Playaway Copy Cataloging

I. Introduction

A Playaway is described as a “self-playing digital audio book” and is a device that contains a pre-loaded audio file in a proprietary format called ACELP (http://en.wikipedia.org/wiki/Algebraic_Code_Excited_Linear_Prediction). The device requires one AAA battery and a set of earphones for playback and listening.

II. Chief Source of Information

- Preferred chief source: playaway player and any label stuck on the player

Information not available from the player itself may be taken from the following sources (in the order of preference):
  - Accompanying textual material
  - Container (e.g., packaging)
  - Other sources

III. Editing the Record

A. Fixed Fields

* These are instructions for editing fixed fields in an InfoLinks display. The OCLC display looks somewhat different with regard to fixed fields.

  - LANG: Should be the 3-letter code for the language of the main content of the item (usually “eng”). Should match the “Language” subfield of 008
  - LOCATION: “md”
  - BIB LVL: “m” for monograph
  - BCODE3: “x”
  - SKIP: InfoLinks fills it in automatically.
  - CAT DATE: Enter today’s date
  - MAT TYPE: should be coded as either “i” for non-music sound recordings, or “j” for music sound recordings. If it is “j” give the item to the cataloger
  - COUNTRY: The place of publication. Should match the first place named at the beginning of 260 and the “Country” subfield of 008.

006 Fixed Field for Additional Material Characteristics

Sample 006 for playaway: 006 m####g####h############
006/00 (Type): m for computer file
006/05 (Audn): g for general interest
006/09 (File): h for sounds.

007 Fixed Fields for Further Physical Description

You will need to “expand” this field to be able to see it in InfoLinks (in OCLC it looks different). In full-screen edit, position the cursor at the 007 and hit Ctrl + R. The same command will un-expand the field when you are done with it.

For Playaway devices, add two 007 fields to describe the physical characteristics of the material as both a sound recording and an electronic resource.

Sample 007 for electronic resource aspects: 007 c z n z a || || ||
- 007/00 (OCLC $a): c (electronic resource) for category of material
- 007/01 (OCLC $b): z (other) for specific material designation
- 007/03 (OCLC $d): n (not applicable) for color
- 007/04 (OCLC $e): z (other) for dimensions
- 007/05 (OCLC $f): a (sound on medium)

Sample 007 for sound recording aspects: 007 s z u n z n u n z u
- 007/00 (OCLC $a): s (sound recording) for category of material
- 007/01 (OCLC $b): z (other) for specific material designation
- 007/03 (OCLC $d): z (other) for speed
- 007/04 (OCLC $e): u (unknown) for configuration of playback channels
- 007/05 (OCLC $f): n (not applicable) for groove width/pitch
- 007/06 (OCLC $g): z (other) for dimensions
- 007/07 (OCLC $h): n (not applicable) for tape width
- 007/08 (OCLC $i): n (not applicable) for tape configuration
- 007/09 (OCLC $j): n (not applicable) for kind of disc/cylinder/tape
- 007/10 (OCLC $k): z (other) for kind of material
- 007/11 (OCLC $l): n (not applicable) for kind of cutting
- 007/12 (OCLC $m): e (digital recording) for special playback characteristics
- 007/13 (OCLC $n): u (unknown) for capture/storage techniques

008 Further Fixed Fields

You will also need to “expand” this field in order to see it in InfoLinks. 008 does not appear in OCLC; the information is held in the fixed fields that appear at the top of an OCLC record display instead. Check the fixed fields of the OCLC record; make sure they match the following codes for non-music sound recording:

Type = i
Comp = “nn”
FMus = n
Form = s
LTxt (Literary Text for Sound Recordings)
Value “blank” is only used for musical recordings. Select from the following:
   a  Autobiography
   b  Biography
   c  Conference proceedings
   d  Drama
   e  Essays
   f  Fiction. Novels, short stories, etc.
   g  Reporting
   h  History. May include historical dramas, historical poetry, etc.
   i  Instruction. (How to...)
   j  Language instruction
   k  Comedy
   l  Lectures, speeches
   m  Memoirs
   o  Folktales
   p  Poetry
   r  Rehearsals
   s  Sounds. Nonmusical utterances and vocalizations that may or may not convey meaning; for example, sound effects, natural sounds and bird calls.
   t  Interviews
   z  Other

Check the date fields depending on whether the Playaway is the first release of the sound recording or whether there were prior releases.

