**AUDIOVISUAL MATERIALS:**

Audio – which based on phonic (can be listened). Visual – means vision (can be looked upon, graphics are involved). Phonic and visual records are stored electronically on mechanical materials. Non book materials such as gramophone, records tapes, audio cassettes, video cassettes, sound recordings, video recordings, video tapes, A/V discs, etc are included in A/V materials.

According to Dr. P. N. Gour “materials such as records, tapes, filmstrips etc used as adjuncts to teach through ear and eye “are called as audio – visual materials. Actually audio – means hearing and visual or video means, “to see”. Thus audio – visual or audio – video means “hearing and seeing something” through a media. Here media means any tool or device or machine to be used to see and hear something. These materials are also called projected NBM, because these materials can be consulted or can be utilized through a media only. We need devices to read data in case of A/V materials / records. We also need specific devices for preserving A/V records on A/V materials. Sounds and videos are recorded mechanically in form of a machine-readable code / forms i.e. machine language. Sound and videos are recorded in sound pages. Storage may be mechanical or electrical. The cataloguing of audiovisual materials such as video recordings, kits, computer software, and sound recordings follows the same general patterns as those for books. As with books, the cataloguer must still identify the title, the publisher, and date of production but many audiovisual items will not have identifiable authors. In cataloguing audiovisual materials the number of frames, the components of the kit, or the duration of the recording are identified rather than the number of pages.

**GENERAL MATERIAL DESIGNATION(GMD):**

The General Material Designation [GMD] is included to alert the user that the item in question is not a book. It is appended in square brackets [ ] after the title and indicates the precise format of the item. As with the subject headings, only certain terms are to be used as GMDs.

The Specific Material Designation [SMD] is a term indicating a special format of material (usually the format of the physical object[s]) to which items belong (e.g., videodiscs and videocassettes). These SMDs are used in the 300 field.

**Types of Audio – Visual Materials:** Basically there are two types of A/V materials;

1) Sound recording

2) Video recording

**Video recordings: Sources of Information:**

Usually the main entry is by title. Physical Description Area List

* The number of video recordings.
* Running time as stated on the item.
* Other details such as sound and colour.

**Note Area**

The presentation format such as VHS or Beta should be indicated in this area.



Note the use of the prefix “VR” above the call number to indicate a video recording.

**Videodisc**

While videodiscs represent a relatively new form of technology, they are to be treated like any other form of media.

**Sources of Information**

The main entry will usually be by title.

**Physical Description Area**

List

* The running time as stated on the item.
* The number of frames.
* Other physical details such as the size of the disc, sound, colour, and teacher guides.

**Note Area**

As with computer programs, a system requirements note is mandatory.



**Computer Software:**

The GMD “computer file” is used to describe a file containing data, programs, or both, encoded for manipulation by a computer. Computer software is another area of specialized cataloguing.

**Sources of Information**

Information for the record is to be taken from the following sources in exactly this order —

* title screen(s)
* menus or other internal information
* labels attached to the disk (verified)
* documentation or manuals provided with the disk
* the container (verified)
* other published descriptions of the file
* other sources

**Physical Description Area**

List

* The extent of the item (e.g., 1 computer disk or cassette).
* Sound and colour if applicable.
* The physical dimensions of the disk. 1 computer disk : sd., col. ; 3½ in

**Note Area**

A system requirements note is mandatory. Include the make and model of the computer, amount of memory, name of the operating system, and any peripherals which may be required such as a mouse. The statement “System requirements:” must precede this information.

(Figure computer software)



Figure computer software (CD ROM)



**Audio Recording / Sound Recording:**

A recording on which sound vibrations have been registered by mechanical or electronic means so that the sound may be reproduced. Discs, rolls, tapes and sound recordings on film are included under this heading and designated by the term “sound recording”.

**Chief Sources of Information:**

The label affixed to a disc is the chief source of information.

1. Item itself
2. Container
3. Accompanying material
4. Other sources

If the item is comprised of parts, which do not have a collective title, take the collective title from accompanying textual material or container if one is found there.

**Main Entry:**

Main entry for sound recording is based on the same principles of authorship governing other types of library materials; entry will be under the person chiefly responsible for the creation of the intellectual or artistic content of a work”.

This means for most part, main entry will be under the name of composer of a musical work that has been recorded or the writer of a book or other material that is being narrated. In some instances an individual performer or performing group is regarded as the author of a sound recording and will be given main entry. It is only the types of material in the area of sound recordings that create difficulties for cataloguers.

1. **Sound Recording of One Work:** The work(s) of one composer or author are entered under the name of that composer or author.
2. **Sound Recording** – **a Collection:** A sound recording which composed or written by two or more persons is entered under the principal performer or group of performer as the case may be.
3. **Sound Recording of no Principal Performer**: A sound recording which contains musical or literary works composed or written by two or more persons and has no principal performers or more than three principal performers is entered:
4. Under title if the sound recording has a collective title for the component parts.
5. Under the heading appropriate to the 1st work
6. **Items without a Collective title may be Described in either of two ways:**
7. As a unit.
8. In separate entries for each work.

