Editing Checklist—Preloaded Audio Players and Audio-Enabled Books

As of: Aug. 2023

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

RDA toolkit (subscription required): www.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 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 won't display if record is maximized.

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.

Additional information about cataloging Playaways can be found at:
Playaways—updates for RDA

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 master 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.

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Variable Fields

Field	Action	Example
General	--ISBD punctuation: Do not add to WorldCat 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 *eng* if not already present --Add subfield e with *rda* when upgrading record to RDA --‡e comes before ‡c	**040 _ _** IEU **‡b** eng **‡e** rda **‡c** IEU
006	--Include 006 for electronic resources for all preloaded materials --Use Edit with Guided Entry for 006s in OCLC --Preloaded audio-enabled books should also have the 006 for book if the item is being cataloged as a nonmusical sound recording	**006 _ _** m jq h (electronic resources) **006 _ _** aa a 000 1 (books)
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) --Can use the OCLC macro to add or edit	**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 subfield c. This is only for "terms of availability." --Record qualifying information in ‡q, in parenthesis	**020 _ _** 0743524810 **020 _ _** 9780743524815 **‡q** (Disc 1) **020 _ _** 9780743524846 **‡q** (Disc 2)
024	--Enter 12-digit UPC code from the container --1st indicator: 1 --2nd indicator: blank, 0, or 1	**024 1_** 688321201827
028	--Enter publisher's number in ‡a --‡b should match the entry in 264 ‡b --1st indicator: 0 --2nd indicator: 1	**028 01** CD 2018 **‡b** Harper Audio
041	--Language code(s) of contents --‡d—language code of sung or spoken text	**041 1 _ ‡d** eng **‡g** eng **‡g** fre **‡g** spa **‡h** fre

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Field	Action	Example
	--‡g—language code of accompanying material other than libretto --‡h—language code of original --Code 1st indicator as appropriate --Multiple codes in one subfield should be split into separate subfields	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 1st indicator --Add relator term(s) in ‡e as appropriate	**100 1_** Ludlum, Robert,**‡d** 1927-2001, **‡e** author. On item: Robert Ludlum
245 Ind 1	--If 1XX field is present: 1 --If no 1XX field: 0	**100 1_** Ludlum, Robert, **‡d** 1927-2001, **‡e** author. **245 14** The Ambler warning / **‡c** Robert Ludlum.
245 Ind 2	--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, 2nd indicator is 0 **Note**: Examples shown do not include statement of responsibility or any applicable 1XX field.	**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	**245 10** Ali Cross / **‡c** James Patterson. **588 0 _** Title from Playaway label.
245 ‡h	--Not used in RDA. May be present in AACR or hybrid records; is being removed by OCLC --Do not add to OCLC master records --See pages 10-11 for SHARE local practice	
246	--Add as applicable --Do not record initial articles	**245 00** Heartland : **‡b** an Appalachian anthology. **246 30** Appalachian anthology

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Field	Action	Example
	--Do not add ending punctuation that is not part of title --See OCLC bib formats for possible 1st and 2nd indicators:	
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. See pages 10-11 for SHARE local practice --Add edition statement to records with 300 ǂe (accompanying material) to keep them from being incorrectly merged	**250 _ _** Abridged, Collector's edition. *Or* **250 _ _** Abridged. **250 _ _** Collector's edition. **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 ℗	**264 _1** New York : **ǂb** Random House, **ǂc** [2013] **264 _4 ǂc** ℗2013
264 ǂa	--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.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.	**264 _1** [Chicago, Illinois] **Not: 264 _1** [Chicago, Ill.]
264 ǂc	--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 **Note:** Be sure to code the DtSt and Date fixed fields accordingly.	**264 _1 ǂc** [between 1990 and 1999] **Not: 264 _1 ǂc** [199-]
300	--Make sure physical description is complete and punctuation is correct --When converting Playaway records to RDA, edit ǂa to change *sound media player* to *audio media player* --ǂb may or may not be present with sound characteristics --When converting record to RDA, spell out abbreviations	**For Vox Books:** **300 _ _** 1 audio-enabled book (unpaged) : **ǂb** digital, color illustrations ; **ǂc** 23 cm **For Playaways:**

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Field	Action	Example
	Exceptions: Abbreviate inches as “in”. Abbreviate minutes as “min” and hour(s) as “hr.”	**300 _ _** 1 audio media player (approximately 7 hr., 45 min.) ; **ǂb** digital, HD audio ; **ǂc** 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 --Records describing more than one format of material should have appropriate 33X fields for each format --Add ǂ3 at the end of the field if the term applies to a specific component of the resource --337 ǂa unmediated is included for the electronic resource aspect --If record says computer, change to unmediated. --Do not add 337 ǂa computer. Disregard error message in MARC report. --338 ǂb sz corresponds to ǂa audio and 338 ǂb nz corresponds to 337 ǂa unmediated --Ok to retain 336 ǂa still image if present; not required to add	**For audio-enabled books:** **336 _ _** spoken word **ǂb** spw **ǂ2** rdacontent **336 _ _** text **ǂb** txt **ǂ2** rdacontent **337 _ _** unmediated **ǂb** n **ǂ2** rdamedia **337 _ _** audio **ǂb** s **ǂ2** rdamedia **338 _ _** volume **ǂb** nc **ǂ2** rdacarrier **338 _ _** other **ǂb** nz **ǂ2** rdacarrier **338 _ _** other **ǂb** sz **ǂ2** rdacarrier **For Preloaded Audio Players:** **336 _ _** spoken word **ǂb** spw **ǂ2** rdacontent **337 _ _** audio **ǂb** s **ǂ2** rdamedia **337 _ _** unmediated **ǂb** n **ǂ2** rdamedia **338 _ _** other **ǂb** sz **ǂ2** rdacarrier **338 _ _** other **ǂb** nz **ǂ2** 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 ǂ2 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 ǂ2 rdatr --RDA Recording Medium ǂ2 rdarm --RDA Configuration of Playback Channels ǂ2 rdacpc --RDA File Type ǂ2 rdaft --Links to each registry list may be found in the OCLC Bib formats	**Playaways:** **344 _ _** digital **ǂ2** rdatr **344 _ _** **ǂb** non-volatile flash memory **347 _ _** audio file **ǂ2** rdaft **347 _ _** **ǂb** ACELP **Wonderbooks:** **344 _ _** digital **ǂ2** rdatr **344 _ _** **ǂb** non-volatile flash memory **347 _ _** audio file **ǂ2** rdaft **347 _ _** **ǂb** MP3

