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B20.1 GENERAL

These instructions apply to books with accompanying sound recordings and to scores with accompanying sound recordings. Since November 1998, the accompanying sound recordings have been housed separately in the Recorded Sound Section of the Motion Picture, Broadcasting and Recorded Sound Division (MBRS). DCM B20 provides guidelines for ensuring that each main resource and each accompanying sound recording is represented adequately both for bibliographic/inventory control and for servicing within the Library. Each main resource is represented by a bibliographic record (BR) and holdings record/item record (HR/IR), as appropriate. Accompanying sound recordings are represented by a separate HR/IR.

Accompanying sound recordings are usually in the form of an audio disc, also called a CD, audio CD, or sound disc. Older materials may have audiocassettes. Less frequently issued formats include LPs, 45 rpm discs, floppy vinyl soundsheets, and tape reels in various dimensions.

CD-ROMS, DVD-ROMs, and video DVDs are NOT sound recordings. See DCM B18 for instructions on accompanying CD-ROMs and DVD-ROMs and B21 for instructions on accompanying video DVDs. See the [Accompanying Disc Decisioner](#) for help in determining the nature of the disc.

For serials, see the following document:
<http://www.loc.gov/staff/1straining/abawflow/ser/cat/PrintSerialswNonPrintAccMat.pdf>.

B20.2 CATALOGING AND END-STAGE PROCESSING

Perform cataloging and end-stage processing in the usual manner for the book. Follow these additional steps:

- 1) Add information about the accompanying sound recording in the 300 field and/or 500 field;
- 2) Record the dimensions of the sound recording, e.g.,

```
300 ## $a 200 pages ; $c 24 cm + $e 2 audio discs (4 3/4 in.)  
300 ## $a 100 pages ; $c 20 cm + $e 1 mini CD (3 1/8 in.)
```
- 3) In the 852 field of the holdings record, add a subfield \$3 for the monograph (see examples below);
- 4) If needed, adjust the item record “pieces” count so it does not include the sound recording.

For a single-volume monograph use \$3 Book only:

```
852 0# $3 Book only $b c-GenColl $h PC4121 $i .J335 1999 $t Copy 1
```

For a multipart monograph with a collected set record, use \$3 Books only:

```
852 0# $3 Books only $b c-GenColl $h BP173.7 $i .S98 2015 $t Copy 1
```

B20.3 GUIDELINES FOR FORWARDING MATERIALS WITH ACCOMPANYING SOUND RECORDINGS

Fill out a Materials Routing slip to send the resource to the Music Bibliographic Access Section. Both the main resource and the accompanying sound recording should be sent to MBAS. If the sound recording is not securely attached to the main resource, do so with a rubber band. Place the materials on the appropriate shelf in the division's outgoing distribution area. For a list of ABA division distribution areas, see <http://www.loc.gov/staff/aba/psd/movement.pdf>.

B20.4 DISPOSITION OF BOOKS AND SCORES WITH ACCOMPANYING SOUND RECORDINGS

B20.4.1 Custody

All books or scores that are published with accompanying sound recordings are housed according to custodial guidelines reflected in the location(s) recorded in field 852 of the HR. Books classed in M are housed in the Music Division; books with other classifications are housed in the area appropriate to the material.

All sound recordings that accompany books or scores are housed in the Recorded Sound Section of MBRS.

B.20.4.2 Sound Recording Missing At Time of Receipt of Book or Score

If the accompanying sound recording is missing at the time of cataloging of the main resource, follow the procedures in DCM D22 (Procedures for Handling Imperfect Copies). If the decision is not to seek a perfect copy or if the decision is to "catalog as is," (cf. D22.2.2), note the fact that the sound recording is missing in a copy specific note using a 500 field and a subfield \$5 containing "DLC" showing that the condition stated applies to the LC copy:

```
500 ## $a LC copy imperfect: accompanying sound recording wanting. $5 DLC
```

This will alert users of the bibliographic record that it does not represent a description of the complete bibliographic entity as issued.

When the sound recording is missing and the decision is to "catalog as is," do **not** forward the book to MBAS. Instead, forward it, as for other books, as appropriate.

B20.5 DISPOSITION OF BOOKS WITH ACCOMPANYING SOUND RECORDINGS IN DIFFERENT CARRIERS (e.g., a cassette and an audio CD)

B20.5.1 General

The same book may be issued separately with two different audio carriers. For example, the textbook *Learning French* may be issued with an audio CD as a set, and then same textbook may be issued in a different set with an audiocassette. For cataloging purposes, each set is considered a different manifestation set. The following policies apply when the same book is issued in two different sets with two different audio carriers:

- 1) MBRS prefers to retain only the audio CD version of the accompanying material;

- 2) selection of the book is separate from selection of the sound recordings (see DCM C16.14.3 for book selection) ;
- 3) the book cataloger includes the ISBN for the manifestation represented by the bibliographic record; it includes ISBNs for other manifestations when available, but the one for the manifestation represented by the bibliographic record is given first.

B20.5.2 Procedures for Handling Different Manifestation Sets Received Simultaneously

If different manifestations representing the same book with different sound carriers are received simultaneously, retain the manifestation with the audio CD and refer to DCM C16.14.3 to determine the number of copies of the book to retain. Discard the other sound carrier.

B20.5.3 Procedures for Handling Different Manifestation Sets Received Subsequently

If a different manifestation set is received after the first one had been cataloged, determine whether the audio carrier described in the bibliographic record is for an audio CD. If not,

- 1) adjust the bibliographic record to include the audio CD;
- 2) forward the set to MBAS using a Materials Routing slip and explain that the audio CD should replace the existing sound recording in MBRS;
- 3) If the book is to be discarded, fill out the Return portion of the Materials Routing slip.

B20.6 SUBSEQUENT COPIES

If additional copies of the same manifestation are received either simultaneously with, or subsequent to, processing of the first copy, the bibliographic record for the manifestation will reflect the selection decision. The cataloging staff processes subsequent copies according to the selection decision in that record.