

As of: September 1, 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 <u>Cataloging>Policies and Procedures</u>.

#### 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.

#### 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	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	
	<b>Note</b> : SHARE local practice requires the use of ISBD punctuation in records imported into Polaris Examples in this document include full ISBD punctuation	
040	<ul> <li>Add subfield b with eng if not present</li> <li>Add ‡e with rda when upgrading record to RDA</li> <li>‡e comes before ‡c</li> </ul>	<b>040</b> IEU <b>‡b</b> eng <b>‡e</b> rda <b>‡c</b> IEU
007	<ul> <li>-Add field if not present, or review to make sure codes are correct</li> <li>-Multiple 007s are required if the record is describing more than one non-print format (i.e., DVD and Blu-ray)</li> <li>-Recommend using OCLC macro to add or edit</li> </ul>	<b>007</b> v <b>+b</b> d <b>+d</b> c <b>+e</b> v <b>+f</b> a <b>+g</b> i <b>+h</b> z <b>+i</b> s (a DVD with stereo sound)
020	Record multiple ISBNs in separate 020 fields DO NOT enter any price information; remove if present Ensure qualifying information in ‡q is in parenthesis	<b>020</b> 0743524810 <b>020</b> 9780743524815 <b>‡q</b> (Disc 1) <b>020</b> 9780743524846 <b>‡q</b> (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 Ensure qualifying information in ≠q is in parenthesis	<b>024 1</b> _688321201827
028	Enter publisher's number in ‡a ‡b should match the entry in 264 ‡b 1 <sup>st</sup> indicator: 4	028 41 35328A <b>+b</b> Paramount Home Entertainment

Field	Action	Example
	2 <sup>nd</sup> indicator: 1 Ensure qualifying information in ‡q is in parenthesis	
033	Coded form of information recorded in 518 note or 500 note Geographic region codes are found in <u>Library of Congress</u> <u>Classification—Class G</u>	<b>033 0 0</b> 2015 <b>+b</b> 5750 <b>+b</b> 6710 <b>+b</b> 65607 (Filmed on location in England, Italy, and Spain in 2015)
041	<ul> <li>Language code(s) of language tracks, subtitles, etc.</li> <li>1<sup>st</sup> indicator: 1 if video has multiple language tracks and/or subtitles</li> <li>‡a—language code of language track</li> <li>‡i—language code of subtitles (older records may have ±b; update to ±j or ±p as appropriate)</li> <li>±p—language code of captions (closed captions or SDH); change to ±p if coded in ±j</li> <li>±q—language code of accessible audio (described video track); change to ±q if coded in ±j or ±a</li> <li>±r—language codes of non-textual visual language (signed language); change to ±r if coded in ±j</li> <li>±h—original language code of main work, <u>even if</u> work is translated</li> <li>Multiple codes in one subfield should be split into separate subfields</li> </ul>	<ul> <li>041 1 _ eng ‡a fre ‡a spa ‡j dan</li> <li>‡j eng ‡j ger ‡j por ‡h eng (Video with language tracks and subtitles)</li> <li>041 1 _ eng ‡a fre ‡a spa ‡j dan</li> <li>‡j eng ‡j ger ‡j por ‡p eng ‡q eng</li> <li>‡h eng (Video with language tracks, subtitles, English SDH, and English described video track)</li> <li>041 1 _ eng ‡a spa ‡j eng ‡j spa</li> <li>‡h ger (Video with language tracks and subtitles in English and Spanish, when the original work was in German)</li> </ul>
046	<ul> <li>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</li> <li>Public note may be added in <i>z</i>. Nonpublic note may be added in <i>w</i></li> <li>Add <i>z</i> at the beginning of the field if the date applies to a specific component of the resource</li> </ul>	<b>046</b> _ <b>_ +k</b> 2015 <b>+2</b> edtf <b>046</b> _ <b>_ +k</b> 2015 <b>+z</b> release date <b>+2</b> edtf

