

**To:** ALA/ALCTS/CCS Committee of Cataloging: Description and Access

**From:** Bibliographic Control Committee, Music Library Association

**Re:** Recommendations for the integration of conventional terminology into Chapter 6 (Sound Recordings)

## **Background**

The impetus for the introduction of conventional terminology to Chapter 6 came from the publication of the newly expanded Chapter 9 (Electronic resources) in which 9.5B permits the use of “conventional terminology” such as “1 CD-ROM”, as opposed to the more generic and somewhat mystifying SMD “1 computer optical disc”. Once this new terminology became available for electronic resources, the Joint Steering Committee of AACR2 suggested that this new approach to terminology might be expanded to Chapters 6 (Sound Recordings) and 7 (Videorecordings). The Music Library Association initially rejected the introduction of conventional terminology to Chapter 6. The rejection was based on the ALA understanding that the use of conventional terminology required uncontrolled terms. MLA expressed concern that this would cause confusion in catalogs, since terms come and go in usage, and that it would also make shared cataloging more difficult.

In the September 2002 JSC meeting, however, we learned that other JSC constituents were also not in favour of uncontrolled vocabulary, but were aiming to expand upon and possibly replace the current SMDs with new terms. The Music Library Association decided that it will support this approach, because it will bring greater clarity to catalog records, while still maintaining controlled terminology in the physical description area.

We do feel, however, that there needs to be some basic ground rules in introducing these terms. First and foremost, the new SMDs need to be general enough to survive changes in encoding practices within the format and to prevent an endless proliferation of new terms and discarding of outdated ones. For instance, we would like to use the term “compact disc” for what are now “regular” cds, for super audio compact discs, CD-Rs, CD-RWs, etc., relying on the area for “Other physical details” (6.5C) to distinguish the differences in encoding. If, as may very well happen, that a super audio compact disc becomes the standard encoding for a compact disc, there will be no need to retroactively change catalog records and there would be no loss or degradation of information.

Example:

*Current:* 1 sound disc : digital

*Proposed:* 1 compact disc : SACD

Second, we want to avoid, as much as possible, any changes to legacy data. In order to do this, we suggest that all the current SMDs (such as “sound disc” and “sound tape”) be maintained, with their definitions restricted for use for recordings using analog playback. In other words, vinyl and shellac discs of all sizes and analog tapes of all types would not be given a new SMD. Digital playback formats will be given new SMDs as necessary. If we restrict new terminology to newer formats, a large percentage of our legacy data will not need any retroactive updating and newly added materials in those formats will use the same terminology as older records. The one exception to our not changing SMDs for formats with a large amount of legacy data is compact discs. Because of the proliferation of encoding methods in this format, and a perceived need from various constituencies, we are introducing the term “compact disc” despite the large number of bibliographic records that call the format “sound disc”. Here the advantages of the new term outweigh the disadvantages of the need to manipulate legacy data. We hope for this one format, systems people will be able to find ways to change the SMD, through use of the 007, the dimensions in the 300 \$c field, and/or the compact disc note.

Third, we would like to retain the terms “disc”, “tape”, “cartridge”, etc. in every SMD, even if the term is already part of an abbreviated format name. For example, we prefer “DVD-audio disc” to “DVD-audio” and “DAT tape” to “DAT” or “digital audio tape”. There are a number of reasons for this. First, this retains the structure of the current SMDs, maintaining a consistency in setup that identifies them as a group. Second, these redundancies are most certainly used by the majority of our patrons. Very few people will call something a “DAT”; most will say “DAT tape”. In the case of the DVD-audio disc, DVD is no longer an abbreviation, but a name in itself. Lastly, this structure was preferred by members of the Music Library Association at the annual meeting of the Subcommittee on Descriptive Cataloging at the 2003 annual convention.

While we agree the SMDs in Chapter 6 can be expanded, we strongly feel that this cannot be done in isolation from the rest of the chapter. Introducing SMDs that more specifically define formats, brings into question many of the practices followed in other rules in Chapter 6. Some rules require information that is made redundant with the introduction of more specific terminology, and some areas need to be expanded to allow for better description of other aspects of these materials. To fully integrate the new SMDs into the chapter, these changes need to be made to reflect the new technologies and to provide all the necessary information about encoding and playback that a patron needs to successfully make use of the item. The changes we suggest fulfill these needs. They will also greatly simplify the addition of rules for electronic resources within the chapter, if JSC decides to follow that route. Changes of this type include:

1. The expansion of 6.5C2 to include specific types of encoding (CD-R, SACD, etc.) and removing more general types (digital, analog) when the SMD makes them redundant. For example:

Current: *1 sound disc : digital*

Suggested change: *1 DVD-audio disc [digital not required]*

2. The addition of *[number]-channel* to 6.5C7 (Number of sound channels), terminology that better describes digital materials. There is also less emphasis on stating items are stereo., a rule that is really a hangover from the time when vinyl discs were the primary recording format.
3. The addition of a systems requirement note, when necessary. The note also covers any accompanying material on the disc, such as interactive menus, promotional videos, etc.
4. The expansion of accompanying material to include additional material on a disc, when a cataloger judges the material to be important.

