sound disc (20 min.) : analog, 33 1/3 rpm, stereo. ; 12 in. + transcript.

1 sound disc (60 min.) : digital, stereo. ; 4 ¾ in.

1 sound disc (track 53) : digital, stereo. ; 4 ¾ in.

1 sound cassette (42 min.) : analog, 3 ¾ ips, mono. ; ¼ in. tape.

1 sound cassette (side 1, counter 1234-1268) : analog.

300  //  Øa1 sound disc (20 min.) :Øbanalog, 33 1/3 rpm, stereo. ;Øc12 in. + transcript.

300  //  Øa1 sound disc (60 min.) :Øbdigital, stereo. ;Øc4 ¾ in.

300  //  Øa1 sound disc (track 53) :Øbdigital, stereo. ;Øc4 ¾ in.

300  //  Øa1 sound cassette (42 min.) :Øbanalog, 3 ¾ ips, mono. ;Øc¼ in. tape.

300  //  Øa1 sound cassette (side 1, counter 1234-1268) :Øbanalog.

# 306
# PLAYING TIME

MARC Tag (Field Name):

306               Playing time                  a               Duration

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains the coded form of duration or playing time, entered in 6 character positions as hhmmss (2 character positions for hour, 2 for minutes, and 2 for seconds). This information also appears in natural language in the 300 (physical description) field. This field is not repeatable.

This field contains the duration of the entire recording, rather than the duration of the electronic version or segments. If there is more than one playing time, each is coded in a separate subfield a within the same 306 field. Information about multiple durations can be recorded with a 500 note. Duration of segments of the recording can be included in the 505 contents note.

Examples:

Note: Plain text examples not provided for coded fields.

306  //  Øa002016
*Represents: 20 min., 16 sec.*

306  //  Øa003100Øa003219
*Represents: multiple durations of 31 min. and 32 min., 19 sec.*

# 351
# ORGANIZATION AND ARRANGEMENT

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 351 | Organization and arrangement | a | Organization |
| | | b | Arrangement |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.  A semi-colon separates the subfield a and subfield b.

Data Conventions/Comments:

This field describes the organization and arrangement of a collection.  It is to be used in collection level cataloging only. The organization subfield contains a description of the organization of the material and the arrangement subfield contains terms used to describe the pattern of arrangement (such as alphabetical, chronological, or by country).

Examples:

Organized into the following series: […]; Each arranged chronologically.

351  //  ØaOrganized into the following series: […];ØbEach arranged chronologically.

351

**440**
**SERIES STATEMENT/ADDED ENTRY (TITLE)**

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 440 | Series/statement/Added entry (Title) | a | Title |
| | | n | Number or part/section |
| | | p | Name of part/section |
| | | v | Volume number |

| Indicators: | First | Undefined | Blank |
|---|---|---|---|
| | Second | Nonfiling characters | 0-9 |

Note: The second indicator is for nonfiling characters.  This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

Data Conventions/Comments:

This field contains a series title as found on the primary source of information itself.  It is not anticipated to be used in most instances throughout the DVL.  A series statement groups together works that are related by a common factor (like a publisher's series or a collection of works).  Use of this field can be paired with the 8XX field, but the 8XX field is not expected to be used as part of the DVL.

Examples:

Great performer's edition.

440  //  ØaGreat performer's edition.

**500**
**GENERAL NOTE**

<u>MARC Tag (Field Name):</u>

500                          General note                          a                          General note

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

A period or other ending mark of punctuation is always at the end of this field.

<u>Data Conventions/Comments:</u>

Notes are used to record such information as the source of the date, title, or responsible
agents as well as additional information, which do not clearly fit into other fields but is
still useful for documenting the sound recording.  Use this note field when information
does not belong in any other specified fields in these guidelines.  Some examples include
translations from foreign languages, copyright claimant information, the name of related
collections, information about responsible agents, and miscellaneous numbers.

One option for a note is the addition of information about the digital file created.
Another option is to record duration information in this field.

Examples:

Title devised by cataloger.

Title from container.

Additional title on container:

Date based on …

Label on container:

Variously attributed to…

Interview conducted by Hugh N. Ahmann; recorded June 6, 1991, for the United States Air Force Historical Research Agency (USAFHRA), in Prather's home in Del Rio, Texas.

Title and other documentary information from the United States Air Force Oral History Program database.

Blues and boogie woogie.

Field recording of explosion.

Durations: 20:16; 15:34.

Individual interviews in this collection have been cataloged separately.

Sung in Latin.

Analog recording.

Digitally remastered.

Booklet of notes in container.

500  //  ØaTitle devised by cataloger.

500  //  ØaTitle from container.

500  //  ØaAdditional title on container:

500  //  ØaDate based on …

500  //  ØaLabel on container:

500  //  ØaVariously attributed to…

500  //  ØaInterview conducted by Hugh N. Ahmann; recorded June 6, 1991, for the United States Air Force Historical Research Agency (USAFHRA), in Prather's home in Del Rio, Texas.

500  //  ØaTitle and other documentary information from the United States Air Force Oral History Program database.

500  //  ØaBlues and boogie woogie.

500  //  ØaField recording of explosion.

500  //  ØaDurations: 20:16; 15:34.

500  //  ØaIndividual interviews in this collection have been cataloged separately.

500  //  ØaSung in Latin.

500  //  ØaAnalog recording.

500  //  ØaDigitally remastered.

500  //  ØaBooklet of notes in container.

# 501
# WITH NOTE

MARC Tag (Field Name):

501            With note                                         a           With note


Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. If listing
more than one item, use 2 hyphens between 2 spaces ( -- ) between each item. If the note
contains a statement of responsibility, precede it with a slash between 2 spaces
( / ).

Data Conventions/Comments:

Use this note to describe the circumstances when more than one item is contained within
a single physical body. When sound recordings created by different composers appear on
the same recording, this note describes the other works. Introductory phrasing options
include: With:, On cassette with:, Issued with:, and other similar text.

Examples:

The guidelines for this field do not currently include any examples.

**505**
**FORMATTED CONTENTS NOTE**

MARC Tag (Field Name):

505         Formatted contents note                a              Note


Indicators:         First      Display constant controller      0        Contents
                                                                1        Incomplete
                                                                2        Partial
                                                                8        No display constant


                    Second     Level of content designation     Blank    Basic


Punctuation/Spacing:

This field ends in a period when it contains a complete or partial contents listing.  In an
incomplete contents listing, the field does not contain a period.  Space-dash-dash-space (
-- ) is entered between each listing; a space-slash-space ( / ) precedes the  name of the
responsible agent (for example, composer) when known.

Data Conventions/Comments:

This field contains the titles of works within the cataloged material. Select composer or
performer information can also be added after each description when describing
collective recordings.

If the duration of a particular piece is included in the information contained with the item,
it can be provided in parentheses following each description. No single format is required
to record duration. It can appear as '(2:02)' or as '(20 min.)' based on the amount of
information available. When possible, enter duration using hours (when applicable),
minutes, and seconds in the following formats: (hours:minutes:seconds) and
(minutes:seconds).

Examples:

Liberty fanfare / John Williams – The invincible eagle / John Philip Sousa – Preamble / Terry F. Vosbein – The sound of America / Willis Schaefer – The stars and stripes forever / John Philip Sousa – Variations on "America" / Charles Ives – The thunder of imperial names /Jerry Goldsmith – Battle hymn of the Republic / William Steffe.

Washington post / J.P. Sousa (2:31) – Adjutant's call (0:07) – In place sound off, into trombones triumphant / D. Keller (0:30) – Officer's center, officer of the day march / R.B. Hall (2:12).

505  0   ØaLiberty fanfare / John Williams – The invincible eagle / John Philip Sousa – Preamble / Terry F. Vosbein – The sound of America / Willis Schaefer – The stars and stripes forever / John Philip Sousa – Variations on "America" / Charles Ives – The thunder of imperial names /Jerry Goldsmith – Battle hymn of the Republic / William Steffe.

505  0   ØaWashington post / J.P. Sousa (2:31) – Adjutant's call (0:07) – In place sound off, into trombones triumphant / D. Keller (0:30) – Officer's center, officer of the day march / R.B. Hall (2:12).

**506**
**RESTRICTIONS ON ACCESS NOTE**

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 506 | Restrictions on access note | a | Terms governing access |
| | | b | Jurisdiction |
| | | d | Authorized users |
| | | e | Authorization |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

A note can be added to each record or supplied only at the collection level to provide information regarding access to the collections at the holdings institution.  Access relates to physical, legal or procedural situations. This field contains information related to access to the physical property of the holdings institution. It is also used to document instances when a password is required for access, access is granted for official use only, or a subscription is required for access.

Examples:

Available only to DTIC staff. Defense Virtual Library, Defense Technical Information Center; Department of Defense authorized persons. Source of authority for restriction (ex.: Title, chapter).

Transcripts available to qualified users by appointment.

For official use only.

Contact Luke Air Force Base for further information on access to original material.

506 // ØaAvailable only to DTIC staff.ØbDefense Virtual Library, Defense Technical Information Center;ØdDepartment of Defense authorized persons.ØeSource of authority for restriction (ex.: Title, chapter).

506 // ØaTranscripts available to qualified users by appointment.

506 // ØaFor official use only.

506 // ØaContact Luke Air Force Base for further information on access to original material.

# 510
# CITATION/REFERENCES NOTE

MARC Tag (Field Name):

| 510 | Citation/References Note | a | Name of source |
| | | c | Location within source |

| Indicators: | First | Location in source not given | 3 |
| | | Location in source given | 4 |
| | Second | Undefined | Blank |

Punctuation/Spacing:

This field does not end with a mark of punctuation.