A “with” note links these entries.

**Uniform Titles:**

Some classical music entered under composer are issued many a time under varying titles. In such cases, a uniform title is interposed b/w the author heading and the title proper. Such a title brings all the editions, translations, etc of a musical composition together in the same place in the catalogue.

**Title and Statement of Responsibility:**

If the title of a work is non-distinctive word or phrase of musical work, then the medium of performance, Key (), opus numbers, etc is listed as part of the title proper. [() Means Ghazals, popsongs, classical song, speeches)]. If the title is distinctive the medium of performance, key, opus number etc is listed as other title information. It means that if the title on the sound recording elaborate the material that what is existing in it e.g. Ghazals, Geets, popsongs, Folk songs, etc then it will be proper title and entry will be made under that proper title. But if the material does not indicate what is existing in it, then other suitable title will be used.

**Statement of Responsibility:**

If the persons or groups are the authors of spoken sound recordings, composers, collectors of field materials or who have contributed more to the recording than performance, are recorded like authors of books or corporate bodies in the area of responsibility.e.g

1. Nusrat Faith Ali Khan Ki Ghazlian.
2. Vital Sign
3. Junoon

If there are two persons or singers or performers or speakers then entry will be made under the principal performer.e.g

**i)** Wafa Key Aansoo…. Amir Ali, Hadiqu Kiyani

**ii)** Wo Kaghaz Ki Kashti … Anuradah Poudwal and Anob Jolata.

If there are more singers or performers or speakers then entry will be made under title.

**GMD:** [Sound Recording]

Title proper [GMD] / Statement of responsibility… For one work

For separate works by the same individual; First title proper; second title proper [GMD] / statement of responsibility. For separate works each by different individuals...1st title proper /statement of responsibility for the first work. Second title proper / statement of responsibility for the second work [GMD]. The GMD sound recording is used to designate any disc, roll, audio compact disc (CD), tape (reel-to-reel or cassette) on which sound has been recorded for reproduction.

**Publication and Distribution Area:**

In this area list the place of releasing and distribution, name of releaser and distributor and date of releasing and distribution in proper order.

**Physical Description Area:**

1. List the number of sound cartridges, sound cassettes, sound discs, sound tape reels, or sound pages.
2. List the specific material i.e. sound disk, sound cassette etc.
3. List its playing time stated on the item, its packing or its accompanying material. If duration is not stated on approximate time e.g. (Ca 30.min) is given.

Discs – Give playing speed in rpm.

Tapes – Give playing speed in inches per sound/second.

Sound pages – detail not given.

1. List recording mode (analog, mono or stereo or quad).
2. List accompanying material if exist.
3. List language of the content, whether spoken or sung.

1 Sound disc (52 min.): 33-1/3 rpm, stereo

(Ca.48 min.): 33- 1/3 rpm, mono; 12 in.

1. **Dimension:**
2. In case of sound disk, list the diameter in inches.
3. In case of sound cassette list the dimension in inches.
4. In case of cartridges list the dimension in inches if other than ¼.
5. In case of sound pages list the height and width in Cm.
6. In case of tape list the diameter of the reel in inches. If the tape is other than ¼ inches list the width in fraction of an inch.

**Note Area:**

Other details regarding to any aspect of any sound recording, considering it useful for the guidance of the clients or user, will be listed in note area, if all these can’t be accommodated in the body of the card.

**Tracing Statement:**

Sound recordings also managed in any information center for information services. These also required proper management in systematic order, keeping in view their subjects. Each and every sound recording assign subject heading for classification and managerial purposes such subject headings are listed for subject added entry purposes in racing statement. Subject headings are identified by Arabic numerals and other added entries which required for other access points are also listed in tracing statement and identified by Roman numerals.

Pakistan Broadcasting corporation

Forever to Remember [Sound Recording]: speech of Quaid – I – Azam Muhammad

Ali Jinnah. - June 1947 to July 1948 / Pakistan Broadcasting Corporation. - Islamabad:

Shalimar recording company, 1978.

4 sound cassettes (6 min – each): 1-7/8 ips, mono.

X

1.Quaid – I – Azam Speeches 2. Speeches – Quaid – I – Azam .I. Title.

If we have sound disc then,

1 Sound disc: 33-1/3 rpm, stereo; 12in.

If we have sound tape then,

1 sound tape (20min.): 7-1/2 ips, mono; 16in.

If have sound pages then,

50 sound pages (Ca.216 min.); 30 x 22 cm + 1 teacher guide book (xi, 30p; 22cm)

