



Editing Checklist—Videorecordings

This is not an exhaustive checklist. Here are some places you can get further information:

RDA toolkit (subscription required): www.rdatoolkit.org

[Best Practices for Cataloging DVD-Video and Blu-ray Discs Using RDA and MARC21, Version 1.1](#)

On the SHARE website:

For local practices on cataloging, look under Cataloging>Policies and Procedures.

MARC tag guidance is available from:

OCLC's Bibliographic Formats and Standards <http://www.oclc.org/bibformats/en.html>

MARC 21 for Bibliographic Records <https://www.loc.gov/marc/bibliographic/>

Within bibliographic records:

In Polaris: Place your cursor in the tag and the tag information will appear at the bottom of your record.

Note: Tag information won't display if record is maximized.

In Connexion: Right click anywhere in a field, and click on MARC Field Help.

NOTE: Examples in this document show only some of the possibilities. See OCLC Bibliographic Formats and Standards or the MARC21 for Bibliographic Records website for more examples.

Editing Checklist—Videorecordings

Edits to OCLC master record

Examples reflect spacing and display of subfields in OCLC records. Subfield *a* at the beginning of a field does not display in OCLC. Other subfields at the beginning of a field will display.

Variable Fields

Field	Action	Example
040	--Add #e with <i>rda</i> when upgrading record to RDA --#e comes before #c	040 _ _ IEU #b eng #e rda #c IEU
007	--Add field if required, or review to make sure codes are correct --Multiple 007s are required if the record is describing more than one non-print format (i.e., DVD and Blu-ray) --Recommend using OCLC macro to add or edit	007 _ _ v #b d #d c #e v #f a #g i #h z #i s
020	--Record multiple ISBNs in separate 020 fields --Include price only if listed on the item --Record qualifying information in #q, in parenthesis --#q comes before #c	020 _ _ 0743524810 : #c \$4.99 020 _ _ 9780743524815 #q (Disc 1) 020 _ _ 9780743524846 #q (Disc 2) : #c \$15.00
024	--Enter the 12-digit UPC code from the container --First indicator: 1 Second indicator: blank, 0, or 1	024 1_ 688321201827
028	--Enter publisher's number in #a --#b should match the entry in 264, #b --First indicator: 4; second indicator: 1	028 41 35328A #b Paramount Home Entertainment
041	--Language code(s) of language tracks, subtitles, etc. --If video has multiple language tracks and/or subtitles, 1 st indicator will be 1 --Language codes for subtitles should be in #j—older records may have #b --Multiple codes in one subfield should be split into separate subfields	041 1 _ eng #a fre #a spa #j eng #j dan #j ger #j por #h eng
1XX	--Authorized form of creator name, as established in an authority record; may not be the same as on the item --Videorecording records rarely have a 1XX field	

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Field	Action	Example
245 Ind 1	--If 1XX field is present: 1 --If no 1XX field: 0	245 00 True grit
245 Ind 2	--0-9 --Tells the system to ignore non-filing characters and initial articles when searching, including initial articles in other languages. Includes the space between the article or character and the next word --If there are no characters to be skipped, 2 nd indicator is 0 Note: Examples shown do not include statement of responsibility or any applicable 1XX field.	245 10 April showers 245 04 The time of day 245 13 An alligator 245 04 Les poissons 245 08 The ... travel guide
245	--Title and statement of responsibility will come from the title screen or title frames, or from the disc label, container, accompanying material or other internal source (i.e., disc menu) --If title comes from a source other than the item itself, record in brackets --If title comes from source other than the title screen or title frames, include a 500 note with the source of the title	245 00 [Christmas concert] 500 _ _ Title devised by cataloger.
245 #h	--Not used in RDA. May be present in AACR or hybrid records; is being removed by OCLC. Do not add to OCLC master records --See below for SHARE local practice	
245 #c	--Statement of responsibility includes production companies, producer(s), director(s), and screenwriter(s) --Record other functions in a 508 note --Record cast in a 511 note --245 always ends in a period	245 00 Genius / #c Summit Entertainment and Riverstone Pictures present ; producers, James J. Bagley [and five others] ; screenplay by John Logan ; directed by Michael Grandage.
246	--Add as applicable --Do not record initial articles --Do not add ending punctuation --See OCLC bib formats for possible 1st and 2nd indicators: http://www.oclc.org/bibformats/en/2xx/246.shtm	245 00 Adrift : #b a sea of terror. 246 30 Sea of terror

