

College of Education Media Center Audiobooks



Of Note

1. **Classify** according to their **Library of Congress subject headings**
2. Assign the appropriate **genre** headings
3. Trace **series** if it provides unique access to the material.
4. Note important audience targets in the **521** in addition to **grade levels**
5. Location is **JUV-FICT** or **STACKS** depending on the classification number
6. Item type is **AUDIO-CD**
7. Change "**number of pieces**" in the Call Number/Item record to reflect the number of audio CDs
8. If there is a **book jacket**, keep it on the item.

Procedure:

- Bibliographic records are downloaded from or created in OCLC. If there is no copy, look for a record for the print version. Derive a new record from the print version; be sure to change Books format to Sound Recordings format (**Type: i**)
- 090: Classify the book according to subject matter. Juvenile fiction audiobooks will have a PZ class number and be located in **JUV-FICT**. Juvenile literature audiobooks will have the appropriate class number and be housed in **STACKS**.
- **Always shelflist LRL call numbers!**
- 300 field: Note the number of discs and time: e.g. 5 sound discs (4 hours, 30 min.) Use hours and minutes rather than totaling the minutes. **NOTE:** AACR2 does not abbreviate hours; the RDA abbreviates hour/hours as **hr**.
- 538: Compact disc.
- 511: Name(s) of narrator(s)
- 520: Summary of the book
- 521 0_: Target audience's grade level IF it can be easily ascertained from the container or discs. Note addition target audiences that are useful for the user, e.g. Lexile: 920, in a separate 521 field.
- 655 _0: **Genre headings**. Add at least one genre heading that falls under Sound Recordings. Other genre headings may be added if needed.
 - 655 _0 Children's audiobooks.
 - 655 _0 CD-ROM books.
- Consult with LRL staff about barcode placement. If they have no preference, place the barcode according to our [guidelines](#).

Note: The SIRS! item type AUDIOBOOK is used for audiobooks accessed online.