Data Conventions/Comments:

This field contains notes and citations or references to published descriptions of the sound recording.  It is used to provide a reference to publications where an item has been cited.  No attempt should be made to create a complete list of citations.  This field can be used in cases where the source cited refers to a checklist, catalog, or review.

Examples:

Prop art / Gary Yanker. New York : Darien House, 1972, p. 25

510  4/  ØaProp art / Gary Yanker. New York : Darien House, 1972,Øcp. 25

# 511
# PARTICIPANT/PERFORMER NOTE

MARC Tag (Field Name):

511             Participant/performer note        a                Note

| Indicators: | First | No display constant | 0 |
| | | Display constant 'Cast:' | 1 |
| | Second | Undefined | Blank |

Note: First indicator can generally be set to 0.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.
Distinguish between performers with a 'space, semicolon, space.'

Data Conventions/Comments:

This field contains information about the participants, vocalists, and performers.  Enter an
introductory phrase as needed followed by a colon. Use such terms as Voices, Presenter,
Narrator, and Host to describe role of participant.

Examples:

Jay B. Welsh, narrator (in the 1st, 3rd, 4th, and 7th selections) ; United States Air Force
Tactical Air Command Band ; Lowell E. Graham, conductor.

Performed by the United States Air Combat Heritage of America Band ; Lt. Col. Lowell
E. Graham, commander/conductor.

511  0/  ØaJay B. Welsh, narrator (in the 1st, 3rd, 4th, and 7th selections) ; United States Air
Force Tactical Air Command Band ; Lowell E. Graham, conductor.

511  0/  ØaPerformed by the United States Air Combat Heritage of America Band ; Lt.
Col. Lowell E. Graham, commander/conductor.

**518**
**DATE/TIME AND PLACE OF EVENT**

MARC Tag (Field Name):

518          Date/time and place of event          a          Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information about the date, time and place of the event recorded or broadcast.  This field uses natural language in its description; the 033 field (date/time and place of event) is coded.

Examples:

Recorded in Ogden Hall, Hampton University, Hampton, Va.

Recorded 1927.

Field recordings made 1965-1966 in Arkansas.

518  //  ØaRecorded in Ogden Hall, Hampton University, Hampton, Va.

518  //  ØaRecorded 1927.

518  //  ØaField recordings made 1965-1966 in Arkansas.

**520**
**SUMMARY NOTE**

MARC Tag (Field Name):

520        Summary, abstract, scope note        a        Summary note

| Indicators: | First | No display constant | 8 |
| | | Display constant 'Subject:' | 0 |
| | | Display constant 'Summary:' | Blank |
| | | | |
| | Second | Undefined | Blank |

Note: First indicator can generally be set to 8.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains a succinct objective summary note describing the recording.  A summary note is not required and should be used only to enrich information available to the researcher by listening to the recording or reading the bibliographic record. It is not necessary to add a summary description to each bibliographic record, but this note can be added when textual description will enhance understanding of the material.

Predominantly musical sound recordings rarely use a summary note. This field has been used to describe excerpts of interviews selected for the DVL.

Examples:

Rodgers describes weather conditions and other impacts on personnel and equipment while based in the United Arab Emirates during Operation Desert Shield/Desert Storm.

Presents a collection of sounds and music from the past and present, including narration in English and performances in Spanish.

Presents the sounds of steam trains in adverse weather conditions.

520  8/  ØaRodgers describes weather conditions and other impacts on personnel and equipment while based in the United Arab Emirates during Operation Desert Shield/Desert Storm.

520  8/  ØaPresents a collection of sounds and music from the past and present, including narration in English and performances in Spanish.

520  8/  ØaPresents the sounds of steam trains in adverse weather conditions.

## 530
## ADDITIONAL PHYSICAL FORM AVAILABLE NOTE

MARC Tag (Field Name):

| 530 | Additional physical form note | a | Note |
| | | b | Availability source |
| | | c | Availability conditions |
| | | d | Order number |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field can be used optionally to refer to transcripts and surrogates of the material, including other formats.

Examples:

Typewritten transcript available at…

Reference copy available...

Use electronic surrogate.

Transcript also available in electronic form: 1 computer files (92K).

530  //  ØaTypewritten transcript available at…

530  //  ØaReference copy available...

530  //  ØaUse electronic surrogate.

530  //  ØaTranscript also available in electronic form: 1 computer files (92K).

# 533
# REPRODUCTION NOTE

<u>MARC Tag (Field Name):</u>

| 533 | Reproduction note | a | Type of reproduction |
| | | b | Place of reproduction |
| | | c | Responsible agency |
| | | d | Date of reproduction |
| | | e | Physical description of repro. |
| | | f | Series statement of repro. |
| | | m | Date of issues reproduced |
| | | n | Note about reproduction |
| | | 7 | Fixed length elements |

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

A period or other ending mark of punctuation is always at the end of this field. If use of the subfield 7 (fixed-length elements) is implemented, the period of ending mark of punctuation precedes the Ø7. Place of reproduction is separated by the name of the responsible agency with a 'space, colon, space.' The series statement can be enclosed in parentheses.

<u>Data Conventions/Comments:</u>

**This field describes a reproduction of original material when the original item is described in the main body of the bibliographic record. Do not use this field when describing sound recordings that have not been reformatted for the DVL.** This field has generally been used for reproductions of serials, most commonly for reproductive microforms, but use could be implemented in other instances.

The subfield n (Note about reproduction) can be repeated if more than one note is necessary to convey details about the reproduction process.

The fixed-length data element (subfield 7) is composed of 15 character positions that describe elements about the reproduction that correspond to those contained in the 008 field for the original material (including type of date, dates 1 and 2, place of publication, frequency, regularity, and form of item). Frequency and regularity relate to serials cataloging. If incorporated into the DVL, an example of subfield coding is: **s2000////xxun/s** (representing single date, reproduced in year 2000, no second date, reproduced in the U.S., frequency and regularity not applicable, electronic form of item).

<div align="center">533</div>

This subfield information may also be located in other fields, and may not be implemented in the DVL.

Additional MARC fields identified that may contain information about electronic reproductions include the 583 field (Action note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's Working Group on Preservation Issues of Metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (http://www.rlg.org/preserv/metaapp2.html) for options of using field 533 for digital version information. RLG initially supported the implementation of both the 533 and the 583 to record preservation-related metadata within the MARC record.  Since that time, there has been greater support for the use of the 583 field for this information. Determinations about which field to use and the manner in which the field would be implemented remain in flux. An example of possible implementation based on the RLG documentation for electronic reproductions is included here.

Examples:

Computer file. 1999 Feb. 21 Fort Belvoir, VA : Defense Technical Information Center, 10 May 2000. Physical description of reproduction. DTIC reformatted electronic file originally created by… s2000////xxun/s

533  //  ØaComputer file.Øm1999 Feb. 21ØbFort Belvoir, VA :ØcDefense Technical Information Center,Ød10 May 2000.Øephysical description of repro.ØnDTIC reformatted electronic file originally created by…Ø7s2000////xxun/s

533

**535**
**LOCATION OF ORIGINALS/DUPLICATES NOTE**

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 535 | Location of originals/duplicates note | a | Custodian | |
| | | b | Postal address | |
| | | c | Country | |
| | | d | Telecommunication address | |
| | | 3 | Materials specified | |

Indicators:          First          Custodian: holder of originals     1
                                     Custodian: holder of duplicates    2

                     Second         Undefined                          Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.
Optionally, separate data between subfields with a semicolon.

Data Conventions/Comments:

This field names the holding institution that has custody over the original or duplicate
material described in the record.  Use this field only when the material is located in a
repository that is different from the institution described in the bibliographic record. This
field can be used in conjunction with the 562 field (Copy and version identification note)
to convey information about the institution that has the original material.

Examples:

Duplicate videocassette Smithsonian Institution; Washington, D.C. USA; 202-020-2020

535  2/  Ø3Duplicate videocassetteØaSmithsonian Institution;ØbWashington,
D.C.;ØcUSA;Ød202-020-2020

535

**540**
**TERMS GOVERNING USE & REPRODUCTION NOTE**

MARC Tag (Field Name):

| 540 | Terms governing use & repro. | a | Terms |
|-----|------------------------------|---|-------|
|     |                              | b | Jurisdiction |
|     |                              | c | Authorization |
|     |                              | d | Authorized users |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains a general statement describing terms governing use and reproduction after access has been provided.  This statement is usually constructed with assistance from the holding institution, and could be defaulted in every record associated with a single collection.

It may be possible to incorporate use of this field into the records to describe terms of use and reproduction that relate to the electronic item as well as the original material. These terms could include information about authorized groups and access rights for use and reproduction of the digitized sound file.

The examples that follow include some possible notes related to copyrighted materials. DVL will follow departmental policies concerning copyrighted materials. If DVL material has copyright restrictions, information about restrictions on use and reproduction can be contained in this field. Optionally, broader information related to copyright can be included in a separate web page that explains restrictions on use and users' responsibilities.

Examples:

Credit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL.; no reproduction restrictions.

Credit line: United States Air Force Heritage of America Band. Selections available online are in the public domain; no reproduction restrictions.

May be restricted: Information on reproduction rights available at…

No reproduction restrictions known.

Reproduction rights may be restricted through copyright.

Copyright owned by…

Duplication not permitted.

Permission required to cite, quote, and reproduce; contact repository for information.

Restrictions: It is unlawful to download, copy, print or utilize in any other form this material without written consent from the copyright holder.

540  //   ØaCredit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL.; no reproduction restrictions.

540  //  ØaCredit line: United States Air Force Heritage of America Band. Selections available online are in the public domain; no reproduction restrictions.

540  //  ØaMay be restricted: Information on reproduction rights available at…

540  //  ØaNo reproduction restrictions known.

