CKUW 95.9 FM

Music Department Workshop

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How to Catalogue Compact Discs

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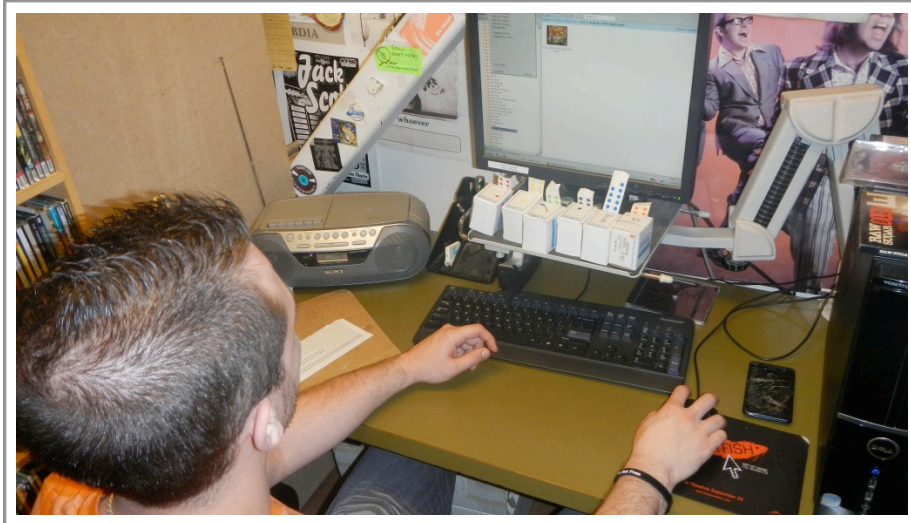
The bulk of the catalogued items in our vast music collection are compact discs. The following manual has been designed to introduce you to the intricate and detailed task of cataloguing CDs.

In general, if you have not attended a hands-on cataloguing workshop with a member of the Music Department at the station you must do so before you endeavor to catalogue anything.

You must have gone through every step in this handy manual with a STAFF member, or seasoned Music Department volunteer - with a STAFF member present - before cataloguing solo. You must also have catalogued at least **five** discs, and at least **three** different formats of discs therein before cataloguing solo. If you don't know what any of this means then you need to attend a hands-on cataloguing workshop.

You also should never add anything to the collection unless it has been approved by the Music Department or staff.

Cataloguing Made Simple - The Basics

The name of the data base that we use at the station is Orange CD. We use it to both catalogue and search discs. It's located on the desktop of the computer at the station that we use to catalogue and search items in the collection.

New Releases

Unless otherwise noted, the new releases or other additions to be catalogued are in the top drawer of the Music Department file cabinet marked NEW.

Obtain the KEY from STAFF to open this drawer to access discs. Return the key as soon as you have unlocked the file drawer where the new releases are.

When there are many discs in the drawer, pay attention to any notes that may indicate any PRIORITY items that need to be added into the collection immediately. It doesn't hurt to ask the staff is anything in the drawer is a priority item. Otherwise - the discs in the top drawer should all go into the collection, so go ahead and grab some discs to begin cataloguing.

Before you catalogue anything it's a good idea to assemble the tools you will need for your cataloguing session. They are in the drawer underneath the new releases.

Tools:

1. White Cataloguing Binder - to Log your Cataloguing session
2. Catalogue Number Sticker Sheet
3. Coloured Dot Sticker Sheets
4. Permanent Black Felt Marker
5. X-Acto Knife or Engraver (optional)
6. Tape
7. Pen

Steps to Cataloguing New Releases

Enter you name, phone number, and the date in the appropriate spot in the White Catalogue Binder in ink. Just add it to the end of the previous session. You must do this at the beginning of every cataloguing session.

Refer to the Catalogue Number Sticker Sheet to find out what the next catalogue number will be. It should be the lowest number on the sheet, and the number should correspond with the last entry from the previous cataloguing session in the White Binder. It is a good idea to find the disc with this number before you begin your session, so go into On-Air when the Red Light is NOT on to actually verify that the disc has been assigned the last number from the previous session.