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250	<p>--Record edition statement as it appears on the item. Record aspect ratio (i.e., widescreen) as edition statement if stated as “edition” or “version” on the item</p> <p>--Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma</p> <p>--Add edition statement in records with 300 #e (accompanying material) to keep them from being incorrectly merged</p>	<p>250 __ Widescreen version, Collector’s edition. <i>Or</i></p> <p>250 __ Widescreen version.</p> <p>250 __ Collector’s edition.</p> <p>250 __ Special edition, [with accompanying material].</p>
257	<p>--Names or abbreviations of country or countries where principal office(s) of producers are located. If term is from a controlled vocabulary, #2 contains a code for the source of the term</p> <p>--Not necessary to add or edit</p>	<p>257 __ Italy #2 naf</p>
264	<p>--May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright)</p> <p>--1st indicator: blank, unless the record is for a serial</p> <p>--2nd indicator: 0-4</p> <p>--264 for a Copyright Notice Date does not have ending punctuation</p>	<p>264 _1 Los Angeles, CA : #b Buena Vista Home Video, #c [2013]</p> <p>264 _2 [Chicago, Illinois] : #b Acorn Media, #c [2013]</p> <p>264 _4 #c ©2013</p>
264 #a	<p>--Transcribe place of publication as it appears on the item</p> <p>--If a place name is entered in brackets, do not abbreviate. Spell out if abbreviated in the record</p> <p>--If a record has “[S.I.]” or “[Place of publication not identified]”, enter a place if possible, even if only a country</p> <p>Note: If you enter a place, be sure to code the Ctry fixed field accordingly.</p>	<p>264 _1 [Chicago, Illinois]</p> <p>Not: 264 _1 [Chicago, Ill.]</p>
264 #c	<p>--If a publication date is entered with dashes, or if the record has “[date of publication not identified]” change to an estimated date or range of dates, in brackets. Include a question mark after the date(s) if needed</p> <p>Note: Be sure to code the DtSt and Date fixed field accordingly</p>	<p>264 _1 #c [between 1990 and 1999]</p> <p>Not: #c [199-]</p>

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Field	Action	Example
300	<p>--Make sure physical description is complete and punctuation is correct</p> <p>--When converting record to RDA, spell out abbreviations</p> <p>Exceptions: Abbreviate inch(es) as "in". Abbreviate minute(s) as "min." and hour(s) as "hr."</p>	<p>300 __ 1 videodisc (98 min.) : #b sound, color ; #c 4 ¾ in. + #e 1 book (24 pages : illustrations ; 29 cm)</p> <p>300 __ 2 videocassettes (approximately 60 min. each) : #b sound, color with black and white sequences ; #c ½ in.</p> <p>For Playaway Views:</p> <p>300 __ 1 video media player : #b digital, sound, color ; #c 3½ x 4½ in.</p>
33X	<p>--336, 337, and 338 are used to describe content, media, and carrier type</p> <p>--Use OCLC macro to add if needed; otherwise, verify information is correct</p> <p>--Records describing more than one format of material should have appropriate 33X fields for each format</p> <p>--Add #3 at the <u>end</u> of the field if the term applies to a specific component of the resource</p>	<p>336 __ two-dimensional moving image #b tdi #2 rdacontent</p> <p>337 __ video #b v #2 rdamedia</p> <p>338 __ videodisc #b vd #2 rdacarrier</p> <p>For 3D videos:</p> <p>336 __ three-dimensional moving image #b tdm #2 rdacontent</p> <p>337 __ video #b v #2 rdamedia</p> <p>338 __ videodisc #b vd #2 rdacarrier</p> <p>336 __ text #b txt #2 rdacontent #3 container insert</p>
34X	<p>General instructions:</p> <p>--Record each term in a separate 34X field</p> <p>--If term comes from a controlled vocabulary, include #2 with code for</p>	<p>Before:</p> <p>344 __ digital #b optical #g stereo #h Dolby Digital 2.0 #2 rda</p>

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Field	Action	Example
	<p>the thesaurus</p> <p>--If a term does not come from a controlled vocabulary, omit #2</p> <p>--Check the applicable RDA Registry list for terms</p> <p>--Link to each registry list may be found in the OCLC Bib formats entry for the field and subfield</p> <p>--Add fields as needed</p> <p>--If multiple terms are present in one field, split into separate fields with appropriate code in #2 if applicable</p> <p>--Add #3 at the <u>beginning</u> of the field if the term applies to a specific component of the resource (i.e., the term applies only to the Blu-ray in a DVD/Blu-ray combo pack)</p>	<p>After:</p> <p>344 __ digital #2 rdatr</p> <p>344 __ #b optical #2 rdarm</p> <p>344 __ #g stereo #2 rdacpc</p> <p>344 __ #h Dolby Digital 2.0</p>
340	<p>--Physical medium</p> <p>--Include 340 #g with color content. Include in addition to 300 #b</p> <p>--340 #b is optional, if dimensions are recorded in 300 #c. Don't need to add; may be retained if already present</p> <p>--Include 340 #d with term <i>burning</i> if item is a recordable DVD or Blu-ray</p> <p>--340 #d not required if item is a commercially produced disc. If present, will have term <i>stamping</i>. Don't need to add; may be retained if already present</p>	<p>340 __ #g color</p> <p>For recordable DVDs or Blu-rays:</p> <p>340 __ #d burning #2 rdapm</p>
344	<p>--Sound characteristics. Include in addition to 300 #b</p> <p>--Always include #a and #b: include other subfields as applicable</p>	<p>344 __ digital #2 rdatr</p> <p>344 __ #b optical #2 rdarm</p> <p>344 __ #g stereo #2 rdacpc</p> <p>344 __ #3 Blu-ray #g surround #2 rdacpc</p> <p>344 __ #h Dolby Digital 2.0</p>
346	<p>--Video format and broadcast standard</p> <p>--Include #a (video format) only for analog recordings</p> <p>--Do not include #a for DVD or Blu-ray</p>	<p>346 __ #b NTSC #2 rdabs</p>

