SECTION VII – SOUND RECORDINGS

Part 1 – General Matching Guidelines for Sound Recordings

A. Searching

1. Search for a record in Bibliovation by using the search box on the main page of Bibliovation, or the search box in the masthead (if the masthead with the search box is not appearing, click **Show Masthead** in the toolbar at the top of the screen).

2. First, search using **ISBN**, **UPC, or Music number**. Do not assume that there is no matching record if your ISBN or UPC search yields no results. You can enter the ISBN (no dashes), UPC, or Music number into the search box without any qualifiers. To execute the search, hit the **Enter** key or click the blue "play" button.

3. If there is no ISBN, UPC, or Music number on the item, or if your search yields no results, then search by **title**. Include **names** (authors, artists, narrators) if necessary.
   a. NOTE: Be sure to search all variations of a title found on the item.
   b. By default, Bibliovation will search for all terms entered into the search box. You can combine the author/title search without any operators such as AND.

Search Catalog

sunshine rock mould

Clear All ▶

B. Matching

You may be able to determine a match from the Search Results screen. If not, click on the title to view the full bib record.

Names (authors, composers, performers, narrators)

Must match author (if present) on label. If the name does not match but everything else does, check to be sure that the name is not a pseudonym. There may be minor variations in names, such as the lack or presence of a middle initial or birth and death dates. If minor variations are present, consider it a match. If a more variant form of the name is used, check that all other information matches before linking your item.

Title

Must match the title on the label. If the title in the record does not match the title on your item, check your item for container titles to see if the record might be a match. The GMD, if present, should always match your item. For example, [sound recording] should be on all records for sound recordings.

Acceptable variations in title: Some records may lack the subtitle, or the subtitle may vary; initial article may be present or absent; uniform titles for well-known literary works may have been used (e.g. Tom Sawyer may be considered a match for The adventures of Tom Sawyer.)

Publisher and Publication Date

The publisher does not have to match as long as the content is the same. Copyright date should be used only if publication date is not present. Ignore copyright renewal dates (e.g., "copyright renewed c1966, c1972").

Description

For sound recordings, the number of items in the description must match approximately. *See Part 3 for more detail.*

ISBN or UPC

Match not required. The presence or absence of a matching ISBN or UPC does not – by itself – confirm or disallow a match.

Edition

For sound recordings, be aware of abridged, unabridged, and combination editions. *See Part3 for more detail.*

Notes

Notes are useful for matching audiovisual materials. *See individual guidelines in Part 3.*

Series

Match not required. May be useful for matching, if available.

Music #
See Part 3.

Missing Information
If any information is missing from the record, you may assume that it matches your item if the rest of the information that is there matches.

C. Linking
If the item-in-hand and the bibliographic record match, then link your copy to the bib record. For specific instructions regarding multi-part items, *see Parts 3 and 4.*

D. Errors in the Bibliographic Short Entry Record
If the record is a match, but the title or another field was entered incorrectly, you can make the correction if the bib record is a BSE record. See *Section X: Editing, Duplicating, and Deleting Bibliographic Short Entry (BSE) Records* for instructions on editing BSE records. If the record has been overlaid by the Madison Catalogers, please report the problem using the Report Problems with Bib Records form, which is available from the ILS Support Forms page at https://www.scls.info/ils/forms.

E. Multiple Matches (duplicate records)
If two or more records are found, determine which record is the best match.

1. If one record is a full MARC record and the other a BSE, always link to the MARC record. *See number 3 below.*
2. If the duplicates are two BSE records or two full MARC records, then link to the record with the most copies.
3. Please report duplicate bib records so they can be reviewed and merged if necessary.
    a. Use the Report Duplicate Bib Records form, available from the ILS Support Forms page at https://www.scls.info/ils/forms.
    b. See Section XV for further guidelines regarding reporting duplicate records.
4. If you cannot determine which record is the correct match, fill out the Report Problems with Bib Records form (https://www.scls.info/ils/forms) to ask Madison TS staff for assistance.

F. Multi-part Monographs and Serials
Multi-part items include annual serials, book/CD kits. You will have to determine whether the item-in-hand should be linked on one bibliographic record or multiple bibliographic records (e.g. will it circulate together or separately). *See Part 3 below.*

G. No Match
If no match is found, you will need to create a brief bibliographic record. *See Part 5 below.* For Multi-Part Items*, see Part 4 below.*

H. Missing Parts
This section only applies to multi-part sets where a required match point is missing.

Part missing, stand alone: If a part is missing from a multi-part set and the remaining item can be used without the other part, follow the searching and matching procedures and look for another matching record. For example, often the book issued with a CD-ROM/book kit is a standard book. If there is no match in the system, the library may enter a PERM record for the item. If a new record is entered, put a

note such as the following in the Notes field: "Originally part of a CD-ROM/book kit. See Biblio # _____." The Biblio # entered should be that of the original CD-ROM/book kit.