Now you are ready to begin the delicate work of cataloguing. The next step is probably one of the most important steps in this procedure, so it'll be indicated in all caps in order to drive the point deep into your subconscious and conscious cataloguing mind:

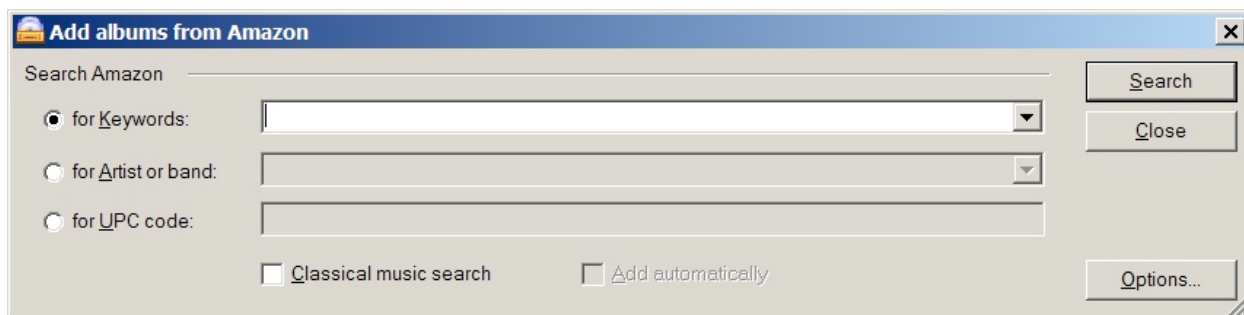ALWAYS CHECK THE DATABASE FIRST BEFORE CATALOGUING EACH AND EVERY DISC.

Check every possible permutation of the name. The name of the artist should appear in the database exactly like it does on the disc. Of course there will be exceptions to this, and as you catalogue you will be able to deal with these as they arise on an individual basis.

A general rule of thumb is: We do not enter 'The' in the name. We do not enter the last name first either. Scores of people have worked on this living cataloguing document, so there will be some errors, and it's a good idea to check out several permutations of the artist name in order to do the most thorough search. Check to see if the disc to be catalogued has been entered last name first, as well as the preferred way. You must enter the First name first and the last name last - easy huh?

If we already have the disc in our collection, put it in the Music Director's mailbox with a note indicating the assigned catalogue number. If we do not have it in our collection then it should be okay to catalgoue.

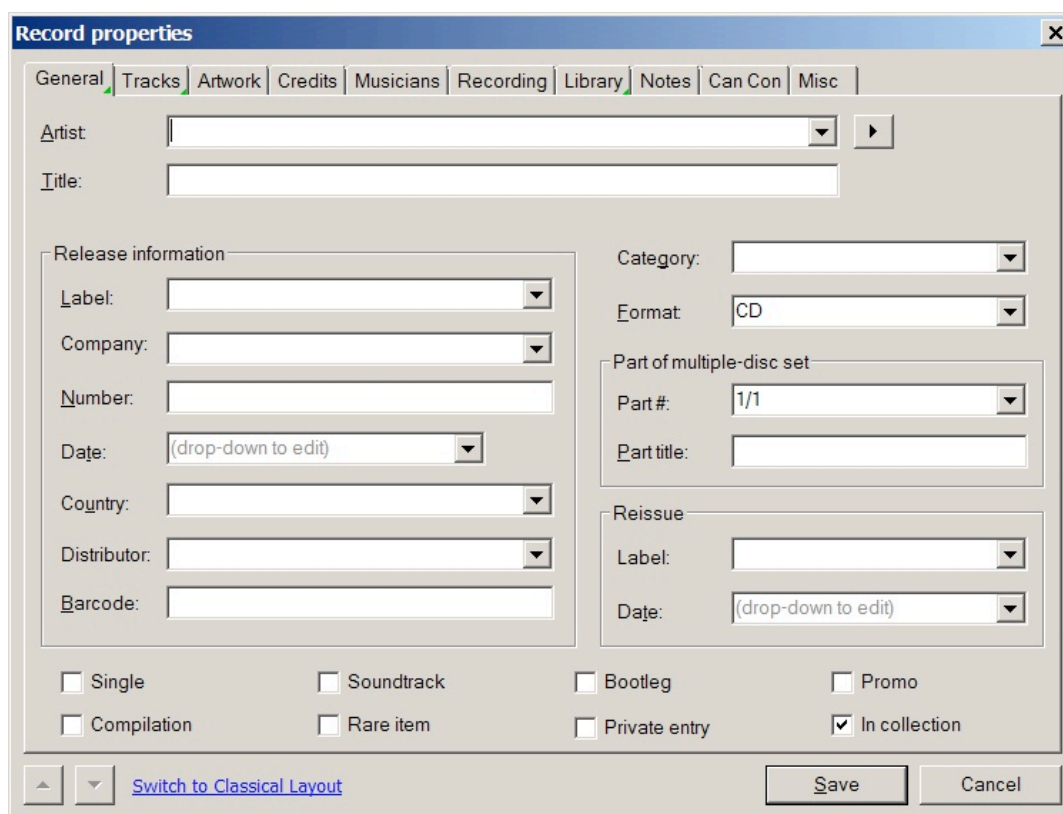## Adding Compact Discs Into the Database/Music Collection

