

# Editing Checklist – Videorecordings

## Resources

- Original RDA Toolkit (subscription required): [RDA Toolkit](#)
- OLAC Best Practices for Video Games: "[OLAC Best Practices for Cataloging DVD-Video and Blu-ray Discs, Object](#)" by Marcia Barrett, Josh Hutchinson et al.
- SHARE policy page for Blu-ray discs and DVDs : [Blu-rays, DVDs and Blu-ray/DVD combo packs | SHARE](#)
- MARC 21 for Bibliographic Records: [MARC 21 Format for Bibliographic Data: Table of Contents \(Network Development and MARC Standards Office, Library of Congress\)](#)
- OCLC's Bibliographic Formats and Standards page: [Bibliographic Formats and Standards - OCLC](#)

## Instructions

Within Bibliographic Records:

**In Polaris Client:** Place your cursor in the tag and the tag information will appear at the bottom of the record. **Note:** Tag information won't display when record is maximized.

**In Leap:** Click the check box next to a tag and click the *Edit tag* button.

**In Connexion:** In the variable fields, right click anywhere in a field, and click on MARC Field Help. In the fixed field elements, click on the element name.

**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.

## Edits to OCLC Records

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

SHARE local practice requires the use of ISBD punctuation in all records imported to Polaris. Examples in this document will include full ISBD punctuation. OCLC records may or may not include ISBD punctuation.

040:

- Add subfield *b* with *eng* if not present
- Add *Ꞥe* with *rda* when upgrading record to RDA
- *Ꞥe* comes before *Ꞥc*

Example: 040 \_\_ IHI ‡b eng ‡e rda ‡c IHI

007:

- Add field if not present, 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 or creating a text string to add or edit

Example: 007\_\_v#b d#d c#e v#f a#g i#h z#i s (a DVD with stereo sound)

020:

- Record multiple ISBNs in separate 020 fields
- DO NOT enter any price information in the subfield c; this is obsolete. Remove if present
- Ensure qualifying information in  $\pm q$  is in parentheses

Example:

020\_\_0743524810

020 \_\_ 9780743524815 ‡q (Disc 1)

020\_\_9780743524846 ±q (Disc 2)

024:

- Enter the 12-digit UPC code from the container
  - 1<sup>st</sup> indicator: 1
  - 2<sup>nd</sup> indicator: blank, 0, or 1
- If present, ensure qualifying information in \$q is in parentheses

Example: 024 1\_ 688321201827

028:

- Enter publisher's number in  $\ddagger a$
- $\ddagger b$  should match the entry in 264  $\ddagger b$
- 1st indicator: 4

- 2nd indicator: 1
- Ensure qualifying information in ‡q is in parenthesis

Example: 028 41 35328A ‡b Paramount Home Entertainment

### 033:

- Coded form of information recorded in 518 note or 500 note
- Geographic region codes are found in Library of Congress Classification—Class G

Example: 033 0 0 2015---- ‡b 5750 ‡b 6710 ‡b 65607

*(Filmed on location in England, Italy, and Spain in 2015)*

### 041:

- Language code(s) of language tracks, subtitles, etc.
- 1st indicator: 1 if video has multiple language tracks and/or subtitles
- ‡a—language code of language track
- ‡i—language of intertitles or title cards for silent films --‡j—language code of subtitles (older records may have ‡b; update to ‡j or ‡p as appropriate)
- ‡p—language code of captions (closed captions or SDH); change to ‡p if coded in ‡j
- ‡q—language code of accessible audio (described video track); change to ‡q if coded in ‡j or ‡a
- ‡r—language codes of non-textual visual language (signed language); change to ‡r if coded in ‡j
- ‡h—original language code of main work, even if work is translated
- Multiple codes in one subfield should be split into separate subfields

Examples:

