



Editing Checklist—Video Games

As of: October 5, 2023

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

Original RDA toolkit (subscription required): original.rdatoolkit.org

OLAC best practices guide: [OLAC Best Practices for Cataloging DVD-Video and Blu-ray Discs, Objects, Streaming Media, and Video Games Using the Original RDA Toolkit and MARC 21](#)

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

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Edits to OCLC records

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
General	<p>--ISBD punctuation between subfields and ending punctuation is now optional in many fields. Do not add to OCLC records if the punctuation is omitted unless you are upgrading a record from pre-AACR punctuation</p> <p>--Note: SHARE local practice requires the use of ISBD punctuation in records imported into Polaris</p> <p>--Examples in this document include full ISBD punctuation</p>	
040	<p>--Add subfield <i>b</i> with <i>eng</i> if not present</p> <p>--Add <i>e</i> with <i>rda</i> when upgrading record to RDA</p> <p>--<i>e</i> comes before <i>c</i></p>	040 __ IEU #b eng #e rda #c IEU
007	<p>--Add field if not present, or review to make sure codes are correct</p> <p>--Recommend using OCLC macro to add or edit</p>	<p>007 __ c #b b #d c #e z #f a (a Nintendo cartridge game)</p> <p>007 __ c #b o #d c #e g #f a (a PlayStation or Xbox disc game)</p>
024	<p>--Enter the 12-digit UPC code from the container</p> <p>--1st indicator: 1</p> <p>--2nd indicator: blank, 0, or 1</p> <p>--Ensure qualifying information in <i>q</i> is in parenthesis</p>	024 1_ 688321201827

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Field	Action	Example
028	<p>--Enter publisher's number in #a --1st indicator: 5 --2nd indicator: 1 --Ensure qualifying information in #q is in parenthesis --Will often have multiple entries, both for the container and for the disc/cartridge itself</p>	<p>028 51 PPSA-08329 #b Sony Interactive Entertainment LLC #q (disc)</p> <p>028 51 1000031635 #b Sony Interactive Entertainment LLC #q (container)</p>
041	<p>-- --Language code(s) of language tracks and accompanying material --1st indicator: 1 if game has multiple language tracks and/or subtitles --#a—language code of language track --#g—language code of accompanying material --Multiple codes in one subfield should be split into separate subfields --if only one language is present, omit this field. --Current video games are typically issued as single language resources, with the option to switch languages being a function of the game system.</p>	<p>041 _ _ eng #g eng #g jap</p>
1XX	<p>--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.</p>	
245 Ind 1	<p>--If 1XX field is present: 1 (Rare for video games) --If no 1XX field: 0</p>	<p>245 00 Elden Ring</p>

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<p>245 Ind 2</p>	<p>--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 Note: Examples shown do not include statement of responsibility or other subfields</p>	<p>245 04 The last of us 245 00 No man's sky 245 02 A boy and his blob</p>
<p>245</p>	<p>--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 from any source, cataloger devises title --Include a 588 note with the source of the title --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. --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 the name of the franchise if not already present. DO NOT use subfields #b, #p, and/or #n for this purpose.</p>	<p>245 00 No man's sky 588 0_ Title from container. 245 00 Ratatouille. 246 00 #i Title appears on cartridge label as: #a Disney Pixar Ratatouille 245 00 Call of duty 4: modern warfare. NOT 245 00 Call of duty: #b Modern warfare NOT 245 00 Call of duty #n4, #pModern warfare</p>

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245 #h	<p>--Not used in RDA --Do not add to OCLC records; delete if present --See below for SHARE local practice</p>	
245 #c	<p>--Statements 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, NOT simply a corporate name with no function indicated.</p>	<p>245 00 Razor racing / #c developed by Vision Scape Interactive, Inc.</p>
246	<p>--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</p>	<p>245 00 Destiny 2 246 30 Destiny two</p>
250	<p>--Record edition statement as it appears 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</p>	<p>250 _ _ Collector's edition. 250 _ _ Game of the year edition.</p>
257	<p>--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</p>	<p>257 _ _ Italy #2 naf</p>

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264	<p>--May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright)</p> <p>--1st indicator: blank</p> <p>--2nd indicator: 0-4</p> <p>--264 for a <i>Copyright Notice Date</i> (2nd indicator 4) does not have ending punctuation</p> <p>--Change MARC tag 260 to 264</p>	<p>264 _1 Redmond, WA : #b Nintendo of America, #c [2023]</p> <p>264 _4 #c ©2023</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. Enter in brackets</p> <p>Note: Be sure to code the <i>Ctry</i> fixed field accordingly.</p>	<p>264 _1 [Chicago, Illinois]</p> <p>Not: 264 _1 [Chicago, Ill.]</p>
264 #b	<p>--Transcribe name of publisher as it appears on the item, including Inc., Ltd, etc.</p> <p>--If publisher’s name is shortened or truncated in the record, edit to match the item</p> <p>--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]”</p>	<p>264 _1 San Mateo, CA #b Sony Interactive Entertainment, Inc., #c [2022]</p>

