

**TO:** ALA/ALCTS/CaMMS/Committee on Cataloging: Description and Access (CC:DA)  
**FROM:** MLA BCC Descriptive Cataloging Subcommittee (Tracey Snyder)  
OLAC (Kelley McGrath)

**SUBJECT:** Revision proposal on Recording Duration (7.22) and Note on Carrier (3.21)

**BACKGROUND:** RDA 7.22.1.3 (Playing Time, Running Time, Etc.) contains a great deal of detail about how to record the playing time or running time of an audiovisual resource, including provisions for abbreviating terms for units of time, recording a time that is not stated on the resource, and recording an approximate time. However, RDA 7.22.1.4-6, which deal with duration for other types of resources, do not contain such provisions. Consequently, music catalogers referring to 7.22.1.4 (Performance Time) have felt unsure how to record an approximate performance time for notated music. Some take the example “about 1 hr., 10 min.” in 7.22.1.4 to mean that the word “about” should always be used for an approximate performance time for notated music (even if the resource uses “ca.” for example), in contrast with “approximately” for audiovisual resources, as detailed in 7.22.1.3. Others interpret the example in 7.22.1.4 to be a transcription from a resource bearing the word “about” and are led to think that a stated performance time using “ca.” (for example) should be recorded using “ca.” In November 2013, as a stopgap, the RDA Music Joint Working Group proposed the following text as a LC-PCC PS for each of the instructions that suffer from a lack of clear guidance (7.22.1.4-6), with no distinction drawn between an approximate time that is stated on the resource and an approximate time that is supplied by the cataloger:

Record the time and abbreviate terms for units of time as instructed in Appendix B.5.3. If the time is approximate, record the approximate time preceded by *approximately*.

**PROPOSED SOLUTION:** The Policy Statements addressing abbreviating units of time and recording approximate duration were published in December 2013, but a more comprehensive solution is needed. We propose to add a new section at 7.22.1.3 (and renumber the sections that follow) called Recording Duration, which will contain basic instructions on recording duration that will apply to the subsequent instructions. (This approach can be seen at 3.5.1.3 Recording Dimensions.) With a new 7.22.1.3 in place, the subsequent instructions can be revised accordingly.

The proposed new 7.22.1.3 contains basic instructions on abbreviating units of time and recording approximate duration (from the Policy Statements). It also contains an array of examples (many of them moved from the current 7.22.1.3 and some newly created) to illustrate various ways that duration can be recorded (using abbreviations for units of time vs. using colon-separated style; including vs. omitting a leading zero in colon-separated style when the first value is less than 10; expressing a duration greater than or equal to an hour in colon-separated style in hours, minutes, and seconds vs. in minutes and seconds).

We also propose to clarify that the instruction Duration of Individual Parts (currently numbered 7.22.1.5) applies to component parts (discrete units of intellectual content in a resource, according to the Glossary) rather than physical units (which is what is inadvertently suggested

by just “parts,” since the Glossary defines “parts” in terms of tangible units) by renaming the instruction Duration of Component Parts and using the term “component parts” in the instruction where just “component” is currently used. This instruction applies to both audiovisual resources and notated music or movement, allowing the cataloger to record the playing times of individual tracks on a CD, individual movements in a score, etc.

At the same time, the Alternative in Playing Time, Running Time, Etc. (currently numbered 7.22.1.3) really *is* tied to physical units, and therefore is not appropriate in Chapter 7. We propose moving this content to Chapter 3 under Note on Carrier (3.21), since it is specific to carrier units and not applicable at the Expression level. We propose a slight change to the text and one example of the existing content so that the word “each” is not strictly required, since the comprehensibility of such a construction (e.g. “60 min. each”) would be dependent it being displayed together with the extent (number of discs, etc.) to provide context (e.g. “31 audiocassettes (60 min. each)”). That may not be the case in all implementation scenarios. We also propose an augmentation of the relocated content that would allow the cataloger to record the playing/running times of individual carrier units in a resource, even if the units all have different playing/running times. (The current content stipulates that the units have a uniform playing/running time.)