Field	Action	Example
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	
245	If 1XX field is present: 1 (Rare for videorecordings)	<b>245 00</b> True grit
Ind 1	If no 1XX field: 0	
245	0-9	245 04 The time of day
Ind 2	Tells the system to ignore non-filing characters and initial articles	245 03 An alligator
	in searches, including initial articles in non-English languages.	245 04 Les poissons
	Includes the space between the article or character and the next word	<b>245 08</b> The video travel guide to Kenya
	0 if there are no characters to be skipped	,
	Note: Examples shown do not include statement of responsibility	
245	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 If title comes from source other than the title screen or title frames,	<b>245 00</b> Christmas concert <b>588 0</b> _ Title from container.
	include a 588 note with the source of the title	<b>245 04</b> The hunger games:
	If working with a franchise title, include the names of both the	Mockingjay
	franchise and the individual work in the title proper. Add a colon after	Mooningjay
	the name of the franchise if not already present.	<u>NOT</u>
		<b>245 04</b> The hunger games : <b>+b</b> Mockingjay
245	Not used in RDA	
‡h	Do not add to OCLC records; delete if present	
	See below for SHARE local practice	
245	Statement of responsibility includes presenters, production	245 00 Genius / <b>+c</b> Summit
‡c	companies, producer(s), director(s), and screenwriter(s)	Entertainment and Riverstone
	Cast members and other functions are recorded in 5XX notes	Pictures present ; producers, James

Field	Action	Example
		J. Bagley [and five others] ;
		screenplay by John Logan ; directed
246	Add variant titles as applicable	by Michael Grandage. 245 00 Adrift : <b>+b</b> a sea of terror.
240	Do not record initial articles	<b>246 30</b> Sea of terror
	Do not add ending punctuation that is not part of the title	
	See OCLC bib formats for possible 1st and 2nd indicators	
250	Record edition statement as it appears on the item	<b>250</b> Wide screen version,
	Record aspect ratio (i.e., wide screen) as edition statement only if	Collector's edition. Or
	stated as "edition" or "version" on the item	<b>250</b> Wide screen version.
	Spell out abbreviated words as needed to match wording on the item	<b>250</b> Collector's edition.
	Multiple edition statements may be in separate 250 fields, or in one	<b>250</b> Special edition, [With accompanying material].
	250, separated by a comma Add edition statement [With accompanying material] in records with	accompanying materialj.
	300 ‡e (accompanying material) to keep them from being incorrectly merged	
257	Names of country or countries where principal office(s) of	<b>257</b> Italy <b>‡2</b> naf
	producer(s) are located. If term is from a controlled vocabulary, ‡2	
	contains a code for the source of the term	
264	Optional to add; do not delete if present    May have multiple 264s with indicators for different functions	<b>264</b> _1 Los Angeles, CA : <b>‡b</b> Buena
204	(production, publication, distribution, manufacture, copyright)	Vista Home Video, <b>‡c</b> [2013]
	1st indicator: blank, unless the record is for a serial	<b>264</b> 4 <b>‡c</b> ©2013
	2nd indicator: 0-4	
	264 for a <i>Copyright Notice Date</i> (2 <sup>nd</sup> indicator 4) does not have ending punctuation	
	Change MARC tag 260 to 264	
264	Transcribe place of publication as it appears on the item	264 _1 [Chicago, Illinois]
‡a	If a place name is entered in brackets, do not abbreviate. Spell out if	Not: 264 _1 [Chicago, III.]

