Field-by-field guidelines (the most important fields for matching are marked with an asterisk)

*Fixed fields/LDR/008:*

**Matching:**
In general, compare any difference in the 008 to the rest of the record, especially DtSt, Date and TMat.

**Editing:**
Make corrections as necessary according to chart below:

<table>
<thead>
<tr>
<th>MARC21 label</th>
<th>OCLC Fixed field label</th>
<th>Data for Videorecordings</th>
</tr>
</thead>
<tbody>
<tr>
<td>LDR/06</td>
<td>Type</td>
<td>g</td>
</tr>
<tr>
<td>LDR/07</td>
<td>BLvl</td>
<td>m</td>
</tr>
<tr>
<td>008/33</td>
<td>TMat</td>
<td>v</td>
</tr>
<tr>
<td>008/34</td>
<td>Tech</td>
<td>l (live action)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>a (animated)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>c (both)</td>
</tr>
<tr>
<td>008/18-20</td>
<td>Time</td>
<td>[running time in minutes; if the time exceeds three digits, enter 000; if the time is unknown, enter ---]</td>
</tr>
</tbody>
</table>
### MARC21 label

<table>
<thead>
<tr>
<th>MARC21 label</th>
<th>OCLC Fixed field label</th>
<th>Data for Videorecordings</th>
</tr>
</thead>
<tbody>
<tr>
<td>008/06</td>
<td>DtSt</td>
<td>s for release date;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>r for reissue/original release date;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>p for release/production date</td>
</tr>
<tr>
<td>008/07-10</td>
<td>Date</td>
<td>[First date is always release date of the edition in hand; second date will either be production date (coded p in DtSt) or original release date (for reissues--coded r in DtSt).]</td>
</tr>
<tr>
<td>008/11-14</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 006

**Editing:**
This field might be present on enhanced DVD records, and refers to the computer-related information of an enhanced DVD-Video. If an 006 is present, verify that the first character is coded m, for electronic resources. If you decide to add an 006 (because there is significant enhanced content; this is not required), you can use the guided entry function under Edit in Connexion, or you can paste in [m u] (just what’s inside the brackets).

#### 007

**Matching:**
Differences in the 007 don’t affect matching unless they reflect differences in the rest of the record.

**Editing:**
Add this field if it’s missing. Make any necessary corrections, according to the following:
<table>
<thead>
<tr>
<th>Meaning</th>
<th>MARC21 label</th>
<th>OCLC subfield</th>
<th>Data values (DVD values are in bold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category of material</td>
<td>007/00</td>
<td>‡a</td>
<td>v Videorecording</td>
</tr>
<tr>
<td>Specific material designation</td>
<td>007/01</td>
<td>‡b</td>
<td>f Videocassette</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>d Videodisc</td>
</tr>
<tr>
<td>Color</td>
<td>007/03</td>
<td>‡d</td>
<td>b Black and white</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>c Color</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>m Mixed</td>
</tr>
<tr>
<td>Videorecording format</td>
<td>007/04</td>
<td>‡e</td>
<td>b VHS</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>v DVD</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>s Blu-ray</td>
</tr>
<tr>
<td>Sound on medium or separate; if silent do not</td>
<td>007/05</td>
<td>‡f</td>
<td>a Sound on medium</td>
</tr>
</tbody>
</table>

Note: prior to Dec. 1, 2002, “g” was used for both DVDs (4 3/4 in.) and Laserdiscs (12 in.). Change “g” to “v” when you encounter it on DVD copy.
<table>
<thead>
<tr>
<th>Meaning</th>
<th>MARC21 label</th>
<th>OCLC subfield</th>
<th>Data values (DVD values are in bold)</th>
</tr>
</thead>
<tbody>
<tr>
<td>use ‡f</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medium used to carry the sound; if silent do not use ‡g</td>
<td>007/06</td>
<td>‡g</td>
<td>h Videotape</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>i Videodisc</td>
</tr>
<tr>
<td>Dimensions</td>
<td>007/07</td>
<td>‡h</td>
<td>o 1/2 in. (VHS)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>z Other</td>
</tr>
<tr>
<td>Configuration of playback channels (Codes should match information in</td>
<td>007/08</td>
<td>‡i</td>
<td>k Mixed, more than one type of sound</td>
</tr>
<tr>
<td>physical description or a note. If not in record, this subfield may be</td>
<td></td>
<td></td>
<td>on a single item</td>
</tr>
<tr>
<td>omitted/left blank)</td>
<td></td>
<td></td>
<td>m Monaural</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>n Not applicable. Silent or sound is</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>separate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>q Multichannel, surround, or</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>quadraphonic</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>s Stereophonic</td>
</tr>
<tr>
<td>Meaning</td>
<td>MARC21 label</td>
<td>OCLC subfield</td>
<td>Data values (DVD values are in bold)</td>
</tr>
<tr>
<td>---------</td>
<td>--------------</td>
<td>---------------</td>
<td>-------------------------------------</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>u Unknown</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>z Other</td>
</tr>
</tbody>
</table>

