

# Editing Checklist – Preloaded Audio Players and Audio-Enabled Books

## Resources

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

- Original RDA Toolkit (subscription required): [RDA Toolkit](#)
- SHARE Policy on Sound Recordings: [Sound Recordings | SHARE](#)
- MARC 21 for Bibliographic Records: [MARC 21 Format for Bibliographic Data: Table of Contents \(Network Development and MARC Standards Office, Library of Congress\)](#)
- OCLC's Bibliographic Formats and Standards page: [Bibliographic Formats and Standards - OCLC](#)
- OLAC's guidance on Playaways and RDA: ["Playaways and RDA: Summary of Relevant Sections from RDA Chapters 3, 6" by Online Audiovisual Catalogers, Inc.](#)

## Instructions

**In Polaris Client:** Place your cursor in the tag and the tag information will appear at the bottom of the record. **Note:** Tag information won't display when record is maximized.

**In Leap:** Click the check box next to a tag and click the *Edit tag* button.

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

**Note:** Examples in this document show only some of the possibilities. See [OCLC Bibliographic Formats and Standards](#) or the [MARC21 for Bibliographic Records](#) website for more examples.

## Edits to OCLC Records

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

SHARE local practice requires the use of ISBD punctuation in all records imported to Polaris. Examples in this document will include full ISBD punctuation. OCLC records may or may not include ISBD punctuation.

### 040:

- Add \$b with *eng* if not present

- Add †e with *rda* when upgrading record to RDA
- †e comes before †c

Example: **040** \_\_ IHI †b eng †e rda †c IHI

### 006:

- Include 006 for electronic resources for all preloaded materials
- Use Edit with Guided Entry for 006s in OCLC
- Audio-enabled books should also have the 006 for book if the item is being cataloged as a nonmusical sound recording

Example: **006** \_\_ m jq h (for electronic resources)

**006** \_\_ aa a 000 1 (for books)

### 007:

- Add field if not present, or review to make sure codes are correct
- Recommend using OCLC macro or creating a text string to add or edit
- Multiple 007s are required if the record is describing more than one non-print format (i.e., audio recording and DVD)

Examples: **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  
(for audio recordings)

**007** \_\_ c †b s †d n †e z †f a †g nnn †h u †i u †j u †k u †l u  
(for electronic resource)

### 020:

- Record multiple ISBNs in separate 020 fields
- Do not include price information in †c. This subfield is now only for “[terms of availability](#).”
- Record qualifying information in †q, in parentheses

Example: **020** \_\_ 0743524810

**020** \_\_ 9780743524815 †q (Disc 1)

**020** \_\_ 9780743524846 †q (Disc 2)

### 024:

- Enter 12-digit UPC code from the container
  - 1<sup>st</sup> indicator : 1
  - 2<sup>nd</sup> indicator: blank, 0, or 1

Example: **024 1\_** 688321201827

### 028:

- Enter publisher's number in ‡a
- ‡b should match the entry in 264 ‡b
  - 1<sup>st</sup> indicator: 0
  - 2<sup>nd</sup> indicator: 1

Example: **028 01** 45591 ‡b Playaway Products

### 041:

Language codes of contents

- ‡d – language code(s) of contents
- ‡g – language code of accompanying material other than libretto
- ‡d – language code of original
- Code 1st indicator as appropriate
- Multiple codes in one subfield should be split into separate subfields

Example: **041 1\_** ‡d eng ‡g eng ‡g fre ‡g spa ‡h fre

(Read in English; accompanying 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 first author (audiobooks), or first composer (music) named on preferred source
- Verify form of name and 1<sup>st</sup> indicator in authority files! **ALWAYS CHECK THE AUTHORITY RECORD!**
- Add relator term(s) in ‡e as appropriate

Example: **100 1\_** Ludlum, Robert, ‡d 1927-2001, ‡e author.