Field	Action	Example
	abbreviated in the record 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 <b>Note:</b> Be sure to code the <i>Ctry</i> fixed field accordingly.	
264 ‡b	<ul> <li>Transcribe name of publisher as it appears on the item, including Inc., Ltd, etc.</li> <li>This is the publisher of the video, not the producer of the original film</li> <li>If publisher's name is shortened or truncated in the record, edit to match the item</li> <li>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]"</li> </ul>	264 _1 ‡a New York : <b>‡b</b> HBO Home Entertainment, <b>‡c [</b> 2020]
264 ‡c	<ul> <li>Record publication date if present—rare for videorecordings</li> <li>If there is no publication date but there is a copyright date for the video, enter copyright date in brackets as implied publication date</li> <li>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</li> <li>Note: Be sure to code the <i>DtSt</i> and <i>Date One</i> and <i>Date Two</i> fixed field elements accordingly.</li> <li>Record copyright date in separate 264 with 2<sup>nd</sup> indicator 4</li> <li>Record copyright symbol or the word copyright as stated on the item</li> </ul>	264 _1 Los Angeles, CA : <b>≠b</b> Buena Vista Home Video, <b>≠c</b> [2013] 264 _4 <b>≠c</b> ©2013
300	Make sure physical description is complete and punctuation is correctSpell out abbreviations <b>Exceptions:</b> Abbreviate inch(es) as "in". Abbreviate minute(s) as "min." and hour(s) as "hr."	<b>300</b> 1 videodisc (98 min.) : <b>‡b</b> sound, color ; <b>‡c</b> 4 ¾ in. + <b>‡e</b> 1 book (24 pages : illustrations ; 29 cm) <b>300</b> 2 videocassettes (approximately 60 min. each) : <b>‡b</b>

Field	Action	Example
	Change abbreviation "ca." to "approximately"	sound, color with black and white sequences ; <b>‡c</b> ½ in.
33X	<ul> <li>336, 337, and 338 describe content, media, and carrier type</li> <li>Recommend using OCLC constant data tool to add if needed; otherwise, verify information is correct</li> <li>Records describing more than one format of material should have appropriate 33X fields for each format</li> </ul>	336 two-dimensional moving image <b>+b</b> tdi <b>+2</b> rdacontent 337 video <b>+b</b> v <b>+2</b> rdamedia 338 videodisc <b>+b</b> vd <b>+2</b> rdacarrier
	Add ±3 at the <u>end</u> of the field if the term applies to a specific component of the resource	For 3D videos: 336 three-dimensional moving image <b>+b</b> tdm <b>+2</b> rdacontent 337 video <b>+b</b> v <b>+2</b> rdamedia 338 videodisc <b>+b</b> vd <b>+2</b> rdacarrier
34X	General instructions: Add fields as needed Record each term in a separate 34X field If multiple terms are present in one field, split into separate fields 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 <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)	Before: 344 digital <b>+b</b> optical <b>+g</b> stereo <b>+h</b> Dolby Digital 2.0 <b>+2</b> rda After: 344 digital <b>+2</b> rdatr 344 <b>+b</b> optical <b>+2</b> rdarm 344 <b>+g</b> stereo <b>+2</b> rdacpc 344 <b>+h</b> Dolby Digital 2.0

Field	Action	Example
340	<ul> <li>Physical medium</li> <li>340 \$\pm b\$ is optional if dimensions are recorded in 300 \$\pm c\$. Retain if present.</li> <li>Include 340 \$\pm d\$ with term <i>burning</i> if item is a recordable DVD or Bluray</li> <li>340 \$\pm 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</li> <li>Include 340 \$\pm g\$ with color content. Include in addition to 300 \$\pm b\$ Possible values are "monochrome" and "polychrome". See the RDA Colour Content index for more information.</li> </ul>	340 +b 4 ¾ in.         For recordable DVDs or Blu-rays:         340 +d burning +2 rdapm         340 +g polychrome +2 rdacc
341	<ul> <li>Use to describe alternative modes of access to primary or secondary content</li> <li>1st indicator: blank, 0 (primary content), or 1 (secondary content)</li> <li>2nd indicator: Blank</li> <li>Do not use if there is no alternative mode of access, i.e, a video without captions</li> <li>‡a—Content access mode</li> <li>‡b—Textual assistive features (i.e., closed captions or SDH)</li> </ul>	341 0 _ auditory <b>+b</b> captions 341 0 _ visual <b>+d</b> audio description
	<ul> <li>‡c—Visual assistive features (i.e., sign language)</li> <li>‡d—Auditory assistive features (i.e., audio description)</li> <li>‡e—Tactile assistive features (i.e., braille)</li> <li>Use the following terms in ‡a as appropriate: <ul> <li>auditory</li> <li>tactile</li> <li>textual</li> <li>visual</li> </ul> </li> <li>Use the following terms in ‡b, ‡c ‡d or ‡e as appropriate:</li> </ul>	