041 1 \_ eng ‡a fre ‡a spa ‡j dan ‡j eng ‡j ger ‡j por ‡h eng

*(Video with language tracks and subtitles)*

041 1 \_ eng ‡a fre ‡a spa ‡j dan ‡j eng ‡j ger ‡j por ‡p eng ‡q eng ‡h eng

*(Video with language tracks, subtitles, English SDH, and English described video track)*

041 1 \_ eng ‡a spa ‡j eng ‡j spa ‡h ger

*(Video with language tracks and subtitles in English and Spanish, when the original work was in German)*

## 046:

- Date of production of film, or date of original release if date of production is unknown, as recorded in a note. Date is for the original film, not the DVD or Blu-ray
- Public note may be added in ‡z. Nonpublic note may be added in ‡w
- Add ‡3 at the beginning of the field if the date applies to a specific component of the resource

Example: 046 \_\_ ‡k 2015 ‡2 edtf

*or*

046 \_\_ ‡k 2015 ‡z release date ‡2 edtf

## 100:

- 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, as it is uncommon for them to be the work of a single creator

## 245:

- First indicator
  - If 1XX is present: 1 (rare for videorecordings)
  - If no 1XX is present: 0

Example: 245 00 True grit
- Second indicator : options 0-9
  - Tells the system to ignore non-filing characters and initial articles in searches, including initial articles in non-English languages.
  - Includes the space between the article or character and the next word
  - 0 if there are no characters to be skipped

Examples (does not include statement of responsibility):

245 04 The time of day

245 03 An alligator

245 04 Les poissons

245 The ... video travel guide to Kenya
- Transcribe title and statement of responsibility from the title screen or title frames (preferred source), or from the disc label, container, accompanying material or other internal source (i.e., disc menu)
- If no title is available from any source, cataloger devises title

- Include a 588 0\_ note with the source of the title  
245 00 Christmas concert  
588 0\_ Title from container.
- If working with a franchise title, include the names of both the franchise and the individual work in the title proper. Add a colon after the name of the franchise if not already present.
  - 245 04 The hunger games: Mockingjay  
NOT  
245 04 The hunger games : ꞑb Mockingjay
- ꞑh (GMD)
  - Not used in RDA
  - Do not add to OCLC records; delete if present
  - See below for SHARE local practice
- ꞑc: Statement of responsibility
  - Include presenters, production companies, producer(s), director(s), and screenwriter(s)
  - Cast members and other functions are recorded in 5XX notes  
Example:  
245 00 Genius / ꞑc Summit Entertainment and Riverstone Pictures present ; producers, James J. Bagley [and five others] ; screenplay by John Logan ; directed by Michael Grandage.

## 246:

- Add variant titles as applicable
- Do not record initial articles
- Do not add ending punctuation that is not part of the title
- See OCLC bib formats for possible 1st and 2nd indicators

Examples:

245 00 Adrift : ꞑb a sea of terror.

246 30 Sea of terror

## 250:

- Record edition statement as it appears on the item
- Record aspect ratio (i.e. wide screen) as edition statement only if stated as “edition” or “version” on the item
- Spell out abbreviated words as needed to match wording on the item

- Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma  
     250 \_\_ Wide screen version, Collector's edition.  
     or  
     250 \_\_ Wide screen version.  
     250 \_\_ Collector's edition.
- Add edition statement [With accompanying material] in records with 300 ‡e (accompanying material) to keep them from being incorrectly merged
  - Example: 205 \_\_ Special edition, [with accompanying material].

## 257:

- Names of country or countries where principal office(s) of producer(s) are located. If term is from a controlled vocabulary, ‡2 contains a code for the source of the term
- Optional to add; do not delete if present