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Field	Action	Example
347	<p>--Digital file characteristics, including file type, encoding format, file size, regional encoding, etc.</p> <p>--If item is coded Region C, term must be qualified by (Blu-ray)</p>	<p>347 __ video file \$2 rdaft</p> <p>347 __ #b DVD video</p> <p>347 __ #b Blu-ray</p> <p>347 __ #e region C (Blu-ray) \$2 rdare</p> <p>347 __ #3 DVD #e region 1 \$2 rdare</p>
380	<p>--Form of work</p> <p>--Record the most general term from a controlled vocabulary (i.e., <i>Motion pictures</i> vs <i>Comedy films</i>)</p> <p>--Use LCGFT term where possible</p> <p>--Include #2 with code for source of term</p> <p>--Capitalize first word of the term</p>	<p>380 __ Motion pictures #2 lcgft</p> <p>380 __ Television programs #2 lcgft</p>
490	<p>--Series statement as it appears on the resource</p> <p>--If series is untraced: 490 1st indicator is 0. Check the authority file! Sometimes a traced series is incorrectly entered as untraced</p> <p>--If series is traced: 490 1st indicator is 1. Field 800 or 830 should also be present with authorized form of the series; may or may not be the same as the form in the 490</p> <p>--No ending punctuation on field 490; there is ending punctuation on 8XX fields</p> <p>--Some series-like statements are recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!</p>	<p>490 1_ Metro-Goldwyn-Mayer movie legends</p> <p>830 _0 M-G-M movie legends.</p> <p>490 1_ Baby Einstein</p> <p>830 _0 Baby Einstein (Videorecording)</p>
5XX	<p>--Include notes as appropriate. Videorecording records often have many notes. See the OLAC guide for notes that should be included. Examples are only some of the possibilities</p> <p>--Include 500 note for aspect ratio if present on the item</p> <p>--If item has closed captions, English SDH (Subtitled for the Deaf and Hard of Hearing), and/or a descriptive audio track, include in the 546</p>	<p>500 __ Based on the novel “Max Perkins, editor of genius” by A. Scott Berg.</p> <p>500 __ Special features: director’s commentary, behind-the scenes featurette.</p> <p>500 __ Aspect ratio 1.38:1.</p>

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Field	Action	Example
	<p>in addition to languages and subtitles; use wording on the item</p> <p>--Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable</p>	<p>508 __ Music composed by Adam Cork ; editor, Chris Dickens.</p> <p>511 1_ Nicole Kidman, Jude Law, Colin Firth, Laura Linney.</p> <p>520 __ The story of a race around the world.</p> <p>521 8 _ MPAA rating: PG-13.</p> <p>546 __ English, French, or Spanish dialogue; English or Spanish subtitles; English SDH; Descriptive Video Captioning.</p>
505	<p>--Add or enhance 505 if needed to index titles of individual films, episodes, etc.</p> <p>--Include initial articles</p>	<p>505 00 #t The Over-the-Hill Gang -- #t Angel and the badman -- #t Sitting Bull -- #t The Gatling gun.</p>
6XX	<p>--Review subject headings to make sure they are appropriate</p> <p>--Add subject headings as needed, especially genre headings and headings for fictitious characters</p> <p>Note: Many fictitious characters have been established in a name authority record, but some are still coded as subjects. Verify in the authority file.</p> <p>--For adult level material, use subdivision #v <i>Drama</i> after topical headings</p> <p>--For juvenile level material, use subdivision #v <i>Juvenile films</i> after topical headings</p> <p>--Add all appropriate genre headings. See the <i>Library of Congress Genre-Form Thesaurus (LCGFT) for moving images: best practices</i> document on the OLAC website for guidance on assigning genre terms, including <i>Fiction films, Nonfiction films, Feature films, Short</i></p>	<p>600 10 Reacher, Jack #c (Fictitious character) #v Drama.</p> <p>650 _0 Twins #v Juvenile films.</p> <p>655 _7 Feature films. #2 lcgft</p> <p>655 _7 Fiction films. #2 lcgft</p> <p>655 _7 Action and adventure films. #2 lcgft</p> <p>655 _7 Documentary films. #2 lcgft</p> <p>If video has closed captions or English SDH:</p> <p>655 _7 Video recordings for the hearing impaired. #2 lcgft</p>