There are two ways to do this:

Automatically from web

If you choose to add from the web most of the information is supplied to the database, including a cover photo of the disc and other detailed information. You should check to see if the information matches the information on the disc and case. Sometimes the internet is wrong! This is often the case with release dates and record label names. As a rule the physical disc and case trumps the info on the web. Correct as needed.

Manually

If you choose to add manually - and in some cases this will be the only option (especially with independent releases) - you must provide the NAME of the ARTIST, ALBUM TITLE & RECORD LABEL in the category field.

Then click the LIBRARY tab (Remember: It should read Collection!), and fill in the GENRE space and the catalogue NUMBER - it's called REFERENCE NUMBER here.
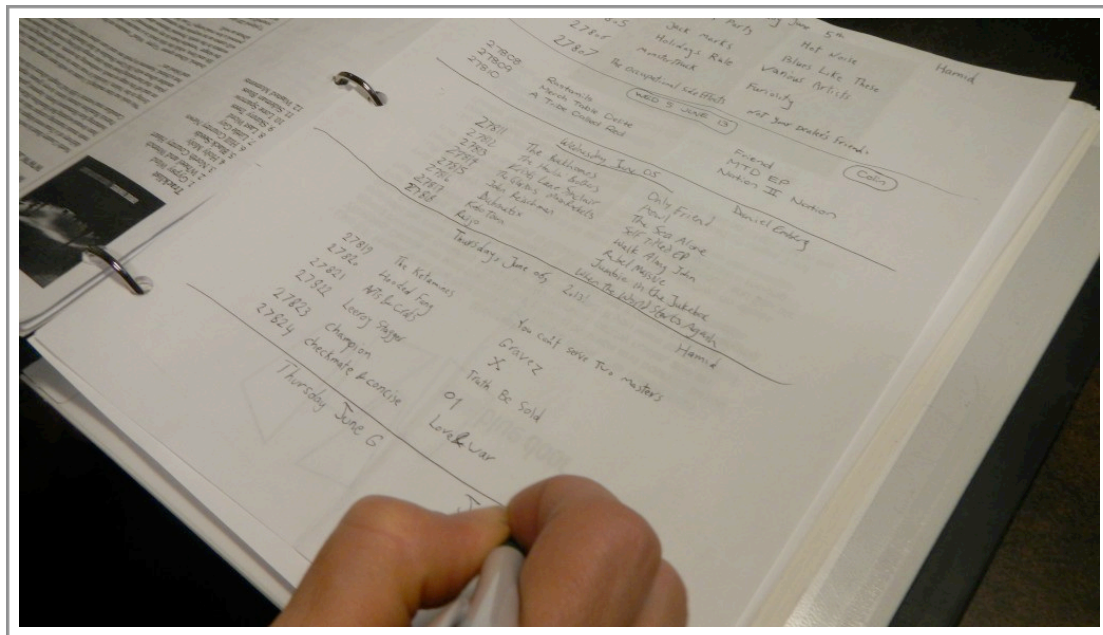
Go to CAN CON and highlight what is applicable

Go to notes and detail some info about the band.