Example: 257 \_\_ Italy ‡2 naf

## 264:

- May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright)
  - 1st indicator: blank
  - 2nd indicator: 0-4
- 264 for a Copyright Notice Date (2nd indicator 4) does not have ending punctuation
- Change MARC tag 260 to 264
  - Example:  
     264 \_1 Los Angeles, CA : ‡b Buena Vista Home Video, ‡c [2013]  
     264 \_4 ‡c ©2013
- ‡a: Place of publication
  - Transcribe place of publication as it appears on the item
  - If a place name is entered in brackets, do not abbreviate. Spell out if abbreviated in the record
    - Example: 264 \_1 [Chicago, Illinois]  
 Note: 264 \_1 [Chicago, Ill.]
  - If a record has “[S.l.]” or “[Place of publication not identified]”, enter a place if possible, even if only a country. Enter in brackets
    - Note: Be sure to code the Ctry fixed field accordingly
- ‡b: Publisher

- Transcribe name of publisher as it appears on the item, including Inc., Ltd, etc.
- If publisher's name is shortened or truncated in the record, edit to match the item
- If a record has "[s.n]", try to determine a publisher and enter in brackets. If a publisher can't be determined, enter "[publisher not identified]"
- Example:  
264 \_1 ꞑa New York : ꞑb HBO Home Entertainment, ꞑc [2020]
- ꞑc: Publication date
  - Record publication date if present—rare for videorecordings
  - If there is no publication date but there is a copyright date for the video, enter copyright date in brackets as implied publication date
  - If an implied 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 if date(s) are a guess
    - Note: Be sure to code the DtSt and Date One and Date Two fixed field elements accordingly.
  - Record copyright date in separate 264 with 2nd indicator 4
  - Record copyright symbol or the word copyright as stated on the item
  - Example:  
264 \_1 Los Angeles, CA : ꞑb Buena Vista Home Video, ꞑc [2013]  
264 \_4 ꞑc ©2013

### 300:

- Make sure physical description is complete and punctuation is correct
- Spell out abbreviations
  - Exceptions: Abbreviate inch(es) as "in." and centimeters as "cm". Abbreviate minute(s) as "min." and hour(s) as "hr."
  - Change abbreviation "ca." to "approximately"

Examples:

300 \_\_ 1 videodisc (98 min.) : ꞑb sound, color ; ꞑc 4 ¾ in. + ꞑe 1 book (24 pages : illustrations ; 29 cm)

300 \_\_ 2 videocassettes (approximately 60 min. each) : ꞑb sound, color with black and white sequences ; ꞑc ½ in.

## 33X:

- 336, 337, and 338 describe content, media, and carrier type
- Recommend using OCLC constant data tool/macros/text strings to add if needed; otherwise, verify information is correct
- Records describing more than one format of material should have appropriate 33X fields for each format
- Add ‡3 at the end of the field if the term applies to a specific component of the resource

Example:

336 \_\_ two-dimensional moving image ‡b tdi ‡2 rdacontent

337 \_\_ video ‡b v ‡2 rdamedia

338 \_\_ videodisc ‡b vd ‡2 rdacarrier

*For 3D videos:*

336 \_\_ three-dimensional moving image ‡b tdm ‡2 rdacontent

337 \_\_ video ‡b v ‡2 rdamedia

338 \_\_ videodisc ‡b vd ‡2 rdacarrier

## 34X:

- Add fields as needed
- Record each term in a separate 34X field
- If multiple terms are present in one field, split into separate fields
  - Example: Before: 344 \_\_ digital ‡b optical ‡g surround ‡2 rda
  - After:  
344 \_\_ digital ‡2 rdatr  
344 \_\_ ‡b optical ‡2 rdarm  
344 \_\_ ‡g surround ‡2 rdacpc
- Check the applicable RDA registry list for terms
  - Link to each registry list may be found in the OCLC Bib Formats entry for the field and subfield
  - If a term does not come from a controlled vocabulary, omit ‡2
- Add ‡3 at the beginning 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)

## 340: Physical medium

- Optional to add if dimensions are recorded in 300 ‡c; retain if present

- Example: 340 \_\_ #b 4 ¾ in.
- Include 340 #d with term “burning” if item is a recordable DVD or Blu-ray
  - Example: 340 \_\_ #d burning #2 rdapm
- #d not required if item is a commercially produced disc. If present, will have the term stamping. Don’t need to add; retain if present
- Include #g with color content. Include in addition to 300 #b
  - Possible values are “monochrome” and “polychrome.” See the [RDA Color Content](#) index for more information
  - Example: 340 \_\_ #g polychrome #2 rdacc