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Field	Action	Example
	<p><i>films</i>, etc. http://www.olacinc.org/sites/capc_files/LCGFTbestpractices.pdf</p>	<p>If video has descriptive audio or Descriptive Video Captioning: 655 _7 Video recordings for people with visual disabilities. #2 lcgft</p>
700	<p>--Name(s) of contributor(s) as established in an authority record; may not be the same as on the item --May be a personal name (700), family name (700), corporate body name (710), or conference name (711) --Verify form of name and 1st indicator --Remove initial articles from titles in #t --Relationship designator may be present either in #e (relator term) or #4 (relator code) --Do not include #e or #4 when #t is present</p> <p>-- Add #i with relationship information in 7XX author/title entries and entries for related works --Add 730 for contents of resources with multiples titles, or feature presentation has multiple language tracks</p>	<p>700 1_ Mirren, Helen. #4 act #4 drt</p> <p>710 2 _ Pixar (Firm), #e production company.</p> <p>700 1 _ #i Based on (work): #a Wolfe, Thomas, #d 1900-1938. #t Look homeward, angel.</p> <p>Resource includes multiple works: 730 02 #i Container of (work): #a Toy Story (Motion picture) 730 02 #i Container of (work): #a Toy Story 2 (Motion picture) Resource includes one work with multiple language options: 730 02 #i Container of (expression): #a Tangled (Motion picture). #l French. 730 02 #i Container of (expression): #a Tangled (Motion picture). #l Spanish. 730 02 #i Container of (expression): #a Tangled (Motion picture). #l German.</p>

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OCLC Fixed Field

Converts to the 008 or LDR field when imported into Polaris.

Type	g (projected medium)
ELvl	If upgrading a K or M level record, enter code I
Audn	Enter appropriate code
Lang	Make sure code agrees with the language of the piece, or the first language code in the 041 field, if present
Ctry	Make sure code agrees with the place of publication in 264, first #a
Time	3-digit number of minutes; 000 if time exceeds 3 digits; --- if time is unknown Record time of feature film only
Desc	i for RDA records
TMat	v (videorecording)
Tech	Enter appropriate code
DtSt	s if there is a single date in 264 #c p if there is a publication date for the video (264 #c) that is different from the production date of the original film (given in a note), <u>and</u> the video has no additional special features or languages t if a publication date and copyright date are present in the 264 #c, even if they are the same
Date One	Should agree with date in 264 #c
Date Two	Should agree with date of original production given in a note or with copyright date given in 264 _4 #c

Editing Checklist—Videorecordings

SHARE local edits

Local edits may be done in OCLC prior to exporting or in Polaris after record has been brought in.

Do not save local edits to OCLC master record. Examples reflect spacing of subfields in Polaris.

SHARE cataloging local practices may be found on the SHARE website at [Cataloging>Policies and Procedures](#).

Field	Action	Example
Format icons	--Check or edit coding in the LDR, 006, and/or 007 to generate appropriate icon --See Polaris Help on <i>Type of Material Codes (TOMs)</i> for correct coding	
245	--If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from on-order records	
245 #h	--Add a General Material Designation (GMD) to all videorecording records in Polaris --#h comes after #a, n, and p. Comes before #b and c	[videorecording] For preloaded video players: [electronic resource] 245 00 #aFriends.#n The complete first season#h[videorecording]. 245 00 #aAdrift#h[videorecording] : #ba sea of terror.
250	--See SHARE local practice on addition of edition statement to distinguish format --Enter multiple edition statements in one 250, separated by a comma	250 _ _ #a Special edition, [DVD]. 250 _ _ #a [Blu-ray/DVD combo].
300	--See SHARE local practice on formatting #a	
490/8XX	--See SHARE policy on creation of local series authority records for items that are part of a series but there is no series authority record in OCLC	

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5XX	--See SHARE local practice on contents notes, summary notes, etc.	
6XX	--See SHARE local practice on which subject headings are retained or deleted, use of genre headings, approved local subject headings, etc.	For Playaway Views, add: 690 _ _ #a Playaway View (Preloaded video player)
7XX (also 1XX if present)	--See SHARE local practice on use of relator terms	700 1_ #a Mirren, Helen, #e actor, #e film director.