We propose deleting the Optional Addition (on recording the incorrect time as stated plus the actual time) in Playing Time, Running Time, Etc. (currently numbered 7.22.1.3). At the Expression level, it would only be appropriate to record the actual time. We propose adding to sub-instruction a) of that instruction an Exception to the directive to record the time stated on the resource, instructing catalogers to record only the actual time when it is known to differ significantly from the stated time. (The actual time is useful to information seekers for obvious reasons, while the stated time, even when incorrect, is potentially useful to catalogers and information seekers for purposes of identification. A future revision proposal may attempt to create a provision for recording incorrect time as stated on the resource.)

Last but not least, we propose to broaden the scope at 7.22.1.1 and the corresponding glossary definition (so that other resources intended for performance such as plays are not excluded) and revise the sources of information at 7.22.1.2 to use wording about “evidence presented by the resource itself” in the manner of 3.4.1.2 for Extent and 7.19.1.2 for Aspect Ratio (since duration may be determined by using the resource, consulting the stated time on the resource or its container/accompanying material, or consulting another source outside the resource).

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## 3.21 Note on Carrier

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### 3.21.2.11 Resource with Duration, in More than One Unit

if:

the resource consists of more than one unit

and

the units have a stated playing time, running time, etc.

then:

record the playing time, running time, etc., of each unit.

#### EXAMPLE

73 min., 33 sec.; 75 min, 33 sec.; 78 min, 10 sec; 77 min., 2 sec.

Playing time of the separate discs in a set of 4 audio discs

if:

the resource consists of more than one unit

and

the units have a stated uniform playing time, running time, etc., or an approximate uniform playing time, running time, etc.

then:

record the playing time, running time, etc., of each unit.

#### EXAMPLE

60 min. per audiocassette

Playing time of each cassette in a set of 31 audiocassettes

approximately 30 min. each

Approximate playing time of each cassette in a set of 11 audiocassettes

approximately 20 min. each

Approximate playing time of each file in an online resource consisting of 3 audio files

See also 7.22.1.4 for instructions on recording the total playing time, running time, etc. of the content of the resource.

### 3.21.2.44-12 Other Details of Extent

[unchanged except for numbering]

## 7.22 Duration

### 7.22.1 Basic Instructions on Recording Duration

#### 7.22.1.1 Scope

**Duration**▼ is the playing time, running time, performance time, etc., of the content of a resource.

Duration also includes performance time for a resource containing notated music or notated movement (see [7.22.1.4](#)).

#### 7.22.1.2 Sources of Information

~~Take information on duration from any source.~~ Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording duration. Take additional evidence from any source.

#### 7.22.1.3 Recording Duration

Record the playing time, running time, performance time, etc. in the form preferred by the agency creating the data. If terms designating units of time are recorded, abbreviate the terms as instructed in appendix B ([B.5.3](#)). If the time is approximate, record the time preceded by *approximately*.

##### EXAMPLE

40 min.

Playing time of the content of an audiocassette

3 min., 23 sec.

Playing time of the content of a film cartridge

1:30:00

Total playing time of the content of 2 audio discs

approximately 3 hr.

Playing time as stated of the content of 3 audio discs

20 min.

Performance time of notated movement

8:30

Performance time of notated music

09:10

Performance time of notated music

75:45

Playing time of the content of an audio disc

### 7.22.1.3.4 Playing Time, Running Time, Etc.

If the resource has a playing time, running time, etc., record the time and abbreviate terms for units of time as instructed in appendix B (**B.5.3**). Record the playing time, running time, etc. as instructed at 7.22.1.3. ~~by applying~~ Apply the following instructions, as applicable:

- a) If the total playing time, running time, etc., is stated on the resource, record the time stated.