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<p>264 #c</p>	<p>--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 <i>DtSt</i> and <i>Date One</i> and <i>Date Two</i> fixed field elements accordingly. --Record copyright date in separate 264 with 2nd indicator 4 --Record copyright symbol or the word copyright as stated on item</p>	<p>264 _1 Redmond, WA : #b Nintendo of America, #c [2023] 264 _4 #c ©2023</p>
<p>300</p>	<p>--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.</p>	<p>300 _ _ 1 computer optical 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.</p>

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<p>33X</p>	<p>--336, 337, and 338 describe content, media, and carrier type</p> <p>--Recommend using OCLC constant data tool to add if needed; otherwise, verify information is correct</p>	<p>For video game discs:</p> <p>336 __ two-dimensional moving image #b tdi #2 rdacontent</p> <p>336 __ computer program #b cop #2 rdacontent</p> <p>337 __ computer #b c #2 rdamedia</p> <p>338 __ computer disc #b cd #2 rdacarrier</p> <p>For video game cartridges:</p> <p>336 __ two-dimensional moving image #b tdi #2 rdacontent</p> <p>336 __ computer program #b cop #2 rdacontent</p> <p>337 __ computer #b c #2 rdamedia</p> <p>338 __ computer chip cartridge #b cb #2 rdacarrier</p>
<p>34X</p>	<p>General instructions:</p> <p>--Add fields as needed</p> <p>--Record each term in a separate 34X field</p> <p>--If multiple terms are present in one field, split into separate fields</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>--If a term does not come from a controlled vocabulary, omit #2</p> <p>--Add #3 at the <u>beginning</u> of the field if the term applies to a specific component of the resource</p>	<p>Before:</p> <p>344 __ digital #b optical #g surround #2 rda</p> <p>After:</p> <p>344 __ digital #2 rdatr</p> <p>344 __ #b optical #2 rdarm</p> <p>344 __ #g surround #2 rdacpc</p>

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340	<p>--Physical medium</p> <p>--340 #b is optional if dimensions are recorded in 300 #c. Retain if present.</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; retain if present</p> <p>--Include 340 #g with color content. Include in addition to 300 #b Possible values are "monochrome" and "polychrome". See the RDA Colour Content index for more information.</p> <p>--Subfield #i should contain the name of the appropriate video game system.</p>	<p>340 _ _ #b 4 3/4 in.</p> <p>340 _ _ #g polychrome #2 rdacc</p> <p>340 _ _ #i Sony PlayStation 4.</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>--Always include #i with the term <i>sound</i> or <i>silent</i> as applicable</p> <p>--See OCLC Bibliographic Formats and Standards page for this field for additional guidance</p>	<p>344 _ _ digital #2 rdatr</p> <p>344 _ _ #b optical #2 rdarm</p> <p>344 _ _ #g stereo #2 rdacpc</p> <p>344 _ _ #i sound #2 rdasco</p>
346	<p>--Video format and broadcast standard</p> <p>--Do <u>not</u> include #a .It is used for analog recordings only. Video game discs and cartridges are digital</p> <p>--Record #b for broadcast standard. Most common is HDTV</p> <p>--DO NOT use "laser optical"; that is a term specifically referring to the Laser Disc format</p> <p>Note: Different broadcast standards must go on different records.</p>	<p>346 _ _ #b HDTV #2 rdabs</p>
347	<p>-- Digital file characteristics</p> <p>-- do not record file type (subfield #a) or encoding format (subfield #b) for video games</p> <p>-- if regional encoding ("Region J", "USA") is given on the game or the Container, record it in subfield #e</p>	<p>347 _ _ USA</p> <p>347 _ _ Region J #2 rdare</p>

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380	<p>--Form of work --Should be the same for all video games.</p>	380 __ Video games #2 lcgft
490	<p>--Series statement -- Should not be used for franchise titles (i.e. “The legend of Zelda”). A series statement will almost never be appropriate for a video game record</p>	
5XX	<p>--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</p> <p>--Record number of players, noting local and/or online requirements as pertinent</p> <p>--Record note about internet access requirements</p> <p>--Record ESRB rating and content information, using the wording found on the source, in a 521 note</p> <p>--Record information on game audio language and container language in a 546 note</p> <p>--Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable</p>	<p>500 __ Single player ; 2-3 players, local multiplayer ; 2-4 players, online multiplayer.</p> <p>500 __ This game may require internet access for updates. Some online services / downloads may require additional hardware, software, memberships and/or fees.</p> <p>521 8 _ ESRB rating: E 10+, Everyone 10+ (fantasy violence, mild suggestive themes).</p> <p>546 __ Game audio in English, French and Spanish. Container in English and Spanish.</p>