Example 1: Playaway recording released in 2007, no prior releases of the sound recording

008/06 (DtSt) = s (single date)
008/07-14 (Dates) = 2007,####


008/06 (DtSt) = r (reprint/reissue date and original date)
008/07-14 (Dates) = 2007,2000

*See also information in 260 Publication/Distribution regarding dates in the 260 field.

B. Variable Fields

020 ISBN

Indicators are blank.
Check if the number is correct.

028 Publisher’s number

1st indicator: 0 (“issue number”)
2nd indicator: 0 ("No note, no added entry")

Example: 028 00 3312|bPlayaway Digital Audio

The publisher’s number should be entered as exactly as it appears on the piece (including spaces and hyphens). The publisher’s name should match |b of the 260.

041 Language

1st indicator: 0=item includes no translation; 1=item is a translation

2nd indicator: blank

Most playaways will be just English, and will get no 041 but should have “eng” in the two language fixed fields.

If spoken/sung text on the playaway includes another language, a 041 field is needed. In this case, the main language of the item does not go in |a. There is NO |a; use |d (language of sung or spoken text) as the first subfield.

Accompanying textual material’s language goes in |g. Translations also get |h to indicate the original language.

049 Local Holdings

Indicators are blank

This field will already say “AFUA” as the general designation for our library. You will need to change this to the specific code “AFUH” for the media location.

050/090 Library of Congress Call Number

090 Indicators are blank.

If there is no call number, ask cataloger to assign a call number.

If there is a call number: Check InfoLinks to make sure the Cutter will allow it to file in correct alphabetical order. Cutter number comes from the main entry (either 100/110, or 245). Use the (latest) date in the 260 for date.

1xx Author (personal or corporate) / Uniform Title Main Entry

Unlike videos, a 1xx field is quite likely to appear in playaways. The author of the playaway content is considered the author of the playaway. Remember 1xx should be checked for the authority record in InfoLinks. If not found, check in OCLC, and export the authority record to InfoLinks. If not found in OCLC neither, give to the cataloger to create new authority records. Also make sure what’s in 1xx should match the authority record. There are 2 types of 1xx you are likely to see: 100 and 110.

100 Main Entry–Personal Name

1st indicator: usually 1 (for surnames coming first) but 0 if the person has only first names (like “Madonna”)

2nd indicator: blank
The author should also be listed in 245|c. If there are multiple authors listed, only the first goes in 100, the others go into separate 700 fields.

110 Main Entry–Corporate Name

1st indicator: 1 (jurisdiction name first) or 2 (name in direct order)

2nd indicator blank.

245 Title & Statement of Responsibility

1st indicator: 1 if there is a 1xx main entry; 0 if not

2nd indicator: number of characters to skip when indexing. “The”=4; “A”=2; “An”=3, etc.

Punctuation is as follows:

Title proper|h[general material designation] / |c statement of responsibility.

Note: The general material designation for playaways is |h [electronic resource]


246 Varying Form of Title

This is used when there is something “funny” about the title: a number or symbol that could be spelled out (&, Æ, etc.); a slightly different form of the title appearing on the container, a portion of the complete title proper may be a more natural title search, etc.

Indicators vary. The 246 has the same capitalization rules as 245, but don’t include |h[GMD]. Also omit initial articles (the, an, etc.), but do use the |b if you are using a subtitle. There is no statement of responsibility in a 246.

Some common examples:

a. Spelling out numbers, symbols, abbreviations. Indicators are “3#”

   245 00 101 dalmatians|h[electronic resource]....

   246 3# One hundred and one dalmatians

   or

   245 00 Guys & dolls|h[electronic resource] /|ca story by Damon Runyon ....

