

Cataloging Standards –Videorecordings (videocassettes & DVDs)  
8/21/2006 ; rev. 18NOV13; rev16JUL15

Purpose: Cataloging videocassettes and DVD videos (in AACR2)  
Responsibility: Catalog Librarian

Categories

- 1) Videocassettes (VHS)
- 2) DVD videos

**National Standards:**

Refer to OCLC's [Bibliographic Formats and Standards](#)  
or Library of Congress' [MARC 21 Standards](#)

**Procedure notes:**

Only fields required for videos are listed and discussed refer to the Manual: Complex Copy  
Cataloging—Monographs for additional detailed discussion of some of the listed fields.

Use Connation's Constant Data record or Text Strings feature to streamline adding fields

These standards are applicable to DLC, LC (other edition) and OCLC (member) copy cataloging.

Chief source of information:

- 1) item content: title frames (DVDs/videos) or, menu screens (DVDs)
- 2) physical item: videocassette label or disc label
- 3) else (give source in note: Title from: ...)
  - a) container
  - b) accompanying text / guide
  - c) other source

(For original (and RDA) cataloging, always give title source note)

Recheck that the bibliographic record matches the video recording. Order-level bibliographic records are not rechecked by either the Acquisitions or Cataloging Assistants. If the bibliographic record looks questionable or minimal, search again in Connexion.

Also search again in Connexion to find other-edition-DLC titles and titles in different formats, which can be examined for additional subject headings or suggested call#s.

## Review cataloging record in Connexion

### 1) Examine [Fixed Field](#)

Note: Both the OCLC and the (Symphony) labels are given.

Evaluate the Fixed Field for specific codes (if code is different, choose a different record)

Type (Rec\_typ) = **g** -- projected media (motion pictures, videos, film strips, slides)  
Blvl (Bib\_Lvl) = **m** -- monograph/single item  
TMat (type\_Mat) = **v** -- videorecording

Evaluate further (if code is questionable, optionally, choose a different record)

ELvl (Enc\_LvL) prefer: **blank** = full (LC/PCC) / **8** = CIP / **I** = full (OCLC members)

recheck: **M** = full/batch-load -- re-search for better record (else, accept **M**)

avoid: **j** = junk

Dates (Date1 & Date2)

the date in the 260 field must match the Fixed Field

Desc (Desc)

prefer: **a** = AACR2-ISBD

DtSt (Dat\_Tp)

(**p** = production date / **t** = production & copyright / **s** = single / **r** = reprint & original)

Verify and revise codes (if necessary)

(any field not specifically mentioned, accept)

Audn (Audience)

for Juvenile Collection, use: **j** = juvenile (otherwise accept)

Ctry (Ctry)

use country of original production (if easily obtained from 245\$c) otherwise, use country of re-release/distribution (from 260)

Time (Time)

the time in the 300 \$a must match, or be equivalent (min. vs hr., min.)

GPub (GovtPub)

for Depository Program documents, use: **f** = federal / **s** = state

Lang (Lang)

use the predominant language of the dialogue / narration (**mul** = multiple languages)

use 041 for subtitles & dubbed (other language) versions

Tech (Tech)

(**a** = animation / **c** = animation & live action / **l** = live action)

## 2) Examine Variable fields (Coded fields)

(any field not specifically mentioned, accept)

001 (OCLC number)

Local practice: The OCLC number appears in Symphony in both the Control and the Bibliographic records tabs. The OCLC# is used to overlay. The 001 of the Connexion bibl record to be imported must match Symphony's Title Control# in the Control folder.  
OCLC = ocn987654321 / Symphony = o987654321

006 (Additional Materials Characteristics)

Use only for substantial accompanying materials / guides)

007 Physical Descriptor codes for videorecordings)

\$a General material designator (GMD)

\$b specific material designator (SMD)

\$d color

\$e videorecording format

\$f sound on medium or separate

Accept following subfields, but if not present -- do not add

\$g medium for sound

\$h width

\$i configuration of playback channels

Videos:

\$a v \$b f \$d c \$e b \$f a \$g h \$h o \$i s (u)

DVDs

\$a v \$b d \$d c \$e v \$f a \$g i \$h z \$i q (s, u)

010 (Library of Congress Control Number)

Transcribe number if not present on bibliographic record but available from video/packaging

020 (International Standard Book Number)

Transcribe if present in the item

Often supplied for videorecordings

Accept Connexion's conversion from 13 digit to 10 digit ISBN

(Accept 13 digit EAN for the ISBN)

024 (Other Standard Number) 1st indicator = **1** (UPC) / **8** (other)