#### EXAMPLE

~~40 min.~~

~~Playing time of the content of an audiocassette~~

~~3 min., 23 sec.~~

~~Playing time of the content of a film cartridge~~

~~27 min.~~

~~Playing time of the content of an online video file~~

~~4:30:00~~

~~Total playing time of the content of 2 audio discs~~

~~75 min.~~

~~Playing time of the content of a videocassette~~

~~approximately 3 hr.~~

~~Playing time as stated of the content of 3 audio discs~~

#### Exception

In some cases, the actual playing time, running time, etc., is known to differ significantly from the time stated on the resource. When this occurs, record the actual playing time, running time, etc.

- b) If the total playing time, running time, etc., is not stated on the resource but is readily ascertainable, record it.

#### EXAMPLE

30 min.

Playing time of the content of a videotape reel

- c) If the total playing time, running time, etc., is neither stated on the resource nor readily ascertainable, record an approximate time ~~preceded by~~ *approximately*.

**EXAMPLE**

~~approximately 7 min.~~

~~Approximate playing time of the content of a piano roll~~

~~approximately 90 min.~~

~~Approximate total playing time of the content of 2 film reels~~

- d) If the total playing time, running time, etc., cannot be approximated, omit it.

*Optional Addition*

~~In some cases, the actual playing time, running time, etc., differs significantly from the time stated on the resource. When this occurs, record the stated playing time followed by *that is* and the actual playing time, running time, etc. Indicate that the information was taken from a source outside the resource itself (see [2.2.4](#)).~~

See also [3.21.2.11](#) for instructions on recording playing time, running time, etc. for individual units, when the resource consists of more than one unit.

*Alternative*

~~#:~~

~~the resource consists of more than one unit~~

~~and~~

~~the units have a stated uniform playing time, running time, etc., or an approximate uniform playing time, running time, etc.~~

~~then:~~

~~record the playing time, running time, etc., of each unit followed by *each*.~~

**EXAMPLE**

~~60 min. each~~

~~Playing time of the content of each cassette in a set of 31 audiocassettes~~

~~approximately 30 min. each~~

~~Approximate playing time of the content of each cassette in a set of 11 audiocassettes~~

~~approximately 20 min. each~~

~~Approximate playing time of the content of each file in an online resource consisting of 3 audio files—~~

#### 7.22.1.4-5 Performance Time

For notated music and notated movement, if

if:

the content of the resource is intended for performance (e.g., a play, a score, choreography for a ballet)

and

the performance time is stated on the resource;

then:

record the time ~~stated~~ as instructed at 7.22.1.3.

##### EXAMPLE

18 min.

~~about~~ approximately 1 hr., 10 min.

#### 7.22.1.5-6 Duration of Individual Component Parts

When preparing a comprehensive description for a resource consisting of more than one component part, record the duration of each component part as instructed at 7.22.1.3.

##### EXAMPLE

17 min.; 23 min.; 9 min.

09:41; 16:00; 24:00

1:35; 0:45; 0:50; 4:00

#### 7.22.1.6-7 Resource Containing Both Sound and/or Moving Images and Text, Still Images, Etc.

For a resource containing sound and/or moving images as well as text, still images, etc., record the duration of the sound and/or moving images as ~~duration~~ instructed at 7.22.1.3.

##### EXAMPLE

80 min. of moving images

Duration of moving images on a videodisc also containing 2400 frames of still images

See also [3.22.2.10](#)<sup>1</sup> for instructions on recording the number of pages of text, frames of still images, etc.

# GLOSSARY

## Duration

The playing time, running time, performance time, etc., of the content of a resource.

~~Duration also includes performance time for a resource containing notated music or notated movement.~~

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## 3.21 Note on Carrier

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### 3.21.2.11 Resource with Duration, in More than One Unit

*If:*

the resource consists of more than one unit

*and*

the units have a stated playing time, running time, etc.

*then:*

record the playing time, running time, etc., of each unit.

#### EXAMPLE

73 min., 33 sec.; 75 min, 33 sec.; 78 min, 10 sec; 77 min., 2 sec.

Playing time of the separate discs in a set of 4 audio discs

*If:*

the resource consists of more than one unit

*and*

the units have a stated uniform playing time, running time, etc., or an approximate uniform playing time, running time, etc.

