

# HLC Bibliographic Specifications for Vendor-supplied Records

## Audio Books

### Barcode Symbology

Codabar

12 digit plus a check digit

If **holdings information** is supplied, use MARC **852** field containing:

full call no. in subfield **h**

barcode in subfield **p** (**request range from HLC office**)

price in subfield **9**

NO subfield **a**

NO subfield **b**, or **request codes** from HLC office

**RDA format (preferred) or RDA-compatible format.**

### Records must include:

007 field constructed according to current bibliographic standards.

MARC 02x field containing identifying number; prefer ISBN (020); include both 13- and 10-digit forms if possible. Do not include ISBNs for any print formats.

Access point for main entry as specified in current bibliographic standards.

Transcribed title and statement of responsibility in MARC field 245.

MARC 250 field containing edition statement when applicable.

MARC 264 (preferred) or 260 field containing publication information:

Place, publisher or distributor name, date as specified in current bibliographic standards.

MARC 300 field containing full physical description.

If disc is MP3 format, include “MP3-CD” in subfield b.

Series title where applicable in MARC fields 490 and 800/830, as specified in current bibliographic standards.

MARC 500 field stating “Compact discs” or “MP3 compact discs” as applicable.

MARC 500 field stating “Abridged” or “Unabridged.” May be placed in 250 field as edition statement instead.

Name of narrator/performer in MARC field 511 with access point in MARC field 7xx.

### Subject Headings:

- Library of Congress Subject Headings (LCSH) and Library of Congress Genre/Form Terms (lcfgt) only; (LC subject headings for children’s literature acceptable if LCSH unavailable.)

- At least one subject heading required in each record;
- Use MARC fields 600, 610, 630, 650, 651, 655;
- Subfield v required for children's literature and adult fiction;
- Include MARC field 655\_7 Audiobooks.\$2lcgft

If other MARC fields are needed, please contact the HLC office for correct content information.

**Vendors, please contact the HLC office for questions or further information.**

**Local: (806) 378-5205 ~ Toll-free: 800-687-9771**