

MARC cheatsheets – Audiobooks simplified

* Required fields

007*	Audio CD's : sd\fmngnn\nd **If MP3 also : co\ngannannun**
008*	Fixed-length data elements (see in Appendices)
020*	ISBN
020*	ISBN-13
024	Usually a UPC code
028*	Publication number
040*	Code for source of cataloging
100*	Name of author from statement of responsibility
240	Uniform title
245*	Title : subtitle / statement of responsibility.
246	Variant title
250*	Edition information if available **Unabridged or abridged would go here**
264*	Publisher/Copyright information
300*	Physical description
336*	Content type
337*	Media type (2 if MP3)
338*	Carrier type (2 if MP3)
344*	Sound characteristics
347*	Digital file characteristics
490	Series information (if present, requires 8XX)
500	General notes
505	Contents note (Can be "Basic" or "Enhanced")
511*	Participant or performer note
520*	Summary
521	Target audience (ONLY if it is on the item)
538*	System details note (2 if MP3)
586	Awards note
6XXs*	Subject headings (1-3 required)
655*	Genre/Form heading (1 required)
7XX	Added access point (Contributors (e.g. narrator) and related works)
8XX	Added access point (Series)
999*	Local

All fields are important and preferred if the information is available.

The starred fields are required if applicable.

MARC cheatsheets (AUDIOBOOK CD)

007 – Physical description fixed field

=007 sdfsngnn\\nd

008 – Fixed-length data elements

020 – International standard book number (R)

\\ \$a ISBN-10 (NR)

\\ \$a ISBN-13 (NR)

024 – Other standard identifier (UPC) (R)

#\ \$a Standard number or code (NR)

028 – Publisher number (R) ****Number on disc, spine, or around ISBN number****

\$a Publisher number (NR) \$b Source

040 – Cataloging source (NR)

\\ \$a Original cataloging agency (NR) \$b Language code (NR) \$e Descriptive conventions (NR)

\$c Transcribing agency (NR) \$d Modifying agency (R)

1XX – Main access point (Creator) (NR)

#\ \$a Personal name/Corporate name/Preferred title (NR), \$e Relator term (R).

245 – Title statement (NR)

\$a Title (NR) : \$b Remainder of title (NR) / \$c Statement of responsibility (NR).

250 – Edition statement (R)

\\ \$a Edition statement (NR). ****Abridged or Unabridged****

264 – Publication/distribution statement, copyright (R)

\1 \$a Place of publication (R) : \$b Name of publisher (R), \$c Date of publication (R).

\4 \$c © Phonogram notice, © Copyright notice. ****If they're the same date, symbols can be placed together =**

©©DATE**

300 – Physical description (R)

\\ \$a Extent (R) : \$b Format (**digital**) (NR) ; \$c Dimensions (**4 3/4 in.**) (R) + \$e Accompanying material (NR).

336 – Content type (R)

\\ \$3 Materials specified (NR) \$a spoken word (R) \$b spw (R) \$2 rdacontent (NR)

337 – Media type (R)

\\ \$3 Materials specified (NR) \$a audio (R) \$b s (R) \$2 rdamedia (NR)

338 – Carrier type (R)

\\ \$3 Materials specified (NR) \$a audio disc (R) \$b sd (R) \$2 rdacarrier (NR)

344 – Sound characteristics (R) ***Each subfield/\$2source must be in a separate 344 field**

\\ \$a Type of recording (R) (**digital**) \$2 rdatr (NR)

\\ \$b Recording medium (R) (**optical**) \$2 rdarm (NR)

347 – Digital file characteristics (R) ***Each subfield/\$2source must be in a separate 347 field**

\\ \$a File type (**audio file**) (R) \$2 rdaft (NR)

\\ \$b Encoding format (**CD audio**) (R)

490 – Series statement (R)

#\ \$a Series statement (R) ; \$v Volume number/Sequential designation (R)

500 – General note (R)

\\ \$a General note (NR).
 505 – Contents note (R) *Use either **Basic (\$a), or Enhanced (\$t, \$r)**
 0\ \$a Basic contents note (--NR).
 00 \$t Title (R) / \$r Statement of responsibility (--R).
 511 – Participant or performer note (R)
 #\ \$a Participant or performer note (NR).
 520 – Content summary note (R)
 \\ \$a Content summary note (NR).
 538 – System details note (R)
 \\ \$a System details note (**CD Audio**) (NR).
 586 – Awards note (R)
 \\ \$a Awards note (NR)
 6XX – Subject/Genre/Form headings (R)
 \# \$a Heading (NR) \$(#) Subdivision (R). \$2 Source (NR)
 7XX – Added access point (Contributor) (R)
 #\ \$a Personal name/Corporate name/Preferred title (NR), \$e Relator term (R).
 7XX – Added access point (Related works) (R)
 ## \$i Relationship information: \$a Personal name/Corporate name/Preferred title \$(#) Subdivision (NR).
 8XX – Added access point (Series) (R)
 ## \$a Heading (NR). \$t Preferred title (NR) ; \$v Volume/sequential designation (NR).
 999 – Local
 \\\$e **Audiobook CD**

*Please note that fixed fields do change with different formats.

****If the item is an MP3 audio add the following fields or replace****

2nd 007 – Physical Description Fixed Field
 =007 co\ngannnannun
 2nd 337 – Media type
 \\ \$a computer (R) \$b c (R) \$c rdamedia (NR)
 2nd 338 – Carrier type
 \\ \$a computer disc (R) \$b cd (R) \$c rdacarrier (NR)
 2nd 347 – Digital File Characteristics (R)
 \\ \$a File type (**audio file**) (R) \$2 rdaft (NR)
 \\ \$b Encoding format (**MP3**) (R)
 538 – System details note (R)
 \\ \$a System details note (**Compact disc, MP3 format**) (NR).
 2nd 538 – System details note (R)
 \\ \$i **System requirements** : \$a **CD/MP3 player or PC with MP3-capable software** (NR).
 999 – Local
 \\ \$e **MP3**