

**To:** Joint Steering Committee for Development of RDA  
**From:** Kathy Glennan, ALA Representative  
**Subject:** Clarifying instructions for Recording Duration (RDA 7.22) and Note on Carrier (RDA 3.21)

## Abstract

Create a new general instruction for recording duration that encompasses playing time, running time, performance time, etc. Expand the scope of “performance time” beyond notated music and notated movement. Remove instructions relating to physical units in RDA 7.22, *Duration*, relocating one of them to a new instruction in RDA 3.21.2.11, *Resource in More than One Unit, With Stated or Approximated Playing Time, Running Time, Etc.*

## Background

The current RDA instructions relating to Duration (7.22) are a hodgepodge of guidelines relating to audiovisual resources as well as to resources that have an associated performance time. In carrying these instructions over from AACR2, no basic instruction relating to duration was created for RDA, so the level of detail in the instructions differs based on the type of duration.

In 2013, ALA recognized a few problems with the current RDA 7.22.1.4. The detailed instructions provided for recording playing time, running time, etc. in 7.22.1.3 did not seem to apply here. This lack of guidance in relation to abbreviating units of time and recording approximate time, coupled with the second example (“about 1 hr., 10 min.”) caused confusion. Even though duration is recorded, and not transcribed, this particular example seems to suggest otherwise.

As a short-term solution to this problem, a group of LC-PCC Policy Statements for 7.22.1.4 through 7.22.1.6 was developed by the RDA Music Joint Working Group in November 2013. These have been published in the RDA Toolkit and provide clear guidance for each of these instructions:

*LC practice/PCC practice:* 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*.

## Justification

While the December 2013 LC-PCC Policy Statements served as an interim step, ALA’s investigation of the issues expanded into a thorough review and rethinking of 7.22.

ALA has created the following proposal as a comprehensive solution to the problems identified in RDA 7.22. We are looking to:

- Expand the scope of the instructions
- Clarify the language
- Provide corrected and additional examples
- Remove Chapter 7 references to carrier characteristics
- Create a new Chapter 3 instruction for carrier characteristics associated with duration

## **Issues to be resolved**

### ***1. Broaden the scope encompassed by 7.22 (7.22.1.1; renumbered 7.22.1.5; Glossary)***

ALA has identified two problems with the current scope of 7.22. First, “performance time” appears only in the second sentence of 7.22.1.1, leaving the impression that playing time and running time are the primary types of duration. Our proposal modifies the current first sentence to include performance time and deletes the second sentence entirely. Second, we believe that RDA has defined “performance time” too narrowly. It is currently restricted to notated music and notated movement (in both 7.22.1.1 and in 7.22.1.4). We recommend removing this limitation, so that other resources intended for performance, such as plays, will no longer be excluded. A similar change will need to be made in the Glossary.

### ***2. Modify the sources of information (7.22.1.2)***

Instead of just relying on any source, ALA proposes prioritizing evidence from the resource itself, with additional evidence coming from any source. Similar phrasing is used in other parts of Chapter 7: RDA 7.17, *Colour Content*; RDA 7.18, *Sound Content*; and 7.19, *Aspect Ratio*.

### ***3. Create a new basic instruction for recording duration (new 7.22.1.3)***

The proposed new 7.22.1.3 follows the model at 3.5.1.3, *Recording Dimensions*. It contains the basic instructions on abbreviating units of time and recording approximate duration; these will apply to the subsequent instructions. Because RDA has not set a standard for how to record duration, we have added the clause “in the form preferred by the agency creating the data” here. The suggested examples include some which were moved from the current 7.22.1.3, as well as some newly created examples which illustrate various ways to record duration.

### ***4. Remove instructions relating to units; relocate to Chapter 3 as appropriate (renumbered 7.22.1.4; new 3.21.2.11; renumbered 3.21.2.12)***

- A. In the renumbered 7.22.1.4, *Playing Time, Running Time, Etc.*, ALA proposes deleting the Optional Addition, which provides guidance for recording the incorrect time as stated *plus* the actual time. Because duration is an attribute of an Expression, we believe

Chapter 7 should contain instructions only about recording the actual time. In place of the optional addition, ALA suggests a separate paragraph in the newly renumbered 7.22.1.4.a which will instruct catalogers to provide the actual playing time *instead* of the time stated on the resource, when the actual duration is known to be significantly different. ALA recognizes that this is a significant change from current practice. We also realize that the stated time, even when incorrect, is potentially useful to catalogers and information seekers for purposes of identification. In the future, we may consider a revision proposal to create instructions in Chapter 3 for recording incorrect time as stated on the resource.

- B. Also in the renumbered 7.22.1.4, we have proposed deleting the Alternative, which refers to the playing time, running time, etc. associated with physical units. Instead, we believe this instruction should reside in Chapter 3 and have included a reference to a new instruction.
- C. Create a new instruction, 3.21.2.11, *Resource in More Than One Unit, With Stated or Approximated Playing Time, Running Time, Etc.* ALA proposes creating a new instruction under Note on Carrier (RDA 3.21) which contains a revised version of the Alternative mentioned in the above paragraph. The new instruction addresses two situations; the first is new to RDA:
  - 1) Recording durations associated with individual units, when the time *is not* the same for each unit.
  - 2) Recording durations associated with individual units, when the time *is* the same for each unit.