## Suggested revisions to Chapter 6

### 6.5B. Extent of item (including specific material designation)

**6.5B1.** Record the number of physical units of a sound recording by giving the number of parts in arabic numerals and one of the following terms as appropriate:

compact disc  
DAT tape  
DVD-audio disc  
minidisc  
 sound cartridge  
 sound cassette  
 sound disc  
 sound tape reel  
 sound track film

1 sound cartridge

3 compact discs

2 sound cassettes

Use *sound disc* and *sound cassette* only for analog discs or cassettes.

1 sound disc  
(a 78 rpm shellac disc)

but 1 compact disc  
(a 4 1/4 in. digital disc)

Add *reel*, *cassette*, etc., as appropriate, to *sound track film*.

1 sound track film reel

Use [*name of instrument*] *roll*, as appropriate, for rolls.

2 piano rolls

If none of these terms is appropriate, give the specific name of the item as concisely as possible.

~~Optionally, if general material designations are used (see 1.1C1), omit *sound* from the specific material designation unless it is needed to make the designation understandable (as with *sound track film*).~~

**6.5B2.** Give the playing time of a sound recording as instructed in 1.5B4.

1 sound disc (50 min.)

1 sound tape reel (ca. 90 min.)

3 sound cassettes (40 min. each)

2 compact discs (160 min.)

**6.5B3.** If the description is of a separately titled part of a sound recording lacking a collective title (see 6.1G4), express the fractional extent in the form *on side 3 of 2 sound discs*, *on reel 3 of 4 sound tape reels*, etc. (if the parts are numbered or lettered in a single sequence) or *on 1 side of 2 sound discs*, *on 1 reel of 3 sound tape reels*, etc. (if there is no sequential numbering). Add the duration of the part to such a statement.

on 1 side of 1 sound disc (13 min.)

on cassettes 3-4 of 4 sound cassettes (67 min.)

on 1 side of 2 sound discs (ca. 25 min.)

on 1 disc of 3 compact discs (60 min.)

### 6.5C. Other physical details

**6.5C1.** Give the following details, as appropriate, in the order set out here:

type of recording encoding  
 playing speed  
 groove characteristic (analog discs)  
 track configuration (sound track films)  
 number of tracks (tapes)  
 number of sound channels  
 recording and reproduction characteristics

**6.5C2. Type of recording encoding.** Give, for a disc or tape, the type of recording encoding (i.e., the way in which the sound is encoded on the item), unless it is standard to the item being described.

~~1 sound disc (45 min.) : analog~~

~~1 sound disc (56 min.) : digital~~

~~1 sound cassette (90 min.) : analog~~

~~1 sound cassette (60 min.) : digital~~

1 compact disc (65 min.) : SACD

2 compact discs (99 min.) : CD-RW

1 minidisc (84 min.) : MP3

1 sound disc (45 min.)  
(“analog” is not required)

1 DAT tape (70 min.)  
(“digital” is not required)

Give, for a sound track film, the type of recording encoding (e.g., *optical*, *magnetic*).

1 sound track film reel (10 min.) : magnetic

**6.5C3. Playing speed.** Give the playing speed of an analog disc in revolutions per minute (*rpm*).

1 sound disc (45 min.) : ~~analog~~, 33 rpm

Give the playing speed of a digital disc in metres per second (*m. per sec.*).

Give the playing speed of an analog tape in inches per second (*ips*).

1 sound tape reel (16 min.) : ~~analog~~, 7½ ips

1 sound cassette (120 min.) : analog, 1<sup>5</sup>/<sub>16</sub> ips

Give the playing speed of a sound track film in frames per second (*fps*).

1 sound track film reel (10 min.) : magnetic, 24 fps

Do not give the playing speed if it is standard for the type of item (e.g., 1<sup>7</sup>/<sub>8</sub> inches per second for an analog tape cassette; 1.4 metres per second for a digital disc).

**6.5C4. Groove characteristic.** Give the groove characteristic of an analog disc if it is not standard for the type of disc.

1 sound disc (7 min.) : ~~analog~~, 78 rpm, microgroove

**6.5C5. Track configuration.** For sound track films, give the track configuration (e.g., *centre track*, *edge track*).

1 sound track film reel (10 min.) : magnetic, 25 fps,  
centre track

**6.5C6. Number of tracks.** For tape cartridges, cassettes, and reels, give the number of tracks, unless the number of tracks is standard for the item (e.g., the standard number of tracks for a cartridge is 8 and for an analog cassette 4).

**6.5C7. Number of sound channels.** Give the number of sound channels, if the information is readily available and is not standard to the item being described, using one or more of the following terms as appropriate:

mono.

stereo.

quad. (*for analog discs only*)

[number]-channel (*for digital discs only*)

1 sound disc (56 min.) : ~~digital~~, stereo.

1 sound disc (40 min.) : 33 $\frac{1}{2}$  rpm, mono.

