

Audiobooks Cataloging Guide

Overview

This guide covers cataloging both unabridged and abridged audiobooks beginning with the compact disc format. Most of the cataloging for other audiobook formats (Playaway, audiocassette, etc.) is very similar to that for compact discs. The differences from CD audiobook cataloging and cataloging for the other formats are covered at the end of this guide.

Cataloging Tips

Talking Books are not the same as audiobooks. They are different formats that are incompatible with one another. Talking books and talking book playback devices are supplied by the US government free of charge to people with certain disabilities.

Do not use the subject or genre heading “Talking books” for audiobooks on CD. We don’t want patrons who are looking for talking book materials to place holds on materials that are not the correct format.



Image from loc.gov/nls/

If creating an original record for an audiobook, try looking for a bib record for the print version. It can save you time when looking for subject headings, summaries, etc.

Fixed Fields (These are the same for all audiobook formats):

Type : i	Elvl : I [blank] if DLC record	Srce: d [blank] if DLC record	Audn: [blank]-adult j -juvenile		Lang: eng (see code list for other languages)
BLvl: m	Form: q -direct electronic (includes Playaways, CDs, tapes)	Comp: nn -not applicable	AccM: [blank]-no accompanying material d -text or book	MRec:[blank]	Ctry: (see code list)
	Part: n -not applicable	TrAn: n -not applicable			
Desc: a	Fmus: n -not applicable	Ltxt: (SEE BELOW)	DtSt: s -single date r -reprint date, original date t -publication date, copyright date m -multiple dates	Dates: current date,	original date

LText Codes – Literary Text for nonmusical sound recordings

If more than two codes are appropriate, choose the two most important codes. Try to not use code z. Bibliocommons uses these codes to limit by Fiction/Nonfiction. Code z is Unknown.

- | | |
|---|--|
| a – Autobiography | j – Language instruction |
| b – Biography | k – Comedy (Spoken comedy) |
| c – Conference proceedings | l – Lectures, speeches |
| d – Drama (Including radio plays) | m – Memoirs |
| e – Essays | o – Folktales |
| f – Fiction (Including short stories) | p – Poetry |
| g – Reporting | s – Sounds (Sound effects, bird calls, etc.) |
| h – History | t – Interviews |
| i – Instruction (other than language instruction) | z – Other (Use another code whenever possible) |

Compact Discs Variable Length Fields:

007 sd fsngnnmmned

Edit 007

Sound recording

Spec Mat Undefined Speed

ConfPlay Groove W Dimens

TapWidth TapeConf KindDisc

KindMat KindCut S P Char

Cap/Stor

OK Cancel

020 Add or delete as necessary.

Delete ISBNs for electronic formats from the CD bib record.

Both Retail Edition and Library Edition ISBNs may be on the same record.

Delete price from ISBN field.

Format:

020__ 9781454933595 |q (library edition)

020__ 9781454933580 |q (retail edition)

040 Keep. *[Cataloging source]*

041 Keep. *[Language codes if there is more than one language used]* (see [code list](#))

043 Keep. *[Geographic area code]*

050 Delete. *[Library of Congress call number]*

082 Keep. *[Dewey Decimal Number]*

092 Keep unless this is identical to the 082 field. *[Dewey Decimal Number]*

100 Add first author (if available). Additional authors will be added as 700s.

Verify 100 fields against authority records.

Format:

100 1_ Thompson, Kelly, |d 1976- |e author.

Format:

100 1_ Jung, C. G. |q (Carl Gustav), |d 1875-1961, |e author.

110 Change to 710 2_ *[Group name]*. *[Verify against authority record]*.

240 Convert to 730 or 740 field. *[Uniform title]*

245 Required. Compare to title page. *[Title and statement of responsibility.]*
 First indicator is 1 if there is a 100 or 110 field. It is 0 if there is not one of these fields.
 Second indicator shows how many characters to skip over to index the first significant word in the title.
 Subfield **b** lists the item's subtitle. It is always preceded by a colon :
 Subfield **h** shows the GMD |h [sound recording (CD)]
 Subfield **n** lists the volume number. It is always preceded by a period.
 Subfield **p** lists the title of a part of a multi-part set. It is always preceded by a period.
 Subfield **c** lists the people or organizations responsible for creating the item. It is always preceded by a slash "/".
 Format:
 245 14 The saboteurs |h [sound recording (CD)] /|c Clive Cussler and Jack DuBrul.