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538	<p>--Add field 538 to indicate system requirements. These might be quite extensive, depending on what is listed on the game container.</p>	<p>538 __ System requirements: Nintendo Switch game system; Nintendo Switch Pro Controller compatible.</p> <p>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.</p>
588	<p>--Include a source of title note.</p>	<p>245 00 No man's sky 588 0_ Title from container.</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: Fictitious characters may be established in either a name authority record or a subject authority record. Verify in the authority file and code accordingly.</p> <p>--For all video games and computer games, use subdivision #v <i>Computer games</i> after topical headings</p> <p>--For all video games and computer games, add the LCGFT genre <i>Video games</i>.</p>	<p>600 10 Kenobi, Obi-Wan #c (Fictitious character) #v Computer games.</p> <p>650 _0 Dragons #v Computer games.</p> <p>655 _7 Video games. #2 lcgft</p>

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7XX	<p>--Added entries—names and/or related works</p> <p>--May be a personal name (700), family name (700), corporate body name (710), or conference/meeting name (711)</p> <p>--Enter name(s) as established in an authority record; may not be the same as on the item</p> <p>--Verify form of name and 1st indicator</p> <p>--If no authority record, format name as instructed in RDA Toolkit</p> <p>--2nd indicator: 2 when resource includes the work referenced in the 7XX</p> <p>--Remove initial articles from titles in #t</p> <p>--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</p> <p>--Do not include #e or #4 when #t is present</p> <p>--Do not include initial articles in titles in #t</p> <p>-- Add #i with relationship information in 7XX author/title entries and entries for related works</p>	<p>700 1 _ Stewart, Patrick, #d 1940-#e voice actor.</p> <p>700 1 _ #i Based on (work): #a Tolkien, J.R.R. #q (John Ronald Reuel), #d 1892-1973. #t The Hobbit.</p> <p>710 2 _ Nintendo of America Inc., #esoftware developer#4publisher.</p>
753	<p>--System details</p> <p>--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.</p>	<p>753 _ _ Nintendo Switch #2 gcipplatform</p> <p>753 _ _ Microsoft Windows 11 #2 gcipplatform</p>

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OCLC Fixed Field Elements

Converts to the 008 or LDR field when imported into 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	<i>q</i> (Direct electronic)
Ctry	Make sure code agrees with the place of publication in 264, first #a
Desc	Will have code <i>i</i> for RDA when ISBD punctuation is included or code <i>c</i> for RDA when ISBD punctuation is omitted. If upgrading a record from pre-AACR punctuation, include ISBD punctuation and enter code <i>i</i>
File	<i>g</i> (game)
DtSt	<i>s</i> if there is a single date in 264 #c <i>t</i> 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

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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 record.

Examples reflect display and 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	
ELvL fixed field element	--Code as blank	
ISBD punctuation	--Include applicable ISBD punctuation between subfields and at the end of fields --Enter code <i>i</i> in the <i>Descriptive cataloging form</i> element in the LDR field	
245	--If OCLC record is imported with title in all caps, edit formatting to distinguish from on-order records: Capitalize first word of title and any proper names; all other words are lower case	
245 #h	--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	245 04 #a The Legend of Zelda: tears of the kingdom #h [electronic resource].

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250	<p>-- See SHARE local practice on cataloging video games and computer games for specific edition statements related to game system or computer type</p> <p>--Enter multiple edition statements in one 250, separated by a comma</p>	<p>250 __ Nintendo Switch.</p> <p>250 __ PC compatible.</p> <p>250 __ Xbox series X, Xbox One.</p>
264 #c	<p>--If copyright date is used as implied publication date, add 264 _4 #c with copyright date</p>	<p>264 _1 #aRedmond, WA :#Nintendo of America,#c[2023] 264 _4 #c©2023</p>
300	<p>--Do not indicate if a game disc is Blu-ray in the 300 field; this should be mentioned in the 538 field</p>	
5XX	<p>--See SHARE local practice on contents notes, summary notes, etc.</p>	
6XX	<p>--Add genre terms from the Alphabetical list of genre terms in the OLAC video game genre vocabulary as appropriate.</p> <p>--For computer games, add the local genre term <i>Computer games</i>.</p>	<p>655 _7 Role playing video games. #2 olacvgt</p> <p>655 _7 Computer games. #2 local</p>
7XX (also 1XX if present)	<p>--Change #4 to #e and replace relator code with applicable relator term</p>	<p>710 2 _ #aNintendo of America Inc., #4swd#4pbl</p> <p>Change to:</p> <p>710 2 _ #aNintendo of America Inc., #esoftware developer#4publisher.</p>