

Attaching to Music, Audiobooks and Playaway Records

Searching Workflows

- To search by ISBN and UPC, use the General search index
- To search by both ISBN (or UPC) with title and author (or performer), use the Advanced Search option

Attaching a Copy

- Search by ISBN, UPC, title, and author (or performer)
- Choose the record that most closely matches your copy
- Verify title and author (or performer) match; if not, create a request record
 - ISBN may vary for audiobooks so go to next step
 - If an audiobook has the same narrator and same number of discs, all copies should be attached to one record
 - When everything matches except your copy's ISBN or UPC, fill out an error reporting form on the SAILS website so that SAILS can add those numbers
- If title matches, verify edition matches (if listed in record or copy); if not, create a request record
 - Do not attach an explicit version music CD to an edited version record
 - Do not attach an abridged audiobook to an unabridged record
 - Do not attach a MP3 audiobook to a CD audiobook record
 - Do not attach a Playaway to a CD audiobook record
- If edition matches, verify publisher name and date match; if not, create a request record
 - Date may vary for audiobooks and Playaways so go to next step
 - When everything matches except your copy's date, fill out an error reporting form so that SAILS can update the record
- If publisher name and date match, verify physical description matches; if it matches, attach your copy

Note: If any information needs to be added or updated to a record (ISBN, title, edition, date), fill out an error reporting form.

Attaching to ACQ/On-Order Records

- ACQ records have very little information and need to be updated when you attach a copy
- Use the Modify Title wizard to update the ACQ record after you have attached your copy
- Fill in any missing information (edition, title/subtitle, pagination, publication information)
- 950 field begins with A; fill in that line so that the field says **ACQ** or **Acq** and click Save

Example of an ACQ Record to be Updated

The screenshot shows the 'Modify Title' window in SinsDynix. The title is 'At the Water's Edge [sound recording] / Gruen, Sara'. The interface includes a left-hand menu with sections like 'Common Tasks', 'Titles', 'Items', 'Authorities', and 'Special'. The main area displays a table of fields and values for the record.

Label	Tag	Ind.	Contents
Control number	001		in501707969
ISBN	020		9781101889367 c\$40.00
ISBN	020		1101889365 c\$40.00
Personal Author	100	1	Gruen, Sara
Title	245	10	At the Water's Edge [sound recording]
Edition	250		Unabridged
Publication info	260		hRandom House Audio Publishing Group c20150331
Physical description	300		sound disc
Holdings	949		fRAMEDIA hACQRAT oRAM031815AB p40.00 q1 9781101889367
AcqUpdate	950		A
Holdings	999		hACQRAT
Held by	596		RAYNHAM SEEKONK-PL
Bulletin heading	598		NBK, NEW

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The system tray at the bottom right shows the time as 9:28 AM on 3/30/2015.

Example of an Updated ACQ Record

The screenshot displays the 'Modify Title' window in the SinsDynx Symphony Workflows application. The window title is 'Modify Title *'. The main area shows the title 'At the Water's Edge [sound recording] / Gruen, Sara'. Below the title, there are tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. The 'Bibliographic' tab is active, showing a table of fields and their values.

Label	Tag	Ind.	Contents
Control number	001		in501707969
ISBN	020		9781101889367 c\$40.00
ISBN	020		1101889365 c\$40.00
ISBN	020		9781101889381
Personal Author	100	1	Gruen, Sara
Title	245	10	At the Water's Edge [sound recording]
Edition	250		Unabridged
Publication info	260		bRandom House Audio Publishing Group c2015
Physical description	300		8 sound discs (10 hr.)
Holdings	949		fRAMEDIA hACQRAT oRAM031815AB p40.00 q1 9781101889367
AcqUpdate	950		ACQ
Holdings	999		hACQRAT
Held by	506		RAYNHAM SEEKONK-PL
Bulletin heading	598		NBK, NEW

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the time as 9:31 AM on 3/30/2015.