



Editing Checklist—Audio recordings

As of: April 12, 2021

This is not an exhaustive checklist. Here are some places you can get further information:

Original RDA Toolkit (subscription required): original.rdatoolkit.org

On the SHARE website:

For local practices on cataloging, look under [Cataloging> Policies and Procedures](#).

MARC tag guidance is available from:

OCLC's Bibliographic Formats and Standards (BFAS) <http://www.oclc.org/bibformats/en.html>

MARC 21 for Bibliographic Records <https://www.loc.gov/marc/bibliographic>

Within bibliographic records:

In Polaris: Place your cursor in the tag and the tag information will appear at the bottom of your record.

Note: Tag information will not display if record is maximized.

In Connexion: In the variable fields, right click anywhere in a field, and click MARC Field Help. In the fixed field elements, click the element name.

NOTE: Examples in this document show only some of the possibilities. Complete as applicable for your item. See OCLC Bibliographic Formats and Standards or the MARC21 for Bibliographic Records website for more examples.

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Edits to OCLC record

Examples reflect spacing and display of subfields in OCLC records. Subfield a at the beginning of a field does not display in OCLC. Other subfields at the beginning of a field will display.

Variable Fields

Field	Action	Example
General	--ISBD punctuation: Do not add to OCLC records if the punctuation is omitted unless you are upgrading a record from pre-AACR punctuation -- Note: SHARE local practice requires the use of ISBD punctuation in records imported into Polaris --Examples in this document include full ISBD punctuation	
040	--Add subfield b with <i>eng</i> if not present --Add subfield e with <i>rda</i> when upgrading record to RDA --#e comes before #c	040 __ IEU #b eng #e rda #c IEU
006	--Include as applicable in records describing more than one format (i.e., CD with accompanying book—include 006 for the book) --In records for audio media players, include 006 for computer files	To add in OCLC, click Edit>Guided Entry>Insert 006>select applicable format
007	--Add field if not present, or review to make sure codes are correct --Multiple 007s are required if the record is describing more than one non-print format (i.e., audio recording and DVD) --In records for audio media players, include 007 for audio recording and 007 for electronic resource --Recommend using the OCLC macro to add or edit	007 __ s #b d #d f #e s #f n #g g #h n #i n #j m #k m #l n #m e #n d For audio media players: 007 __ s #b z #d z #e u #f n #g z #h n #i n #j n #k z #l n #m e #n d 007 __ c #b s #d n #e z #f a #g nnn #h u #i u #j u #k u #l u
020	--Record multiple ISBNs in separate 020 fields --Include price only if listed on the item --Ensure qualifying information in #q is in parenthesis if present	020 __ 0743524810 : #c \$4.99 020 __ 9780743524815 #q (Disc 1) : #c \$15.00

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Field	Action	Example
	--#q comes before subfield #c	020 _ _ 9780743524846 #q (Disc 2)
024	--Enter 12-digit UPC code from the container --1 st indicator: 1 --2 nd indicator: blank, 0, or 1 --Ensure qualifying information in #q is in parenthesis if present	024 1_ 688321201827
028	--Enter publisher's number in #a --#b should match the entry in 264 #b --Ensure qualifying information in #q is in parenthesis if present --1 st indicator: 0 --2 nd indicator: 1	028 01 CD 2018 #b Harper Audio
033	--Coded form of information recorded in 518 note --Do not delete; optional to add if not present	033 20 20200501 #b 3964 #c N2
041	--Language code(s) of contents --#d—language code of sung or spoken text --#e—language code of libretto --#g—language code of accompanying material other than libretto --#h—language code of original --Code 1 st indicator as appropriate --Multiple codes in one subfield should be split into separate subfields	041 1_ #d eng #e eng #e fre #g eng #g fre #g spa #h fre Sung in English; libretto in English and French; program notes in English, French, and Spanish; translated from original work in French.
1XX	--Authorized form of creator name, as established in an authority record; may not be the same as on the item --Record author (audiobooks), or composer (music) named on preferred source --May be personal name (100), family name (100), corporate body name (110), or conference/meeting name (111) --If no authority record, format name as instructed in RDA Toolkit --Verify tag, form of name, and 1 st indicator --Add #e with appropriate relationship designator --Editors recorded in 1XX should be changed to 7XX	100 1_ Ludlum, Robert, #d 1927-2001, #e author. On item: Robert Ludlum 100 1_ Vivaldi, Antonio, #d 1678-1741, #e composer. On item: A. Vivaldi