### 341: Accessibility content

- 1<sup>st</sup> indicator: blank, 0 (primary content), or 1 (secondary content)
- 2<sup>nd</sup> indicator: blank
- Do not use if there is no alternative mode of access, i.e., a video without captions
  - #a—Content access mode
  - #b—Textual assistive features (i.e., closed captions or SDH)
  - #c—Visual assistive features (i.e., sign language)
  - #d—Auditory assistive features (i.e., audio description)
  - #e—Tactile assistive features (i.e., braille)
- When possible, use ONIX or sapdv [terms](#)
  - Add in a #2 to denote the source
  - Examples:
    - 341 0 \_\_ auditory #b closedCaptions #2 sapdv
    - 341 0 \_\_ visual #d audioDescription #2 sapdv

### 344: Sound characteristics

- Include in addition to 300 #b
- Always include #a and #b
  - Include other subfields as applicable
  - Example:
    - 344 \_\_ digital #2 rdatr
    - 344 \_\_ #b optical #2 rdarm
    - 344 \_\_ #g stereo #2 rdacpc
    - 344 \_\_ #3 Blu-ray #g surround #2 rdacpc
    - 344 \_\_ #h Dolby Digital 2.0
- Always include #i with the term *sound* or *silent* as applicable
  - 344 \_\_ #i sound #2 rdasco

## 345: Moving Image Characteristics

- Do not use #a or #b in records for videorecordings. Used in records for motion picture film only
- Include #c with aspect ratio value if stated on the piece
  - 345 \_\_ #c 2.38:1
- Include #d with aspect ratio designator. Use term from [RDA registry list](#); include #2 rdaar
  - Record “widescreen” as “wide screen”
  - Do not record aspect ratio information in 5XX note
  - 345 \_\_ #d wide screen #2 rdaar

## 346: Video format and broadcast standard

- Do not include #a for DVDs or Blu-rays. Used for analog recordings only. DVDs and Blu-rays are digital
- Record #b for broadcast standard. Most common is NTSC
  - Example: 346 \_\_ #b NTSC #2 rdabs
  - May also see PAL or SECAM
    - Note: Different broadcast standards must go on different records
  - See the RDA Broadcast Standard index for specific terms

## 347: Digital file characteristics

- Includes file type, encoding format, file size, regional encoding, etc.
  - 347 \_\_ video file \$2 rdaft
  - 347 \_\_ #b DVD video
  - 347 \_\_ #b Blu-ray
- See the RDA Regional Encoding index for specific terms on regions
  - 347 \_\_ #e region C (Blu-ray) \$2 rdare
  - 347 \_\_ #3 DVD #e region 1 \$2 rdare

## 380: Form of Work

- Record the most general term from a controlled vocabulary
- Use LGGFT term where possible
- Include #2 with code for source of term
- Capitalize first word of the term

Examples:

380 \_\_ Motion pictures #2 lcgft

380 \_\_ Television programs #2 lcgft

## 490: Series statement

- Record the series statement as it appears on the resource
- 1<sup>st</sup> indicator: 0 if the series is untraced. Check the authority file!
  - Traced series are sometimes incorrectly entered as untraced in OCLC
- 2<sup>nd</sup> indicator: 1 if the series is traced
  - 8XX field must also be present with the authorized form of the series name
  - May or may not be the same as the 490
- Some series-like statements are recorded as a quoted note in the 500 field rather than in the 490/8XX. Check the scope notes in the authority file!

Examples:

490 1\_ Baby Einstein

830 \_0 Baby Einstein

or

490 1\_ Metro-Goldwyn-Mayer movie legends

830 \_0 M-G-M movie legends.

