

Editing Checklist – Video Games

Resources

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

- 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 Procedure for Video Games: [Video Games | SHARE](#)
- SHARE Cataloger's Training Session: [Section: January 2026 | Recorded Catalogers Training Sessions | SHARE Training](#) (you will have to log in to Moodle)
- 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

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 *‡b* with *eng* if not present

- Add **‡e** with *rda* when upgrading record to RDA
- **‡e** comes before **‡c**

Example: 040 __ IHI **‡b** eng **‡e** rda **‡c** IHI

007:

- Add field if not present, or review to make sure codes are correct
- Recommend using OCLC macro or creating a text string to add or edit

Examples: 007 __ c **‡b** b **‡d** c **‡e** z **‡f** a (a Nintendo cartridge game)

007 __ c **‡b** o **‡d** c **‡e** g **‡f** a (a PlayStation or Xbox disc game)

024:

- Enter the 12-digit UPC code from the container
 - 1st indicator: 1
 - 2nd 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 subfield a
 - 1st indicator: 5
 - 2nd indicator: 1
- If present, ensure qualifying information in **‡c** is in parentheses
- Will often have multiple entries, both for the container and for the disc/cartridge itself

Example: 028 51 PPSA-08329 **‡b** Sony Interactive Entertainment LLC **‡q** (disc) **-or-**

028 51 1000031635 **‡b** Sony Interactive Entertainment LLC **‡q** (container)

041:

Language code(s) of language tracks and accompanying material

- 1st indicator: 1 if game has multiple language tracks
- Multiple codes in one subfield should be split into separate subfields
- If only one language present, omit this field
- Check bib standards for full list of subfields and what they are used for

- Note: Current video games are typically issued as single language resources, with the option to switch languages being a function of the game system

1XX:

- Authorized form of creator name, as established in an authority record; may not be the same as on the item
- Video game records rarely have a 1XX field, as it is uncommon for them to be the work of a single creator

245: Title

- Indicator 1
 - If 1XX field is present: 1 (Note: this is rare for video games)
 - If no 1XX field is present: 0
 - Example: 245 00 Elden Ring
- Indicator 2
 - 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:
 - 245 04 The last of us
 - 245 00 No man's sky
 - 245 02 A boy and his blob
- Transcribe title and statement of responsibility from the title screen or title frames (preferred source, if applicable), or from the disc or cartridge label, container, accompanying material or other internal source (i.e., startup menu)
- If no title is available, cataloger devises title
- Include a 588 note with the source of the title
 - Example:
 - 245 00 No man's sky
 - 588 0_ Title from container.
- Do not transcribe introductory words that are clearly not intended to be part of the title. If considered important, this information may be given as a variant title or note.
 - Example:
 - 245 00 Ratatouille.
 - 246 __ ‡i Title appears on cartridge label as: ‡a Disney Pixar Ratatouille

- If working with a franchise title, include the names of both the franchise and the individual work in the title proper, as well as a number if it is explicitly present in the title. Add a colon after the name of the franchise if not already present. DO NOT use subfields **‡b**, **‡p**, and/or **‡n** for this purpose.
 - Example: 245 00 Call of duty 4: modern warfare.
NOT
245 Call of duty: **‡b** Modern warfare
NOT
245 00 Call of duty **‡n4**, **‡p** Modern warfare
- **‡h** – not used in RDA; do not use in OCLC records; delete if present
 - See below for SHARE local practice
- **‡c** – Statement of Responsibility are almost never appropriate for video game records, and should only be included when there is a very clear statement of responsibility on the piece

246: Variant title

- 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

Example:

245 00 Destiny 2

246 30 Destiny two

250: Edition statement

- Record edition statement as it appears on the item
- Spell out abbreviated words as needed to match wording on the item
- Add an edition statement for the game system or computer type. This should be added to any existing edition statement(s), separated by a comma

Example:

250 __ Collector's edition.

250 __ Nintendo Switch, Collector's edition.

250 __ [PC compatible].