If you are unfamiliar with the band then check the internet for it.

Then you must click SAVE in the database.

Document Your Session

Now enter the disc into the Binder. List the Catalogue Number, Artist, and Album.

Marking the CKUW Disc

Next comes the divine rite of CKUW ownership of the disc - some volunteers have referred to this procedure as the DEFACING part of cataloguing - so be it. Use the Felt Pen to write CKUW clearly and legibly on the cover of the disc booklet and the tray card. Try not to write over any important information that will hinder proper usage. Do not write over song titles or info.

You will need to take the CD case apart in order to write on the inlay/tray card.

Cut out and place the catalogue (reference) number sticker on the hinge side of the back insert - the left hand side of the inlay card on the spine - if the disc is a digipack, PVC, cardboard, paper, or slimline sleeve you will have to customize and adapt the placement of the sticker accordingly.

A good rule of thumb is to check out what has been done previously on similar items in the collection before you do the actual stickering.

Tape the sticker down on discs that are NOT housed in a hard plastic case (Jewel Case).

Also place the album colour coding sticker next to the cat. number.

Then use the x-acto knife to etch CKUW in the inner plastic circle/dead wax area on the face of the disc. If you are not sure how to do this - STOP and ask STAFF or a seasoned Music Department Volunteer who is skilled in cataloguing for help.

Also etch the cat. number in the inner circle, especially if the disc does not have the artist name and album title on the disc face. This will help to identify the disc should it become separated from its case. **NEVER USE INK.** Always etch in the correct spot. If you are unsure - ask!

When you are finished your cataloguing session put the catalogued discs in ON AIR in numerical order (be sure the red light is not on before you enter the broadcast booth).

Tidy the work area so the next volunteer can catalogue (and not end up bleeding everywhere because an X-Acto knife was hiding among the papers). It's a good idea to limit your session to about one to two hours so you remain alert.

How to Catalogue Vinyl and Tapes

Cataloguing Vinyl

Cataloguing new vinyl is similar to Compact Discs. There are a few differences:

- **No etching, instead use a marker on the paper label on the centre of the record to write "CKUW" no numbers.**
- **No colour code stickers**.
- **No reference/ catalogue numbers** because we catalogue vinyl **alphabetically**.
- In the computer database there are a couple of things to note:
- In the format field select from the drop down menu, the appropriate selection: 7", 12", 10", LP, etc.
- In the **Misc.** tab select the black vinyl icon, this is usually the default so don't worry.

Cataloguing Tapes
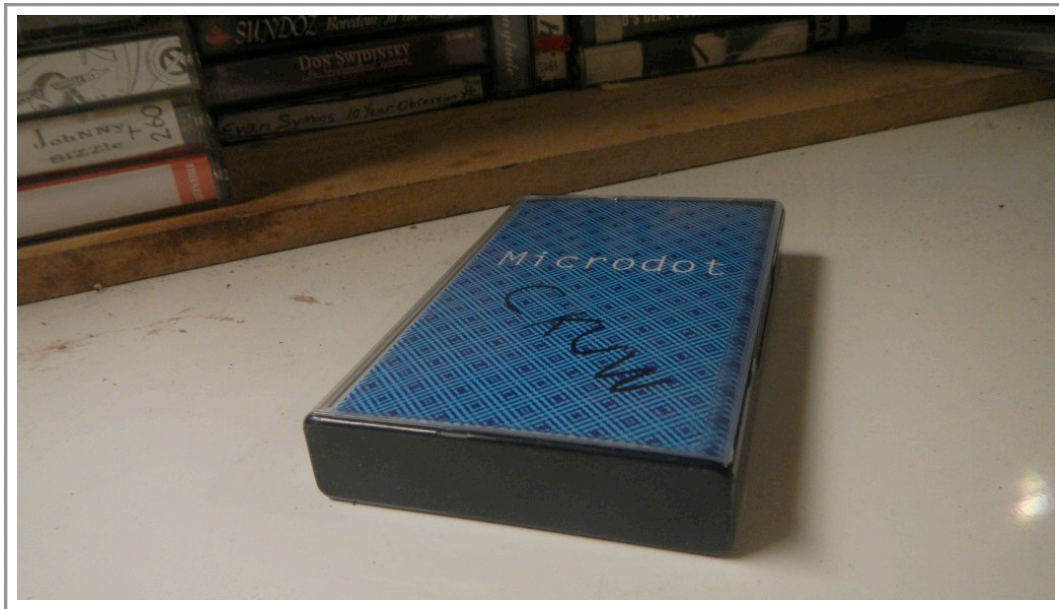
Cataloguing tapes is like cataloguing vinyl in that again, there is no reference/catalogue number. No colour code stickers. Just mark the cassette body and case "CKUW", and file alphabetically.