## 500

- Include notes as appropriate
- Videorecording records often have many notes. Examples below are only some of the possibilities
- Record production or release date of original film in a 500 note if present on the item. Also record date in field include 046
  - 500 \_\_ Originally produced in 2015.
- Record principal cast in a 511 note
  - 511 1\_ Nicole Kidman, Jude Law, Colin Firth, Laura Linney.
- Record other principal functions not listed in 245 ‡c in a 508 note if considered important (i.e., cinematographer, composer, etc.)
  - 508 \_\_ Music composed by Adam Cork ; editor, Chris Dickens.
- Include a 518 note with date/time and/or place of filming, if readily available. Information may be recorded in subfield a, or in multiple subfields. Also include field 033 with information in coded form
  - 518 \_\_ Filmed on location in Australia.
  - or
  - 518 \_\_ ‡o Filmed on location ‡p Australia.

- Record information on closed captions, English SDH (Subtitles for the Deaf and Hard of Hearing), signed language, and/or a descriptive audio track in a 532 note
  - 532 1\_ English or French descriptive audio tracks
  - 532 1\_ English subtitles for the Deaf and Hard of Hearing (SDH)
- Record information on language tracks and subtitles in a 546 note
  - 546 \_\_ English, French, or Spanish dialogue; English or Spanish subtitles.
- Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable

Other note examples:

500 \_\_ Based on the novel “Max Perkins, editor of genius” by A. Scott Berg.

500 \_\_ Special features: director’s commentary, behind-the-scenes featurette.

520 \_\_ The story of a race around the world.

521 8 \_ MPAA rating: PG-13.

## 505

- Add or enhance 505 if needed to index titles of individual films, episodes, etc.
- Include initial articles

Example:

505 00 ‡t The Over-the-Hill Gang -- ‡t Angel and the badman -- ‡t Sitting Bull -- ‡t The Gatling gun.

## 6XX: Subject and genre headings

- Review subject headings to make sure they are appropriate
- Add subject and genre headings as needed, especially genre headings and subject headings for fictitious characters
  - Example: 600 10 Reacher, Jack ‡c (Fictitious character) ‡v Drama.
  - Note: Fictitious characters may be established in either a name authority record or a subject authority record. Verify in the authority file and code accordingly
- For adult level material, use subdivision ‡v *Drama* after topical subject headings
  - Example: 650 \_0 Dinosaurs ‡v Drama.
- For juvenile level material, use subdivision ‡v Juvenile films for nonfiction and ‡v Juvenile drama for fiction after topical headings
  - 650 \_0 Twins ‡v Juvenile films.

- 650 \_0 Snakes ‡v Juvenile drama.
- Add genre headings as appropriate to denote the length of the film and whether it's fiction or nonfiction. Many parallel genre headings exist for films and television programs.
  - 655 \_7 Feature films. ‡2 lcgft
  - 655 \_7 Fiction films. ‡2 lcgft
  - 655 \_7 Action and adventure films. ‡2 lcgft
  - 655 \_7 Documentary television programs. ‡2 lcgft
- If video has closed captions or SDH:
  - 655 \_7 Television programs for hard of hearing people. ‡2 lcgft
  - 655 \_7 Video recordings for hard of hearing people. ‡2 lcgft
  - 655 \_7 Films for hard of hearing people. ‡2 lcgft
- If video has descriptive audio:
  - 655 \_7 Video recordings for people with visual disabilities. ‡2 lcgft
  - 655 \_7 Television programs for people with visual disabilities. ‡2 lcgft
  - 655 \_7 Films for people with visual disabilities. ‡2 lcgft

## 7XX: Added entries – names and/or related works

- May be a personal name (700), family name (700), corporate body name (710), or conference/meeting name (711)
- Enter name(s) as established in an authority record; may not be the same as on the item
  - 700 1\_ Mirren, Helen, ‡e actor, ‡e director.
  - 710 2 \_ Pixar (Firm), ‡e production company.
- Verify form of name and 1st indicator
- If no authority record, format name as instructed in RDA Toolkit
- 2nd indicator: 2 when resource includes the work referenced in the 7XX
- Remove initial articles from titles in ‡t
- Relationship designator may be present either in ‡e (relator term) or ‡4 (relator code). Relator term is preferred over relator code. See local practice below
- Do not include ‡e or ‡4 when ‡t is present
- Do not include initial articles in titles in ‡t
- Add ‡i with relationship information in 7XX author/title entries and entries for related works
  - 700 1 \_ ‡i Based on (work): ‡a Wolfe, Thomas, ‡d 1900-1938. ‡t Look homeward, angel.