540  //  ØaReproduction rights may be restricted through copyright.

540  //  ØaCopyright owned by …

540  //  ØaDuplication not permitted.

540  //  ØaPermission required to cite, quote, and reproduce; contact repository for information.

540  //  ØaRestrictions: It is unlawful to download, copy, print or utilize in any other form this material without written consent from the copyright holder.

**541**
**IMMEDIATE SOURCE OF ACQUISITION NOTE**

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 541 | Immediate source of acquisition | c | Method of acquisition |
| | | a | Source of acquisition |
| | | d | Date of acquisition |
| | | e | Accession number |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. A semicolon separates each subfield.

Data Conventions/Comments:

This field contains information about the source of acquisition of this material by the holding institution. This information is generally included in the accession record.  To date, use of this field has not been implemented since this information has not been relevant to the materials currently contained in the DVL.

Examples:

Gift; John Smith; 1943.

541  //  ØcGift; ØaJohn Smith;Ød1943.

**545**
**BIOGRAPHICAL OR HISTORICAL NOTE**

MARC Tag (Field Name):

545          Biographical or historical note          a          Note

Indicators:          First          Type of data          Blank          No information provided

Second          Undefined          Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

A brief history related to the organization that created the recording, or biographical information about the creator. This note should relate biographical or historical information about the main entry. It is not required, but can be used to place creation of the sound recording in context.  This field is generally used in collection level records.

Examples:

Air Force major General Gerald L. Prather was a combat pilot with the 772nd Troop Carrier Squadron based in the Phillipines and flew 500 combat support missions in southeast Asia. He later served as a scheduling officer at Tan Son Nhut, Vietnam during the Tet offensive.

The United States Air Force Heritage of America Band is one of ten regional Air Force bands and performs for the mid-Atlantic states.

545  //  ØaAir Force major General Gerald L. Prather was a combat pilot with the 772nd Troop Carrier Squadron based in the Phillipines and flew 500 combat support missions in southeast Asia. He later served as a scheduling officer at Tan Son Nhut, Vietnam during the Tet offensive.

545  //  ØaThe United States Air Force Heritage of America Band is one of ten regional Air Force bands and performs for the mid-Atlantic states.

# 546
# LANGUAGE NOTE

MARC Tag (Field Name):

546                Language note                a                Language note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to record the language/s of the described material. It has not been
implemented yet because there has not been any foreign language material in the DVL.

Examples:

Recorded in English; transcribed in English and German.

546  //  ØaRecorded in English; transcribed in English and German.

**555**
**CUMULATIVE INDEX/FINDING AIDS NOTE**

MARC Tag (Field Name):

555        Cumulative index/finding aids note            a            Note

Indicators:        First        No display constant generated        8

                   Second       Undefined                             Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field contains information identifying indexes and finding aids available that focus on the described collection.  It is used in collection level cataloging only.  This field describes details about the level of control the index or finding aid provides.

Examples:

Unpublished guide.

An interview description sheet is available in the repository, filed in the Oral History notebooks as OH1234.

Name index available.

Detailed information is available through the in-house automated catalog.

555  8/  ØaUnpublished guide.

555  8/  ØaName index available.

555  8/  ØaAn interview description sheet is available in the repository, filed in the Oral History notebooks as OH1234.

555  8/  ØaDetailed information is available through the in-house automated catalog.

**562**
**COPY AND VERSION IDENTIFICATION NOTE**

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 562 | Copy and version identification note | a | | Identifying markings |
| | | b | | Copy identification |
| | | c | | Version identification |
| | | d | | Presentation format |
| | | 3 | | Materials specified |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to distinguish between copies of materials when more than one copy or version exists.  It is used in cases where edition or version information is supplied by the cataloger. Use the 250 field (Edition statement) in instances where this information is transcribed directly from the primary source of information. This field can be used in conjunction with the 535 field (Location of originals/duplicates note) to provide information about both the original and the copy.

There is a possibility that use of this field might be implemented for information about electronic versions of sound files. Currently, enter information about digitized versions created as part of DVL in the 533 field, 583 field (Actions note) or the 856 field (Electronic location and access).

Examples:

In German with English subtitles.

562  //  ØcIn German with English subtitles.

## 580
## LINKING ENTRY COMPLEXITY NOTE

MARC Tag (Field Name):

580          Linking entry complexity note          a          Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.

Data Conventions/Comments:

This field is used to express the relationship between the item described in the bibliographic record and other related records.  It is used at the subunit or item level to relate to the collection record.

This field can also used in conjunction with linking entry fields to explain the link between related items in cases where this linkage cannot be expressed solely with the 787 field.  For example, a linkage between a sound recording and a related written report can be further detailed by using the this field in conjunction with the 787 field (nonspecific relationship entry), although use of the 580 has not been required or implemented to date. It is possible that future electronic linkage to related items will utilize the 856 field.

Examples:

Forms part of the XYZ collection.

Accompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

580  //  ØaForms part of the XYZ collection.

580  //  ØaAccompanies: Defense Technical Information Center technical report titled, "Look and Feel: Haptic Interaction for Biomedicine" (AD-A286 984).

## 581
## PUBLICATIONS NOTE

MARC Tag (Field Name):

581                Publications Note          a          Note

Indicators:              First          No display constant generated     8

                         Second         Undefined                        Blank

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field. Follow the
format supplied in the *Chicago Manual of Style* (for example: Published in: Title /
Author.  Place of publication : Publisher, Date, p. #).

Data Conventions/Comments:

Use this field to cite a publication based on the sound recording itself.  Use the
Introductory expression "Discussed in:" to cite sources where the recording was
discussed.

Note:  In cases where the source cited refers to a checklist or catalog, MARC field 510
may be used.

For additional information related to the use of this field, see *Archives, Personal Papers,
and Manuscripts* (1.7B14.), and *Anglo-American Cataloging Rules*, 2nd edition (1.7A4.).

Examples:

Discussed in:

581  //  ØaDiscussed in:

# 583
# ACTION NOTE

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 583 | Action note | a | Action note |
| | | b | Action identification |
| | | c | Time/date of action |
| | | d | Action interval |
| | | f | Authorization |
| | | i | Method of action |
| | | j | Site of action |
| | | k | Action agent |
| | | l | Status |
| | | x | Nonpublic note |
| | | z | Public note |

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation. Optionally, separate data between subfields with a semicolon.

Data Conventions/Comments:

This field is used to record information about the status of processing and preservation actions, including processing related to digitization. The field can be repeated to describe different actions performed during processing or preservation. This field may contain reformatting information related to electronic actions. This field is for use in cases where the material was reformatted, but not for material where there was no processing or preservation treatment.

Many 583 subfields are repeatable within each field (Øa and Ø3 are two subfields that are not repeatable). Multiple versions are identified with the use of the materials specified subfield, while multiple actions are identified with the use of separate repeated 583 fields.

The subfield a (Action note) can use standard terminology (see http://lcweb.loc.gov/marc/bibliographic/583terms.html).  Terms include: reformatted (to be used with Øi or Øl) and will reformat (to be used with Øc and Ød).

The subfields x (Nonpublic note) and z (Public note) can be repeated if more than one note is necessary to convey details about the digitization process.

583

Additional MARC fields identified that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 856 field (Electronic location and access).

Refer to the Research Libraries Group's Working Group on Preservation Issues of Metadata. Appendix 2. Preservation-Related Metadata Recorded in USMARC Records (http://www.rlg.org/preserv/metaapp2.html) for options of using field 583 for digital version information. An example of possible implementation based on the RLG documentation for electronic reproductions is included here.

Examples:

reformatted; SD23; 20000701; Nonpublic note with digitization details. Digitally remastered by DTIC for the Defense Virtual Library.

583  //  Øareformatted; ØbSD23; Øc20000701; ØxNonpublic note with digitization details.ØzDigitally remastered by DTIC for the Defense Virtual Library.

## 600
## SUBJECT ADDED ENTRY: PERSONAL NAME

MARC Tag (Field Name):

| 600 | Subject added entry: Personal | a | Personal name |
|---|---|---|---|
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | x | General subdivision |
| | | z | Geographic subdivision |

Note: Information in subfields a-q is to be taken directly from online searching of LC files.

| Indicators: | First | Type of personal name | 0 | Forename |
|---|---|---|---|---|
| | | | 1 | Surname |
| | | | 3 | Family name |
| | Second | Subject heading system | 0 | LC authority |
| | | | 4 | Source not specified |
| | | | 7 | Source in Ø2 |

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF). When an open-ended life date is at the end of the field, end the field with the hyphen, not a period.

When adding general subdivisions, hyphens are usually system-supplied between the subfields from the name as found in NAF and the subfields for the subdivision.

Data Conventions/Comments:

This field contains a personal name used as a subject indexing term. Use this field to index sound recordings where the subject of the recording is a person. Search NAF for the proper form of the name and enter the name exactly as it appears. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

Roosevelt, Franklin D. (Franklin Delano), 1882-1945.

600  10  ØaRoosevelt, Franklin D.Øq(Franklin Delano),Ød1882-1945.

**610**
**SUBJECT ADDED ENTRY: CORPORATE NAME**

<u>MARC Tag (Field Name):</u>

| 610 | Subject added entry: Corporate | a | Corporate name |
|-----|-------------------------------|---|----------------|
|     |                               | b | Subordinate units |
|     |                               | x | General subdivision |
|     |                               | y | Chronological subdivision |
|     |                               | z | Geographic subdivision |

Note: Information in subfields a-b is to be taken directly from online searching of LC files.

| <u>Indicators:</u> | <u>First</u> | Type of name | 0 | Inverted name |
|--------------------|--------------|--------------|---|---------------|
|                    |              |              | 1 | Jurisdiction name |
|                    |              |              | 2 | Name in direct order |
|                    | <u>Second</u> | Subject heading system | 0 | LC authority |
|                    |              |              | 4 | Source not specified |
|                    |              |              | 7 | Source in Ø2 |

<u>Punctuation/Spacing:</u>

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF).  Note that corporate names ending with a closing parentheses do not have a period at the end of the line.