   246 3# Guys and dolls

b. Title varies in different physical places. Indicators are “1#”. A |i message explaining where the title appears should be the first part of 246. This message will usually be “Title on container:” or “Title on accompanying leaflet:”. This initial |i is then followed by the |a that has the actual title in it.

   245 00 1978 presidential debates

   246 1# |iTitle on accompanying booklet:|a Presidential debates of 1978

*note that there is no space before the colon in |i here
c. Portion of title from 245. Occasionally, the subtitle of a work may seem a more natural search to people than the first part of the title proper in the 245. Indicators are “30”.

245 00 History of the world [h] [electronic resource] : [b] centuries of something
246 30 Centuries of something

d. Parallel title. Contained in [b] in the 245, a parallel title in another language may get its own 246. Indicators are “31”

245 04 Das Boot [h] [electronic resource] = [b] The boat ...
246 31 Boat

(*notice that the initial article of the parallel title “The” has been omitted in the 246)

250 Edition

Transcribe an edition statement if one appears in the chief source or in information provided by the publisher. Example: 250 ## Unabridged.

260 Publication / Distribution

Transcribe the place of publication and/or distribution, and the name(s) of the publisher and/or distributor from the chief source of information or from prescribed sources of information.

Include the name(s) of the entities responsible for issuing the recording on the Playaway device (usually, Playaway Digital Audio as the “label name”, and/or Findaway World LLC as the manufacturer/distributor).

The date(s) entered in the 260 field should always include the publication/distribution date for the sound recording that is held on the Playaway device. As Playaways were first commercially available in the second half of 2005, the publication/distribution date entered in the catalog record for the Playaway (i.e., Date1 in the fixed field and the first date listed in the 260 .c) may NOT be dated earlier than 2005.

As is the practice for other sound recordings, if the recording has been previously released, such as in a different format, the original publication/distribution date of the sound recording should be noted in the 008 fixed field (Date2) and in a 500 general note. The dates of the print publication may be ignored. Refer to AACR2 1.4F2 and 6.4F2 for further details.

Example 1: Title with copyright date, inferred to be the release date of the Playaway

The title “Peter Pan” has on the container: p2002 by Sound Room Publishers for the original recording, and c2007 by Findaway World LLC for the Playaway.

In this case for which the Playaway indicates a previous release of the content in another recording medium (e.g., CD, cassette, etc.), the 008/06 (DtSt) should be coded “r” (reprint/reissue date and original date) with Date 1 as the “release” date of the Playaway, and Date 2 as the date of the original release in the previous medium.

Since the ‘p’ date on the item represents the original recording, the copyright date given for the Playaway can be inferred to be the release date of the Playaway recording, and therefore bracketed and entered in field 260 .c, as well as Date1 of the 008 fixed field.
008/06 (DtSt) = r (reprint/reissue date and original date)
008/07-14 (Dates) = 2007,2002

Example 2: Title distributed by Recorded Books with previous release date
008/06 (DtSt) = r (reprint/reissue date and original date)
008/07-14 (Dates) = 2006,2005

Example 3: Playaway recording released in 2007, no prior releases of the sound recording
008/06 (DtSt) = s (single date)
008/07-14 (Dates) = 2007,####

008/06 (DtSt) = r (reprint/reissue date and original date)
008/07-14 (Dates) = 2007,2000
500 ## Previously released by HarperAudio on cassettes in 2000 and on compact discs in 2005.

### 300 Physical Description

Always include a 300 field for Playaway devices. Use “sound media player” for the specific material designation (SMD), enter the type of recording as “digital,” and the dimensions of the Playaway device in inches.

Playaway devices are usually packaged with and require a set of earphones and one AAA battery for playback. These items should be mentioned in a note, and NOT included in the 300 |e as “accompanying materials.”

Examples:

300 ## 1 sound media player (21 hr., 30 mins.) : .b digital ; .c 3 3/8 x 2 1/8 in.
500 ## One set of earphones and one AAA battery required for playback.