*then:*

record the playing time, running time, etc., of each unit.

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<sup>1</sup> Reference change to 3.21.2.10 planned for October 2014 release



#### EXAMPLE

60 min. per audiocassette

Playing time of each cassette in a set of 31 audiocassettes

approximately 30 min. each

Approximate playing time of each cassette in a set of 11 audiocassettes

approximately 20 min. each

Approximate playing time of each file in an online resource consisting of 3 audio files

See also [7.22.1.4](#) for instructions on recording the total playing time, running time, etc. of the content of the resource.

### 3.21.2.12 Other Details of Extent

[unchanged except for numbering]

## 7.22 Duration

### 7.22.1 Basic Instructions on Recording Duration

#### 7.22.1.1 Scope

**Duration** is the playing time, running time, performance time, etc., of the content of a resource.

#### 7.22.1.2 Sources of Information

Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording duration. Take additional evidence from any source.

#### 7.22.1.3 Recording Duration

Record the playing time, running time, performance time, etc. in the form preferred by the agency creating the data. If terms designating units of time are recorded, abbreviate the terms as instructed in appendix B ([B.5.3](#)). If the time is approximate, record the time preceded by *approximately*.

#### EXAMPLE

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Playing time of the content of an audiocassette

3 min., 23 sec.  
Playing time of the content of a film cartridge

1:30:00  
Total playing time of the content of 2 audio discs

approximately 3 hr.  
Playing time as stated of the content of 3 audio discs

20 min.  
Performance time of notated movement

8:30  
Performance time of notated music

09:10  
Performance time of notated music

75:45  
Playing time of the content of an audio disc

#### 7.22.1.4 Playing Time, Running Time, Etc.

Record the playing time, running time, etc. as instructed at 7.22.1.3. Apply the following instructions, as applicable:

- a) If the total playing time, running time, etc., is stated on the resource, record the time stated.

##### EXAMPLE

27 min.  
Playing time of the content of an online video file

75 min.  
Playing time of the content of a videocassette

##### *Exception*

In some cases, the actual playing time, running time, etc., is known to differ significantly from the time stated on the resource. When this occurs, record the actual playing time, running time, etc.

- b) If the total playing time, running time, etc., is not stated on the resource but is readily ascertainable, record it.

##### EXAMPLE

30 min.  
Playing time of the content of a videotape reel

- c) If the total playing time, running time, etc., is neither stated on the resource nor readily ascertainable, record an approximate time.

**EXAMPLE**

approximately 7 min.

Approximate playing time of the content of a piano roll

approximately 90 min.

Approximate total playing time of the content of 2 film reels

- d) If the total playing time, running time, etc., cannot be approximated, omit it.

See also [3.21.2.11](#) for instructions on recording playing time, running time, etc. for individual units, when the resource consists of more than one unit.

## 7.22.1.5 Performance Time

*If:*

the content of the resource is intended for performance (e.g., a play, a score, choreography for a ballet)

*and*

the performance time is stated on the resource

*then:*

record the time as instructed at 7.22.1.3.

**EXAMPLE**

18 min.

approximately 1 hr., 10 min.

## 7.22.1.6 Duration of Component Parts

When preparing a comprehensive description for a resource consisting of more than one component part, record the duration of each component part as instructed at 7.22.1.3.

**EXAMPLE**

17 min.; 23 min.; 9 min.

09:41; 16:00; 24:00

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### 7.22.1.7 Resource Containing Both Sound and/or Moving Images and Text, Still Images, Etc.

For a resource containing sound and/or moving images as well as text, still images, etc., record the duration of the sound and/or moving images as instructed at 7.22.1.3.

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80 min. of moving images

Duration of moving images on a videodisc also containing 2400 frames of still images

See also [3.22.2.10](#)<sup>1</sup> for instructions on recording the number of pages of text, frames of still images, etc.

## GLOSSARY

### Duration

The playing time, running time, performance time, etc., of the content of a resource.

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