Accept if present, do not add

028 (Publisher Number/EAN)

1st indicator =4 (video publisher)  
2nd indicator = 3 (no note, added entry) / 2 (note, added entry)--Accept  
Verify, and add if not present  
Accept either 028 or 500 (for multipart titles)

037 (Source of acquisition)

Delete fields that have only distributor info (Midwest ; B&T)  
Accept (do not add) info about publishers

040 (Cataloging source) used to determine cataloging difficulty

XXX \$c XXX – indicates OCLC copy

041 (Languages)

1<sup>st</sup> indicator: translation (0 = no translations / 1 = has translations/captioning)  
use separate \$a for each language (the predominate language first, the other languages in alphabetical order)  
use \$j for subtitle languages; accept \$h (original language), if same as \$j  
use \$g for languages on guides or accompanying material

043 (Geographic area code)

Local practice -- Add, for local material cataloged for the Archives (\$a is repeatable)  
\$a n-usa-- [Appalachian Mountains]  
\$a n-us-va [Virginia]

049 (Local holdings – for spine label locations) *see Copy Holdings Processing list for other codes*

VCVA = located in AUDIOVIS  
use the Connexion Label/AutomaticStamp to print the Location on the spine label  
Use a bracketed material stamp preceding the location code (to print below Location)  
Videos: [Video-] [cassette] VCVA  
DVDs: [Video-] [DVD] VCVA

074 (GPO Item number) / 086 (SuDocs call number)

Local practice: Add, if received through Depository Program (verify FixedField:GPub code)

050 (Library of Congress call number) (LoC rarely catalogs video material)

050 :\_4: Use for all locally assigned call numbers

Class numbers are constructed from the Library of Congress Classification schedules.  
Library of Congress' [Classification Web](http://classificationweb.net/) ( <http://classificationweb.net/> )

## Feature films

Use PN1997 / PN1997.2 for feature films (regardless of language)

Use PN1995.9. for themed/genre films (.H6 = Horror films ; .W3 = War)

Use PN1995.9.M86 for musical films

Cuttering: Verify class# & cutter/date in Symphony, evaluate for conflicts and slide the cutter to maintain an alphabetical arrangement of the Main Entries

## Other films

Use PR /PS, etc. for literary films (pre-1900's classics) & base call# on print version

Use non-fiction call#s for documentary films

Cuttering: Verify class# & cutter/date in Symphony

(For original cataloging, also verify unique cutter/date in LC Online catalog)

See also 260 for Call# dates

[090](#) (member assigned or local LC type call#)

Obsolete -- Use: 050 :\_4:

### 3) Variable fields (Description)

[100](#) / [110](#) / [111](#) (Name Main Entry)

Apply **Complex Copy Cataloging standards**

If the 100 main entry is the producer/director, reenter as 700 added entry.

**Perform Authority control**

[130](#) / [240](#) (Uniform Titles)

For films based upon a book, add a note (500 Based upon the novel by <author>.), add a 700 author/title entry, and optionally, add a 130/240 field.

**Perform Authority control**

[245](#) (Title Statement)

In the Statement of responsibility (\$c) include individuals/corporations with overall responsibility: producers, directors, writers, major performers).

Individuals/corporations listed before the title frame are also recorded in the 245 \$c.

If an introductory descriptor is not present, add one in brackets if needed ( / \$c [produced by] ).

Names that are grammatically linked to the title are considered part of the title proper (245:10: John Carpenter's The Thing).

Add a 246 for the title portion. (*But* John Carpenter presents They! is transcribed as:

245:10: They! / \$c [presented by] John Carpenter. ).

Use 508/511 notes for other participants or those responsible for only one segment/aspect.  
Accept Statement of Responsibility information that is transcribed into 5XX notes/

Verify GMD: \$h [videorecording]

246 (Varying form of title)

Apply **Complex Copy Cataloging standards**

1st indicator (notes/tracings); 2nd indicator (type of title)

246 11 -- (make note & make added entry) Parallel title

246 13 -- (make note & make added entry) Other title

246 30 -- (NO note & make added entry ) Portion of title

246 1\_ \$i -- (make note & make added entry ) has introductory phrase

250 (Edition Statement)

Accept 538 ( System details) info for widescreen/full screen

Apply **Complex Copy Cataloging standards**

260 (Imprint)

Apply **Complex Copy Cataloging standards**

Repeat \$a : \$b for the distribution info, if necessary

Sources on the item for the date subfield (in order of preference):

Use this date in the call# field.

