

Creating Request Records for Music CDs

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the container
- Enter the set ISBN for CD sets
- Examples:
9786313244850
6313244850

UPC 024 field

- Enter the 12 numbers listed near the barcode on the container
- Enter the set UPC for CD sets
- Example:
050087304737

Music No. 028 field

- Enter the number(s) from the container
- Enter the set number(s) for CD sets
- Examples:
D0004339-02
78294-2
RR28917

Personal Author 100 field

- Enter the first person's name (last name, first name) or band name from the container
- Examples:
Adele
Mozart, Wolfgang Amadeus
Beatles
Harlem Boys Choir

Title 245 field

- Enter the title and subtitle from the container
- Enter the set title for CD sets
- Use a colon to separate the title and subtitle
Examples:
Mixtape of the open road [sound recording]
Mockingjay part 1: original motion picture soundtrack [sound recording]
Now that's what I call music 22 [sound recording]
Il trovatore [sound recording]
Symphonies 1-5 [sound recording]
Partita no. 1 in B minor, BMV: Piano sonata no. 1 in C minor, Op. 4 [sound recording]

Edition 250 field

- Enter the edition (when applicable) from the container
- Enter if the CD is an explicit version
- Examples:
Collector's ed.
Deluxe ed., special ed.
Explicit version

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 music CD sets
- Examples:
Sony Music Entertainment 2015
Verve no date
No pub. info.

Physical Description 300 field

- Enter the number of CDs
- Enter if the CD comes with a DVD or CD-ROM
- Examples:
1 CD
2 CDs 1 DVD
4 CDs 2 DVDs

Example of a Music CD Request Record

The screenshot displays the SAILS (Symphony Workflows) software interface. The main window is titled 'Modify Title' and shows the following details:

- Title:** Keep on keepin' on: original motion picture soundtrack [sound recording] / Terry, Clark
- Control:** Bibliographic | Call Number/Item | Bound-with
- Shadow title

A table below the title fields lists the record's metadata:

	Label	Tag	Ind.	Contents
-	UPC	024	1	030206731583
-	Music No.	028		B0022677-02
-	Personal Author	100	1	Terry, Clark
-	Title	245	1	Keep on keepin' on: original motion picture soundtrack [sound recording]
-	Publication info	260		Varese Sarabande 2015
-	Physical description	300		1 CD

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 1:13 PM on 3/19/2015.