Part missing, not stand alone: If a part is missing and the other part(s) is intended to circulate only with the missing piece (for example, a CD-ROM is clearly marked that it has accompanying material but the accompanying material is missing), the library should either withdraw the item or move it to a Generic (GEN) record.

I. Exceptions
Fill out the Report Problems with Bib Records form (https://www.scls.info/ils/forms) if you have questions about exceptions to these guidelines.

J. Resolution of Conflicts
If another library has linked a title differently than outlined in the guidelines above, notify Madison TS staff by filling out the Report Problems with Bib Records form (https://www.scls.info/ils/forms).

The ultimate decision for linking titles/items will rest with the cataloging agency. They will try to accommodate these guidelines as best as possible with the availability of cataloging records on OCLC. Libraries will agree to abide by the cataloging agency's decisions and move copies and/or repackage items as necessary.

K. Levels of Cataloging
See the Levels of Cataloging Policy (https://www.scls.info/ils/policies/cat/levelsofcataloging-policy.html) for specific information regarding what types of items receive MARC cataloging and what types of items should have PERM or Generic records.

Part 2 – Detailed Matching Guidelines for Sound Recordings

A. Source for Matching
When matching a sound recording item to a record in Bibliovation, format is most important. Information for matching is found on disc surface, label, cover art and/or container.

Notes in a Bibliovation bib record
Review the various Notes in the bib record for details on contents and other descriptive notes. The contents of music CDs or vinyl records should match exactly. If you have a music CD or vinyl records with extra songs or "bonus tracks," then a new record should be created.

B. Matching
You may be able to determine a match from the Search Results screen. If not, click on the title to view the full bib record.

When linking any type of sound recording in Bibliovation it is acceptable to link a sound recording to a record for a sound recording issued by a different publisher as long as the content and format are the same. These guidelines are true for all sound recording formats: books on CD, book/CD or book/digital audio player kits, audio-enabled books, large print audio-enabled books, music CDs, and vinyl. *Do not link a CD to a record for a cassette or digital audio player and vice versa.*

C. Content

The most important fields to use for distinguishing the contents and format of sound recordings are the **Names** and **Description** fields.

Current formats include:
- audio discs: music CDs or vinyl records, audiobook (CDs), MP3
- digital audio player: Playaway, Go Reader
- book/audio sets: book/CD or book/digital audio player
- audio-enabled books with micro-USB port: regular and large print

Name
Authors, composers, performers, and narrators must match. If you find a match for a title but any of the above names are different, you must create a record.

Title
Must match the title on the label/container. If the title in the record does not match the title on your item, check your item for container cover titles, container spine titles, etc. to see if the record might be a match.

Title, up to subtitle, must match exactly, including the GMD. Subtitles may appear on the container, but not on the label of the item itself. A missing subtitle or different subtitle on the record or the item may still be a bib record match. Look for information in other bib record fields to determine if the match is close enough.

Vinyl records will have (vinyl) in the Title, Playaways/Go Readers/Go Readers will have (digital audio player) in the Title, and Wonderbooks/Vox books will have (audio-enabled book) in the Title.

Edition
Audiobooks
Watch for the word "abridged" in the edition statement. Do not link an abridged audiobook item to a non-abridged record and vice versa. Collections of essays and short stories may have a mix of abridged and unabridged selections. In this case, "unabridged selections" should be in the Edition field. See also information in the Description tab. Playaways/Go Readers will have [Digital audiobook] in the Edition field.

Music Recordings
Edition must match. Examples of terms used to describe different editions: Anniversary, Deluxe, Edited, Explicit, and/or Re-mastered. Vinyl records will have [Vinyl LP edition] in the Edition field.

Book/CD Kits, Book/Digital Audio Player Kits
Most book/audio kits do not have an edition statement.

Audio-enabled Books
Audio-enabled books may have their publisher in the edition statement.

Large Print Audio-enabled Books
Large print audio-enabled books may have "Large print edition" in their edition statement along with their publisher. Do not link large print audio-enabled books to a record for a regular print and vice versa.

Publisher

The publisher does not have to match as long as the content is the same. Example:

       AUTHOR   Keats, Ezra Jack.
       TITLE   The snowy day [sound recording] /
       PUBLISHER   Weston Woods Studios : Scholastic, c2002.
       DESCRIPTION 1 sound disc
       NOTE: Narrated by Jane Harvey.

If you have a book on CD published by HarperAudio in 2007, it would be OK to link to the above record as long as the narrator matched.

Publication Date

The publication date does not need to match as long as the content and format are the same.