<u>Data Conventions/Comments:</u>

This field contains the name of the corporate body used as a subject indexing term. Use this field to index sound recordings where the subject of the recording is a corporate name. Search NAF for the proper form of this name, and enter the name exactly as it is found.  If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

United States. Congress. Senate.

United States. Air Force--Songs  & music.

Cable News Network.

610  10  ØaUnited States.ØbCongress.ØbSenate.

610  10  ØaUnited States.ØbAir ForceØxSongs & music.

610  20  ØaCable News Network.

## 611
## SUBJECT ADDED ENTRY: MEEETING NAME

MARC Tag (Field Name):

| 611 | Subject added entry: Meeting | a | Meeting name |
|-----|-------------------------------|---|---------------|
|     |                               | n | Number of meeting |
|     |                               | d | Date of meeting |
|     |                               | c | Location of meeting |
|     |                               | e | Subordinate unit |
|     |                               | x | General subdivision |

| Indicators: | First | Type of meeting name | 0 | Inverted name |
|-------------|-------|----------------------|---|----------------|
|             |       |                      | 1 | Jurisdiction name |
|             |       |                      | 2 | Name in direct order |
|             | Second | Subject heading system | 0 | LC authority |
|             |       |                      | 4 | Source not specified |
|             |       |                      | 7 | Source in Ø2 |

Punctuation/Spacing:

Punctuation follows the format provided in the Library of Congress Name Authority File.

Data Conventions/Comments:

This field contains a meeting name as a subject of the sound recording. Search the
Library of Congress Name Authority File (NAF) for the proper form of this name, and
enter the name exactly as it is found.  If the name is not found in NAF, based on the
information available it can either be included in this field or recorded in a note field.

Examples:

Olympic Games (23rd : 1984 : Los Angeles, Calif.)

611  20  ØaOlympic GamesØn(23rd :Ød1984 :ØcLos Angeles, Calif.)

# 630
# SUBJECT ADDED ENTRY: UNIFORM TITLE

<u>MARC Tag (Field Name):</u>

630        Subject added entry: Uniform title        a        Uniform title


Indicators:    <u>First</u>        Nonfiling characters        0-9

                <u>Second</u>        Subject heading system        0        LC authority
                                                        4        Source not specified
                                                        7        Source in Ø2


Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

<u>Punctuation/Spacing:</u>

Punctuation follows the format provided in the Library of Congress Name Authority File (NAF).

<u>Data Conventions/Comments:</u>

This field contains titles of songs, comic strips, movies, radio programs, motion pictures and television programs as a subject. Search NAF for the proper form of this name, and enter the name exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

<u>Examples:</u>

Yankee Doodle (Song)

630  00  ØaYankee Doodle (Song)

**650**
**SUBJECT ADDED ENTRY: TOPICAL TERM**

MARC Tag (Field Name):

| 650 | Subject added entry: Topical | a | Topical term |
|---|---|---|---|
| | | x | General subdivision |
| | | y | Chronological subdivision |
| | | z | Geographical subdivision |
| | | 2 | Source of heading |

The first indicator can be set as blank (no information on level of subject provided).

| Indicators: | First | Level of subject | Blank | No information provided |
|---|---|---|---|---|
| | Second | Subject heading system | 0 | LCSH |
| | | | 4 | Source not specified |
| | | | 7 | Source in Ø2 |

Punctuation/Spacing:

A period or ending mark of parentheses is at the end of this field. Subfields are separated by system-supplied hyphens. If subfield 2 is the last subfield entered, the mark of punctuation or closing parentheses precedes the subfield, system-supplied hyphens do not precede the subfield 2, and there is no ending mark of punctuation following the subfield 2.

Data Conventions/Comments:

Select topical terms that describe the subject/s of the sound recording. If there is a summary note, all indexing terms selected should relate to the description in the summary note (520) or title (245); however, not all concepts expressed in the summary note need to have corresponding index terms. It is also appropriate to index subjects when no summary note (520) is used in the bibliographic record. If possible, index terms should be selected from the *Library of Congress Subject Headings*, accessible online through the Library of Congress Name Authority File (NAF).

It is not necessary to include topical subject headings in every catalog record. When topical subject headings are used, they may use one or more LCSH terms without any subdivisions, or they may incorporate subdivisions for general, geographical, and/or chronological categories.

**Geographical subdivisions** provide a hierarchical description of the location described in the recording. Use standard geographic place names as found in Library of Congress Name Authority Files (NAF) or follow standard patterns for creating such names.

**Chronological subdivisions** provide a date range for the date of the recording, if applicable. Use span dates for the chronological subdivision (rounded to the nearest decade span) unless the date is a single year ending in zero (for example, 1940). Chronological subdivisions have not been incorporated into DVL records for sound, following standard practice for cataloging sound material, although future endeavors may incorporate use of this subdivision to improve search and retrieval.

If the date is listed in the date field (260) as 1945, enter the date span as a chronological subdivision as 1940-1950.
If the date is listed in the date field (260) as [between 1943 and 1945; reproduction 1979], enter the date span as a chronological subdivision as 1940-1950.
If the date is listed in the date field (260) as [between 1941 and 1965], enter the date span as a chronological subdivision as 1940-1970.
If the date is listed in the date field (260) as [ca. 1940], enter the date as a chronological subdivision as 1930-1950.
If the date is listed in the date field (260) as 1950, enter the date as a chronological subdivision as 1950.

If the appropriate term is not found in LCSH, but is found in another source (like the *Defense Technical Information Center Thesaurus*) or has been created as part of the DVL, that term can be entered in the 650 with the second indicator set to indicate the source of the term. Optionally, the term can be entered in the 653 field (uncontrolled index term) instead.

When possible, if using headings that are not from LCSH, cite the source in subfield 2, and set the indicator to 7 to show that the subject heading system is specified in the subfield. For example, use the subfield 2 when using terms from the *Art and Architecture Thesaurus*. The code for this subject heading system is entered as aat. If the cataloging source is not specified and is not LCSH (possibly when using DTIC thesaurus terms), change the indicator to 4 (source not specified).

650

Examples:

Sounds.

Band music.

Patriotic music--United States.

Military music--United States.

Air pilots, Military--United States.

Phantom II (Jet fighter plane)

World War, 1939-1945--Songs and music.

650  /0  ØaSounds.

650  /0  ØaBand music.

650  /0  ØaPatriotic musicØzUnited States.

650   /0  ØaMilitary musicØzUnited States.

650   /0  ØaAir pilots, MilitaryØzUnited States.

650   /0 ØaPhantom II (Jet fighter plane)

650  /0  ØaWorld War, 1939-1945ØxSongs and music.

# 651
# SUBJECT ADDED ENTRY: GEOGRAPHIC NAME

MARC Tag (Field Name):

| 651 | Subject added entry: Geographic | a | Topical term |
|-----|--------------------------------|---|--------------|
|     |                                | x | General subdivision |
|     |                                | y | Chronological subdivision |

Indicators:    First          Undefined           Blank

           Second         Subject heading system    0    LC authority
                                                      4    Source not specified
                                                      7    Source in Ø2

Punctuation/Spacing:

A period or other ending mark of punctuation is always at the end of this field.  Subfields are separated by system-supplied hyphens. If the field ends with closing parentheses, do not add a period following the closing parentheses.

Data Conventions/Comments:

This field contains a geographic name used as an indexing term. Search the Library of Congress Name Authority File (NAF) for the proper form of the name and enter it exactly as it is found.

Most entries using this field will use only the subfield a and y.  The additional subfields are used in some ambiguous geographic headings, like the names of some wars, military parks, and forts.

Examples:

United States--History--Civil War, 1861-1865.

Boston (Mass.)

651 /0  ØaUnited StatesØxHistoryØyCivil War, 1861-1865.

651 /0  ØaBoston (Mass.)

## 653
## SUBJECT ADDED ENTRY: UNCONTROLLED INDEX TERM

MARC Tag (Field Name):

653        Subject Added Entry: Uncontrolled        a        Index term


Indicators:      First          Level of index term    Blank      No information provided

                 Second         Undefined              Blank

Punctuation/Spacing:

The field does not end with a mark of punctuation unless the punctuation is part of the data.

Data Conventions/Comments:

This field contains index terms that are not derived from a controlled subject heading system or thesaurus.  For the DVL, this field can be used to list the bucket terms in consideration for display purposes or for exhibit pages (for example, it can be used to group files related to one theme into a group).  The subfield a can be repeated when more than one index term is assigned.

Examples:

Lifestyles

Explosions

653  //  ØaLifestylesØaExplosions

# 655
# SUBJECT ADDED ENTRY: FORM/GENRE

MARC Tag (Field Name):

| | | | | |
|---|---|---|---|---|
| 655 | Subject added entry: Form/Genre | a | Form/Genre |
| | | v | Form subdivision |
| | | x | General subdivision |
| | | y | Chronological subdivision |
| | | 2 | Source of term |

Indicators:    First        Type of heading              Blank    Basic

               Second       Source specified in subfield 2    7

Punctuation/Spacing:

A period is always at the end of this field.  Each subfield should be separated by system-supplied hyphens.

Data Conventions/Comments:

Form and genre terms can be used to describe characteristics of the sound recording. Subject headings can be used from the *Art and Architecture Thesaurus* (AAT) or the Library of Congress Radio Forms/Genres (radfg) list as appropriate.