Field	Action	Example
	audio description	
	braille	
	captions	
	sign language	
	transcript	
	Omit ‡2	
	Add ±3 at the end of the field if the term applies to a specific	
	component of the resource (exception to other 34X fields)	
344	Sound characteristics. Include in addition to 300 <sup>+</sup> b	<b>344</b> digital <b>‡2</b> rdatr
	Always include ‡a and ‡b: include other subfields as applicable	<b>344 +b</b> optical <b>+2</b> rdarm
	Always include <i>i</i> with the term <i>sound</i> or <i>silent</i> as applicable	<b>344 ‡g</b> stereo <b>‡2</b> rdacpc
	See OCLC Bibliographic Formats and Standards page for this field	<b>344 ‡3</b> Blu-ray <b>‡g</b> surround <b>‡2</b>
	for additional guidance	rdacpc
		<b>344 +h</b> Dolby Digital 2.0
		<b>344 ‡i</b> sound <b>‡2</b> rdasco
345	Moving image characteristics	<b>345 ‡c</b> 2.38:1
	<u><b>Do not</b></u> use ‡a or ‡b in records for videorecordings. Used in records	345 +d wide screen +2 rdaar
	for motion picture film only	
	Include ‡c with aspect ratio value if stated on the piece	
	Include ‡d with aspect ratio designator. Use term from <u>RDA Aspect</u>	
	Ratio Designation index; include +2 rdaar	
	Record "widescreen" as "wide screen"	
	Do not record aspect ratio information in 5XX note	
346	Video format and broadcast standard	<b>346 ≠b</b> NTSC <b>≠2</b> rdabs
	Do <u>not</u> 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.	
	See the RDA Broadcast Standard index for specific terms	
	Note: Different broadcast standards must go on different records.	
347	Digital file characteristics, including file type, encoding format, file	<b>347</b> video file <b>\$2</b> rdaft

Field	Action	Example
	size, regional encoding, etc. See the <u>RDA Regional Encoding</u> index for specific terms	<b>347 +b</b> DVD video <b>347 +b</b> Blu-ray <b>347 +e</b> region C (Blu-ray) <b>\$2</b> rdare
380	<ul> <li>Form of work</li> <li>Record the most general term from a controlled vocabulary (i.e., <i>Motion pictures</i> vs <i>Comedy films</i>)</li> <li>Use LCGFT term where possible</li> <li>Include \$\$\frac{1}{2}\$ with code for source of term</li> <li>Capitalize first word of the term</li> </ul>	347 #3 DVD #e region 1 \$2 rdare 380 Motion pictures #2 lcgft 380 Television programs #2 lcgft
490	<ul> <li>Series statement as it appears on the resource</li> <li>1<sup>st</sup> indicator: 0 if series is untraced. Check the authority file! Traced series are sometimes incorrectly entered as untraced</li> <li>1<sup>st</sup> indicator: 1 if series is traced. Field 800 or 830 must also be present with the authorized form of the series—may or may not be the same as the 490</li> </ul>	<b>490 1_</b> Metro-Goldwyn-Mayer movie legends <b>830 _0</b> M-G-M movie legends.
	<ul> <li>No ending punctuation on field 490; there is ending punctuation on 8XX fields</li> <li>Some series-like statements are recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!</li> </ul>	<b>490 1_</b> Baby Einstein <b>830 _0</b> Baby Einstein (Videorecording)
5XX	<ul> <li>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</li> <li>If aspect ratio is present in 5XX note, change to 345 ‡c and/or ‡d</li> </ul>	<ul> <li>500 Based on the novel "Max Perkins, editor of genius" by A. Scott Berg.</li> <li>500 _ Special features: director's commentary, behind-the scenes</li> </ul>
	Record production or release date of original film in a 500 note if present on the item. Also record date in field include 046 Record principal cast in a 511 note	featurette. <b>500</b> Originally produced in 2015. <b>508</b> Music composed by Adam Cork ; editor, Chris Dickens.