Description

This includes the format (audio discs, digital audio player, audio cassettes) and the length of play. If the format does not match, create a new record. (Note: when creating a new record for a cassette, create a PERM record.)

Number of discs must match closely, but may not match exactly. If the item in hand has a slightly different number of discs than what is listed on the record, please notify Madison TS by filling out the Report Problems with Bib Records form (https://www.scls.info/ils/forms). The general content and playing duration should be the same, or close to the same. For example, a one or two-disc difference in a 16-disc or 18-disc set is considered minor for matching purposes.

Books on CD

If there is a large difference in the number of discs (ex. 5 discs in hand, 10 discs in record, or vice versa), review the item for an edition statement. It is likely that the smaller set is the abridged edition, and that the larger set is the unabridged edition. (Note: if there is no edition statement, assume that the set is unabridged.)

Below are two records with the same title. The first is the abridged edition, the second is the unabridged edition.

       AUTHOR   Steel, Danielle.
       TITLE   Dating game [sound recording] /
       PUBLISHER   Random House Audio, c2003.
       DESCRIPTION   **5 audio discs (6 hrs.) :**
       ISBN/ISSN   1) 0553756982 :
       MUSIC #   1) RHCD 263 Random House Audio

       AUTHOR   Steel, Danielle.
       TITLE   Dating game [sound recording] /
       PUBLISHER   Books on Tape, p2003.
       DESCRIPTION   **10 audio discs (ca. 12.5 hours)**
       ISBN/ISSN   1) 0736692819 :

MUSIC #   1) 6120-CD Books on Tape

Book/Audio Kits
All parts of a kit must be present for matching purposes. If the only match for a book/CD or book/Playaway kit is a sound recording record for the CD or Playaway without the book, create a new record.

If you have only one part from a book/audio kit, do not link to the record for the book/audio kit. Try to find a match for the piece and if no match is found, create a PERM record. If you combine a book and CD together that was not distributed as a set by the manufacturer, enter as a PERM Record. Ignore the size of a book when matching book/audio kit.

The following is an example of the DESCRIPTION field from a book/CD kit:
1 audio disc (ca. 6 min.) : digital ; 4 3/4 in. + 1 book

The following is an example of the DESCRIPTION field from a book/Playaway kit:
1 audio media player (approximately 4 hr.) : digital, HD audio ; 3 3/8 x 2 1/8 in. + 1 book

Music Recordings
Be careful not to link a CD item to a cassette or vinyl record and vice versa. In the Description field, vinyl records are entered as 12 in. and CDs are entered as 4 3/4 in.

Audio-enabled books
Page numbers of audio-enabled books will usually match closely but do not have to be an exact match. If there is a large difference, make sure that it is not a large print edition as that should go on a separate record.

Series
Match not required. May be useful for matching, if available.

MUSIC #
The Music Number is useful for matching, but a match is not required. Numbers may appear on container or disc. The same Music Number can be used on different formats, so do not match by Music Number alone. View the Music Number by clicking on the MARC view tab on the left-hand sidebar.

UPC #
Match not required, but may be useful if available. Numbers may appear on container or disc. View the UPC by clicking on the MARC view tab on the left-hand sidebar.

ISBN
ISBN is useful for matching books on CD and somewhat useful for book/audio kits, but a match is not required. Music recordings are less likely to have ISBNs. Retail and library editions of audiobooks may have the same content and a different ISBN.

Part 3 – Guidelines for Multi-part Sound Recordings

Use the following guidelines to determine if a particular multi-part title should be "cloned." If the word "together" appears following a situation the record should not be cloned and parts should be linked together using one barcode for all parts. If the word "separate" appears following a situation, the record should be cloned and the items should be linked separately to the appropriate "cloned" bibliographic records, using a separate barcode for each part. Once you have determined how the items should be linked, go on to Part 4 below.

1. **Books on CD**
    a. Single title (e.g., <u>The Stand</u>): Together
    b. Multiple titles purchased as a set: Each *title* circulates separately
        i. If the titles are not easily separated (multiple titles listed on all discs, content from both titles appears on one disc, etc.), circulate together.
2. **Book/audio kits**
    a. Standard purchase (e.g., <u>Read-along CD</u>): Together
    b. Artificial: It is not within the ILS guidelines to package a book and sound recording together that were not purchased as a set. Libraries should use PERM in the TYPE field for such kits.
3. **Music sound recordings**
    a. Circulate as packaged.
    b. Very large sets *may* be separated upon request at Madison Technical Service staff discretion**.**
4. **CD/DVD set**: Together
    a. Music CDs with accompanying DVDs should circulate together.
5. **Music sound recordings with a booklet**: Together
    a. Sometimes a music sound recording is issued with a booklet more substantial than the standard liner notes. These booklets should be circulated with the sound recording. Do not enter a separate BSE record for an accompanying booklet.
6. **Music sound recordings packaged together that were originally published individually:** Separate.
7. **Instructional**
    a. If each part stands alone: Separate
    b. If each part does not stand alone: Together, regardless of number of items.
    c. Exceptions: Teaching Company, Boxcar Children, Magic Tree House sets
        i. New to Bibliovation: Circulate as packaged.
        ii. Already in Bibliovation: Link to existing bib record(s), regardless of whether CDs are items circulated together or separately.
            1. NOTE: When a Teaching Company set is separated to match existing records, and the course booklet content is in only one part (in print or PDF disc), course booklet content circulates with the first part.
8. **Foreign language materials**: Together
9. **Radio programs**
    a. Circulate as packaged
    b. Very large sets *may* be separated upon request at Madison Technical Service staff discretion