The AAT is available online at: http://www.ahip.getty.edu/aat_browser.

The radfg can be obtained by request from the Processing Section of Motion Picture, Broadcasting and Recorded Sound Division of the Library of Congress.

Subject headings can be assigned for the physical form of the recording being described, but for most recordings, the use of access points for physical characteristics will not be implemented.

Examples:

Sound recordings--1900-2000. aat

Oral histories--1980-1990. aat

Live performances--Radio--1910-1920. radfg

Press conferences--Radio. radfg

655  /7  ØaSound recordingsØy1900-2000.Ø2aat

655  /7  ØaOral historiesØy1980-1990.Ø2aat

655  /7  ØaLive performancesØvRadio.Ø2radfg

655  /7  ØaPress conferencesØvRadio.Ø2radfg

# 700
# ADDED ENTRY: PERSONAL NAME

MARC Tag (Field Name):

| 700 | Added entry: Personal Name | a | Personal name |
|---|---|---|---|
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | e | Relator term |

| Indicators: | First | Type of personal name | 0 | Forename |
|---|---|---|---|---|
| | | | 1 | Surname |
| | | | 3 | Family name |
| | Second | Type of added entry | Blank | No information provided |

Punctuation/Spacing:

Enter data exactly as it appears in the Library of Congress Name Authority Files (NAF). A comma follows personal name data except when preceding a fuller form of the name in parentheses. A comma follows the fuller form of the name supplied in parentheses. A period comes at the end of the field. In the case where a life date is open-ended, do not add any punctuation.

Data Conventions/Comments:

The 700 field is used only for providing important controlled access to people who were directly involved in the creation or production of the sound recording. Search NAF for the accepted style of entry for each name, and enter data exactly as it is found. This field may be repeated.

**Relator terms** that may be used in the DVL include the following: announcer, arranger, commentator, composer, conductor, interviewee, musical group, narrator, performer, speaker, and vocalist. Do not add a relator term if the role in creation is unclear.[10]

If a name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

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[10] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like cmp (composer), nrt (narrator), and prf (performer). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

700

Examples:

Ahmann, Hugh, interviewer.

Graham, Lowell E., conductor.

700  1/  ØaAhmann, Hugh,Øeinterviewer.

700  1/  ØaGraham, Lowell E.,Øeconductor.

# 710
# ADDED ENTRY: CORPORATE NAME

MARC Tag (Field Name):

| 710 | Added entry: Corporate Name | a | Corporate name |
|-----|-----------------------------|---|----------------|
|     |                             | b | Subordinate units |
|     |                             | e | Relator terms |

| Indicators: | First | Type of corporate name | 0 | Inverted name |
|-------------|-------|------------------------|---|---------------|
|             |       |                        | 1 | Jurisdiction name |
|             |       |                        | 2 | Name in direct order |
|             | Second | Type of added entry | Blank | No information provided |

Punctuation/Spacing:

This field ends with a period or other mark of punctuation. A comma precedes the relator term; otherwise follow the same form of name listed in the Library of Congress Name Authority File (NAF).

Data Conventions/Comments:

This field contains names of corporate bodies directly involved with the sound recording Search  NAF for the accepted style of entry for each name, and enter data exactly as it is found. This field may be repeated. If the name is not found in NAF, based on the information available the name can either be included in this field or recorded in a note field.

**Relator terms** that may be used in the DVL include the following: announcer, arranger, commentator, composer, conductor, interviewee, musical group, narrator, performer, speaker, and vocalist.  Do not add a relator term if the role in creation is unclear.[11]

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[11] DVL uses the subfield e to clearly name the relationship between the name and the work. Another option is to use subfield 4 with relator codes like cmp (composer), nrt (narrator), and prf (performer). A code list of relator terms is maintained by the Library of Congress and is available at http://lcweb.loc.gov/marc.

Examples:

United States Air Force Tactical Air Command Band.

Air Combat Command Heritage of America Band.

710  2/  ØaUnited States Air Force Tactical Air Command Band.

710  2/  ØaAir Combat Command Heritage of America Band.

# 711
# ADDED ENTRY: MEETING NAME

MARC Tag (Field Name):

| 711 | Added entry: Meeting name | a | Meeting name |
|-----|---------------------------|---|--------------|
|     |                           | n | Number of meeting |
|     |                           | d | Date of meeting |
|     |                           | c | Location of meeting |
|     |                           | e | Subordinate unit |

| Indicators: | First | Type of meeting name | 0 | Inverted name |
|-------------|-------|----------------------|---|---------------|
|             |       |                      | 1 | Jurisdiction name |
|             |       |                      | 2 | Name in direct order |
|             | Second | Type of added entry | Blank | No information provided |

Punctuation/Spacing:

A period or other ending mark of punctuation is at the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a meeting or conference name used as an added entry.   Examples include such meetings are exhibitions, expeditions, festivals, and seminars.  Search the Library of Congress Name Authority File (NAF) for the accepted style of entry for each name, and enter data exactly as it is found. If the name is not found in NAF, based on the information available it can either be included in this field or recorded in a note field.

Examples:

Century of Progress International Exposition (1933-1934 : Chicago, Ill.)

711  21  ØaCentury of Progress International ExpositionØd(1933-1934 :ØcChicago, Ill.)

## 730
## ADDED ENTRY: UNIFORM TITLE

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 730 | Added entry: Uniform title | a | Uniform title |
| | | d | Date of treaty |
| | | f | Date of work |
| | | k | Form subheading |

Indicators:    First        Nonfiling characters    0-9

Second    Type of added entry    Blank    No information provided

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains an added entry for a version of the title that is a uniform title.  Use this field to convey uniform title information that is not entered as part of the main entry in the 130 or uniform title in the 240. This field can also be used for added entries for radio and television programs, motion pictures, songs, and anonymous works.

Examples:

Star-spangled banner (Song)

730  0/  ØaStar-spangled banner (Song)

**740**
**ADDED ENTRY: UNCONTROLLED RELATED/ANALYTICAL TITLE**

MARC Tag (Field Name):

| | | | |
|---|---|---|---|
| 740 | Uncontrolled related analytical title | a | Title |
| | | n | Number |
| | | p | Name |

Indicators:   First         Nonfiling characters    0-9

                Second    Type of added entry    Blank    No information provided

Note: The first indicator is for nonfiling characters. This number can range from 0 to 9, based on the number of characters in the initial article/s to ignore (for example, if a title begins with 'The,' nonfiling characters would be 4, representing 3 characters of the word and the additional space before the next word).

Punctuation/Spacing:

A period or other ending mark of punctuation is the end of this field, unless the field ends with a closing parentheses.

Data Conventions/Comments:

This field contains a title that varies from the title listed in the 245 (title) field.  Use the 246 (variant title) field for varying forms of the title, the 730 (uniform title) field for added uniform titles, and the 740 field for uncontrolled titles. The field is not anticipated to be used with any regularity in the DVL.

Examples:

Stars and stripes forever.

740  0/  ØaStars and stripes forever.

# 773
# HOST ITEM ENTRY

MARC Tag (Field Name):

| 773 | Host Item Entry | t | Title |
|---|---|---|---|
| | | w | Control number |

Indicators:  First    Note controller          0    Display note

Second    Display constant controller   8    No display constant generated

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field is used in component part for subunit records to refer to the 'host,' creating linkage between these various levels.  Using the subfields referring to collection level title and collection level record control number creates a textual and numerical link between component parts.  It is used at the subunit or item level to relate to the collection level record. It is not used to create a correlation between records for digitized segments of a sound recording and the record for the entire piece. Use the note field (500) for information about the relationship of digitized segments.

Examples:

Gottscho-Schleisner Collection (Library of Congress) (DLC)  85861312

773  0/  ØtGottscho-Schleisner Collection (Library of Congress)Øw(DLC)  85861312

773

**787**
**NONSPECIFIC RELATIONSHIP ENTRY**

MARC Tag (Field Name):

| 787 | Nonspecific relationship entry | i | Display text |
|-----|-------------------------------|---|--------------|
|     |                               | n | Note |
|     |                               | o | Other item identifier |
|     |                               | t | Title |
|     |                               | w | Record control number |

| Indicators: | First | Note controller | 0 | Display note |
|-------------|-------|-----------------|---|--------------|
|             | Second | Display constant controller | 8 | No display constant generated |

Punctuation/Spacing:

This field does not end with a mark of punctuation unless the ending word of the field contains a mark of punctuation.

Data Conventions/Comments:

This field provides information about related materials. It can be used in conjunction with the 580 field (linking entry complexity note) when additional detail is required to define the relationship. For example, the field has been used to express the linkage between DTIC videorecordings and the related technical report (see example below). It is possible that future electronic linkage will utilize the 856 field. The field can include a record control number to provide linkage to a system control number, but use of the subfield w has not yet been implemented.

Examples:

Accompanies: Defense Technical Information Center technical report AD-A286 984
Look and Feel: Haptic Interaction for Biomedicine 00000978
*The record control number has been fabricated for this example.*

787 08 ØiAccompanies:Øn Defense Technical Information Center technical report
ØoAD-A286 984ØtLook and Feel: Haptic Interaction for BiomedicineØw00000978
*The record control number has been fabricated for this example.*

787

# 852
# LOCATION

MARC Tag (Field Name):

| 852 | Location | | a | Location |
|-----|----------|--|---|----------|
| | | | b | Sublocation |
| | | | e | Address |
| | | | n | Country |

| Indicators: | First | Shelving scheme | Blank | No information provided |
|-------------|-------|-----------------|-------|-------------------------|
| | Second | Shelving order | Blank | No information provided |

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field contains information about the location of the material. This includes the name and address of the institution that holds the item or provides access to it. These holding institutions may have the original material used to create the digital sound file or the digital sound file itself. The data in this field can be defaulted into every record from a particular holding institution.