Field	Action	Example
	Record other principal functions not listed in 245 to in a 508 note if	<b>511 1_</b> 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.)	<b>518</b> Filmed on location in
	la chude e 540 e ste with dete (Generale e e efficience if recedite	Australia.
	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	or 518 <b>‡o</b> Filmed on location
	subfields. Also include field 033 with information in coded form	<b>‡p</b> Australia.
	Record information on closed captions, English SDH (Subtitles for	<b>520</b> The story of a race around the world.
	the Deaf and Hard of Hearing), signed language, and/or a	<b>521 8</b> _ MPAA rating: PG-13.
	descriptive audio track in a 532 note	<b>532 1_</b> English or French descriptive
	Record information on language tracks and subtitles in a 546 note	audio tracks <b>532 1</b> _ English subtitles for the Deaf and Hard of Hearing (SDH)
	Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable	<b>546</b> English, French, or Spanish dialogue; English or Spanish subtitles.
505	Add or enhance 505 if needed to index titles of individual films, episodes, etc. Include initial articles	<b>505 00 ‡t</b> The Over-the-Hill Gang <b>‡t</b> Angel and the badman <b>‡t</b> Sitting Bull <b>‡t</b> The Gatling gun.
6XX	Review subject headings to make sure they are appropriate	600 10 Reacher, Jack <b>+c</b> (Fictitious character) <b>+v</b> Drama.
	Add subject headings as needed, especially genre headings and headings for fictitious characters	<b>650 _0</b> Twins <b>‡v</b> Juvenile films.
	<b>Note:</b> Fictitious characters may be established in either a name	
	authority record or a subject authority record. Verify in the authority file	655 _7 Feature films. <b>‡2</b> lcgft
	and code accordingly.	<ul> <li>655 _7 Fiction films. +2 lcgft</li> <li>655 7 Action and adventure films.</li> </ul>
	For adult level material, use subdivision ‡v <i>Drama</i> after topical Headings	<b>+2</b> lcgft <b>655</b> _7 Documentary films. <b>+2</b> lcgft

Field	Action	Example
	For juvenile level material, use subdivision ±v <i>Juvenile films</i> after topical headings	If video has closed captions or SDH:
	Add all appropriate genre headings. See the <i>Library of Congress</i> <i>Genre-Form Thesaurus (LCGFT) for moving images: best practices</i> document on the OLAC website for guidance on assigning genre	<b>655 _7</b> Video recordings for the hearing impaired. <b>‡2</b> lcgft
	terms, including <i>Fiction films</i> , <i>Nonfiction films</i> , <i>Feature films</i> , <i>Short films</i> , etc.	If video has descriptive audio track:
	http://www.olacinc.org/sites/capc_files/LCGFTbestpractices.pdf	<b>655</b> _ <b>7</b> Video recordings for people with visual disabilities. <b>+2</b> 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)	<b>700 1</b> _ Mirren, Helen. <b>‡e</b> actor, <b>‡e</b> director
	Enter name(s) as established in an authority record; may not be the same as on the item Verify form of name and 1 <sup>st</sup> indicator	<b>710 2</b> _ Pixar (Firm), <b>‡e</b> production company.
	If no authority record, format name as instructed in RDA Toolkit 2 <sup>nd</sup> indicator: 2 when resource includes the work referenced in the 7XX Remove initial articles from titles in ±t	<b>700 1 _ ‡i</b> Based on (work): <b>‡a</b> Wolfe, Thomas, <b>‡d</b> 1900-1938. <b>‡t</b> Look homeward, angel.
	Relationship designator may be present either in ‡e (relator term) or ‡4 (relator code). Relator term is preferred over relator code. See	Resource includes multiple works:
	local practice below	<b>730 02 +i</b> Container of (work):
	Do not include ‡e or ‡4 when ‡t is present Do not include initial articles in titles in ‡t	<b>‡a</b> Toy Story (Motion picture) <b>730 02 ‡i</b> Container of (work):
	<ul> <li>Add ‡i with relationship information in 7XX author/title entries and entries for related works</li> <li>Add 730 for contents of resources with multiples titles, or if the</li> </ul>	<ul> <li><b>+a</b> Toy Story 2 (Motion picture)</li> <li><b>Resource includes work(s) with</b></li> <li><b>multiple language options:</b></li> </ul>
	feature presentation has multiple language tracks (do not record for	muniple language options.