 245 00 Ultimate Italian |h [sound recording (CD)] : |b beginner-intermediate.

246 Add for other titles if different from title page *[see 246 field example sheet]*

Add for partial titles

Add for spine titles or cover titles if different from title page

Add for parallel titles

Add for alternative or expanded forms of words

(e.g. Force Ten from Navarone, Force 10 from Navarone.)

250 Unabridged.

260 Required. *[Publisher information and date].* Use phonographic copyright date © whenever possible.]

Format:

260 __ New York : |b Listening Library, |c p2024.

263 Delete.

264 Keep.

- 300 Required. *[Description]*
 Include the number of discs.
 In parentheses include the time in hours and minutes

 Include size of the CDs is typically given as 4 3/4 in.
 Include a +|e with a list any included materials.
 Format:
 300 __ 6 audio discs (7 hours, 14 minutes) : |b digital ;
 |c 4 3/4 in. + |e 1 booklet (10 pages).
- 306 Keep. *[Optional. Time duration in hours, minutes seconds hhmmss]*
- 336 Keep. *[RDA content]*
 337 Keep. *[RDA media]*
 338 Keep. *[RDA carrier]*
 344 Keep. *[RDA sound characteristics]*
 347 Keep. *[RDA digital file characteristics]*
- 440 Change to a 490 and/or 8XX.
- 490 Add as found on item. *[Series title]*
1st indicator is 0 if the series is not found in the authority file.
1st indicator is 1 if the series is traced in an 800 or 830 field.
 In many records you will find 490 and 830 fields that are identical. Leave these fields as you find them.
 If you find a record with only a 490 or 830, leave the field as is. There is no need to create a duplicate field.
 Format:
 490 1_ Dune chronicles ; |v book 1
 490 0_ US-States ; |v no. 14
- 500 Unabridged.
 500 Compact discs.
 500 Title from disc surface.
- 500 *[Add other important notes as necessary].*
- 505 Add if item is a collection of short stories, essays, etc. or other chapter information cataloger believes important. *[Enhanced contents note.]*
 Format:
 505 00 |t The murders in the Rue Morgue / |r Edgar Allan Poe -
 - |t The stolen cigar case / |r Bret Harte.
- 511 Performed by **[Be sure to also add 700 fields for all narrators.]*
- 520 *[Summary].*

521 Add only if specified on item. *[Target audience]*
1st indicator is 1 if specifying an age level.
1st indicator is 2 if specifying a grade level.

- 600, 610, 630, 650, 655 Fields –
Each bib record should have at least two 6XX subject headings whenever possible.
Verify subject headings against authority records.
Delete any 6XX fields with the second indicator of 2, 3, 4, 5, 6, or 8.
Delete FAST subject headings, with |2 fast
Delete BISAC subject headings with |2 bisac
Delete Sears subject headings with |2 sears
For Spanish language materials, Keep Spanish language headings with |2 bidex or
|2 qslp
Change any 6XX fields with the second indicator of 1 to second indicator of **0** and
change the subfield |v to its Juvenile form. (Unless this creates duplicate subject
headings).
For Spanish language materials include 650 _7 Materiales en español. |2 bidex

600 *[Subjects (Names)].*

630 *[Subjects (Titles)].*

650 *[Subjects (Topical)].*

655 7 Audiobooks. |2 lcgft *[Use for adult and teen materials.]*

655 7 Children's audiobooks. |2 lcgft *[Use for juvenile materials.]*

655 7 *[Other genre headings].*

700 Add as necessary. *[Additional names]*
Add 700 fields for names of people who have made a significant contribution to the
item, as long as they are not already covered by a 100 or 110 field.
Add names for authors and narrators if you have that information.

730 Add uniform title if necessary. Verify against authority record if possible.
Format:
730 0_ Luftslottet som sprängdes. |1 English

776 Delete. *[Other available formats]*

800 Add as indicated by authority record. *[Series title. Author main entry]*

830 Add as indicated by authority record. *[Series title. Title main entry]*

856 Delete 856 fields unless the URL leads to supplemental

information (not sales pages, Amazon, etc.)
If you leave an 856 for code the indicators as 856 42.