Examples:

Air Combat Command Heritage of America Band, 86 Hickory Street, Langley Air Force Base, VA 23665-2192 USA

Air Force Historical Research Agency, Maxwell Air Force Base, AL 36112 USA

Naval Historical Center, Washington, D.C. 20374-5060 USA

852 // ØaAir Combat Command Heritage of America Band,Øe86 Hickory Street, Langley Air Force Base, VA 23665-2192ØnUSA

852 // ØaAir Force Historical Research Agency,ØeMaxwell Air Force Base, AL 36112ØnUSA

852 // ØaNaval Historical Center,ØeWashington, D.C. 20374-5060ØnUSA

**856**
**ELECTRONIC LOCATION & ACCESS**

MARC Tag (Field Name):

| 856 | Electronic location & access | a | Host name |
|-----|------------------------------|---|-----------|
| | | c | Compression info. |
| | | d | Path |
| | | f | Electronic name |
| | | j | Bits per second |
| | | n | Name of host |
| | | q | Electronic format type |
| | | s | File size |
| | | u | Uniform Resource Identifier |
| | | x | Nonpublic note |
| | | z | Public note |
| | | 2 | Access method |
| | | 3 | Materials specified |

| Indicators: | First | Access method | 0 | Email |
|-------------|-------|---------------|---|-------|
| | | | 1 | FTP |
| | | | 3 | Dial-up |
| | | | 4 | HTTP |
| | | | 7 | Method specified in Ø2 |
| | Second | Relationship | 0 | Resource |
| | | | 1 | Version of resource |

Note: When the first indicator is coded with a '0', the display constant *Electronic resource:* may be generated by the system; when the second indicator is coded with a '1', the display constant *Electronic version:* may be generated by the system.

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field contains information required to identify, locate and retrieve an electronic item. These guidelines document current usage of naming conventions, subfield selection, and field format. As metadata requirements for long-term preservation and access to digital material are refined, the use of this field will be revised.

**Subfield a**  (host name) is http://dvl.dtic.mil.

**Subfield f** contains the electronic file name. DVL file names for digital sound begin with the prefix "SD" followed by the item identification number. Electronic file names for sound use the handle as the root of the identification number, followed by the extension representing the digital format (i.e., SD33.wav or SD53.ra). The file name may or may not include a file extension. Some current cataloging has not implemented file name in the subfield f because there have been too many files to enter individually in order to provide the level of reference required to be of use. When it has been used repeatedly within the field, the subfields f and s are paired together so that the file name and corresponding file size directly follow one another (using the order ØfØsØfØs).

**Subfield n** (name of host) is defaulted to "Defense Technical Information Center, Fort Belvoir, Virginia."

**Subfield q** can be used to identify the type of resource identified in the subfield u of the 856 (i.e. Wave or RealAudio).

**Subfield s** is used to record file size. DVL practice is to enter file size using kilobytes instead of bytes. Some current cataloging has not implemented file size in the subfield s because there have been too many files to enter individually in order to provide the level of reference required to be of use. When it has been used repeatedly within the field, the subfields f and s are paired together so that the file name and corresponding file size directly follow one another (using the order ØfØsØfØs).

**Subfield u** contains the Uniform Resource Name, or handle. It begins with the acronym 'hdl:.' The handle in subfield u must be represented with upper case letters. The handle prefix for all sound is "SD." This is followed by an item identification number, which can incorporate previously assigned numbering or be arbitrary. All sound handles have used an arbitrarily assigned number (for example, SD2).

**Subfield x** contains nonpublic notes and can be used for administrative information.

**Subfield z** (Public note) is intended for public display. Records can use this subfield for textual information about how the user can access the digital sound file. This field is repeatable and can be used to communicate information about the file to the user.

**Subfield 3** (Materials specified) is used for a textual description of the aspect of the digital sound resource that is available.
The standard phrasing for this field includes:

> Entire recording.
> Entire track of song.
> Entire contents of recording segment #_, Title.
> Clipped version of recording segment #_, Title.

Information about associated technical reports is provided in the 787 field (Nonspecific relationship entry). The 787 field includes the link to the electronic file for the technical

<center>856</center>

report, but the linkage to this electronic file may be migrated to the 856 field in the future.

Compression information, path, bits per second, and access method are other subfields that may be implemented in future DVL work.

For further information about the use of this field, review *Guidelines for the Use of Field 856* (revised August 1999), prepared by the Network Development and MARC Standards Office, Library of Congress (http://lcweb.loc.gov/marc/856guide.html).

Additional MARC fields identified that may contain information about electronic reproductions include the 533 field (Reproduction note) and the 583 field (Action note).

Examples:

Electronic version:dvl.dtic.mil SD33.wav 6179 Kilobytes SD33.ra 89 Kilobytes Defense Technical Information Center, Fort Belvoir, Virginia hdl:100.1/SD33 Entire track of song.

856  41  Øadvl.dtic.milØfSD33.wavØs6179 KilobytesØfSD33.raØs89 KilobytesØnDefense Technical Information Center, Fort Belvoir, VirginiaØuhdl:100.1/SD33ØzEntire track of song.

**9XX**
**EQUIVALENCE AND CROSS-REFERENCE FIELDS**

Field Name  (MARC Tag):

9XX            Equivalence and cross-reference fields            a        Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

None.

Data Conventions/Comments:

9XX fields could be defined to incorporate structural and administrative metadata that does not fit into any established MARC field. Local fields can contain information needed for long-term management of digital materials.

For example, the University of Rochester Libraries created Guidelines for Coding 999 (Local Internet Description) Field (see http://128.151.244.128/cat/code999.htm). They use their local field to facilitate access to remote electronic resources. The field has been designed to have a single subfield, although it is possible to enter four information elements there: a resource designation term, a university cataloging agency, the word Internet, and a temporary designation.

Any implementation of a local field will be documented in these guidelines to provide standardization of DVL practice.  Design and format of data entry in these fields is to be defined by DVL project managers.

Examples:

The guidelines for this field do not currently include any examples

# 952
# CATALOGER'S NOTE

<u>MARC Tag (Field Name):</u>

952            Cataloger's note              a            Note

<u>Indicators:</u>

Indicator codes are not defined for this field.

<u>Punctuation/Spacing:</u>

A period or other ending mark of punctuation is always at the end of this field.

<u>Data Conventions/Comments:</u>

This field is used to convey information not intended for use by the public.  Examples
include information about the condition of the recording, or a listing of sources consulted
in compiling notes.

This field can be used to record in-house information noting citations to publications and
other resources used to compile the catalog record. Although it is not necessary to
document the origin of all cataloger-supplied information, the DVL includes nonpublic
notes related to sources.

Examples:

Summary information from publication:

Title information from publication:

Title and date supplied by:

Historical information from publication:

Biographical information from publication:

Date based on…

Digital file reviewed by JG.

952  //  ØaSummary information from publication:

952  //  ØaTitle information from publication:

952  //  ØaTitle and date supplied by:

952  //  ØaHistorical information from publication:

952  //  ØaBiographical information from publication:

952  //  ØaDate based on…

952  //  ØaDigital file reviewed by JG.

# 969
# SHORT TERM TEMPORARY NOTE

MARC Tag (Field Name):

969                    Short term temporary note           a                Note

Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

None.

Data Conventions/Comments:

This field is used to record information during the process of cataloging and review, such as comments related to the record or reminders about additional work to be performed before the record is complete.  The field should not contain information after cataloging is complete and verified.  No standard punctuation or formatting is necessary in this temporary field.

This field can be used to indicate the status of the record during cataloging.  Use standard terminology to describe the status of the record, like "In progress" and "Verified."

Examples:

Fields to review: Want to confirm that there is no microfilm for this transcript.

Record status: In progress.

Record status: Verified.

969  //  ØaFields to review:  Want to confirm that there is no microfilm for this transcript.

969  //  ØaRecord status: In progress.

969  //  ØaRecord status: Verified.

# 985
# LOCAL RECORD HISTORY

MARC Tag (Field Name):

985                    Local record history       a            Agency
                                                  e            Project name


Indicators:

Indicator codes are not defined for this field.

Punctuation/Spacing:

There is no closing mark of punctuation in this field.

Data Conventions/Comments:

This field is a Library of Congress in-house field used to identify the creator of the
records and a project code.  It can be used to distinguish the various projects within the
DVL, and link the record with the appropriate project.  The codes used in the example
below are possible acronyms.   They can be revised to better serve DVL needs.  For
example, it may be preferable to provide a textual description or title for each project
instead of using coded descriptions.

To date, the codes used represent the format of the item (for example, mi for moving
image, aud for audio, and ph for photo), but codes could be established that specify
particular projects within a format (for example, using aud-af for Air Force audio
materials).