(On item: Robert Ludlum)

### 245 (Indicators):

#### 1<sup>st</sup> Indicator

- If 1XX field is present: 1
- If no 1XX field is present: 0

Example: **100 1**\_ Ludlum, Robert, ‡d 1927-2001, ‡e author.

**245 14** The Ambler warning / ‡c Robert Ludlum.

## 2<sup>nd</sup> Indicator

- Options are 0-9
- 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.
- If there are no characters to be skipped, 2<sup>nd</sup> indicator is 0
- NOTE: Examples shown do not include statement of responsibility or any applicable 1XX field

Examples: **245 10** April showers.

**245 04** The time of day.

**245 13** An alligator.

**245 04** Les poissons.

**245 08** The ... travel guide.

## 245:

- Title and statement of responsibility will come from the cartridge label (preferred source) or title page (for audio-enabled books) or from the container or other source (i.e., website)
- If title comes from a source other than the item itself, record in brackets
- If no title is available from any source, cataloger devises title
- ‡h for “general material designation” – may be used in older records, but OCLC is in the process of removing; do not add to new records
  - Will add to SHARE records before importing as a local practice – see SHARE local practices listed at the end of this document

## 246:

- Alternate titles; add as applicable
- Do not record initial articles
- Do not add ending punctuation that is not part of the title
- See OCLC bib formats for possible 1<sup>st</sup> and 2<sup>nd</sup> indicators

Example: **245 00** Heartland : ‡b an Appalachian anthology.

## 246 30 Appalachian anthology

### 250:

- Record edition statement as it appears on the item
- Always add edition statement to audiobook records for abridged or unabridged. Consider audio-enabled books unabridged.
- Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma.
  - **250 \_\_** Abridged, Collector's edition.  
*or*  
**250 \_\_** Abridged.  
**250 \_\_** Collector's edition.
  - See SHARE local practices for further information
- Add edition statement to records with 300 Ꞥe (accompanying material) to keep them from being incorrectly merged
  - **250 \_\_** Special edition, [with accompanying material].

### 264:

- May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright)
  - 1st indicator: blank, unless the record is for a serial
  - 2nd indicator: 0-4.
- 264 for Copyright Notice Date does not have ending punctuation
- Copyright symbol for recorded sound is ©

Example: **264 \_1** New York : **#b** Random House, **#c** [2013]

**264 \_4 #c** ©2013

- 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
  - Example: **264 \_1** [Chicago, Illinois]  
Not: **264 \_1** [Chicago, Ill.]
- If a record has “[S.L.]” 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 accordingly.

- If a 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 applicable
  - **264** \_1 ‡c [between 1990 and 1999]  
Not: **264** \_1 ‡c [199-]
  - Note: Be sure to code the DtSt and Date fixed fields accordingly

### 300:

- Make sure physical description is complete and punctuation is correct
- When converting Playaway records to RDA, edit ‡a to change *sound media player* to *audio media player*
- ‡b may or may not be present with sound characteristics
- When converting record to RDA, spell out abbreviations  
Exceptions: Abbreviate inches as “in”. Abbreviate minutes as “min” and hour(s) as “hr.”

Examples:

#### For Vox Books:

**300** \_\_ 1 audio-enabled book (unpaged) : ‡b digital, color illustrations ; ‡c 23 cm

#### For Playaways:

**300** \_\_ 1 audio media player (approximately 7 hr., 45 min.) ; ‡b digital, HD audio ; ‡c 3 3/8 x 2 1/8 in.

### 33X:

336, 337, and 338 describe content, media, and carrier type

- Use OCLC macro to add if needed; otherwise, verify information is correct
- Record describing more than one format of material should have appropriate 33X fields for each format
- Add ‡3 at the end of the field if the term applies to a specific component of the resource
- 337 ‡a unmediated is included for the electronic resource aspect
  - If record says computer, change to unmediated.
  - Do not add 337 ‡a computer. Disregard error message in MARC report.
- 338 ‡b sz corresponds to ‡a audio and 338 ‡b nz corresponds to 337 ‡a unmediated
- Ok to retain 336 ‡a still image if present; not required to add