- 1) Screen menu / Title frame / Credits (current distribution / current production dates / original production dates & copyright dates)
- 2) Video or DVD label (current distribution / current production dates & copyright dates)
- 3) Guide, accompanying materials (guide copyright dates)
- 4) jewel case, slipcase, clamshell case, box (current distribution / current production dates & copyright dates; packaging copyright date)

Use the current distribution/publication dates or copyright dates for the \$c. Precede the date with a “p” to indicate production date. (if the production date is the same as the “c” date, transcribe as a copyright date. Only use the copyright dates for the packaging that pertain to the artwork, if there are no other dates available.

If the original date appears in the Title frame or credits, include it in the \$c; otherwise, if the information is easily obtainable, add a note & include date in the FF>Date2 (DtType=r)  
500: : Previously issued as a motion picture in 1979.  
500: : Originally broadcast as a television series in 1968.

300 (Physical description)

Both indicators should be blank

**Extent of item (\$a):** Use the number of physical units with the SMD (videocassette, videodisc).

Add playing time in parentheses. (For multi-item videos of the same length, record the playing time of an individual item and add "each", otherwise use total playing time (see also FF:Time (Time)). Accept either: (total min.) or: (hr., min.)

Accept: videodisc (DVD)

**Other physical details (\$b):** Use for sound (sd., si.) and color (col., b&w) Put other projection/sound characteristics in a 538 note.

**Dimensions (\$c):** Videocassettes are ½ in. ; DVDs are 4 ¾ in.

Example: 1 videodisc (20 min.) : \$b sd., col. ; \$c 4 ¾ in.

**Accompanying material (\$e):** Use item count with descriptor and put the 300 info in parentheses: + \$e 1 guide (4 p. : col. ill. ; 18 cm.) .

If the material can't be described, use: +\$e 1 v. , and put other info into a 500 note.

306 (Playing time)

Accept, if matches info in 300\$a or 500 note fields

34X (Technical characteristics)

Fields which replace the 538, **see Supervisor / RDA additions**

4XX (Series) / 8XX (Series Added Entry) Apply **Complex Copy Cataloging standards**  
**Perform Authority control**

5XX (Notes)

Apply **Complex Copy Cataloging standards**

\*500 (General note)

Check tagging for notes which could be moved to other fields, but generally, accept.

Rating info.: Accept (also accept in 521 audience note)

For DVDs with additional/special/bonus features, use note:

Special/Bonus features include:

Accept info if found in 505 contents note.

When possible, add running time of each bonus feature.

For films based on a novel/book, use note: Based on the novel/book <title> by <author>.

Include 700\$a\$t for novel/book .

\*505 (Contents note)

Use enhanced format (2nd indicator = 0 & includes \$t, \$r, \$g)

Examine for errors and correct punctuation/spacing.

Do not use abbrev. (except for vol. designators).

Accept basic format contents note if present

For single volumes feature films -- Do not add contents notes. Accept if present.  
For single volume documentary/non-fiction films -- Add contents notes if helpful  
For multi-volume documentary/non-fiction films -- Add contents note.

- \*[508](#) (Creation/Production credits)  
Describe contribution, then list names:  
508 :--: Costume designer, Edith Head ; music M. Danna.
- \*[511](#) (Participant/Performer credits)  
Include all actors with primary credits (listed in large type in the title credits)  
1st indicator 0 (describe contribution) ex. 511 :0\_: Narrator: Jack Perkins.  
**1 Cast:**
- \*[518](#) (Date/Place of Recording/filming)  
Use for recordings of live presentations. Accept if appropriate, otherwise, do not add.
- \*[520](#) (Summary note)  
All videorecordings must have a summary note. Correct typographical errors.  
Use to bring out topics of local/regional interest.
- \*[521](#) (Target audience) -- Accept, do not add  
(For documentary films, delete rating info)
- \*[538](#) (System details)  
For format note: VHS. or, DVD.  
For region: NTSC. or, PAL. or, Region 1.  
For aspect ratio note: Full screen. or, Widescreen.  
(Note Widescreen films become Letterbox videos)  
For playback: Stereo. or, Dolby Digital.  
List systems details in the preferred order, separated by commas.
- \*[540](#) (Use/Reproduction Terms)  
Accept, do not add
- \*[546](#) (Language note)  
List alphabetically. See also 041 field.  
For foreign language films: add language & subtitle info (if needed)  
546 :\_\_: In Spanish ; subtitles in English and French.  
Add captioning note, if needed: Closed captioned for the hearing impaired.  
Accept captioning note if present in 521 (Audience note) field instead  
Add genre: 655 :\_0: Videorecordings for the hearing impaired.  
(accept genre terms coded: 655 :\_7: \$2 lcgft)  
Add descriptive video note, if needed: Optional English audio description (DVS)  
Add genre: 655 :\_0: Videorecordings for people with visual disabilities.  
(accept genre terms coded: 655 :\_7: \$2 lcgft)  
Add signing note, if needed: Open signed in American Sign Language.
- \*[586](#) (Awards note) -- Accept.

