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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

If you are working on a book that is in the NNELS Catalogue, you can use the record URL to upload the metadata. Below are the full written instructions.

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 you 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 that will need to be checked manually.
- Warnings include:
  - If there are no warnings found, text says: `The metadata has been entered from the catalogue record. Please review and save before exporting title.`
  - If title, author, language, narrator, producer, or copyright date is missing, text says: `(item) not found`. For example: `Narrator not found`
  - If the Author's name or Narrator's name contains a period, text says: `Check the (author's or narrator's) name to be sure periods are correct.`
- 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](#)
- Here is a quick video on [how to use the URL feature for metadata for titles in the NNELS Catalogue](#)

⚠️ Check any warning items manually for any needed changes. Please always review and save before exporting title.

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

> The following fields are mandatory:
>
> - Title
> - Author
> - Publisher
> - Copyright Date
> - Language
>
> If any of the fields are missing, please Hand to Rachel.

Books from Audible

If you are working from a book from Audible, then you will have to manually update the metadata. This is also the case if working on a publisher project.

> ⚠ If you are having any issues with the metadata, use the Hand to Rachel feature.

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

> The following fields are mandatory:
>
> - Title
> - Author
> - Publisher
> - Copyright Date
> - Language
>
> If any of the fields are missing, please Hand to Rachel.

> There is not auto-capilatization for this page.

> If you have any questions, post on the Q&A!

Return to Set Play Order Page