Examples:

**For audio-enabled books:**

**336** \_\_ spoken word †b spw †2 rdacontent

**336** \_\_ text †b txt †2 rdacontent

**337** \_\_ unmediated †b n †2 rdamedia

**337** \_\_ audio †b s †2 rdamedia

**338** \_\_ volume †b nc †2 rdacarrier

**338** \_\_ other †b sz †2 rdacarrier

**For preloaded audio players:**

**336** \_\_ spoken word †b spw †2 rdacontent

**337** \_\_ audio †b s †2 rdamedia

**337** \_\_ unmediated †b n †2 rdamedia

**338** \_\_ other †b sz †2 rdacarrier

**34X:**

- 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. Use terms from a controlled vocabulary when possible, for consistency within records. Vocabulary lists can be found in the RDA registries. Include †2 with code for the thesaurus when using a term from a controlled RDA vocabulary
- Check the applicable RDA Registry list for terms
  - RDA Type of Recording †2 rdatr
  - RDA Recording Medium †2 rdarm
  - RDA Configuration of Playback Channels †2 rdacpc
  - RDA File Type †2 rdaft
- Links to each registry list may be found in the OCLC Bib formats entry for the field and subfield. This is not an exhaustive list.
- If a term does not come from a controlled vocabulary, omit †2

Examples:

**Playaways:**

**344** \_\_ digital †2 [rdatr](#)

**344** \_\_ †b non-volatile flash memory

**347** \_\_ audio file †2 [rdaft](#)

**347** \_\_ †b ACELP

#### **Wonderbooks:**

**344** \_\_ digital †2 rdatr

**344** \_\_ †b non-volatile flash memory

**347** \_\_ audio file †2 rdaft

**347** \_\_ †b MP3

#### **Go Readers and Vox Books:**

**344** \_\_ digital †2 rdatr

**347** \_\_ audio file †2 rdaft

#### [490:](#)

Series statement as it appears on the resource

- If series is untraced: 490 1st indicator is 0. Check the authority file!
  - Traced series are sometimes incorrectly entered as untraced
- If series is traced: 490 1st indicator is 1. 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 recorded as a quoted note in field 500 rather than 490/8XX. Check the scope notes in the authority file!

Examples:

**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

- Always include a source of title note, even when title comes from the preferred source
  - Example: **588 0\_** Title from Playaway label.
- Include a 511 note with reader(s) of audiobooks, performers of music, etc.

- Example: **511 0**\_ Read by George Guidall.
- Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available
- Always include a 520 summary field. Feel free to paraphrase and adjust the wording as needed.
  - Example: 520 \_\_ Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum.
- Include a 538 note for special equipment or special requirements for use
  - Example: **538** \_\_ Playaway Digital Audio.
- Check OCLC's bib formats for indicators, subfields, and ending punctuation as applicable
- Playaway Products includes standard notes for Playaways and Wonderbooks
  - Do not delete; add if not present

Examples:

**Playaways:**

**500** \_\_ Release date supplied by publisher.

**500** \_\_ Issued on Playaway, a dedicated audio media player.

**500** \_\_ One set of earphones and one AAA battery required for listening.

**Wonderbooks:**

**500** \_\_ Release date supplied by publisher.

**500** \_\_ Issued as a Wonderbook, a pre-loaded audiobook player permanently attached to a hardcover book.

**500** \_\_ Powered by a rechargeable battery ; USB charger required for recharging.

**500** \_\_ Audiobook player has 2 modes. Read-along mode narrates the story. Learning mode asks questions related to the story.

- You may see other standard notes for other kinds of materials (Vox books, Me Readers, Go Readers, etc.)
- Include quoted note for "Playaway Kids" if present on container.
- Retain notes about other versions if present, i.e. notes about audiobook or print versions, etc.

