PrairieCat Preloaded Tablets Cataloging Guidelines

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I. Chief Source of Information
When cataloging preloaded tablets such as Playaway Launchpad, select the information affixed to the preloaded video player itself.

II. Choice of Record Type
Leader/06 (OCLC Type) should be coded as "m" for Computer file (Computer Files)
Or
Leader/06 (OCLC Type) should be coded as "g" for Projected medium (Visual Materials)

III. Bibliographic Level
Playaway devices are monographic in nature; therefore, Leader/07 (BLvl) should be coded as "m" for monograph.

IV. Fixed Fields (006 / 007 / 008)

006 Field
Add no 006 field if cataloged as "Computer Files".
Add a 006 field if cataloged as "Visual Materials" to reflect the electronic resource aspects of the material.

- Code 006/00 (Type) as "**m**" for *Computer file.*
- Code 006/06 (Form of Item) as "**q**" for *Direct electronic*. (Storage on a directly accessible tangible recording medium, e.g. disc, tape, Playaway device, flashdrive, portable hard drive, etc. Do **not** use code *q* for items that do not require the use of a computer (e.g., music compact discs and videodiscs)
- Code 006/09 (Type of Computer File) as "**i**" for *Interactive multimedia*. (Item supports navigation through and manipulation of many kinds of media (audio, video, etc.) in which the user has a high level of control, allowing an almost conversational interaction with the computer.)
- Code 006/09 (Type of Computer File) as "**m**" for *Combination* (A combination of two or more of the above types of files, such as computer models and numeric data files, or computer programs and text files.) or "**z**" for *Other* (None of the other defined codes are appropriate).
- Code the remaining fields, 006/05 (Audn) and 006/11 (GPub), as appropriate for the resource you are cataloging.

Example:
006 m   jq i
006 m   q m
006 m   bq z

<u>**007 Fields**</u>

If cataloged as "Computer Files", add **<u>two</u>** 007 fields to describe the physical characteristics of the material as both a videorecording and an electronic resource.

If cataloged as "Visual Materials", add only one 007 to describe the physical characteristics of the material as an electronic resource.

007 Electronic Resource:

- 007/00 (OCLC ‡a) **c** (electronic resource) for *Category of material*
- 007/01 (OCLC ‡b) **s** (Standalone device) for *Specific material designation*

- 007/03 (OCLC ‡d) **b** (Black-and-white), **c** (Multicolor), or **m** (Mixed), z (Other) for *Color*
- 007/04 (OCLC ‡e) **z** (Other) for *Dimensions*
- 007/05 (OCLC ‡f) **a** (Sound on medium) for *Sound on medium or separate*
- 007/07 (OCLC ‡h) **u** (Unknown) for *File formats* or **m** (Multiple file formats) for *File formats*
- 007/08 (OCLC ‡i) **n** (Not applicable) for *Quality assurance target(s)*
- 007/09 (OCLC ‡j) **u** (Unknown) for *Antecedent/Source*
- 007/10 (OCLC ‡k) **u** (Unknown) for *Level of compression*
- 007/11 (OCLC ‡l) **n** (Not applicable) for *Reformatting quality*

Example:
007 c ‡b s ‡d c ‡e z ‡f a ‡h m ‡i n ‡j u ‡k u ‡l n

007 Videorecording

- 007/00 (OCLC ‡a) **v** (Videorecording) for *Category of material*
- 007/01 (OCLC ‡b) **z** (Other) for *Specific material designation*
- 007/03 (OCLC ‡d) **b** (Black-and-white), **c** (Multicolor), or **m** (Mixed), z (Other) for *Color*
- 007/04 (OCLC ‡e) **z** (Other) for *Videorecording format*
- 007/05 (OCLC ‡f) **a** (Sound on medium) for *Sound on medium or separate*
- 007/06 (OCLC ‡g) **z** (Other) for *Medium for sound*
- 007/07 (OCLC ‡h) **z** (Other) for *Dimensions*
- 007/08 (OCLC ‡i) **s** (Stereophonic) for *Configuration of playback channels*

Example:
007 v ‡b z ‡d c ‡e z ‡f a ‡g z ‡h z ‡i s

008 Field

If cataloged as "Computer Files"
Type (Leader/06) = **m** "computer file"
File (008/26) = **m** "combination" or **i** "interactive", **b** "computer program"
Form (008/29) = **q** "direct electronic"

If cataloged as "Visual Materials"
Type (Leader/06) = **g** "Projected medium"
TMat (008/33) = **v** "videorecording"
Form (008/29) is typically left blank (vs. q "direct electronic").