[6XX](#) (Subject added entries) **Perform Authority control**

\*[600](#) / [610](#) / [611](#) (Name Subject)

\*[650](#) (Topical Subject)

For non-fiction/documentary films assign at least one valid LCSH term Use  
subdivision: \$v Audio-visual aids.

For feature films/shorts, use subdivision: \$v Drama

[651](#) (Geographical Subject)

Use subdivision: \$v Audio-visual aids.

\*[655](#) (Genre Term)

For documentary films, use: 655 :\_0: Documentary films.

For feature films, use: 655 :\_0: Feature films.

For short films (under 40 min.), use: 655 :\_0: Short films.

For foreign language films, use the appropriate language: 655 :\_4: Spanish language films.

[7XX](#) (Name or Title Added Entry)

Apply **Complex Copy Cataloging standards**

**Justify and perform Authority Control** as necessary

\*[700](#) / [710](#) / [711](#) (Name Added Entry)

Justify headings in 245\$c or 5XX notes.

Delete leading articles in subfield \$t for videorecordings based upon a book.

Add headings for up to three producers/ directors ; add headings for up to three actors.

Accept more headings if present.

\*[730](#) (Uniform Title Added Entry)

1st indicator is filing indicator. 2nd indicator must be "0".

\*[740](#) (Title Added Entry)

[800/810/830](#) (Series Added Entry)

Justified by 490 field or 5XX note.

**Perform Authority control**

[856](#) (URL)

see supervisor

949 (Local holdings processing) -- Symphony bibl loader reports: avOCLC or, dgOCLC

Note: (Use the TextString drop-down to quickly add the Item subfields)

DVD example -- OCLC copy cataloging: (both examples are equivalent)

949: \_\_: \$c 1 \$h VCVA \$i <barcode> \$z OCLC

949: \_\_: \$c 1 \$h VCVA \$i <barcode> \$t DVD-VIDEO \$x DVD-VIDEO \$z OCLC

DVD example -- OCLC copy cataloging -- with guide (300\$e):

949: \_\_: \$c 1 \$h VCVA \$i <barcode> \$t DVD-VIDEO \$x DVD-VIDEO \$z OCLC \$j 2

DVD example -- OCLC copy cataloging -- a multi-vol set

949: \_\_: \$v v.1 \$c 1 \$h VCVA \$i <barcode> \$t DVD-VIDEO \$x DVD-VIDEO \$z OCLC

949: \_\_: \$v v.2 \$c 1 \$h VCVA \$i <barcode> \$t DVD-VIDEO \$x DVD-VIDEO  
\$z ADDED-VOL

<b>Bibl Load</b>	<b>Copy</b>	<b>Hold code</b>	<b>Barcode</b>	<b>vol.</b>	<b>Location</b>	<b>Item Type / Circ Type</b>	<b>Media Type (ICat-1)</b>	<b>Status (ICat-2)</b>	<b>Pieces</b>
	<b>\$c</b>	<b>\$h</b>	<b>\$i</b>	<b>\$v</b>	<b>\$l</b>	<b>\$t</b>	<b>\$x</b>	<b>\$z</b>	<b>\$j</b>
<b>DLC DVD</b>	#	VCVA	#		(=AUDIOVIS)	(=DVD-VIDEO)	(=DVD-VIDEO)	(=DLC)	
<b>OCLC DVD</b>	#	VCVA	#		(=AUDIOVIS)	(=DVD-VIDEO)	(=DVD-VIDEO)	<b>OCLC</b>	
<b>OCLC Video (VHS)</b>	#	VCVA	#		(=AUDIOVIS)	<b>VIDEO</b>	<b>VIDEO</b>	<b>OCLC</b>	
<b>OCLC NURSE DVD</b>	#	VCVA	#		<b>NURSE-AV</b>	<b>DVD-NURS</b>	(=DVD-VIDEO)	<b>OCLC</b>	
<b>OCLC NURSE Video (VHS)</b>	#	VCVA	#		<b>NURSE-AV</b>	<b>VIDEO-NURS</b>	<b>VIDEO</b>	<b>OCLC</b>	

Note: **VCVA** defaults are indicated by the equal sign & may be omitted;  
other values need to be typed in and are in boldface