

Creating Request Records for Playaways

ISBN 020 field

- Enter the 10 or 13-digit ISBN on the container
- Examples:
9781490657127
146768015X

UPC 024 field

- Not used for Playaway request records

Music No. 028 field

- Enter the number(s) from the container
- Examples:
2451
31211

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”
- Use a colon to separate the title and subtitle
- Examples:
The girl on the train [electronic resource]
Trigger warning: short stories and disturbances [electronic resource]
The diary collection [electronic resource]

Edition 250 field

- Enter if the Playaway is abridged or unabridged
- Examples:
Unabridged
Abridged

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
- Examples:
Findaway World 2015
Recorded Books no date
No pub. info.

Physical Description 300 field

- Enter 1 Playaway (and running time, if listed)
- Enter if the Playaway comes with a book
- Examples:
1 Playaway (20 hr.)
1 Playaway (1 hr.) 1 book (68 p. ill. 22 cm.)

Example of a Playaway Request Record

The screenshot shows the 'Modify Title' window in the SAILS Cataloging Workflows application. The title being modified is 'Don't Let the Pigeon Drive the Bus!: And More Stories [electronic resource] / Willems, Mo'. The interface includes a left-hand navigation pane with sections for 'Common Tasks', 'Titles', 'Items', 'Authorities', and 'Special'. The main area displays a table of MARC tags and their corresponding values.

Label	Tag	Ind.	Contents
[-] ISBN	020		9781617077982
[-] Music No.	028		15365
[-] Personal Author	100	1	Willems, Mo
[-] Title	245	1	Don't Let the Pigeon Drive the Bus!: And More Stories [electronic resource]
[-] Edition	250		Unabridged
[-] Publication info	260		Findaway World 2011
[-] Physical description	300		1 Playaway (24 min.)

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 12:47 PM on 3/19/2015.