Subfield (e) is used for “accompanying material,” which may include booklets, leaflets, manuals, textbooks, etc. It can be listed instead in a 500 field (see 5xx Notes-Section D-Accompanying Material Note). For example:
300 ## 1 sound media player (3 hr.) : [b digital ; ]c 3 3/8 x 2 1/8 in. +[e1 book (30 p. : col. ill., 28cm.)

4xx Series

See Series Authority Procedures for Copy Cataloging

5xx Notes

Include appropriate notes in prescribed order as specified in AACR2 Chapters 6 and 9. The following list provides common notes for Playaways.

546 Language

If necessary. Also check 041 and fixed fields.

511 Cast/Participant/Performer Statement of Responsibility [Required, if applicable]

1st indicator: 1 if the note is a list of cast members playing parts.

0 if it isn’t (it might instead be a narrator or presenter)

2nd indicator: blank

Lists important actors, performers, readers, interviewees, hosts, etc. List information regarding individuals on the sound recording or involved in the technical aspects of its production, just as for other sound recordings. For Playaways, this often consists of the name of the narrator entered in a participant/performer note. For example:

511 0# Read by Robert Sean Leonard.

500 Source of Title Proper [Required]

For Playaways, the title proper is generally taken from the packaging, the container, or accompanying textual materials. Example:

500 ## Title from Playaway label.

500 Edition and History [Optional]

If it is noted on the packaging or is readily ascertained that the audio recording has been previously released, enter this information in a general 500 note. Example:

500 ## Previously released by HarperAudio on cassettes in 2000 and on CDs in 2005.

500 Accompanying Material [Mandatory if applicable]

Include a general note regarding the requirement of earphones and battery. Example:

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

Enter information for accompanying materials that are not listed in 300[e]. For example:

500 ## Teacher’s manual (20 p. : ill. ; 28 cm.) inserted in container.

500 General Quoted note [Optional]
When a statement appears on the packaging describing the device, enter it in a 500 quoted note.

Examples:

500 ## “Issued on Playaway, a dedicated audio media player”--Container.

500 ## “Playaway, the first pre-loaded digital audio book”--Container.

If a statement does not explicitly appear on the packaging or item, such a statement describing the characteristics of a Playaway may be entered in the record as a general unquoted note.

520 Summary

Check for misspellings if there is a 520; if none, give to the cataloger to write one.

505 Contents

1st indicator: 0=full contents; 1=incomplete contents (if rest of item is missing); 2=partial contents

2nd indicator: usually blank

If the playaway is a reading of a single book, don’t bother to list chapter contents, but separate stories or poems should be listed in 505.

6xx Subject Headings

Check if subject headings are appropriate to content

Change “655 #0 Audiobooks” to “650 #0 Audiobooks”

Add “650 #0 Audiobooks” if missing

7xx Added Entries

If the playaway is a reading of a book, there should be already a 100 for the book’s author and don’t need an additional 700.

We do need 700s for actors/readers/performers/whatever they are called, unless there is a ridiculously large number of them (in this case, ask the cataloger)

700/710 should be made for the narrator(s) noted in the 511 field.

If desired, 710s should be made for the publishers of the original recordings, the Playaway publishers, and the distributors of the Playaway device (Playaway Digital Audio and Findaway World LLC). Examples:

700 1# Leonard, Robert Sean, |d 1969-
710 2# Random House AudioBooks (Firm)
710 2# Playaway Digital Audio.
710 2# Findaway World LLC.

Note: 7xx should be checked for the authority record in InfoLinks. If not found, check in OCLC, and export the authority record to InfoLinks. If not found in OCLC neither, give to the cataloger to create new authority records. Also make sure what’s in 7xx should match the authority record.
8xx. Series Added Entries

There is no initial article for the field, and the second indicator should be “0”

945 Initials

Item Records and Physical Processing:
Use Playaway template to attach an item. See “Processing Audio Books” for physical processing details.

Statistics (on the Non-Books Statistics Sheet)
Count 1 title/piece completed as Playaways (itype 70) under row OCLC and Column MD

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