V. Title and Statement of Responsibility
Transcribe the title proper, any parallel titles and other title information, and statements of responsibility from the selected chief source of information, into the 245 field. As with any electronic resource, give the source of title in a 500 note.
Example:
245 00 Best of Elmo ǂh [electronic resource].
500 ## Title from label.

Include other title information and variations of titles that may appear on other sources of information related to the resource in 246 fields.

VI. General Material Designation (GMD)

If cataloged as "Computer Files", preloaded tables are to be assigned a general material designation

(GMD) of "**electronic recource**" **ǂh [electronic resource].** (PrairieCat database only!) When creating an original record in OCLC, no GMD will be assigned.

If cataloged as "Visual Materials", preloaded tables are to be assigned a general material designation

(GMD) of "**videorecording**" **ǂh [videorecording].** (PrairieCat database only!) When creating an original record in OCLC, no GMD will be assigned.

VII. Edition
Transcribe an edition statement if one appears in the chief source or in information provided by the publisher.
250 ## Second edition.

IX. Physical Description
Always include a 300 field for devices
Example:
300 ^^ 1 preloaded table (approximately 1 hr., 19 minutes.) : ǂb digital ; ǂc 20 x 13 cm + ǂe 1 power charging cord
OR
300 ^^ 1 preloaded tablet : ǂb digital ; ǂc 20 x 13 cm + ǂe 1 power charging cord
500 ^^ Powered by rechargeable battery ; container includes one power charging cord with both USB and AC adapters.
500 ^^ Earphones not required for audio playback.
500 ^^ Device does not have Internet connectivity.

X. Notes

A. Source of Title Proper note [Required]
Example:
500 ## Title from label.

D. Accompanying Material note [Optional]
Include a general note regarding the requirement of earphones and battery.
Examples:
500 ^^ Earphones not required for audio playback.
500 ^^ Powered by rechargeable battery ; container includes one power charging cord with both USB and AC adapters.

E. General Quoted note [Optional]
When a statement appears on the packaging which describes the device, enter this statement in a 500 quoted note.
Examples:
500 ## "Issued on Playaway Launchpad, a pre-loaded learning tablet."--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.

XI. Access Points

A. Name access
Provide access points as with any monographic work in print (or musical work in rare cases) for authors, editors, compilers, etc. as would make sense for an audio version of the work (i.e., no illustrators, etc.). In addition, provide access to the name(s) of narrator(s) noted in the 511 note field. If desired, access points may be generated for the publishers of the original recordings, the Playaway publishers, and the distributors of the Playaway.
Example:
710 2# Findaway World LLC.

B. Subject/Genre access
Provide subject/genre access appropriate to the work.
Example:
650 ^0Reading readiness ǂv Interactive multimedia.

650 ^0Vocabulary ǂx Study and teaching (Primary) ǂv Interactive multimedia.

650 ^0Writing ǂx Study and teaching (Primary) ǂv Interactive multimedia.

650 ^0Literacy ǂx Study and teaching (Primary) ǂv Interactive multimedia.

**655 #4Playaway (Preloaded tablet)

**655 #4Preloaded tablets.

** PrairieCat requirement. Second indicator = 4 (Source not specified).

XII. Material Type (Sierra)

When cataloging preloaded tablets such as Playaway Launchpad, Material type should be assigned "pt PRELOADED TABLET".
- Manually change material type after importing record into Sierra
- Insert 949 tag " |a*b2=pt;" while in Marc Report or Connexion).

**Excerpts taken from Guide to Cataloging Playaway Devices
Based on AACR2 Chapters 6 and 9
http://www.olacinc.org/drupal/capc_files/playawaysPDF.pdf**