In relocating the Alternative from Chapter 7 here (as a second paragraph in this instruction), ALA has revised the text, replacing the concept of a “uniform” time with time that is “the same” for each unit. In addition, we revised the instruction to use the term “each” in this situation, so that RDA will no longer require a single means to indicate that the specific time applies to each unit. To support these changes, we have modified one example to show a different approach. We note that the current instruction reflects an AACR2 option and assumes that playing time, running time, etc. information is displayed adjacent to the extent to provide the appropriate context, e.g., “31 audiocassettes (60 min. each)”. We have also proposed adding a reference to the relevant instruction in 7.22.

- D. Renumber the current 3.21.2.11, Other Details of Extent, to 3.21.2.12

##### **5. Clarify language regarding “individual parts” (renumbered 7.22.1.6)**

ALA’s proposed changes for this instruction clarify that it applies to component parts (discrete units of intellectual content in a resource), rather than physical units. The latter interpretation could be inferred by the current wording which uses both “individual parts” and just “parts”. Note that this instruction applies to both audiovisual resources and notated music or movement, allowing the cataloger to record the playing times of individual tracks on an audio disc, individual movements in a score, etc.

**6. Modify the wording of the final instruction in 7.22 (renumbered 7.22.1.7)**

ALA proposes some minor wording clarifications to the final instruction in 7.22, *Resource Containing Both Sound and/or Moving Images and Text, Still Images, Etc.*, including a reference to the new 7.22.1.3 in lieu of using the term “duration”.

**Summary of proposed changes**

**1. Chapter 3:**

3.21.2.11, *Resource in More Than One Unit, With Stated or Approximated Playing Time, Running Time, Etc.* [new]:

- Add a new instruction regarding various stated playing times, running times, etc. of multiple units within a resource.
- Relocate a revision of the current Alternative in 7.22.1.3 regarding uniform playing times, running times, etc. of units within a resource as an additional paragraph in this instruction.
- Make a reference to 7.22.1.4.

3.21.2.12, *Other Details of Extent*: Renumber.

**2. Chapter 7:**

7.22.1.1, *Scope*: Expand the primary definition of duration to include performance time; remove the second paragraph.

7.22.1.2, *Sources of Information*: Provide a more specific instruction which emphasizes using the evidence presented by the resource.

7.22.1.3, *Recording Duration*: [new]

- Add a new, general instruction about recording duration.
- Add a clause about recording the time in a form preferred by the cataloguing agency.
- Move some of the existing examples here and add new examples.
- Separate out the instruction and examples for recording approximate times.

7.22.1.4, *Playing Time, Running Time, Etc.*:

- Renumber and simplify the instruction.
- Include a reference to the new 3.21.2.11.
- Revise and relocate the Optional Addition at the current 7.22.1.3 as a separate paragraph in the new 7.22.1.4.a; remove the reference to recording the time stated on the resource.

7.22.1.5, *Performance Time*: Renumber and rephrase the instructions to include all works intended for performance.

7.22.1.6, Rename the instruction for *Duration of Individual Parts* to *Duration of Component Parts*: Renumber and modify the instruction accordingly.

7.22.1.7, *Resource Containing Both Sound and/or Moving Images and Text, Still Images, Etc.*: Renumber and make a reference to 7.22.1.3 instead of using the term “duration.”

### 3. Glossary:

Update the Glossary definition of Duration to match the proposed wording at 7.22.1.1.

## Impact

Most of the proposed changes seek to clarify the instructions and codify existing practice. However, with this proposal, RDA will no longer contain a specific instruction about recording the stated playing time on a resource when the actual playing time is known to differ significantly. ALA assumes that a general note on carrier can accommodate this information, if it is deemed useful by the cataloging agency.

## Proposals

### 1. Chapter 3

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### 3.21 Note on Carrier

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#### 3.21.2.11 Resource in More Than One Unit, With Stated or Approximated Playing Time, Running Time, Etc.

if:

the resource consists of more than one unit

and

each unit has a playing time, running time, etc. that is stated or can be approximated

then:

record the time 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 stated or approximated playing time, running time, etc. of each unit is the same, record the time once and indicate that it applies to each unit.

#### EXAMPLE

60 min. per audiocassette

Playing time of each cassette in a set of 31 audiocassettes

approximately 30:00 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.

### 3.21.2.11-12 Other Details of Extent

[unchanged except for numbering]

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## 3.21 Note on Carrier

...

### 3.21.2.11 Resource in More Than One Unit, With Stated or Approximated Playing Time, Running Time, Etc.

*If:*

the resource consists of more than one unit

*and*

each unit has a playing time, running time, etc. that is stated or can be approximated

*then:*

record the time of each unit.

#### EXAMPLE

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#### EXAMPLE

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Playing time of each cassette in a set of 31 audiocassettes

approximately 30:00 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]

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## 2. Chapter 7

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## 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).

##### **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

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

If the time is approximate, record the time preceded by *approximately*.

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

### 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.

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.

**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~~  
75:00  
Playing time of the content of a videocassette  
~~approximately 3 hr.~~  
~~Playing time as stated of the content of 3 audio discs~~

- 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 approximated time ~~preceded by *approximately*~~.

**EXAMPLE**  
approximately 07:00  
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***

*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 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.

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## 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](#)).

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

**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

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

If the time is approximate, record the time preceded by *approximately*.

**EXAMPLE**

approximately 3 hr.

Playing time as stated of the content of 3 audio discs

#### 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.

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.

**EXAMPLE**

27 min.

Playing time of the content of an online video file

75:00

Playing time of the content of a videocassette

- 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 approximated time.

**EXAMPLE**

approximately 07:00

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

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

## 7.22.17 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**.

### 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** for instructions on recording the number of pages of text, frames of still images, etc.

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### 3. Glossary

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##### **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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##### **Duration**

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