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Field	Action	Example
	<p>--Compilers recorded in 1XX should be changed to 7XX if appropriate. Some compilers may be considered creators</p> <p>--Performers recorded in 1XX should be changed to 7XX</p> <p>Note: If 1XX is changed to 7XX, also change 245 1st indicator from 1 to 0.</p> <p>--If more than one author or composer is listed, record the first in 1XX and the others in 7XX. This also applies to compilers who are considered creators</p>	
245 Ind 1	<p>--If 1XX field is present: 1</p> <p>--If no 1XX field: 0</p>	<p>100 1_ Ludlum, Robert, #d 1927-2001, #e author.</p> <p>245 14 The Ambler warning / #c Robert Ludlum.</p> <p>If no 1XX:</p> <p>245 00 Greatest hits</p>
245 Ind 2	<p>--0-9</p> <p>--Tells the system to ignore non-filing characters and initial articles when searching, including initial articles in other languages. Includes the space between the article or character and the next word</p> <p>--If there are no characters to be skipped, 2nd indicator is 0</p> <p>Note: Examples shown do not include statement of responsibility or any applicable 1XX field.</p>	<p>245 10 April showers.</p> <p>245 04 The time of day.</p> <p>245 13 An alligator.</p> <p>245 04 Les poissons.</p> <p>245 08 The ... travel guide.</p>
245	<p>--Title and statement of responsibility will come from the disc or cassette label (preferred source) or from the container (preloaded audio players)</p> <p>--Title may be taken from container if not present on disc or cassette label, or from an external source, i.e., publisher's website</p> <p>--If no title is available from any source, cataloger devises title</p> <p>--Take other title information (subtitle, parallel title, etc.) from the same source as the title proper</p>	<p>245 12 A bluegrass Christmas / #c Robert Jones.</p> <p>588 _ _ Title from disc label.</p>

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Field	Action	Example
	<ul style="list-style-type: none"> --Do not record titles from other than the preferred source in square brackets; indicate source of title in a note --Always include a source of title note, even if title is from the preferred source 	
245 #h	<ul style="list-style-type: none"> --Not used in RDA. May be present in AACR or hybrid records; have been removed in OCLC --Do not add to OCLC records --See below for SHARE local practice 	
246	<ul style="list-style-type: none"> --Add as applicable --Do not record initial articles --Do not add ending punctuation that is not part of the title --See BFAS for possible 1st and 2nd indicators 	<p>245 00 Heartland : #b an Appalachian anthology. 246 30 Appalachian anthology</p>
250	<ul style="list-style-type: none"> --Record edition statement as it appears on the item --Always add edition statement to audiobook records for abridged or unabridged; does not have to include the word “edition” --Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma. See below for SHARE local practice --Add edition statement to records with 300 #e (accompanying material) to keep them from being incorrectly merged 	<p>250 __ Abridged, Collector’s edition. <i>Or</i> 250 __ Abridged. 250 __ Collector’s edition.</p> <p>250 __ Special edition, [with accompanying material].</p>
264	<ul style="list-style-type: none"> --May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright) --1st indicator: blank --2nd indicator: 0-4 --264 for Copyright Notice Date (2nd indicator 4) does not have ending punctuation --Copyright symbol for recorded sound is © (phonogram symbol) --Take information from the preferred source --If not available on the preferred source, take information from the container or from an external source, i.e., publisher’s website 	<p>264 _1 New York : #b Arista Records, #c [2013] 264 _4 #c ©2013</p>

