**Processing Audio Books**

**Notes**
- All stand-alone spoken-word recordings regardless of format (audio cassette, CD, MP3 disc, DVD, Playaway, etc.) are treated as audio books.
- **MP3 discs**, even if called “CD,” actually require a computer or mp3-enabled compact disc player. Therefore, they will be treated as electronic resources, similar to Playaway devices. Code in the following way:
  - “Type” is “l” for non-music sound recording.
  - Add 006 for electronic resource.
  - Add 007 fields for both the electronic resource and sound recording aspects.
  - GMD is “|h [electronic resource]”
  - For 300 field, use “computer optical disc.”
  - Add 500 note “MP3 format.”

**Classification**

All audio books are LC classed.

A. **Item Record Fixed Field**. Change or verify the following:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Copy</strong></td>
<td>1 (2, etc.)</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td>—</td>
</tr>
<tr>
<td><strong>Icode2</strong></td>
<td>— new acquisitions</td>
</tr>
<tr>
<td></td>
<td>g gifts</td>
</tr>
<tr>
<td><strong>Location</strong></td>
<td>mdbk default for most materials</td>
</tr>
<tr>
<td></td>
<td>mdcdr used for any audio, video, or computer media (whether stand-alone or part of a kit) that 1) requires user mediation or 2) cannot leave the building. Also used for supplements to “gold dot” and “mdref” materials.</td>
</tr>
<tr>
<td><strong>Itype</strong></td>
<td>53 AV books</td>
</tr>
<tr>
<td></td>
<td>70 Playaways</td>
</tr>
</tbody>
</table>
B. Number of Item Records/Barcodes

Audio books are processed like kits and get a single item record.

a. Insert the barcode number (tag “b”).

b. Add an "Imessage" (tag "m") describing the pieces. For example:
   2 discs + 1 bklt.
   3 DVDs + 1 lflt.
   1 player

Refer to “Terms and Abbreviations for InfoLinks Item Records” as needed.

c. For "mdcdr" materials, give information about license agreements, activation cards, and other materials that should not be distributed to patrons in a note (tag “x”). For example:
   Activation ID card & license agreement not for circulation

C. Physical Processing

1. Case. An audio book generally comes in some type of case. If it does not, or the packaging cannot stand on the shelf, choose a case that will best fit the contents. (At times you may need to special order from Demco.)

2. Barcode. Place the barcode in the back upper right corner.

3. Call Number Label. The label **must have** the information in the Imessage. Note: For Playaways, staff in Performing Arts and Media will insert the additional text "(Add AAA battery before check-out, remove before check-in)." If you ever need to create a new label, temporarily delete this portion of the message, print your label, then add back the text.

Print one call number label. If the case has a spine wide enough to accommodate the label (e.g., a Playaway case), place it there.
Otherwise, place it in the front upper left corner.

4. **Additional call number labels.** The format of the audio book determines the need for these.
   
   a. **Discs and cassettes.** Print a label for each individual piece in the container. For placement on media, consult the appropriate format procedure. For books, booklets, etc., place labels in the front upper left corner. No barcodes are applied.
   
   b. **Playaways.** Do not barcode pieces inside the container. Attach a call number label to the player if it can be placed so as not to hide any needed instructions.

5. **Format.**
   
   a. **Playaways.** If the item is a Playaway, apply a sticker to the spine somewhere above the call number label. Try to avoid covering information—particularly the title—but the label must be placed on the spine. An example is reproduced below.

   ![Example of a label on a Playaway spine]

   b. **MP3.** If the item is an mp3 disc, add the following note to the bib record:

   ```
   500 MP3 format.
   ```

6. **Security Strip.** No security strips are applied.

7. **Holds.** Check to see if there is a hold on the item, and if so, flag for staff.

8. **Subject Heading.** Be sure to add the subject heading “Audiobooks” (or “Audiobooks |v Juvenile fiction”) to the bib record unless the item is a supplement.