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Field	Action	Example
	entry for the field and subfield. This is not an exhaustive list. --If a term does not come from a controlled vocabulary, omit ǂ2	**Go Readers and Vox Books:** **344 _ _** digital **ǂ2** rdatr **347 _ _** audio file **ǂ2** 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!	**490 1_** Brilliance Audio on compact disc **830 _0** Brilliance Audio on compact disc. **490 1_** Bride quartet **800 1_** Roberts, Nora. **ǂt** 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 --Include a 511 note with reader(s) of audiobooks, performers of music, etc. --Include a 518 note with date/time and/or place of recording, broadcast, etc. if readily available --Include a 538 note for special equipment or special requirements for use --Check OCLC's bib formats for indicators, subfields, and ending punctuation as applicable	**588 0 _** Title from Playaway label. **511 0_** Read by George Guidall. **520 _ _** Inspector Clouseau investigates the theft of a priceless painting from a Madrid museum. **538 _ _** Playaway Digital Audio.
5XX	--Findaway includes standard notes for Playaways and Wonderbooks --Do not delete; add if not present --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.	**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.

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Field	Action	Example
	--Retain notes about other versions if present, i.e. notes about audiobook or print versions, etc.	**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**.**
505	--Add enhanced 505 or enhance existing 505 if needed to index titles of songs, stories, etc. --Include initial articles in titles	**505 00 ǂt** A short trip home -- **ǂt** Amazing grace.
6XX	--Review subject headings to make sure they are appropriate --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.	**650 _0** Twins **ǂv** Fiction. **600 00** Amelia-Bedelia **ǂc** (Fictitious character) **ǂv** Juvenile fiction. **655 _7** Sound effects recordings. **ǂ2** lcgft **655 _7** Jazz-rock (Music) **ǂ2** lcgft **For adult audiobooks, add:** **655 _7** Audiobooks. **ǂ2** lcgft **For juvenile audiobooks, add**: **655 _7** Children's audiobooks. **ǂ2** lcgft **For young adult fiction, 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	**700 1_ ǂi** Adaptation of (work): **ǂa** Poe, Edgar Allen, **ǂd** 1809-1849. **ǂt** Raven. **700 1_** Guidall, George, **ǂe** narrator.

Field	Action	Example
	not be the same as on the item --Verify form of entry and indicators --2nd indicator: 2 when resource includes the work referenced in the 7XX --Remove initial articles from titles in ǂt --Relationship designator may be present either in ǂe (relator term) or ǂ4 (relator code). See local practice below --Do not include ǂe or ǂ4 when ǂt is present --Add ǂi 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 ǂi in MARC tag 740	**Resource includes multiple works:** **700 12 ǂi** Container of (work): **ǂa** Vivaldi, Antonio, **ǂd** 1678-1741. **ǂt** A' piedi miei svenato. **730 02 ǂi** Container of (work): **ǂa** 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.

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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.

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, of if code I is present, change to **blank.**
Audn	Enter the appropriate audience 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 for 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 Date Two	Should agree with date in 264 subfield c. Should agree with date of original production given in a note or with phonogram date given in 264 _4 subfield c

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SHARE 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 OCLC master record.
Examples reflect 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 *Type of Material Codes (TOMs)* for correct coding	
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*	
1XX	--For popular or traditional music, change principal performer from 7XX to 1XX **Note:** When 1XX is present, 245 1st indicator is 1. --Include applicable relator term(s) --Change ǂ4 to ǂe 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	
245 ǂh	--Add a General Material Designation (GMD) to all audio recording records in Polaris --ǂh comes after subfield ǂa, ǂn, and ǂp. Comes before ǂb and ǂc	**For audio-enabled books:** [sound recording] **For preloaded audio players:** [electronic resource] **245 10 ǂa**Best loved stories.**ǂn**Vol. one **ǂh**[sound recording]. **245 12 ǂa**A common life**ǂh**[electronic resource] :**ǂb**the wedding story /**ǂc**Jan Karon.
250	--Add edition statement for brands of preloaded audio players --Enter multiple edition statements in one 250, separated by a	**250 _ _ ǂa**Abridged, [GoReader].

	comma	
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.	**For Playaways, add:** **655 _0 ǂa**Playaway (Preloaded audio player) **For preloaded audio players that have not been established as an LC subject heading, add 690 with brand of player:** **690 _ _ ǂa**GoReader (Preloaded audio player) **690 _ _ ǂa** Vox Book (Audio-enabled book)
7XX	--Change ǂ4 to ǂe and replace relator code with applicable relator term	**700 1 _ ǂa**Robertson, David,**ǂd**1958-**ǂ4**cnd **Change to: 700 1 _ ǂa**Robertson, David,**ǂd**1958-**ǂe**conductor.