**020**

*Matching:*
Verify that the ISBN on the item matches at least one 020 on the record. Additional ISBNs may be present. If there is a discrepancy, first, search for a better record. If ISBN is the ONLY difference, use the record.

*Editing:*
Add if missing. Verify that any present ISBNs are in either the $a or $z; correct subfield coding as needed.

**028***

*Matching:*
At least one publisher number needs to match the item in hand. If there is a set number, make sure that the record you have is for the item in hand, not the set (or if you have the whole set, make sure you have the set record). If the item has an 028 that differs, search for a better record.

*Editing:*
Add if missing.

**041**

*Matching:*
Presence or absence of this field does not affect matching, in general. If one is present, verify it. If there is a discrepancy, refer to the rest (especially the 546) of the record for matching.

*Editing:*
Add field (or subfields) if missing; the information in this field should match the 546. The indicator will either be 0 (for items without a translation) or 1 (for items with a translation), but you don’t need to worry about correcting
existing indicators. If you need to find a language code, go to http://www.loc.gov/marc/languages/langhome.html. Fix any subfield coding errors. Use the following subfields (the most common are in bold):

- **$a Language code of text/sound-track or separate title**
- **$e Language code of librettos**
- **$g Language code of accompanying material other than librettos (i.e. booklets, etc.)**
- **$h Language code of original and/or intermediate translations of text**
- **$j Language code of subtitles or captions**

Example:
041 1 $a jpn $a eng $j eng $j spa $h jpn
546 $a Japanese or English soundtracks with English or Spanish subtitles.

**1XX**

Matching:
Most videos won’t have any 1XX fields. Presence or absence of these fields does not affect matching, in general. If one is present, verify it. When choosing between records, opt for the one with a title main entry, unless it is a music video. TV Shows should have a **130**.

Editing:
Correct any subfield or indicator formatting or typos. For television shows, use the following guidelines:

1. For a compilation of all the episodes broadcast in a particular season: use the uniform title of the series as a whole [as found in the Name Authority File; if it isn't in the authority file, give the name of the show followed by (Television program); in field 130 ‡a, followed by the term "Season" as the standard term to denote what may be called variously "year 1," "season one," "first season," "vol. 1," "first year," etc., followed by the number of the season, in ‡n.

   130 0 All in the family (Television program). ‡n Season 1.
   245 10 All in the family. ‡n The complete first season ‡h [videorecording]...

2. For selections from a particular season, use the pattern in 1) directly above and add the term "Selections" in ‡k.
130 0 Rhoda. ‡n Season 3. ‡k Selections
245 14 The very best of Rhoda. ‡n Season 3 ‡h [videorecording]
(Two episodes of the television show broadcast in 1976)

3. For selections from two or more seasons or for those covered by a special theme such as "The best of ...", use the uniform title of the series as a whole in ‡a followed only by the term "Selections" in ‡k.

130 0 Simpsons (Television program). ‡k Selections
245 14 The best of the Simpsons ‡h [videorecording]...

245*

Matching:
This field is key for matching. If this field doesn’t match the item in hand, check any 246 fields present for a match. If the title on the item doesn’t appear anywhere in the record or vice versa, search for a better record. If none is found, the item will need original cataloging. If the $c is different (i.e. different directors listed, not just missing some information), search again for another match. If no match is found, the item will need original cataloging. This is a transcription field; for foreign language films, everything but the $h will likely be in the language of the film. If this information comes from a source other than the title screen, make sure there is a 500 Title from [container, etc.].