Part 4 – Multi-Part Sound Recordings: Finding a Match

Once you have determined if a multi-part item should be linked separately or together, use this section to determine if records found in Bibliovation may be considered matches. For instructions on how to link items to bib records, see Section XII.

When in doubt, before repackaging materials, ask Madison Technical Services using the Report Problems with Bib Records form (https://www.scls.info/ils/forms).

A. Multi-Part Items Circulated Together
    1. <u>Match found</u>
Link your item to an existing record if the information in the Description field matches.

AUTHOR	Dylan, Bob, 1941-
TITLE	Biograph [sound recording]
DESCRIPTION	**3 audio discs**

AUTHOR	Osborne, Mary Pope
TITLE	Magic tree house. Books 33-35 [sound recording]
DESCRIPTION	**3 audio discs**
NOTES	Carnival at candlelight -- Season of the sandstorms -- Night of the new magicians

    2. <u>No match found</u>
Create a new Bibliographic Short Entry record following the proper guidelines for the format (see Part 5 below). Be sure to include a complete information in the Description field.

B. Multi-Part Items Circulated Separately
    1. <u>Match found for each part</u>
Link each part to the corresponding bibliographic record if the information in the Description field matches. The Notes in the Descriptions tab may have more information about the other parts. A volume or part number and part title may also be present in the Title field.

AUTHOR	Osborne, Mary Pope
TITLE	Magic tree house collection. Moonlight on the magic flute [sound recording] / [Book 41]
DESCRIPTION	[1 of 5 sound discs]
NOTES	Originally packaged as part of a five-disc set.

    2. <u>No matches found</u>
Do not create a BSE entry. Fill out the "Multi-Part Items" form and send the item, including all original packaging, to Madison Technical Services. Wait until notification from Madison before linking the items.

   3. <u>No match found, local materials and government documents</u>
Link the items following standard BSE guidelines. Follow the guidelines for cloning in Appendix I.

**Part 5 – Sound Recordings Bibliographic Short Entry**

You will create Sound Recording BSE records for sound recordings such as compact discs and digital audio players.

When entering a new sound recording record, <u>use the item label as the chief source of information</u>. If there is no information (or not enough information) on the item label, use the container.

1. Go to **More>Cataloging Editor** or click the **Cataloging Editor** link from the Bibliovation home page.
2. Under **Create a new record** click **from template**.
3. The **Create a New Record** box will pop-up. **MARC Bibliographic** should be selected in the first box.
4. In the **From template** box, select **BSE Sound Recording: Audiobook CD, BSE Sound Recording: Digital Audio Player, BSE Sound Recording: Music,** or **BSE Sound Recording: Audio-enabled book** and click the **Create New** button.
5. A blank template will display.
6. Enter the information about the item into the BSE template. Detailed information about how to enter information is below.
7. For some fields, you can enter more than one field. ***Instructions for adding additional fields are below in 7a.*** The example shown is for the 020, which is the ISBN field, but the same instructions can be used for any field in the record:
    a. **Click the down arrow** next to the appropriate field (in this example, the 020 is used) and select **Append Field** from the drop-down menu.
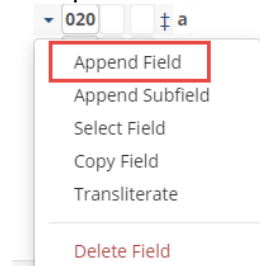
    b. Another line will appear. Click in the empty box, and enter the appropriate field number into the box (in this example, the 020 is used).
    c. Click in the "a" subfield and enter the information into the field.
    d. Repeat step 7a-c to enter additional fields.

8. When finished, click the **Save** button on the upper right-hand side of the screen.
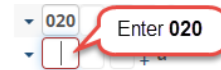
Leader/008 field button *(do not change)*
Do not change any data in this field.

000 field *(do not change)*
Do not change any data in this field.

006, 007, 008 fields *(do not change if present)*
Do not change any data in these fields.