Examples:

dtic/aud dvl

985  //  Øadtic/audØedvl

# SAMPLE RECORDS

OCLC:  DTIC-000018 Rec stat: n  Entrd: 991117  Used: 20000802
Type: j  Elvl: 7  Srce: d  Audn:     Ctrl:     Lang:
Blvl: m  Form:    Comp: mr  Accm:     MRec:      Ctry: xxu
Desc: a  FMus: n  LTxt:    Dtst: s  Dates: 1996,
RMD:d OR:  SPD:f SND:s GRV:u DIM:g WID:  TC:  KD:  KM:  KC:  RC:  CAP:


035    ØaSD53
110 2  ØaAir Combat Command Heritage of America Band.
245 10 ØaCeremonial music ØpThe Stars and stripes forever Øh[sound recording] / ØcJ.P. Sousa.
246 30 ØaStars and stripes forever
260    Øc[ca. 1996].
300    Øa1 sound disc (track 53) : Øbdigital, stereo. ; Øc4 3/4 in.
306    Øa000331.3
500    ØaTitle and other documentary information from booklet inside original Ceremonial Music CD container.
500    ØaDate based on discussion with Air Force Band.
500    ØaDuration: 00:03:31.3 (Real Audio).
511 0  ØaPerformed by the United States Air Combat Command Heritage of
America Band; Lt. Col. Lowell E. Graham, commander/conductor.
540    ØaCredit line: Air Force Air Force Heritage of America Band. Selections available online are in the public domain; no reproduction restrictions.
545    ØaThe United States Air Force Heritage of America Band is one of ten regional Air Force bands and performs for the mid-Atlantic states.
610 10 ØaUnited States. ØbAir Force ØxSongs & music.
650  0 ØaMilitary music ØzUnited States.
650  0 ØaPatriotic music ØzUnited States.
650  0 ØaBand music.
650  0 ØaMarches (Band)
655  7 ØaSound recordings Øy1990-2000. Ø2aat
700 1  ØaSousa, John Philip, Ød1854-1932, Øecomposer.
700 1  ØaGraham, Lowell E., Øeconductor.
852    ØaAir Combat Command Heritage of America Band, Øe86 Hickory Street, Langley Air Force Base, VA 23665-2192 ØnUSA
856 41 Øadvl.dtic.mil Øfsd53.wav Øs36310 Kilobytes Øfsd53.ra Øs517 KilobytesØnDefense Technical Information Center, Fort Belvoir, Virginia Øuhdl:100.1/SD53 ØzEntire track of song.
952    ØaDigitally remastered by DTIC, 1998.
969    ØaFields to review: Move 952 to 583?
969    ØaRecord status: In progress.
985    Øadtic/aud Øedvl
900    Øa1998/12/28 Øcsuper Øm2000/08/02 Øusuper

OCLC: DTIC-000025   Rec stat: n  Entrd: 991117  Used: 20000802
Type: i    Elvl: 7  Srce: d    Audn:       Ctrl:      Lang: eng
Blvl: m    Form:     Comp: nn  Accm:       MRec:      Ctry: azu
Desc: a    FMus: n   LTxt: t   Dtst: e     Dates: 1988,0923
RMD:s OR:  SPD:l SND:m GRV:u DIM:j WID:  TC:  KD:  KM:  KC:  RC:  CAP:

035    ØaSD63-4
099    ØaK239.0512-1844 TAPE 1
100 1  ØaEverest, Frank Kendall, Ød1920- Øeinterviewee.
245 10 Øa[Excerpt from oral history interview with Brigadier General Frank K. Everest, Jr., no. 4]
Øh[sound recording].
260    Øc[interview recorded 1988 September 23].
300    Øa1 sound cassette (side 1) : Øbanalog.
306    Øa000049.8
500    ØaTitle devised by cataloger.
500    ØaInterview conducted by Hugh Ahmann; recorded September 23, 1988, for the United States Air
Force Historical Research Agency (USAFHRA), in Tucson, Arizona.
500    ØaTitle and other documentary information from United States Air Force Oral History Program
database.
500    ØaDurations: 49:80 (Real Audio); 48:48 sec. (WAV).
506    ØaAppointment required to examine original material, microfilm, or transcripts. Contact the Air
Force Historical Research Agency, Maxwell Air Force Base, for further information.
520 8  ØaEverest discusses his efforts to have guns installed on F-4 airplanes.
530    ØaMicrofilm and typewritten transcript available at the Air Force Historical Research Agency.
540    ØaCredit line: Air Force Historical Research Agency, Maxwell Air Force Base, AL; no reproduction
restrictions.
545    ØaAir Force Brigadier General Frank Everest, Jr. was an Air Force pilot during World War II.
Following the war, he served as a test pilot, later becoming the head of the Flight Test Operations
Division. He set world speed records several times. He is a command pilot with more than 12,000 flying
hours.
610 10 ØaUnited States. ØbAir Force.
650  0 ØaAir pilots, Military ØzUnited States.
650  0 ØaPhantom II (Jet fighter plane)
655  7 ØaSound recordings Øy1980-1990. Ø2aat
655  7 ØaOral histories Øy1980-1990. Ø2aat
700 1  ØaAhmann, Hugh, Øeinterviewer.
852    ØaAir Force Historical Research Agency, ØbMaxwell Air Force Base, ØeAL 36112 ØnUSA
856 41 Øadvl.dtic.mil Øfsd63-4.wav Øs1045 Kilobytes Øfsd63-4.ra Øs54 Kilobytes ØnDefense Technical
Information Center, Fort Belvoir, Virginia Øuhdl:100.1/SD63-4 ØzEntire contents of recording segment,
no. 4.
952    ØaDigitally remastered from original sound cassette by DTIC, 1998.
969    ØaFields to review: Move 952 to 583?
969    ØaFields to review: IRIS nos. for tape and for transcript not included per JG.
969    ØaRecord status: In progress.
985    Øadtic/aud Øedvl
900    Øa1998/12/28 Øcsuper Øm2000/08/02 Øusuper

### REQUIRED AND OPTIONAL DATA ELEMENTS
### RECORDED SOUND MATERIALS--MARC FIELDS

**Required fields appear in bold typeface.**

| MARC TAG | FIELD NAME | | SUBFIELD and SUBFIELD NAME |
|---|---|---|---|
| **LEADER** | | | |
| **001** | **Control Number** | | **System generated number** |
| **005** | **Date and time of latest transaction** | | |
| 006 | Additional materials fixed field | | |
| **007** | **Physical description fixed field** | | |
| **008** | **Fixed length data elements** | | |
| 010 | LC control number | a | LCCN |
| 024 | Other standard identifier | a | Number or code |
| | | d | Additional codes |
| | | z | Invalid numbers |
| 028 | Publisher number | a | Publisher number |
| | | b | Source |
| 033 | Date/time and place of event | a | Formatted date/time |
| **035** | **System control number** | **a** | **Number** |
| 037 | Source of acquisition | a | Stock number |
| | | b | Source of number |
| | | c | Terms |
| 040 | Cataloging source | a | Original agency |
| | | d | Modifying agency |
| | | e | Description conventions |
| **099** | **Local call number** | **a** | **Local call no.** |
| | | | |
| **1XX** | **Main entry: One Field Only** | | |
| 100 | Personal name | a | Personal name |
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | e | Relator term |
| 110 | Main entry: Corporate name | a | Corporate name |
| | | b | Subordinate units |
| | | e | Relator term |
| 111 | Main entry: Meeting name | a | Meeting name |
| | | n | Number of meeting |
| | | d | Date of meeting |
| | | c | Location of meeting |
| | | e | Subordinate unit |
| 130 | Main entry: Uniform title | a | Uniform title |

| MARC TAG | FIELD NAME | SUBFIELD and SUBFIELD NAME | |
|---|---|---|---|
| 240 | Uniform title | a | Uniform title |
| **245** | **Title** | **a** | **Title** |
| | | b | Remainder of title |
| | | c | Remainder of transcription |
| | | **h** | **Medium** |
| | | n | Number of part |
| | | p | Name of part |
| 246 | Variant title | a | Title |
| | | b | Remainder of title |
| | | i | Display text |
| 250 | Edition statement | a | Edition statement |
| **260** | **Publication (Date)** | a | Place of publication |
| | | b | Publisher |
| | | **c** | **Date of execution** |
| | | e | Place of manufacture |
| | | f | Manufacturer |
| **300** | **Physical description** | **a** | **Extent** |
| | | b | Other physical details |
| | | c | Dimensions |
| | | e | Accompanying material |
| 306 | Duration | a | Duration |
| 351 | Organization & arrangement | a | Organization |
| | | b | Arrangement |
| 440 | Series statement/Added entry (Title) | a | Title |
| | | n | Number of part/section |
| | | p | Name of part/section |
| | | v | Volume number |
| 500 | General note | a | General note |
| 501 | With note | a | Note |
| 505 | Formatted contents note | a | Note |
| 506 | Restrictions on access note | a | Terms governing access |
| | | b | Jurisdiction |
| | | d | Authorized users |
| | | e | Authorization |
| 510 | Citation/References note | a | Name of source |
| | | c | Location in source |
| 511 | Participant/Performer note | a | Note |
| 518 | Date/time and place of event | a | Note |
| 520 | Summary, abstract, scope note | a | Summary note |
| 530 | Additional physical form note | a | Note |
| | | b | Availability source |
| | | c | Availability conditions |
| | | d | Order number |

| MARC TAG | FIELD NAME | SUBFIELD and SUBFIELD NAME | |
|---|---|---|---|
| 533 | Reproduction note | a | Type of reproduction |
| | | b | Place of reproduction |
| | | c | Responsible agency |
| | | d | Date |
| | | e | Physical description |
| | | f | Series statement |
| | | m | Date of publication |
| | | n | Note about reproduction |
| | | 7 | Fixed length elements |
| 535 | Location of originals/duplicates note | a | Custodian |
| | | b | Postal address |
| | | c | Country |
| | | d | Telecommunication address |
| | | 3 | Materials specified |
| 540 | Terms governing use & reproduction | a | Terms note |
| | | b | Jurisdiction |
| | | c | Authorization |
| | | d | Authorized users |
| 541 | Immediate source of acquisition | c | Method of acquisition |
| | | a | Source of acquisition |
| | | d | Date of acquisition |
| | | e | Accession number |
| 545 | Biographical/Historical note | a | Note |
| 546 | Language note | a | Note |
| 555 | Cumulative index/finding aid note | a | Note |
| 562 | Copy and version identification note | a | Identifying markings |
| | | b | Copy identification |
| | | c | Version identification |
| | | d | Presentation format |
| | | 3 | Materials specified |
| 580 | Linking entry complexity note | a | Note |
| 581 | Publications note | a | Note |
| 583 | Action note | a | Action |
| | | b | Action identification |
| | | c | Time of action |
| | | d | Action interval |
| | | f | Authorization |
| | | i | Method of action |
| | | j | Site of action |
| | | k | Action agent |
| | | l | Status |
| | | x | Nonpublic note |
| | | z | Public note |