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: Publication information

- 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 Redmond, WA : ‡b Nintendo of America, ‡c [2023]

264 _4 ‡c ©2023

264 ‡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]
Not: 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

264 ‡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 San Mateo, CA : ‡b Sony Interactive Entertainment, Inc., ‡c [2022]

264 ‡c: Date

- Record publication date if present (rare for video games)
- If there is no publication date but there is a copyright date for the video game, 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
 - 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 based on copyright symbol or the word copyright as stated on item

Example: 264 _1 Redmond, WA : †b Nintendo of America, †c [2023]

264 _4 †c ©2023

300: Physical description

- Make sure physical description is complete and punctuation is correct
- Spell out abbreviations
 - Exceptions: Abbreviate inch(es) as “in.” and centimeters as “cm”
- Standard measurement of a game disc is 4 3/4 in.; Nintendo Switch cartridge is 1 1/4 in.
- Use the phrase “computer disc” for disc games and the phrase “computer chip cartridge” for cartridge games. If the disc is Blu-ray, note that in the 34X/538 fields instead of the 300 field

Examples:

300 __ 1 computer disc : †b sound, color ; †c 4 3/4 in. + †e 1 booklet (9 pages : illustrations ; 18 cm)

300 __ 1 computer chip cartridge : †b sound, color ; †c 1 1/4 in.

33X:

- 336, 337, and 338 describe content, media, and carrier type
- Recommend using OCLC constant data tool to add if needed; otherwise, verify information is correct

For video game discs:

336 __ two-dimensional moving image †b tdi †2 rdacontent

336 __ computer program †b cop †2 rdacontent

337 __ computer †b c †2 rdamedia

338 __ computer disc †b cd †2 rdacarrier

For video game cartridges:

336 __ two-dimensional moving image †b tdi †2 rdacontent

336 __ computer program †b cop †2 rdacontent

337 __ computer †b c †2 rdamedia

338 __ computer chip cartridge †b cb †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

340: Physical medium

- Optional to include if dimensions are recorded in 300 †c; retain if present
- †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
- †i should contain the name of the appropriate video game system

Example:

340 __ †b 4 3/4 in.

340 __ †g polychrome †2 rdacc

340 __ †i Sony PlayStation 4.

344: Sound characteristics

- Include in addition to 300 \$b
- Always include \$a and \$b: include other subfields as applicable
- Always include \$i with the term sound or silent as applicable

Example:

344 __ digital \$2 rdatr
344 __ \$b optical \$2 rdarm
344 __ \$g stereo \$2 rdacpc
344 __ \$i sound \$2 rdasco

346: Video format and broadcast standard

- Do not include \$a. It is used for analog recordings only. Video game discs and cartridges are digital
- Record \$b for broadcast standard. Most common is HDTV
 - Example: 346 __ \$b HDTV \$2 rdabs
- DO NOT use “laser optical”; that is a term specifically referring to the Laser Disc format
- Note: Different broadcast standards must go on different records.

347: Digital file characteristics

- Do not record file type (subfield \$a) or encoding format (subfield \$b) for video games
- If regional encoding (“Region J”, “USA”) is given on the game or the container, record it in subfield \$e

Examples:

347 __ \$e USA
347 __ \$e Region J \$2 rdare

380: Form of work

- Should be the same for all video games
 - 380 __ Video games \$2 lcgtf

490: Series statement

- Should not be used for franchise titles (i.e. “The legend of Zelda”). Series statements are uncommon for video game records

5XX: Notes

- Include notes as appropriate. Video game records often have many notes. See the OLAC guide for notes that should be included. Examples are only some of the possibilities
- Record number of players, noting local and/or online requirements as pertinent
 - Example: 500 __ Single player ; 2-3 players, local multiplayer ; 2-4 players, online multiplayer.
- Record note about internet access requirements
 - Example: 500 __ This game may require internet access for updates. Some online services / downloads may require additional hardware, software, memberships and/or fees.
- Record ESRB rating and content information, using the wording found on the source, in a 521 note
 - Example: 521 8 _ ESRB rating: E 10+, Everyone 10+ (fantasy violence, mild suggestive themes).
- Record information on game audio language and container language in a 546 note
 - Example: 546 __ Game audio in English, French and Spanish. Container in English and Spanish.
- Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable

538: System requirements

- These might be quite extensive, depending on what is listed on the game container
- Examples:
 - 538 __ System requirements: Nintendo Switch game system; Nintendo Switch Pro Controller compatible.
 - 538 __ System requirements: Xbox One or Xbox Series X consoles with optical drive; Requires download(s) (significant storage, broadband internet connection and ISP fees apply); Xbox Game Pass Ultimate or Xbox Live Gold required for online multiplayer/co-op.