- Select **tape** in the format field in Orange CD
- Select the Cassette icon in the **Misc.** Tab.

How to Catalogue Digital Files

The Digital Cataloguing Manual

Video: [Digital Cataloguing](#)

Before starting the digital cataloguing process you will be assigned a folder or account by the Music Director.

This folder will contain folders of complete digital albums in WAV and Mp3 formats sent to us from various Labels, Promoters, and Artists.

Be sure to never add anything to the collection unless it has been approved by the Music Department or staff.

Before you catalogue it's a good idea to assemble the tools you will need for your cataloguing session. They are in the drawer underneath the new release CDs.

Tools:

- A Cataloguing Binder
- A pen
- Your fingers
- Your alert brain

You are now ready to catalog a new release.

Begin by Entering your name, phone number, and the date in the appropriate spot in the Catalogue Binder in ink. Just add it to the end of the previous session. You must do this at the beginning of every cataloguing session. The next step is probably one of the most important steps in this procedure.
 Always check the database first before cataloguing each and every item.

Check every possible permutation of the name. The name of the artist should appear in the database exactly like it does on the disc or virtual disc. We do not enter 'The' in the name. We also catalogue our artists by their first name. If we already have the item in our collection, let the music director know.

You are now ready to add a new album into the Orange CD collection database.

There are two ways to do this:

Automatically from web

If you choose to add from the web most of the information is supplied to the database, including a cover photo of the disc and other detailed information. You should check to see if the information matches the information on the disc and case. Sometimes the internet is wrong! This is often the case with release dates and record label names. As a rule the physical disc and case trumps the info on the web. Correct as needed.

Manually

If you choose to add manually - and in some cases this will be the only option (especially with independent releases) - you must provide the NAME of the ARTIST, ALBUM TITLE & RECORD LABEL in the category field. If the basic information isn't listed in the file search the internet for it.

Add the release date and the Format. In this case, it's an MP3 file.

Choose the Miscellaneous tab and select the lightning bolt as the Album Icon.

If the album contains Canadian Content, select the Can Con tab and click the appropriate checkboxes.

Select the Notes Tab and additional details about the band. Very often you will need to find this information on the web.

When you're finished with the notes, select the LIBRARY tab and fill in the GENRE and Sub-genre information. Then add REFERENCE or catalogue NUMBER. Since there is no number assigned to digital albums all you have to do is type in the word digital.

Then you must click SAVE in the database

Renaming the file to the CKUW naming convention

In order to make it easier for volunteers to find music we have standardized the file names. To complete the cataloguing process we need rename the digital file.

Select the folder that contains the digital files. Now right click on the file with your mouse and select rename file.

The proper naming procedure is Artist, hyphen, Album Title, followed by Record Label in parenthesis, and then the year.

Please be careful as files can easily be deleted.

Some folders contain extra files like one sheet documents and JPEG files of the album cover art. This is somewhat useful for volunteers if they choose to do research so please keep this in the folder if they are present.

Now "Cut" your renamed file by right clicking on the file and choosing cut. Then navigate to the folder titled: **1 A CATALOGUED ALBUMS COMPLETED** and paste the file into this folder.

Lastly Document Your Session

Enter the album into the Binder. List the Artist, Album and year.

After you've done your part, the MD will empty this folder regularly and add them to the station's main music server and your item is made available for airplay all thanks to you.