949 *recs=sky;b2=n; *[Unabridged CD]*

949 *recs=sky;b2=s; *[Abridged CD]*

Playaway Variable Length Fields:

007 sz nsznznmznud

The screenshot shows a dialog box titled 'Edit 007' with a close button (X) in the top right corner. Inside the dialog, there is an information icon (i) and a dropdown menu currently set to 'Sound recording'. Below this, there are several fields with input boxes for characters: 'Spec Mat' (z), 'Undefined' (empty), 'Speed' (n), 'ConfPlay' (s), 'Groove W' (n), 'Dimens' (z), 'TapWidth' (n), 'TapeConf' (n), 'KindDisc' (m), 'KindMat' (z), 'KindCut' (n), 'S P Char' (u), and 'Cap/Stor' (d). At the bottom of the dialog are 'OK' and 'Cancel' buttons.

24510 TITLE |h [sound recording (Playaway)] : |b SUBTITLE / |c STATEMENT OF RESPONSIBILITY.

300 1 audio media player (x hours, x minutes) : |b digital, HD audio ; |c 3 3/8 x 2 1/8 in.

500 Issued on Playaway, a dedicated audio media player.

500 Title from Playaway label.

500 One set of earphones and one AAA battery required for playback.

650 Playaway (Preloaded audio player).

710 2 Playaway Digital Audio.

710 2 Findaway World, LLC.

949 *recs=sky;b2=pa;

MP3-CD Variable Length Fields:

007 sd fsngnnmmn|u

The screenshot shows a dialog box titled 'Edit 007' with a close button (X) in the top right corner. Inside the dialog, there is an information icon (i) and a dropdown menu set to 'Sound recording'. Below this, there are several fields with their corresponding values in small boxes:

Spec Mat	d	Undefined		Speed	f
ConfPlay	s	Groove W	n	Dimens	g
TapWidth	n	TapeConf	n	KindDisc	m
KindMat	m	KindCut	n	S P Char	
Cap/Stor	u				

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

24510 TITLE |h [sound recording (MP3-CD)] : |b SUBTITLE / |c STATEMENT OF RESPONSIBILITY.

500 MP3 files.

655 _7MP3 (Audio coding standard). |2 lcgft

949 *recs=sky;b2=u;

Tonie Variable Length Fields:

007 sz n|nznnnznud

The screenshot shows a dialog box titled 'Edit 007' with a close button (X) in the top right corner. Inside the dialog, there is an information icon (i) and a dropdown menu set to 'Sound recording'. Below this, there are several fields with their corresponding values in small boxes:

Spec Mat	z	Undefined		Speed	n
ConfPlay		Groove W	n	Dimens	z
TapWidth	n	TapeConf	n	KindDisc	n
KindMat	z	KindCut	n	S P Char	u
Cap/Stor	d				

At the bottom of the dialog, there are two buttons: 'OK' and 'Cancel'.

24510 TITLE |h [sound recording (Tonie)] : |b SUBTITLE / |c STATEMENT OF RESPONSIBILITY.

300 1 audio-enabled figurine (32 minutes) : |b plastic, color, magnet, RFID tag ; |c 4 x 3 x 5 cm + |e in container 18 x 18 x 5 cm.

500 Requires Toniebox Audio Player to play audio.

500 WARNING: CHOKING HAZARD! Not for children under 3 years.

500 WARNING: Contains inaccessible strong magnets. Please keep them away from medical components such as defibrillators, shunts, or pacemakers as well as magnetic sensitive products such as magnetic data carriers, credit cards, or computers.

500 Item #11000222.

50500 |g Tracklist |g Stories: -- : |g Songs:

521 1 For ages 3+. **Choking hazard - small parts** Not for children under 3 years of age.

538 Toniebox Audio Player and Wi-Fi required.

949 *recs=sky;b2=r;

Yoto Variable Length Fields:

24510 TITLE |h [sound recording (Yoto)] : |b SUBTITLE / |c STATEMENT OF RESPONSIBILITY.

300 1 audio card (3 hours, 15 minutes) : |b digital, sound, plastic, color ; |c 9 x 6 cm.

538 Yoto Player or Yoto Mini player required for audio playback.

949 *recs=sky;b2=r;