010 LIBRARY OF CONGRESS CONTROL NUMBER (LCCN) *(required if available)*
Click in the "a" subfield, and enter the number as it is on the item including the hyphen. Include all letters that accompany the LC card number, including all for digits for the year 2000.

86-1234
gb87-5678
90-90/AC
2000-17311

020 ISBN *(required if available)*
Click in the "a" subfield, and enter the ISBN if available on the item. You may enter more than one ISBN (see instructions above). Do not include hyphens or spaces. The ISBN should always be entered with ten or 13 characters. If the last character is the letter x, enter it is an uppercase X. The ISBN may be taken from anywhere on the item.

0-8389-3211-8; enter as **0838932118**

BOOK/AUDIO KITS: If any or all pieces of a book/CD or book/digital audio player kit have an ISBN, enter the ISBNs and qualify them with the appropriate material type in parentheses. (E.g., "bk," "cd," "cassette"). If there is an ISBN for the set, enter it with the qualifier "set."

The following are all ISBNs found in one book/cassette kit:

0899125781 **(book)**
0899157187 **(cassette)**
0899147891 **(set)**

MULTI-PART SOUND RECORDING: If a sound recording includes more than one part and each has an ISBN, include all ISBNs followed by the volume or part number in parentheses.

0899151829 **(part 1)**
0899178746 **(part 2)**

024 UPC, ETC.
If the only standard number that appears on your item is a UPC code, then click in the "a" subfield and enter the UPC code in this field. Enter the complete 12-digit code. (Example in bold below.)

Other standard number (UPC, etc.): **097360748444**

028 MUSIC OR VIDEO NUMBER
Click in the "a" subfield, and enter the music publisher number if available.

Include all alphabetic prefixes in the music number as listed on the item.

ABM 1106
PAV 2006

If a multi-part sound recording music number has different letters following the number on each part, include the letters separated by a hyphen.

PCD1-2035 A-B

If there is no music number, ISBN, or UPC number available, enter the following in the 500 NOTES field: **No ID #s.**

100 field PERSONAL AUTHOR *(required if applicable)*
110 field CORPORATE AUTHOR *(required if applicable)*
Use these fields if the item has an author.

If the author uses a pseudonym, use the author's name that appears on the title page. For example, if the title page reads: *Adventures of Huckleberry Finn*, by Mark Twain, enter the author as: **Twain, Mark** but if the title page reads: *A Connecticut Yankee in King Arthur's Court*, by Samuel Clemens, enter the author as: **Clemens, Samuel.**

If the author is an individual, use the 100 field. However, if the author is a group of people, use the 110 field ("corporate author"). (If there is more than one author use the first author listed. For information on entering multiple authors, see the fields 700 and 710 below.)

MUSIC: Use either the composer or performer, depending on which is more prominent for the work. If both composer and performer are prominent, enter under the composer in the 100 AUTHOR. Additional composers and performers may be listed in a 700 ADDITIONAL AUTHOR if they are not part of the title.

> *The best of Lennon and McCartney* (sung by Tommy James) would get an entry for John Lennon since this is a compilation of Lennon's and McCartney's works. A 700 would be made for Tommy James.
>
> *Pieces of the sky* (songs by various composers performed by Emmylou Harris) would get a 100 AUTHOR for Emmylou Harris since the emphasis is on the performer.
>
> Sinfonia in G minor, op.6, no. 6 (Johann Christian Bach, composer, performed by the Saint Paul Chamber Orchestra, and conducted by Dennis Russell Davies) would get a 100 AUTHOR entry under Bach. A 700/710 ADDITIONAL AUTHOR would be made for the orchestra and director. (See NOTES field.)

BOOKS ON CD, DIGITAL AUDIO PLAYER AUDIOBOOKS, or AUDIO-ENABLED BOOKS: Use 100 AUTHOR for the author of the book. Use 700 ADDITIONAL AUTHOR for the narrator.

> *The railway stories* (written by W. Awdry, read by Johnny Morris) would get a 100 AUTHOR entry for Awdry. A 700 ADDITIONAL AUTHOR would be made for Morris.

BOOK/AUDIO KITS: Enter the author of the book as the 100 AUTHOR. If the author of the CD or Playaway is different, enter as a 700 ADDITIONAL AUTHOR.