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Field	Action	Example
264 #a	--Transcribe place of publication as it appears on the item --If a place name is entered in brackets, do not abbreviate. Spell out if abbreviated in the record --If a record has “[S.I.]” or “[Place of publication not identified]”, enter a place if possible, even if only a country Note: Be sure to code the Ctry fixed field element accordingly.	264 _1 [Chicago, Illinois] Not: 264 _1 [Chicago, Ill.]
264 #b	--Transcribe name of publisher as it appears on the item --If there are multiple publishers, record the first named publisher; it is optional to record others --If there is no publisher available from any source, enter “[publisher not identified]” --If there is no publisher on the item, but there is a distributor, record the distributor; record in 264 _2 --If there is a publisher on the item, it is optional to also record distributor; record in 264 _2	264 _1 New York : #b Hatchette Audio, a division of Hatchette Book Group, #c [2021] 264 _4 #c ©2021 No publisher available, but there is a distributor: 264 _1 [United States?] : #b [publisher not identified], #c [2021] 264 _2 New York : #b Beacon Audiobooks, #c [2021] 264 _4 #c ©2021
264 #c	--Record publication date if present—this is rare for audio recordings --If there is no publication date but there is a phonogram date, enter phonogram date in brackets as implied publication date --For audio media players, record the copyright date of the device as an implied publication date; record the copyright date in 264 _4 #c --If an implied publication date is entered with dashes, or if the record has “[date of publication not identified]”, change to an estimated date or range of dates, in brackets. Include a question mark after the date(s) if date(s) are a guess Note: Be sure to code the DtSt and Date fixed field elements accordingly. --Record phonogram date in separate 264 with 2 nd indicator 4	264 _1 New York : #b Arista Records, #c [2013] 264 _4 #c ©2013 264 _1 #c [between 1990 and 1999] Not: 264 _1 #c [199-] For preloaded audio players: 264 _1 [United States] : #b Audio GO, #c [2012] 264 _4 #c ©2012

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Field	Action	Example
	--Record phonogram symbol or the word phonogram as stated on the item	
300	<p>--Make sure physical description is complete and punctuation is correct</p> <p>--When converting record to RDA, edit #a to change <i>sound disc</i> to <i>audio disc</i></p> <p>--When converting records for preloaded audio players to RDA, edit #a to change <i>sound media player</i> to <i>audio media player</i></p> <p>--For audio-enabled books, use <i>audio-enabled book</i></p> <p>--Include #b for illustrations if present</p> <p>--#b may or may not be present with sound characteristics</p> <p>--OK to retain if present; do not add if not present</p> <p>--Record sound characteristics in MARC tag 344</p> <p>--When converting record to RDA, spell out abbreviations</p> <p>--Exceptions: Abbreviate inches as “in”. Abbreviate minute(s) as “min.”, hour(s) as “hr”, and second(s) as “sec.”</p> <p>--Change abbreviation “ca.” to “approximately”</p>	<p>300 __ 1 audio disc (approximately 90 min.) ; #c 4 ¾ in. + #e 1 book (24 pages : illustrations ; 29 cm)</p> <p>300 __ 2 audiocassettes (60 min. each)</p> <p>For Playaways or other preloaded audio players: 300 __ 1 audio media player (approximately 7 hr., 45 min.) ; #c 3 3/8 x 2 1/8 in.</p> <p>For Wonderbooks or other audio-enabled books: 300 __ 1 audio-enabled book (30 pages) ; #b color illustrations ; #c 28 cm</p>
33X	<p>--336, 337, and 338 describe content, media, and carrier type</p> <p>--Use OCLC macro to add if needed; otherwise, verify information is Correct</p> <p>--Records describing more than one format of material should have appropriate 33X fields for each format</p> <p>--Add #3 at the <u>end</u> of the field if the term applies to a specific component of the resource</p>	<p>For musical audio recordings: 336 __ performed music #b prm #2 rdacontent 337 __ audio #b s #2 rdamedia 338 __ audio disc #b sd #2 rdacarrier</p>

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Field	Action	Example
		<p>For nonmusical audio recordings:</p> <p>336 __ spoken word #b spw #2 rdacontent</p> <p>337 __ audio #b s #2 rdamedia</p> <p>338 __ audio disc #b sd #2 rdacarrier</p> <p>For standalone preloaded audio players:</p> <p>336 __ spoken word #b spw #2 rdacontent</p> <p>337 __ audio #b s #2 rdamedia</p> <p>337 __ unmediated #b n #2 rdamedia</p> <p>338 __ other #b sz #2 rdacarrier</p> <p>338 __ other #b nz #2 rdacarrier</p> <p>For audio-enabled books:</p> <p>336 __ spoken word #b spw #2 rdacontent</p> <p>336 __ text #b txt #2 rdacontent</p> <p>337 __ audio #b s #2 rdamedia</p> <p>337 __ unmediated #b n #2 rdamedia</p> <p>338 __ other #b sz #2 rdacarrier</p> <p>338 __ other #b nz #2 rdacarrier</p> <p>338 __ volume #b nc #2 rdacarrier</p> <p>336 __ text #b txt #2 rdacontent #3 container insert</p>

