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Final Check: Metadata

Once you are done forming the DAISY book you can move on to the final check. First, select Continue which will take you to the metadata page.

Books from NNELS Catalogue

To fill in metadata for an MP3 audiobook from the NNELS catalogue:

- At the top of the Metadata page, there is a heading labelled MP3 Audiobooks from NNELS Catalogue.
- Enter the URL of the NNELS catalogue record for the book into the text field labelled Catalogue URL
- Press the button labelled Get Metadata.
- If there is more than one MP3 version available, you will be prompted to choose the one you are working on.
- Once you have made your selection the metadata page will reload.
- The values from the catalogue record will replace any values already entered into the Metadata form.
- Other fields will be left unchanged.
- The text under the MP3 Audiobooks from NNELS Catalogue heading will list any errors or warnings that were found when getting the metadata, such as missing fields or punctuation at the end of an entry, these will need to be checked manually.
- Review the metadata fields carefully and apply any changes needed. Do this even if there are no warnings.
- Select Save
- This will take you back to the main project page. There will be a note stating: It has not yet been exported.
- If you are happy with the file and it is ready to export select [Export the Project](#)

The fields should read as follows:

- **Title:** Title should match title in NNELS Catalogue Record. Only capitalize the first word of the title and proper names. It is okay if there is a space around the colon
- **Author:** Firstname Lastname (If there is a period after the first name, remove the period. If multiple names, separate with a semicolon followed by a single space)
- **Publisher:** BC Libraries Cooperative
- **Copyright Date:** Date of original work
- **Producer:** Original Producer as listed in the NNELS Catalogue Record
- **Narrator:** Firstname Lastname (if multiple names, separate with a semicolon followed by a single space)
- **Language:** keep as en unless otherwise needed

Books from Audible

To fill in metadata for an Audible audiobook:

- Open the [Audible website](#) and locate the title you are working on
- When you navigate to the Metadata Page most of the information will be filled in
- Producer will be empty. Enter Audible into this field.
- Narrator will be empty. Enter Firstname Lastname into this field. You can find this information on the Audible page for that title. (if multiple names, separate with a semicolon followed by a single space)
- Double check all other fields against the Audible page for that title
- Select Save
- This will take you back to the main project page. There will be a note stating: It has not yet been exported.
- If you are happy with the file and it is ready to export select [Export the Project](#)

The fields should read as follows:

- Title: Title should match title on Audible page
- Author: Firstname Lastname (if multiple names, separate with a semicolon followed by a single space)
- Publisher: BC Libraries Cooperative
- Copyright Date: Date of original work
- Producer: Audible
- Narrator: Firstname Lastname (if multiple names, separate with a semicolon followed by a single space)
- Language: keep as en unless otherwise needed



If you have a word or name in the metadata that is not capitalized properly, you can fix this by turning off the automated capitalization function. At the bottom of the metadata text box fields, and above the save button, you will find the phrase: automatically correct capitalization and spacing followed by a checkbox. To turn off the automatic capitalization simply unselect this checkbox. This only turns it off for this page and the current title you have open. You will have to turn it off again every time you return to this page. Here is a quick video tutorial on how to turn off [Auto Capitalization on the Metadata Page](#)



If you have any questions, post on the [Q&A!](#)

[Return to Set Play Order Page](#)

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Permanent link: https://wiki.libraries.coop/doku.php?id=public:nnels:mp3todaisy:final_check_metadata&rev=1666979373

Last update: **2022/10/28 17:49**