Field	Action	Example
	languages of subtitles).	<ul> <li>730 02 ‡i Container of (expression):</li> <li>‡a Tangled (Motion picture).</li> <li>‡I French.</li> <li>730 02 ‡i Container of (expression):</li> <li>‡a Tangled (Motion picture).</li> <li>‡I Spanish.</li> <li>730 02 ‡i Container of (expression):</li> </ul>
		<b>‡a</b> Tangled (Motion picture). <b>‡I</b> German.

#### **OCLC Fixed Field Elements**

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

Туре	g (projected medium)	
ELvi	If upgrading a less-than-full-level record, or if code I is present, change to <b>blank</b>	
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; do not include time of special features	
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>	
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), 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 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 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 <u>Cataloging>Policies and Procedures</u>.

Field	Action	Example
Format	Check or edit coding in the LDR, 006, and/or 007 to generate	
icons	appropriate icon	
	See Polaris Help on Type of Material Codes (TOMs) for	
	correct coding	
ELvL fixed	Code as blank	
field element		
ISBD	Include applicable ISBD punctuation between subfields and	
punctuation	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	Add a General Material Designation (GMD) to all	[videorecording]
‡h	records for videorecordings and preloaded video players	245 00 <b>‡a</b> Friends. <b>‡n</b> The complete
		first season <b>+h</b> [videorecording].
	+h comes after +a, n, and p. Comes before +b and +c	
250	See SHARE local practice on cataloging Blu-rays, DVDs,	<b>250 ‡a</b> Special edition, [DVD].
	and Blu-ray/DVD combo packs for specific edition statements	
	related to format	<b>250 ‡a</b> [Blu-ray/DVD combo].

	Enter multiple edition statements in any QEO, concreted by a	
	Enter multiple edition statements in one 250, separated by a comma	
	If a DVD is from a region other than region 1, is in PAL format, or both, there are particular edition statements that must be included. See <u>SHARE local practice on cataloging</u> <u>Blu-rays, DVDs, and Blu-ray/DVD combo packs</u> for more	
264	information	264 1 tol on Angolog CA :thPuppo
204 ‡C	If copyright date is used as implied publication date, add 264 _4 ‡c with copyright date	<b>264</b> _ <b>1 ‡a</b> Los Angeles, CA : <b>‡b</b> Buena Vista Home Video, <b>‡c</b> [2013] <b>264</b> _ <b>4 ‡c</b> ©2013
300	In ‡a, include the time listed for the feature film only, not the	<b>300</b> 1 videodisc (135 min.) : <b>‡b</b>
	time of any special features on the disc(s).	sound, color ; <b>‡c</b> 4 ¾ in.
	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.	
490/8XX	See <u>SHARE local practice on creation of local series</u>	
	authority records for items that are part of a series but there is no series authority record in OCLC	
5XX	See SHARE local practice on contents notes, summary	
	<u>notes, etc.</u>	
7XX (also	Change ‡4 to ‡e and replace relator code with applicable	<b>700 1 _ ‡a</b> Jolie, Angelina, <b>‡d</b> 1975-
1XX if present)	relator term	<b>‡4</b> pro <b>‡4</b> dir

<b>700 1 _ + a</b> Jolie, Angelina, <b>+d</b> 1975-
<b>‡e</b> producer, <b>‡e</b> director.