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Field	Action	Example
34X	<p>General instructions:</p> <ul style="list-style-type: none"> --Add fields as needed --Record each term in a separate 34X field --If multiple terms are present in one field, split into separate fields with appropriate code in #2 if applicable --If term comes from a controlled vocabulary, include #2 with code for the thesaurus --Check the applicable RDA Registry list for terms --Link to each registry list may be found in the BFAS entry for the field and subfield --If term does not come from a controlled vocabulary, omit #2 --Add #3 at the <u>beginning</u> of the field if the term applies to a specific component of the resource (i.e., the term applies only to the music CD in a resource with a music CD and DVD) 	<p>Before:</p> <p>344 __ digital #b optical #g stereo #h Dolby Digital 2.0 #2 rda</p> <p>After:</p> <p>344 __ digital #2 rdatr 344 __ #b optical #2 rdarm 344 __ #g stereo #2 rdacpc 344 __ #h Dolby Digital 2.0</p> <p>344 __ #3 Music CD #h Dolby Digital 5.1</p>
340	--Add to records for vinyl albums	340 __ vinyl #2 rdamat
341	<ul style="list-style-type: none"> --Use to describe alternative modes of access to primary or secondary content --1st indicator: blank, 0, or 1 --2nd indicator: Blank --Use the following terms in #a: <ul style="list-style-type: none"> ---auditory ---tactile ---textual ---visual --Use the following terms in #b, #c #d or #e as appropriate: <ul style="list-style-type: none"> ---audio description ---braille ---captions ---sign language ---transcript 	341 1 _ auditory #b transcript

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Field	Action	Example
	--Omit #2	
344	--Sound characteristics --Include even if info is recorded in 300 #b --Add 344 \$c with playing speed to records for vinyl albums	344 __ digital #2 rdatr 344 __ #b optical #2 rdarm 344 __ #g stereo #2 rdacpc 344 __ analog #2 rdatr 344 __ #c 33 1/3 rpm 344 __ #g stereo #2 rdacpc For Playaways and Wonderbooks: 344 __ digital #2 rdatr 344 __ #b non-volatile flash memory For Go Readers, Me Readers, and Vox Books: 344 __ digital #2 rdatr
347	--Digital file characteristics, including file type, encoding format, etc. --Do not add field 347 to records for vinyl albums	For CDs: 347 __ audio file #2 rdaft 347 __ #b CD audio For MP3-CDs and Wonderbooks: 347 __ audio file #2 rdaft 347 __ #b MP3 For Playaways: 347 __ audio file #2 rdatr 347 __ #b ACELP

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Field	Action	Example
		For Go Readers, Me Readers, and Vox Books: 347 __ audio file #2 rdatr
380	--Form of work --Do not delete; optional to add if not present --If you add, use lcgft term if available	380 __ Symphonies #2 lcgft
382	--Medium of performance --Do not delete; optional to add if not present	382 01 #b cello #a orchestra
383	--Numeric designation of musical work --Do not delete; optional to add if not present	383 __ #c RV423
384	--Pitch name and mode --Do not delete; optional to add if not present	384 __ #c F major
490	--Series statement as it appears on the resource --1 st indicator: 0 if series is untraced. Check the authority file! Traced series are sometimes incorrectly entered as untraced --1 st indicator: 1 if series is traced. Field 800 or 830 must also be present with the authorized form of the series—may or may not be the same as the 490 --No ending punctuation on field 490; there is ending punctuation on 8XX fields --Some series-like statements are omitted or recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!	490 1 _ Brilliance Audio on compact disc 830 _0 Brilliance Audio on compact disc. 490 1 _ Bride quartet 800 1 _ Roberts, Nora. #t Bride quartet (Brilliance Audio (Firm))
5XX	--Include as appropriate. Examples are only some of the possibilities -- <u>Always</u> include a source of title note, even when title comes from the preferred source; change 500 to 588 when copy cataloging --Include a 511 note with reader(s) of audiobooks, performers of music, conductors, etc. --Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available. Information may be recorded in	588 __ Title from disc label. 511 0 _ Read by George Guidall. 518 __ Recorded live at Carnegie Hall, New York, on June 20, 2018. <i>or</i>

