

Creating Request Records for Audiobooks

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the container
- Enter the set ISBN for audiobook sets
- Examples:
9781611763737
1101887974

UPC 024 field

- Not used for audiobook request records

Music No. 028 field

- Enter the number(s) from the container
- Enter the set number(s) for audiobook sets
- Examples:
RHA 4844
Z9899

Personal Author 100 field

- Enter the first name listed on the container (last name, first name)
- Examples:
Austen, Jane
Avi

Title 245 field

- Enter the title and subtitle from the container; do not include the subtitle “a novel”
- Enter the set title for audiobook sets
- Use a colon to separate the title and subtitle
- Examples:
The girl on the train [sound recording]
Trigger warning: short stories and disturbances [sound recording]
Magic tree house collection books 30-32 [sound recording]

Edition 250 field

- Enter if the audiobook is abridged, unabridged, or in MP3 format
- Examples:
 - Unabridged
 - Abridged
 - Unabridged, MP3

Publication Info. 260 field

- Enter the publisher's name next to the most recent date on the container
- Enter the most recent date from the container
- Enter the publisher's name and most recent date from the set container for audiobook sets
- Examples:
 - Books on Tape 2015
 - Tantor Audio no date
 - No pub. info.

Physical Description 300 field

- Enter the number of CDs (and running time, if listed)
- Include accompanying material with the audiobook (book, DVD, CD-ROM, etc.)
- Examples:
 - 1 CD (60 min.)
 - 6 CDs (8 hr.)
 - 4 CDs 1 book (1 v. (unpaged) col. ill. 20 cm.)

Example of an Audiobook Request Record

The screenshot displays the 'Modify Title' window in the SinsDynax Symphony Workflows application. The window title is 'SinsDynax Symphony Workflows: Modify Title'. The menu bar includes 'File', 'Edit', ' Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu bar contains 'Acquisitions', 'Cataloging', 'Circ. L.N.', 'Circulation', 'Configuration', 'Online', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'. The left sidebar has several sections: 'Common Tasks' (Call Number and Its..., Label Designer, Smartport, Item Search and Disp..., Check Item Status, Help, Print), 'Titles' (Add Title, Modify Title, Duplicate Title, Delete Title, Call No...), 'Items', 'Acquisitions', and 'Special'. The main area shows the title 'Small mercies [sound recording] / Joyce, Eddie' and tabs for 'Control', 'Bibliographic', 'Call Number/Item', and 'Bound-with'. A 'Shadow title' checkbox is present. Below is a table with columns 'Label', 'Tag', 'Ind.', and 'Contents'. The table contains the following data:

Label	Tag	Ind.	Contents
- ISBN	020		9781101888148
- Music No.	028		RHA 4684
- Personal Author	100	1	Joyce, Eddie!?UNAUTHORIZED
- Title	245	1	Small mercies [sound recording]
- Edition	250		Unabridged
- Publication info	260		Books on Tape 2015
- Physical description	300		9 sound discs (11.5 hr.)

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the system clock as 11:54 AM on 3/19/2015.