| MARC TAG | FIELD NAME | SUBFIELD and SUBFIELD NAME | |
|---|---|---|---|
| 600 | Subject added entry: Personal | a | Personal name |
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | x | General subdivision |
| | | z | Geographic subdivision |
| 610 | Subject added entry: Corporate | a | Corporate name |
| | | b | Subordinate units |
| | | x | General subdivision |
| | | y | Chronological subdivision |
| | | z | Geographic subdivision |
| 611 | Subject added entry: Meeting | a | Meeting name |
| | | n | Number of meeting |
| | | d | Date of meeting |
| | | c | Location of meeting |
| | | e | Subordinate unit |
| | | x | General subdivision |
| 630 | Subject added entry: Uniform title | a | Uniform title |
| 650 | Subject added entry: Topical term | a | Topical term |
| | | x | General subdivision |
| | | y | Chronological subdivision |
| | | z | Geographical subdivision |
| | | 2 | Source of heading |
| 651 | Subject added entry: Geographic | a | Topical term |
| | | x | General subdivision |
| | | y | Chronological subdivision |
| 653 | Subject added entry: Uncontrolled | a | Index term |
| 655 | Subject added entry: Form/Genre | a | Form/Genre |
| | | v | Form subdivision |
| | | x | General subdivision |
| | | y | Chronological subdivision |
| | | 2 | Source of term |
| 700 | Added entry: Personal name | a | Personal name |
| | | b | Numeration |
| | | c | Titles |
| | | q | Fuller form of name |
| | | d | Dates |
| | | e | Relator term |
| 710 | Added entry: Corporate name | a | Corporate name |
| | | b | Subordinate units |
| | | e | Relator term |

| MARC TAG | FIELD NAME | SUBFIELD and SUBFIELD NAME | |
|---|---|---|---|
| 711 | Added entry: Meeting name | a | Meeting name |
| | | n | Number of meeting |
| | | d | Date of meeting |
| | | c | Location of meeting |
| | | e | Subordinate unit |
| 730 | Added entry: Uniform title | a | Uniform title |
| | | d | Date of treaty |
| | | f | Date of work |
| | | k | Form subheading |
| 740 | Added entry: Variant title | a | Title |
| | | n | Number |
| | | p | Name |
| 773 | Host item entry | t | Title |
| | | w | Control number |
| 787 | Nonspecific relationship entry | i | Display text |
| | | n | Note |
| | | o | Other item ID |
| | | t | Title |
| | | w | Record control number |
| **852** | **Location** | **a** | **Location** |
| | | **b** | **Sublocation** |
| | | **e** | **Address** |
| | | **n** | **Country** |
| **856** | **Electronic location and access** | **a** | **Host name** |
| | | **c** | **Compression info.** |
| | | **d** | **Path** |
| | | **f** | **Electronic name** |
| | | **j** | **Bits per second** |
| | | **n** | **Name of location of host** |
| | | **q** | **Electronic format type** |
| | | **s** | **File size** |
| | | **u** | **URI** |
| | | **x** | **Nonpublic note** |
| | | **z** | **Public note** |
| | | **2** | **Access method** |
| | | **3** | **Materials specified** |
| 9XX | Equivalence and cross reference fields | a | Note |
| 952 | Cataloger's note | a | Note |
| 969 | Short term temporary note | a | Note |
| **985** | **Local record history** | **a** | **Agency** |
| | | **e** | **Project name** |

## END OF FIELD PUNCTUATION

| | |
|---|---|
| LEADER | None |
| 0XX | None |
| 1XX | Period unless an open life date with no relator term or closing parentheses |
| 240 | None, unless ending text contains initial letters or an abbreviation |
| 245 | Period |
| 246 | None, unless ending text contains initial letters or an abbreviation |
| 250 | Period or other closing punctuation |
| 260 | Period or other closing punctuation |
| 300 | Period or other closing punctuation |
| 306 | None, unless ending text contains initial letters or an abbreviation |
| 351 | Period or other closing punctuation |
| 440 | None, unless ending text contains initial letters or an abbreviation |
| 500 | Period (even when closing parentheses or bracket is used) or other ending mark of punctuation |
| 501 | Period or other closing punctuation |
| 505 | Period when complete or partial contents, but no period when incomplete contents. |
| 506 | Period or other closing punctuation |
| 510 | None |
| 511-581 | Period or other closing punctuation |
| 583 | None, unless ending text contains initial letters or an abbreviation |
| 600 | Period, unless an open life date |
| 610 | Period or other closing punctuation, unless field ends with closing parentheses |
| 611 | Period or other closing punctuation |
| 630 | Period or other closing punctuation |
| 650 | Period or other closing punctuation, unless field ends with closing parentheses |
| 651 | Period or other closing punctuation |
| 653 | None |
| 655 | Period or other closing punctuation. None if Ø2 ends the field |
| 700 | Period unless an open life date with no relator term or closing parentheses |
| 710 | Period or other closing punctuation |
| 711 | Period or other closing punctuation, unless field ends with closing parentheses |
| 730-740 | Period or other closing punctuation |
| 773 | None |
| 787 | None, unless ending text contains initial letters or an abbreviation |
| 8XX–9XX | None |
| 952 | Period or other closing punctuation |

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Last revised October 2000.

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## B. INTERNET SITES FOR RECORDED SOUND COLLECTIONS AND CATALOGING

1. Archives of the Billy Graham Center. Many Voices, One Story. Oral history collections, including excerpts from 10 interviews in RealAudio. http://www.wheaton.edu/bgc/archives/exhibits/ohistory/oral01.htm

2. Art and Architecture Thesaurus (AAT). The Getty Art History Information Program. http://shiva.pub.getty.edu/aat_browser/

3. Association for Recorded Sound Collections (ARSC). http://www.arsc-audio.org/

4. Belfer Audio Laboratory and Archive. Project to Provide Web-Accessible Networked Access to Historical Sound Recordings. http://libwww.syr.edu/information/belfer/index.html

5. Cataloging Electronic Resources: OCLC-MARC Coding Guidelines. Online Computer Library Center : Feb. 1998, no. 212. http://www.oclc.org/oclc/cataloging/type.htm

6. Cataloging Internet Resources: A Manual and Practical Guide. 2nd ed. Nancy B. Olson, ed. Online Computer Library Center : c1997. http://www.purl.org/oclc/cataloging-internet

7. Center for Bioacoustics. Texas A and M University, Corpus Christi. http://bioacoustics.tamucc.edu

8. History and Politics Out Loud. Supreme Court Oral Arguments Online (Real Audio).  http://www.hpol.org/

9. Indiana University Electronic Records Projects. http://www.indiana.edu/~libarche/other.html

10. Indiana University. Hoagy Carmichael Collection Recordings. http://www.dlib.indiana.edu/collections/hoagy

11. Indiana University Music Library.  Variations Project. http://www.dlib.indiana.edu/variations/

12. Indiana University Music Library.  Variations Project article. http://www.dlib.org/dlib/june96/variations/06fenske.html

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14. International Federation of Library Associations and Institutions (IFLA). "Electronic Collections and Services." http://www.ifla.org/II/index.htm

15. Library of Congress. American Memory Historical Collections. Collection Finder: Sound Recordings. http://lcweb2.loc.gov/ammem/amhome.html

16. Library of Congress. Cataloging Policy and Support Office. "Draft Interim Guidelines for Cataloging Electronic Resources." http://lcweb.loc.gov/catdir/cpso/dcmb19_4.html

17. Library of Congress.  Special Collections in LC.  Format: Recorded Sound. http://lcweb.loc.gov/spcoll/fmusi.html

18. McGill University.  Marvin Duchow Music Library. The David Edelberg Handel Collection. http://www.musiclib.mcgill.ca/edelberg.htm

19. Music Library Association. http://www.musiclibraryassoc.org

20. National Archival Information Locator (NAIL). http://www.nara.gov/nara/nail.html

21. National Imagery and Mapping Agency. http://www.ismc.nima.mil/vwg

22. New York Public Library. Rodgers & Hammerstein Archives of Recorded Sound. http://www.nypl.org/research/lpa/rha/rha.html

23. Oral History Association. http://omega.dickinson.edu/organizations/oha

24. Pacifica Radio Archives. http://www.pacifica.org/radio_archives/about.html

25. Preserving Access to Digital Information (PADI). National Library of Australia. http://www.nla.gov.au/padi/

26. Sibley Music Library (Rochester, NY). http://sibley.esm.rochester.edu/TechServices/tservices.htm

27. Special Collections Digital Library Lab Resources Online (including list of oral history and audio projects).  http://www.lib.usm.edu/~spcol/DigiLab/digi.htm

28. US Holocaust Museum. Item level cataloging. http://www.ushmm.org

29. University of California-San Diego. Music Library. http://orpheus.ucsd.edu/music

30. University of Kentucky Oral History Program.
    http://www.uky.edu/Libraries/Special/oral_history/

31. University of Miami. Albert Pick Music Library.
    http://www.library.miami.edu/music/home.html

32. University of North Carolina-Chapel Hill. Documenting the American South
    Project. http://sunsite.unc.edu/docsouth

33. University of Southern Mississippi. Civil Rights in Mississippi Digital Archive.
    http://www.lib.usm.edu/~spcol/crda/index.html