

Music Rapid Processing (CDA Collection)

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Background

Music Library and the YRL Cataloging & Metadata Center have agreed to the guidelines below for the Music Rapid Processing (mrp) project as an acceptable compromise for the greater good of processing a higher volume of CDs and making them available to the public more quickly. Using the general criteria developed below, it is expected that the Catalogers will be able to identify those materials that can be processed more rapidly and will be able to process a significant percentage of their materials using rapid processing techniques, enabling them to gradually work off existing backlogs.

Goals of Rapid Processing of Member Copy

To allow the Copy Cataloging Section to keep up with the volume of materials received for cataloging and to reduce existing Music CDA backlogs by taking advantage of good member (NUC) copy.

To get more CDs out of Cataloging and into the hands of the users more quickly by:

- * Applying a process that will enable some portion of CDs received in Cataloging with non-DLC copy to be cataloged more rapidly without having an adverse impact on access to the materials.
- * All CDAs which do not have copy in OCLC will be sent to the Music Cataloging Librarian.

Steps in Procedure for Rapid Processing of Member Copy

General guidelines

- Do not upgrade pre-ISBD or ISBD description to AACR2 description.
- Do not modify punctuation, even if it's technically wrong, unless it affects access.
- Check access fields only for typos, unless otherwise specified below.
- Do authority work only in OCLC for fields specified below.

Recommended steps:

Verify that record matches CD.

Check data in the following fields:

008/place, lang (Note that for instrumental music: **lang: N/A**)
date, rec **type: j** verify

028 verify that indicators are 02; add if not present

041, 043, 048 do not verify; do not add

049 change 049 to appropriate \$a code and add other
subfields, as needed
(049 CLUV \$o muclsdsdr)

050, 090 do not delete (099 will override it)

099 input shelving location
(099 CDA 10678)

1XX check Authority File (AF)

240 verify that indicators are 10 if present; check AF; do not add;

245 check filing indicator and look for typos; do not add or
modify \$c; verify that there is \$h [sound recording], add \$h if not present

246 look for typos but do not add or verify in any other way

250 verify

260 verify that it matches but do not edit form of data if it is
recognizable; correct typos

300 verify (for audio CDs, format is always the same);
Note: CD insert may be present in \$e: verify that pagination matches; or it
may be present as a 500 note; accept it either way if a match; if not present,
do not add

4xx Please follow the procedures for checking series as described in the document
"Series Authority Checking for Monographs: Copy Cataloging Section."

500 compact disc note; do not add

504 do not verify, edit, or add

505	verify; add contents from CD in hand, if not present on record
511	verify; add only most prominent names (main performers, conductor, orchestra)
518	verify; do not add
600/610	check AF; do not add
700, 710, 711, 730	check AF for existing ones; do not add any new ones
740	do not verify; do not add any new ones
8xx	same as for 4xx (see above)
910	initials/mrp date
949	Voyager bib record number, if needed

Update on OCLC

Route cataloged CDs to Bibliographic Control Coordinator

Workflow:

Bibliographic Control Coordinator will train Cataloging staff in the rapid processing of sound recordings (CDs) and consult with Music Catalogers as appropriate.

Music Library will accession (shelving location label) all CDs prior to sending to Cataloging.

Each cataloger may need to search his/her own CD box.