Instructions for searching and entering authors is as follows:

1. Click on the arrow next to the 100 field (for an individual name) and choose **Link to authority**. For a group name, click on the arrow next to the 110 field and choose **Link to authority**.
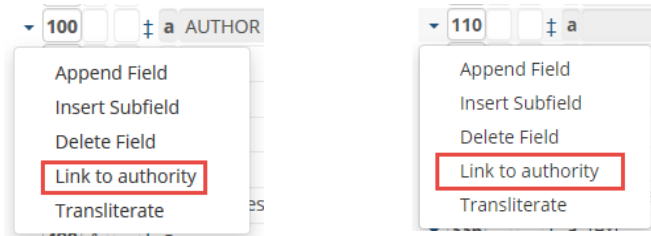
2. You will get an **Authority records Search for** pop-up box. Click in the **query terms box** and enter the author's name in the format of **lastname, firstname** for a personal name. If you are searching for a corporate name, such as a musical group, enter the group name as is, (e.g. **rolling stones** or **they might be giants**). Note: If the musical group has "the" in the name, omit "the" from the search, e.g. search for **cure** rather than "the cure." Click the **Search** button to run the search.

3. The results will appear at the bottom of the screen, in alphabetical order by last name. Scroll down to the name that matches your author and click **Link Authority**.

4. The author's name will be automatically entered into the 100 or 110 field. *(Note: A code will appear in the subfield 0 box. Ignore this code – do not change it. Different names will have different types of codes – this is fine).* If there is no matching author, go to step 5. Otherwise, skip steps 5-11 and go to **245 field TITLE** below.

5. Go to **More>Cataloging Editor>right-click** and select **Open link in new tab**.
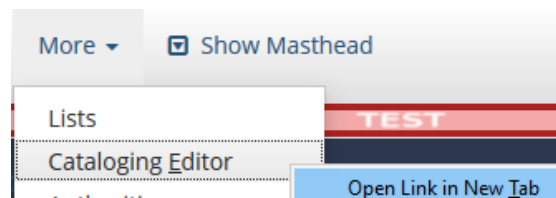
6. Under **Create a new record** click **from template**.
7. The **Create a New Record** box will pop-up. Select **MARC Authority** in the first drop-down box.
8. In the second drop-down box, select **Personal Name for an individual author**, or **Corporate Name for an author group**, such a musical group or corporation.

9. Click the **Create New** button.
10. A blank **Personal name** or **Corporate name** template will display.
    a. For a **Personal name, use the 100 field**. Click in the "a" subfield, and enter the author's name in the format **lastname, firstname, and middle name or initial.** See examples:
        i. Carson, Rachel
        ii. Disney, Doris Miles
    b. **For a Corporate name, use the 110 field**. Click in the "a" subfield, and enter the group author's name in enter in direct order. See examples:
        i. Oscar Mayer and Company
        ii. University of Wisconsin—Madison
    c. **For government agencies, use the 110 field**. Click in the "a" subfield and enter subordinately under the heading for the government. Do not abbreviate Department, Bureau, etc. See examples:
        i. Madison (Wis.). Board of Education
        ii. United States. Bureau of the Census
11. When finished, click the **Save** button on the right side of the screen.
12. Go back to your BSE record, and follow steps 1-4 to insert the author's name into your BSE record.

245 TITLE *(required)*
Use the title that appears on the item label. However, if the container has a collective title and the label does not, use the title from the container. Click in the "a" subfield, and use the title that appears on the title page. You should never enter a record with no title or if the title is unknown. Variant titles can be entered in the **246 field ADDITIONAL TITLE**

CAPITALIZE only the first word of the title and any proper nouns. (Example in **bold** below.)

      The best of **B**uffy **S**ainte-**M**arie

INITIAL ARTICLES: Enter all initial articles, including foreign initial articles. (Example in **bold** below.)

      Les miserables

GMD: The GMD [sound recording] will be filled in the "h" subfield of the 245. The GMD should always be in lowercase letters. (Example in **bold** below.)

      245 a: Hair 245 h: **[sound recording]**

MP3: For MP3 titles, include MP3 in parentheses after the title. (Example in **bold** below.)

      245 a: Unlucky in law **(MP3)** 245 h: **[sound recording]**

DIGITAL AUDIO PLAYERS AND BOOK/PLAYAWAY KITS: For digital audio players (such as Playaways/Go Readers), include digital audio player in parentheses after the title. Include this in the title for book/Playaway kits as well. (Example in **bold** below)

      245 a: The Da Vinci code **(digital audio player)** 245 h: **[sound recording]**

AUDIO-ENABLED BOOKS: Include audio-enabled book in parentheses after the title. (Example in bold below)
      245 a: Stingrays **(audio-enabled book)** 245 h: **[sound recording]**

VINYL RECORDS: Include vinyl in parentheses after the title. (Example in bold below)
      245 a: Chromatica **(vinyl)** 245 h: **[sound recording]**

SUBTITLES: Include subtitles if available. To enter a sub-title, put a colon after the main title, and then enter the sub-title. (Examples in **bold** below.)