**505:**

- Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc.
- Include initial articles in titles

Example: **505 00** †t A short trip home -- †t Amazing grace.

### 6XX:

- Review subject and genre headings to make sure they are appropriate
- Add subject and genre headings as needed, especially genre headings for fiction and music, and headings for fictitious characters
  - Examples:
    - 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
  - Note: Many fictitious characters have been established in a name authority record, but some are still coded as subjects. Verify in the authority file.
- For adult audiobooks, always add: **655 \_7** Audiobooks. †2 lcgft
- For juvenile audiobooks, always add: **655 \_7** Children's audiobooks. †2 lcgft
- For young adult fiction, always add: **655 \_0** Young adult fiction.

### 7XX:

- Includes names of persons or families (700), corporate bodies (710), conferences/meetings (711), as well as uniform titles (730)
- Enter form of entry as established in an authority record; may not be the same as on the item
  - Examples:
    - 700 1\_** †i Adaptation of (work): †a Poe, Edgar Allen, †d 1809-1849. †t Raven.
    - 700 1\_** Guidall, George, †e narrator.
- Verify form of entry and indicators
  - 2nd 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 practices listed at the end of this document for more information on relationship designators
- 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
  - Examples:

**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)

- Uncontrolled titles (no uniform title established) are entered in 740
  - Do not include ‡i in MARC tag 740
  - Examples:
    - 740 02** Unicorn's imagination.
    - 740 02** Zoo poetry for kids.

### Fixed Fields:

- Converts to the 008 or LDR field when imported to Polaris
- Type: i for nonmusical sound recordings; j for music ; or a if cataloging an audio-enabled book as a book rather than a sound recording.
- Elvl: If upgrading a K or M level record, or if code I is present, change to **blank**.
- Audn: Enter the appropriate code.
- Lang: Make sure code agrees with the language of the piece, or the first language code in the 041 field, if present.
- Comp: Enter code nn for nonmusical sound recordings.
- 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: Should be n.
- TrAr: Should be n.
- Desc: Should be i for RDA records.
- FMus: Should be n
- Form: Should be q for preloaded audio devices.
- LTxt: Enter the appropriate code for nonmusical sound recording. Blank if device contains only music.
- 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 subfield c
- Date Two: Should agree with date of original production given in a note or with phonogram date given in 264\_4 subfield c

### SHARE Local Edits

Local edits may be done in OCLC prior to exporting or in MarcReport or Polaris after exporting.

Do *not* permanently save local edits to the OCLC record.

Examples reflect display and spacing of subfields in Polaris.

SHARE cataloging local practices may be found on the SHARE Website: [Bibliographic & Cataloging Standards | SHARE](#)

### Format Icons:

- Check or edit coding in the LDR, 006, and/or 007 to generate appropriate icon

### 007:

- Delete 007 in records that are nonmusical sound recordings rather than music or audiobooks. Examples are recordings of speeches, interviews, sound effects, etc.
  - Format icon will be *Nonmusical sound recording*

### 100:

- Change †4 to †e and replace relator code with applicable relator term as needed

### 245:

- If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from On Order records
- Add a General Material Designation (GMD) to all audio recording records in Polaris
  - †h subfield †a, †n, and †p. Comes before †b and †c
  - For audio-enabled books: [sound recording]
  - For preloaded audio players: [electronic resource]
  - Examples:
    - **245 10** †aBest loved stories.†nVol. one †h[sound recording]
    - **245 12** †aA common life†h[electronic resource] : †bthe wedding story / †cJan Karon.

### 250:

- Add edition statement for brands of preloaded audio players
- Enter multiple edition statements in one 250, separated by a comma

Example: **250** \_\_ †aAbridged, [GoReader].

### 6XX:

- Add local subject and genre headings as applicable
- [Approved Local Subject Headings | SHARE](#)

Example: 690 \_\_ ‡a Playaway Whazoodle.

7XX:

- Change ‡4 to ‡e and replace relator code with applicable relator term