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Field	Action	Example
	<p>subfield a, or in multiple subfields</p> <p>--Check BFAS for indicators, subfields, and ending punctuation as applicable</p> <p>--Include standard notes for audio media players:</p> <p>For Playaways:</p> <p>500 __ Release date supplied by publisher.</p> <p>500 __ Playaway Digital Audio.</p> <p>500 __ Issued on Playaway, a dedicated audio media player.</p> <p>500 __ One set of earphones and one AAA battery required for listening.</p> <p>For Wonderbooks:</p> <p>500 __ Release date supplied by publisher.</p> <p>500 __ Issued as a Wonderbook, a pre-loaded audiobook player permanently attached to a hardcover book.</p> <p>500 __ Powered by a rechargeable battery; USB charger required for recharging.</p> <p>500 __ Audiobook player has 2 modes. Read-along mode narrates the story. Learning mode asks questions related to the story.</p> <p>For Go Readers:</p> <p>500 __ Issued on Go Reader, a dedicated audio media player.</p> <p>500 __ One set of earphones and two AAA batteries required for listening.</p> <p>For MeReaders:</p> <p>500 __ Audio recordings issued on Me Reader, a dedicated audio media player electronic pad.</p> <p>500 __ Three AAA batteries required for listening.</p>	<p>518 __ #o Recorded live #p Carnegie Hall, New York #d June 20, 2018.</p> <p>520 __ Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum.</p> <p>538 __ Requires CD/MP3 player or computer with MP3 capable software.</p>

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Field	Action	Example
	<p>For Vox Books: 500 __ VOX audio playback device includes headphone jack, external speaker, play/pause button, volume controls, page-turning controls, rechargeable battery, low battery indicator, and removeable AC adapter.</p>	
505	<p>--Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc. --Include initial articles in titles</p>	<p>505 00 #t A short trip home -- #t Amazing grace.</p>
6XX	<p>--Review subject headings to make sure they are appropriate</p> <p>--Add subject headings as needed, especially genre headings for fiction and music, and headings for fictitious characters Note: Many fictitious characters have been established in a name authority record, but some are still coded as subjects. Verify in the authority file.</p>	<p>650 _0 Twins #v Fiction. 600 00 Amelia-Bedelia #c (Fictitious character) #v Juvenile fiction. 655 _7 Sound effects recordings. #2 lcgft 655 _7 Jazz-rock (Music) #2 lcgft</p> <p>For adult audiobooks, add: 655 _7 Audiobooks. #2 lcgft</p> <p>For juvenile audiobooks, add: 655 _7 Children's audiobooks. #2 lcgft</p> <p>For young adult fiction, add: 655 _0 Young adult fiction.</p>
7XX	<p>--Includes names of persons or families (700), corporate bodies (710), conferences/meetings (711), as well as uniform titles (730) --Enter form of name or uniform title entry as established in an authority record; may not be the same as on the item --Verify form of entry and indicators</p>	<p>700 1_ #i Adaptation of (work): #a Poe, Edgar Allen, #d 1809-1849. #t Raven. 700 1_ Guidall, George, #e narrator.</p>

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Field	Action	Example
	--2 nd indicator: 2 when resource includes the work referenced in the 7XX --Remove initial articles from titles in #t --Relationship designator may be present either in #e (relator term) or #4 (relator code). See SHARE local practice below --Do not include #e or #4 when #t is present --Add #i with relationship information in 7XX author/title entries and entries for related works for which uniform titles have been established --Uncontrolled titles (no uniform title established) are entered in 740 --Do not include #i in MARC tag 740	Resource includes multiple works: 700 12 #i Container of (work): #a Vivaldi, Antonio, #d 1678-1741. #t A' piedi miei svenato. 730 02 #i Container of (work): #a Rapunzel and other tales (White) Resource includes works for which no uniform title has been established: 740 02 Hula girl at heart. 740 02 Duke's on Sunday. 740 02 Bama breeze.

OCLC Fixed Field Elements

Converts to the 008 or LDR field when imported into Polaris. The list below is not all the fixed field elements but includes the ones that you might need to edit.

Add MARC tag 006 to record fixed field elements for other formats included in the record.