      245 a: Cabaret : **original sound track recording** 245 h: [sound recording]
      245 a: Classic rock, 1967 : **the beat goes on** 245 h: [sound recording]

246 ADDITIONAL TITLE *(optional)*
Click in the "a" subfield, and enter any variant titles which may be useful for identifying the bibliographic record. Include parallel titles (titles in more than one language), spelling variants, alternative titles, cover titles, and spine titles if patrons or staff are likely to use them as access points. Indicate the source of the variant title in the NOTES field. You may enter more than one additional title (see instructions above).

PARALLEL TITLES: If a title is on the item label in more than one language enter the first title as it is on the item in the TITLE field. Enter the parallel title in the 246 ADDITIONAL TITLE field. (Example in **bold** below.)

>   245 Title: Ode an die freiheit
>   246 Additional title: **Ode to freedom**

PRESENTER IN TITLE: If the prominent title on the label includes a presenter or performer, record the title as it appears in the TITLE field but add a title in the 246 ADDITIONAL TITLE field without the presenter. (Examples in **bold** below.)

>   245 Title: Walt Disney Productions presents Mickey's Christmas carol
>   246 Additional title: **Mickey's Christmas carol**

>   245 Title: Mary Martin in the Sound of music
>   246 Additional title: **The sound of music**

GREATEST HITS: For sound recordings with the title "Greatest hits" add a title in the 246 ADDITIONAL TITLE field in the form "Greatest hits of ..." (Example in **bold** below).

For example, if title on item is: Greatest hits (by Hank Williams, Jr.), enter the titles as follows:

>   245 Title: **Greatest hits**
>   246 Additional title: **Greatest hits of Hank Williams, Jr.**

250 EDITION *(optional)*
Give edition statement only if it appears on the item. (Example in **bold** below.)

>   BOOKS ON CD: For books on CD, Playaway, or cassette enter the words **Abridged edition** or **Unabridged edition** as appropriate. For books on CD, Playaway, or cassette that include both abridged and unabridged materials, use the phrase **Unabridged selections** (this phrase is usually on the item itself).

>   AUDIO-ENABLED BOOKS: Enter the publisher as the edition such as **VOX edition** or **Wonderbooks edition**.

>   LARGE PRINT AUDIO-ENABLED BOOKS: Enter the phrase **Large print** as the edition and then the publisher as instructed above after a semicolon. (Example in **bold** below.)

>>   250: **Large print ; VOX edition.**

>   VINYL RECORDS: Enter the phrase **[Vinyl LP edition]** as the edition. (Example in **bold** below.)

>>   250: **[Vinyl LP edition]**

264 b PUBLISHER *(required)*
Click in the "b" subfield of the 264, and enter the publisher in the shortest form in which it can be understood and identified. Use the smallest recognizable subdivision available. Optionally include the

distributor. If there is no publisher on the label, but there is one on the container, use the publisher from the container, but put it in brackets.

> ON ORDER TITLES: If the item is on order and the publisher is unknown enter the following in the publisher field: **oo**

264 c PUBLICATION DATE *(required)*
Click in the "c" subfield of the 264, and enter the publication date if available. Always give the date of publication or distribution if available. In the case of multiple dates, choose the latest date found on the label. If there is no date on the label, but there is one on the container, use the container date, but put it in brackets. If no publication date is available, use the "copyright" date. If no "p" date is available, use the copyright date. (Example of "p" and "c" dates below.)

> **p1998**
> **c2005**

300 a COLLATION (required)
Click in the "a" subfield, and enter the number of physical units followed by the playing time in parentheses. For phonorecords and compact discs use sound disc(s) as the physical unit. For digital audio players use sound media player(s). For sound cassettes use sound cassette(s). Optionally add the total length of playing time in parentheses if it is readily available.

> **1 audio cassette**
> **1 audio disc (53 minutes)** OR **1 compact disc (53 minutes)** OR **1 CD (53 minutes)**
> **2 audio discs**
> **1 audio media player (16 hours)**
> **1 audio-enabled book (24 pages)**

> ON ORDER TITLES: If the item is on order and the collation is unknown, leave the number portion blank but indicate if it is a sound disc, sound media player, or sound cassette.

300 e ACCOMPANYING MATERIAL
Click in the "e" subfield, and enter accompanying material following a + (plus) sign. For accompanying AV materials, be sure to differentiate between different types of media.

BOOK/AUDIO KITS: Book/CD, Book/Playaway, and Book/cassette kits are considered to be sound recordings with accompanying material. Enter the sound recording type in the Collation field and the book in the Accompanying Material field. (Example in **bold** below.)

> Collation: 1 audio disc
> Accompanying Materials: **+ 1 book**

COMPACT DISCS: Indicate booklets accompanying a compact disc only if the booklet is significant. Do not include for standard liner notes. DO NOT link booklets separately.