1 sound tape reel (ca. 60 min.) : ~~analog~~, 7 $\frac{1}{2}$  ips, 2 track,  
mono.

2 sound discs (66 min.) : ~~analog~~, 33 $\frac{1}{2}$  rpm, mono., stereo.

1 DVD-audio disc : 6-channel

1 compact disc : mono.

**6.5C8. Optional addition. Recording and reproduction characteristics.** Give the recording and reproduction characteristics (e.g., *Dolby processed*, *NAB standard*).

1 sound cassette (60 min.) : ~~analog~~, stereo., Dolby  
processed

## 6.5D. Dimensions

**6.5D1.** Give the dimensions of a sound recording as set out in the following rules.

If the sound recordings in a multipart item differ in size, give the smallest or smaller and the largest or larger size, separated by a hyphen.

**6.5D2. Sound ~~d~~Discs.** Give the diameter of a disc in inches.

1 sound disc (20 min.) : ~~analog~~, 33 $\frac{1}{3}$  rpm, stereo. ; 12 in.

1 ~~sound~~ DVD-audio disc (566 min.) : ~~digital, stereo.~~ ; 4 $\frac{3}{4}$  in.

5 sound discs : ~~analog~~, 33 $\frac{1}{3}$  rpm, stereo. ; 10-12 in.

**6.5D3. Sound track films.** Give the gauge (width) of a film in millimetres.

1 sound track film reel (10 min.) : magnetic, 25 fps, centre track ; 16 mm.

**6.5D4. Sound cartridges.** Give the dimensions of a cartridge in inches if other than the standard dimensions (5 $\frac{1}{4}$  × 3 $\frac{7}{8}$  in.). Give the width of the tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.).**6.5D5. Sound cassettes.** Give the dimensions of a cassette if other than the standard dimensions (e.g., the standard dimensions of an analog cassette are 3 $\frac{7}{8}$  × 2 $\frac{1}{2}$  in.). Give the width of a tape if other than the standard width (e.g., the standard width of an analog tape is  $\frac{1}{8}$  in.).

1 sound cassette (85 min.) : analog, mono. ; 7 $\frac{1}{4}$  × 3 $\frac{1}{2}$  in.,  $\frac{1}{4}$  in. tape

**6.5D6. Sound tape reels.** Give the diameter of a reel in inches. Give the width of a tape in fractions of an inch if other than the standard width ( $\frac{1}{4}$  in.).

1 sound tape reel (60 min.) : ~~analog~~, 7 $\frac{1}{2}$  ips, 2 tracks, mono. ; 7 in.,  $\frac{1}{2}$  in. tape

3 sound tape reels (ca. 60 min. each) : ~~analog~~, 7 $\frac{1}{2}$  ips, 4 tracks, stereo. ; 5-7 in.,  $\frac{1}{2}$  in. tape

**6.5D7. Rolls.** Do not give any dimensions.**6.7. NOTE AREA****6.7B10. Physical description and system requirements**

- a) **Physical description.** Make notes on important physical details that are not included in the physical description area, especially if these affect the use of the item. Do not give any physical details that are standard to the item being described (e.g., assume that all analog discs are electrically recorded, laterally cut, and designed for playing from the outside inward).

*Discs*

In 2 containers

Acoustic recording

Impressed on rectangular surface 20 × 20 cm.

Vertically cut from inside outward

~~Compact disc~~

Analog recording

*(For a digital disc made from an analog original)*

Digital recording

*(For an analog disc made from a digital original)*

*Rolls*

For 65-note player piano

*Tape*

Paper tape

Recording made with stacked heads

Recorded on both sides

Digital recording

*(For an analog tape made from a digital original)*

- b) **Duration.** Give the duration of each part contained in an item without a collective title and described as a unit (see 6.1G2 and 6.1G3; see also 6.7B18).

Durations: 17 min. ; 23 min. ; 9 min.

- c) **System requirements.** Make a note on any system requirements that are not apparent from the physical description area. Begin the note with *System requirements:*.

System requirements: Can be played as advanced-resolution surround, advance-resolution stereo and DVD-compatible Dolby digital (AC-3); advanced resolution audio and video content require DVD-audio-capable players

System requirements: Compact disc/super audio compact disc hybrid; can be played on any compact disc or super audio compact disc-compatible player

System requirements: Enhanced CD; accompanying jpeg files require Windows 98 and photo software for viewing

**6.7B11. Accompanying material.** Make notes on the location of accompanying material if appropriate. Give details of accompanying material neither mentioned in the physical description area nor given a separate description if judged to be important (see 1.5E).

Lyrics on sheets in container

Disc includes video: excerpt from John Tavener's Village wedding

Add any necessary systems requirements in a separate note (see 6.7B10).

## Clean copy of suggested revisions

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1 sound disc  
(a 78 rpm shellac disc)

*but* 1 compact disc  
(a 4 ¼ in. digital disc)

Add *reel, cassette, etc.*, as appropriate, to *sound track film*.

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Use [*name of instrument*] *roll*, as appropriate, for rolls.

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If none of these terms is appropriate, give the specific name of the item.

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