Type	i for nonmusical sound recordings; j for musical
ELvl	If upgrading a less-than-full-level record, or if code l is present, change to blank . Records with ELvl 8 or 042 pcc will not allow changes to the ELvl in the OCLC record. Change the ELvl to blank when bringing the record into Polaris
Audn	Enter the appropriate audience code. Code as blank for general adult-level material
Lang	Make sure code agrees with the language of the piece, or the first language code in the 041 field if present
Form	Code as q for audio media players

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Comp	Enter code nn for nonmusical audio recordings. Enter appropriate code for music. If more than one form of music, enter mu in this field and add MARC tag 047 with applicable codes
AccM	Enter the appropriate code(s) for accompanying material if any
Ctry	Make sure this code agrees with the place of publication in 264, first subfield a
Part	Code as n
TrAr	Code as n
Desc	Will have code i for RDA when ISBD punctuation is included or code c for RDA when ISBD punctuation is omitted. If upgrading a record from pre-AACR punctuation, enter code i
FMus	Code as n
LTxt	Enter the appropriate code for nonmusical audio recording. Blank for musical
DtSt	s if there is a single date in 264 subfield c t if a publication date and copyright date are present in the 264 subfield c
Date One	Should agree with date in 264 _1 subfield c
Date Two	Should agree with date of original production given in a note or with date in 264 _4 subfield c

SHARE local edits

Local edits may be done in OCLC prior to exporting or in Polaris after record has been brought in.

Do not save local edits to the OCLC record.

Examples reflect display and spacing of subfields in Polaris.

SHARE cataloging standards may be found on the SHARE website at [Cataloging>Policies and Procedures](#).

Field	Action	Example
Format icons	-- Check or edit coding in the LDR, 006, and/or 007 to generate the appropriate format icon --See Polaris Help on <i>Type of Material Codes (TOMs)</i> for correct coding	
ISBD punctuation	--Include applicable ISBD punctuation between subfields and at the end of fields --Enter code i in the <i>Descriptive cataloging form</i> element in the LDR field	

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007	<p>--Delete 007 in records that are nonmusical audio recordings rather than music or audiobooks. Examples are recordings of speeches, interviews, sound effects, etc.</p> <p>--Format icon will be <i>Nonmusical sound recording</i></p>	
1XX	<p>--For music other than classical, change principal performer from 7XX to 1XX unless all works are by one composer</p> <p>Note: When 1XX is present, 245 1st indicator is 1.</p> <p>--Include applicable relationship designator(s)</p> <p>--Change #4 to #e and replace relator code with applicable relationship designator</p>	
245	<p>--If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records: Capitalize first word of title and any proper names; all other words are lower case</p>	
245 #h	<p>--Add a General Material Designation (GMD) to all audio recording records</p> <p>--#h comes after subfield #a, #n, and #p. Comes before #b and #c</p>	<p>For tapes, CDs, MP3-CDs, and audio-enabled books: [sound recording]</p> <p>For standalone preloaded audio players: [electronic resource]</p> <p>245 10 #aBest loved stories.#nVol. one #h[electronic resource].</p> <p>245 12 #aA common life#h[sound recording] :#bthe wedding story /#cJan Karon.</p>
250	<p>--Add edition statement for MP3-CDs, vinyl LPs, and for brands of audio media players if not present in the record</p>	<p>For MP3-CDs: 250 __ #aAbridged, [MP3-CD].</p>

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	--Enter multiple edition statements in one 250, separated by a comma	<p>For vinyl records: 250 __ #a[Vinyl LP].</p> <p>For audio media players: 250 __ #aAbridged, [GoReader].</p>
264 #c	--If phonogram date is used as implied publication date, add 264 _4 #c with phonogram date	<p>264 _1 #aNew York :#bArista Records,#c[2013]</p> <p>264 _4 #c©2013</p>
490/8XX	--See SHARE local practice on creation of local series authority records when there is no series authority record in OCLC	
5XX	--See SHARE local practice on contents notes, summary notes, etc.	
6XX	--See SHARE local practice on which subject headings are retained, which are deleted, approved local subject headings, etc.	<p>For audio media players, add: 655 _0 #aElectronic books. 655 _0 #aPreloaded audio players.</p> <p>For MP3-CDs and Wonderbooks, add: 655 _0 #aMP3 (Audio coding standard)</p> <p>For Playaways, add: 655 _0 #aPlayaway (Preloaded audio player)</p> <p>For audio media players that have not been established as an LC subject heading, add 690 with brand of player:</p>

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		<p>690 _ _ #aGoReader (Preloaded audio player) 690 _ _ #aMe Reader (Preloaded audio player) 690 _ _ #aWonderbook (Audio-enabled book) 690 _ _ #aVox Book (Audio-enabled book)</p>
7XX	--Change #4 to #e and replace relator code with applicable relationship designator	<p>700 1 _ #aRobertson, David,#d1958-#4cnd Change to: 700 1 _ #aRobertson, David,#d1958-#econductor.</p>