SHARE Bibliographic and Cataloging Best Practices for Membership Vote

1.Policy for cataloging Playaway Views

Playaway View is a device that contains preloaded video content. Catalog as you would a videorecording, with the following special instructions:

General material designation (gmd) -- use [electronic resource]
Note: Local edit: Add a gmd to RDA records for preloaded video players. Do not add to master records in OCLC.

Edition statement
Add the edition statement [Playaway View]. This may be added to an existing edition statement, separated by a comma.

Note: This is a local edit only. Do not add to master records in OCLC.

Example:

245 $h [electronic resource]
250 _ _ $aCollectors edition, [Playaway View].

Physical description
"Video media player" is the term in common use in records for this device.

Record the term "1 video media player (include time of feature presentation, if available)" in subfield a.
Record the term "digital" in subfield b, and the dimensions of the player in subfield c.

Example:
300 _ _ $a1 video media player (ca. 51 min.) :$digital. ;$c3 1/2 x 4 1/2 in.

Notes

If not already in the record, add the following notes, in addition to all other appropriate notes:
500 _ _ $aIssued on Playaway View, a dedicated video media player.
500 _ _ $aPowered by rechargeable battery; container includes one electrical power adapter.
500 _ _ $aEarphones not required for audio playback.

Subject headings
Add the following subject heading in addition to all other applicable headings:
690 _ _ $aPlayaway View (Preloaded video player)

Note: This is a local edit only. Do not add to master records in OCLC.

Fixed field

Code Fixed field *Form of Item* (position 29) as q – direct electronic. Code other fixed fields as appropriate for videorecordings.

Polaris Type of Material (TOM) -- Videorecording
Make sure there's an 007 in the record for videorecordings. This is what generates the TOM, so add it if needed. There should also be an 006 and an 007 in the record for the electronic resource aspect of the item.

Example:

007 – For the videorecording aspect of the Playaway View
Category of material	v (Videorecording)
Specific mat'l desig	z (Other)
Color	Code as appropriate
Videorecording format	z (Other)
Sound on medium/sep	Code as appropriate
Medium for sound	z (Other)
Dimensions	z (Other)
Config of playback channels	Code as appropriate

007 – For the electronic resource aspect of the Playaway View
Category of material	c (Electronic resource)
Specific mat'l desig	z (Other)
Color	Code as appropriate
Dimensions	z (Other)
Sound	Code as appropriate
All other positions:	| (No attempt to code)

006 – Electronic resource
Format of material:	m (Computer file/electronic resource)
Audience:	Code as appropriate
Form:	q (Direct electronic)
Type of file:	z (Other)
Government publication:	Code as appropriate

2.Policy for cataloging video games and computer games
Bibliographic record
General material designation (gmd) -- use [electronic resource]
Note: Local edit: Add a gmd to RDA records for video games and computer games. Do not add to master records in OCLC.

A 250 should be added for the game system or computer type. If two edition statements, combine in one 250.
A 250 should be added to all records for the Playaway LaunchPad.
Examples:
250 __ $aPS4.
250___$aPSP.

250___$aPC compatible.
250___$aMAC compatible.
250___$aVersion 1.2, PC compatible.
250___$a[Playaway LaunchPad].
Note: This is a local edit only. Do not add to master records in OCLC.

Blu-ray disc is not acceptable in the 300—this should be mentioned in the 538.

The 538 should also include single or multi-player information. The name of the console should be spelled out in the 538. Include the broadcast standard and regional encoding if on piece.

Examples:
538___$aSystem requirements: PlayStation 2; NTSC U/C; memory card (for PS2) – 296 KB; digital control; analog control; vibration function; multitap (for PS2). Multi-player.

538___$aSystem requirements: PlayStation 4; 6.1 GB minimum hard disc space; 1080p HD video output; DualShock 4. Blu-ray disc; NTSC; Region 1. Multi-player.

538___$aSystem requirements: PlayStation portable; region 1; wi-fi compatible.

538___$aSystem requirements: Windows 95, 98, 2000, Me, XP or later; Pentium II 266MHZ or faster processor; 32MB RAM; minimum 20MB hard disk space available; 16-bit color; 8x CD-ROM drive; Windows-compatible sound card.

538___$aSystem requirements for Mac: iMac/G3 233MHz or faster processor; System 8.6-9.2.2, OS X 10.1.2 or later; 32MB RAM; Minimum 20MB hard disk space available; 16-bit color; 24x CD-ROM drive.

A 500 note should be added with the number of players. If the game can be played online with multiple players include that information here, as well. Transcribe this information from container.

Examples:
500___$a1-4 players; online up to 16 players
500___$a1-4 players; online multi-player.
500___$a1-4 players; network players 2-4 co-op, 2-18 competitive.

Add a 521 note for rating.
Examples:
521 8__$aESRB content rating: E, Everyone (Mild lyrics).
521 8__$aESRB content rating: M, Mature 17+ (Blood and gore, intense violence, strong language).

Subject headings
Use the free-floating form subdivision $v Computer games with all topical headings.
Examples:
650 _0 $aHand-to-hand combat$vComputer games.
650 _0 $aZombies$vComputer games.

Form and genre headings
Use the following form heading for all video games:
655 _0 $aVideo games.

Use the following form heading for all computer games:
655 _7 $aComputer games.$2local

When applicable, other possible headings include:
655 _0 $aComputer adventure games.
655 _0 $aComputer baseball games.
655 _0 $aComputer flight games.
655 _0 $aComputer war games.
655 _0 $aComputer word games.
655 _0 $aEducational games.
655 _0 $aFantasy games.
655 _0 $aGame Boy video games.
655 _0 $aNintendo GameCube video games.
655 _0 $aNintendo video games.
655 _0 $aNintendo Wii video games.
655 _0 $aSega Dreamcast video games.
655 _0 $aSega Genesis video games.
655 _0 $aSega Saturn video games
655 _0 $aSimulation games.
655 _0 $aSony video games.
655 _0 $aTurboGrafx video games.
655 _0 $aVideo wrestling games.
655 _0 $aXbox video games.

Add the following local subject heading to records for the Playaway LaunchPad:

690 __$aPlayaway LaunchPad (Preloaded tablet computer)
Note: This is a local edit only. Do not add to master records in OCLC.

3.Revision of current cataloging standard for attaching to set vs individual records for multipart print material other than serials

Revised text is in bold

This policy applies to print works that are issued in multiple volumes. This policy does not apply to serials (see *Attaching to serial vs monograph records for serials other than periodicals*) or audiovisual material (See *Attaching to set vs individual records for multipart audiovisual material*)

--Use a monographic set record for complete works in multiple volumes that are published in the same year with the same title. Examples are encyclopedias or multivolume biographies where all volumes have the same title

--Use an individual record for separate works published in a series. Example is the Great books of the Western world series—each volume has a separate title

--Use an individual record for multi-volume works on the same subject by the same author, published in different years with different titles or subtitles. Example is the biography of Winston Churchill by William Manchester. Volume 1 was published in 1983, Volume 2 in 1988, and Volume 3 in 2012. All have different volume titles

>   --**This applies to circulating items only. Items that do not circulate may be attached to a monographic set record if desired**

--Retrospective cataloging of existing items is recommended, but not required