336, 337, 338, 340 fields *(do not change if present)*
Do not change any data in these fields.

500 NOTES

Click in the "a" subfield, and enter miscellaneous information pertaining to the bibliographic record here. (Do not enter information specific to the item here.) The following are examples of types of notes that may be entered here:

LOCAL HISTORY MATERIALS: If the item is a local history material and will receive the value Local in the TYPE field, it is optional to enter suggested subject headings in the NOTES field. You may choose headings from the list in Appendix D of this manual, or you may suggest your own headings.

COMPOSERS AND PERFORMERS: Make a note for composers or performers if not entered in the author field or title and if they would be useful for identifying the record.

> For the *title The best of Lennon and McCartney* (sung by Tommy James) the entries would be as follows:
>
>> Author: Lennon, John
>> Title: The best of Lennon and McCartney [sound recording]
>> Notes: **Sung by Tommy James**
>
> For the title *Sinfonia in G minor, op.6, no. 6* (Johann Christian Bach, composer, performed by the Saint Paul Chamber Orchestra, and conducted by Dennis Russell Davies) the entries would be as follows:
>
>> Author: Bach, Johann Christian
>> Title: Sinfonia in G minor, op.6, no.6 [sound recording]
>> Notes: **Performed by the Saint Paul Chamber Orchestra, and conducted by Dennis Russell Davies.**

MP3 CDs: Add a note such as System requirements: CD/MP3 player or computer with MP3-capable software or transcribe a similar type of note from the item.

DIGITAL AUDIO PLAYERS: Input any headphone, battery, or other requirements.

> Notes: **Requires headphones and 1 AAA battery.**

BOOK/AUDIO KITS: It may be useful to include information about the imprint of a book accompanying a CD, or Playaway in a note.

> Notes: **Accompanying book published by Puffin, 1985.**

AUDIO-ENABLED BOOKS: Input any features/requirements that are included or removable.
***There is a note in the BSE template, but it should be adjusted if the item in hand is different.*

> Notes: **Audio playback device includes headphone jack, external speaker, play/pause button, volume controls, page-turning controls, rechargeable battery, and removable AC adapter.**

<u>NARRATORS OF BOOKS ON CD/PLAYAWAY/AUDIO-ENABLED BOOKS</u>: Make a note for the narrator. (Example in **bold** below.)

> Author: Webster, Jean
> Title: Daddy-long-legs
> Notes: **Narrated by Flo Gibson**

599 a FORMAT TYPE *(required)*
In the "a" subfield, SOUND RECORDING will be selected as a Format Type. Do not change this except in the following circumstance:
> **LOCAL**: This is a local material or government document.

599 c LIBRARY *(required)*
Select your library, labeled **branch**, from the drop-down list in the **Library** subfield. You can also use the search box to search for your library.

599 d TARGET AUDIENCE *(required for children's materials only)*
Choose the correct option from the drop-down menu in the **Target audience** subfield. *See Appendix B for more instructions on coding of juvenile materials.*

> **a: Preschool, 0-5 years**: This record is a **preschool** title. (0-5 years; Board books, picture books)
> **b: Primary, 6-9 years**: This record is a **primary** title. (6-9 years; Readers, illustrated books, more advanced picture books, shorter chapter books)
> **c: Pre-teen, 9-13 years**: This record is a **pre-adolescent** title. (9-13 years; Chapter books, advanced illustrated books)
> **d: Teen, 14-17 years**: This record is an **adolescent/young adult** title. (14-17 years; Books geared for teens)
> **j: General juvenile**: This record is a **general juvenile** title. (Use as a last resort)

700 field ADDITIONAL PERSONAL AUTHOR *(required if applicable)*
710 field ADDITIONAL CORPORATE AUTHOR *(required if applicable)*
Use these fields if there are additional personal or group ("corporate") authors to be added. Follow the instructions above for the 100 and 110 fields to add these additional authors.

Note for digital audio players: A 710 of ***Playaway Digital Audio*** will be automatically filled in. Do not change this field.

800 PERSONAL NAME SERIES TITLE
830 SERIES TITLE
Use these fields if your item has a series. If the series is by a single author, then the 800 field will be used. If the series is by multiple authors or a corporate author, then the 830 field is used. For series titles, you can link to an existing record in the same way that you can link to existing author records. However, if you cannot find a matching series record, then enter your series title into the **500 NOTES** field. For instructions on searching and linking series title records, see below:

For a series by one author, click on the arrow by the 800, and select **Link to authority**. Then search both the author name and the series title. See example below:

For a series by more than one author, or by a corporate author, click on the arrow by the 830, and select **Link to authority**. Then search the series title. See example below:

942 field *(do not change)*
Do not change any data in the "x" subfield. This subfield tells the system that this bib is a BSE record.