- Add 730 for contents of resources with multiples titles, or if the feature presentation has multiple language tracks
  - Do not record for languages of subtitles; only audio tracks
  - 730 02 ‡i Container of (work): ‡a Toy Story (Motion picture)  
730 02 ‡i Container of (work): ‡a Toy Story 2 (Motion picture)  
Or  
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.

## Fixed Fields:

- Converts to the 008 or LDR field when imported to Polaris
- Type: g for projected medium
- ELvl: If upgrading a less than full level record, or if code l is present, change to blank
- 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 ‡a
- Time: 3-digit number of minutes; 000 if time exceeds 3 digits; --- if time is unknown
  - Record time of feature film only; do not include time of special features
- Desc: Will have code *i* for RDA when ISBD punctuation is included or code *c* for RDA when ISBD punctuation is omitted. If upgrading from pre-AACR punctuation, include ISBD punctuation and enter code *i*
- TMat: *v* for 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), and 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 the date in 264 \_1 ‡c
- Date Two: Should agree with the copyright date in 264 \_4 ‡c or with date of original production given in a note

## SHARE Local Edits

Local edits may be done in OCLC prior to exporting or in MarcReport or Polaris after exporting.

Do *not* permanently save local edits to the OCLC record.

Examples reflect display and spacing of subfields in Polaris.

SHARE cataloging local practices may be found on the SHARE Website: [Bibliographic & Cataloging Standards | SHARE](#)

## Format Icons:

- Check or edit coding in the LDR, 006, and/or 007 to generate appropriate icon

### 245:

- If OCLC record is imported with title in all caps, edit to AACR formatting to distinguish from On Order records
- Add ⑈h with a General Material Designation (GMD) to all records for videorecordings and preloaded video players
  - --⑈h comes after ⑈a, n, and p. Comes before ⑈b and ⑈c
  - Example:  
245 00 ⑈a Friends. ⑈n The complete first season ⑈h [videorecording].

### 250:

- See [SHARE local practice](#) on video recordings for specific edition statements related to format
- Enter multiple edition statements in one 250, separated by a comma
  - Examples:  
250 \_\_ ⑈a Special edition, [DVD].  
250 \_\_ ⑈a [Blu-ray/DVD combo pack].
- If a DVD is in PAL format or is otherwise a non-US formatted disc, include an edition statement that says so in square brackets
  - Example: 250 \_\_ ⑈a [DVD not playable in most U.S. DVD players].

### 264:

- If copyright date is used as implied publication date, add 264 \_4 ⑈c with copyright date
  - 264 \_1 ⑈aLos Angeles, CA :⑈bBuena Vista Home Video,⑈c[2013]  
264 \_4 ⑈c©2013

## 300:

- In ‡a, include the time listed for the feature film only, not the time of any special features on the disc(s).
- In ‡b, change "sound" to "silent" if the film, including any disc menus or special features, has no audio of any kind.
- In ‡b, change "color" to "black and white" if the film, including any disc menus or special features, is entirely in black and white.

Example: 300 \_ \_ 1 videodisc (135 min.) : ‡b sound, color ; ‡c 4 ¾ in.

## 7XX:

- Change ‡4 to ‡e and replace relator code with applicable relator term  
700\_ ‡a Jolie, Angelina, ‡d 1975- ‡4pro ‡4dir  
Change to:  
700 1 \_ ‡ a Jolie, Angelina, ‡d 1975- ‡e producer, ‡e director.