588: Source of title note

- Include for all non-book records
- First indicator 0
 - Example: 245 00 No man's sky

588 0_ Title from container.

6XX: Subject and genre headings

- Review to make sure they are appropriate for the record
- Add subject and genre headings as needed; especially double-check for genre headings and headings for fictitious characters
 - 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.
 - Example: 600 10 Kenobi, Obi-Wan ‡c (Fictitious character) ‡v Video games.
- For all video games and computer games, use subdivision ‡v Video games after topical headings
 - Example: 650 _0 Dragons ‡v Video games.
- For all video games and computer games, add the LCGFT genre *Video games*.
 - 655 _7 Video games. ‡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
 - Examples:
 - 700 _ Stewart, Patrick, ‡d 1940- ‡e voice actor.
 - 700 1 _ ‡i Based on (work): ‡a Tolkien, J.R.R. ‡q (John Ronald Reuel), ‡d 1892-1973. ‡t The Hobbit.
- 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
 - Example: 710 2 _ Nintendo of America Inc., ‡e software developer ‡4publisher.
- 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

753: System details

- Record the platform of the machine used to play the game. See the Game & Metadata Citation Project Computer Game Platform vocabulary for platform names and operating systems.
- Examples:
 - 753 __ Nintendo Switch †2 gcipplatform
 - 753 __ Microsoft Windows 11 †2 gcipplatform

Fixed Fields:

- Converts to 008 or LDR when imported to Polaris
- Type: m (computer file)
- 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
- Form: 'q' (direct electronic)
- Ctry: Make sure code agrees with the place of publication in 264 †a
- Desc: Will have code 'i' for RDA when ISBD punctuation is included or code c for RDA when ISBD punctuation is omitted. If upgrading a record, include ISBD punctuation and enter code 'i'.
- File: 'g' (game)
- Dtst: 's' if there is a single date in 264 †c; '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 _1 †c
- Date Two: Should agree with 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

ELvL Fixed field:

- Code as blank

ISBD punctuation:

- Include applicable ISBD punctuation between subfields and at the end of fields
- Enter code 'i' in the descriptive cataloging form element in the Leader field

245:

- If OCLC record is imported with title in all caps, edit formatting to distinguish from on-order records; capitalize first word of each title and any proper names; all other words are lower case
- Add a General Material Designation (GMD) of [electronic resource] to all records for video games and computer games
 - †h comes after †a, †n, and †p. Comes before †b and †c
 - Example: 245 04 †aThe Legend of Zelda: tears of the kingdom†h[electronic resource].

250:

- Add an edition statement to all record for Playaway Launchpads
 - 250 _ _ [Playaway Launchpad].

264 †c:

- If copyright date is used as implied publication date, add 264 _4 †c with copyright date
 - 264 _1 †aRedmond, WA :†Nintendo of America,†c[2023]
 - 264 _4 †c©2023

6XX:

- Use terms from the OLAC Video Game Thesaurus as appropriate
 - 655 _7 Role playing video games. †2 olacvggt
- See this link for a full list of controlled terms: [The Registry! :: OLAC's Videogame Genre Form Terms :: List Concepts](#)
- For PC computer games, add this genre heading:
 - 655 _7 Computer games. †2 local

7XX (or 1XX if present):

- Change †4 to †e and replace relator code with applicable relator term
 - 710 2 _ †aNintendo of America Inc., 4swd †4pbl
Change to:
710 2 _ †aNintendo of America Inc., †e software developer, †epublisher.