Editing:
Correct the indicators as necessary. Correct any subfield mistakes. Add $h [videorecording] if it’s missing (AACR2 only; RDA records do not use this subfield). Accept capitalization and formatting in RDA records as is. Add any missing information to the subfield c, if needed.

246

Matching:
Use varying forms of title in conjunction with the 245 for matching. Presence or absence alone does not affect matching.

Editing:
Correct typos and subfields as needed. Only subfields a, b, n, p are valid. Add a 246 when a parallel title or subtitle isn’t already in a 246. Also, if a title variation appears on the container or disc surface, add a 246. In general, the
first indicator will be 3; the second indicator will be 0 for a portion of the title, 1 for a parallel title and blank for all other entries. If you use a $i to include information for display, the first indicator will be 1 and the 2nd indicator will be blank.

Examples:
245 00 Juana la loca ‡h [videorecording] = ‡b Joan the mad
246 31 Joan the mad
246 1 ‡i Title on cassette label and container: ‡a Mad love

245 00 Ischemia, injury & infarction ‡h [videorecording]
246 3 Ischemia, injury and infarction

245 00 Too close to heaven ‡h [videorecording] : ‡b the story of gospel music
246 30 Story of gospel music

245 00 Alfred Hitchcock’s Torn curtain ‡h [videorecording]
246 30 Torn curtain

250*

Matching:
Differences here (not necessarily presence or absence) are very important in matching, and can determine whether or not the record matches the item in hand. If you’re unsure, search for a better record.

Editing:
Correct any typos. In RDA, the edition statement is transcribed from the item, so abbreviations will only be used if they appear abbreviated on the item. For example, it could say “2nd edition” or “Second ed.” or “Second edition,” whichever is on the item; do not correct these.

260*

Matching:
Name of publisher and date are key for matching. (You can use the place of publication as a reference in determining if two publishers are the same, though this information isn’t conclusive.) At least one of the publishers listed on the item must be on the record, and vice versa. If the date is different, search for a record with matching dates. Editing:
Do not correct bracket usage. Accept form place ($a) of publisher ($b),
especially for older RDA records. Additionally, RDA records will often include multiple 264 field dates. Correct any typos or subfield errors.

264*  
Matching:  
Newer RDA records must include at least one 264. At least one of the publishers listed on the item must be on the record, and vice versa. If the date is different, search for a record with matching dates.  
Editing:  
Only correct spelling or subfield errors. Do not change to 260s.

300*  
Matching:  
Verify that the record is for the format you have in hand. If there’s a discrepancy (i.e. running time, format size, etc.), search for a better record.  
Editing:  
Add any missing information and correct any mistakes. Use a generic term such as "videodisc(s) or videocassette(s)," rather than “DVD” or the like. In RDA records, sound and color will be spelled out (and might be spelled colour), so leave those as is. $c might be in metric, and that’s fine, too. (Also, cm and in. are valid abbreviations in RDA.) If the playing time of the feature (or the whole disc, if it’s a collection of smaller parts) is readily available on the container or disc, you can add it to $a. Don’t worry about the running time of any special features; do not add to the feature film time.

336 Content Type  
Editing:  
Only present in RDA records. Correct typo errors only.  
Example:  
336 two-dimensional moving image $b tdi $2 rdacontent

337 Media Type  
Editing:  
Only present in RDA records. Correct typo errors only.
Example:
337 video ‡b v ‡2 rdamedia

338 Carrier Type

Editing:
Only present in RDA records. Correct typo errors only.

Example:
338 video disc ‡b vd ‡2 rdacarrier

490

Matching:
Absence or presence doesn’t necessarily affect matching. However, if there is a discrepancy between the item and the record, search for a better record.

Editing: Add or correct as necessary. The 440 is no longer valid, change to 490/8XX combination as needed.

5XX

Matching:
If the information from the item in hand contradicts the information in this field, search for a better record.

- 538: System requirements
  This required field must contain information about the video format (VHS, DVD, DVD-R, Blue-ray Disc). Additionally, information on the aspect ratio, sound configuration (i.e. Dolby Digital 5.1 surround), region encoding, television format systems (i.e. NTSC, PAL, SECAM) should be included. Add any missing information and correct any mistakes; there is no definitive formatting for this field; however, you can use the following examples as a guideline:

  538 $aDVD; region 1; widescreen (2.35:1) presentation (enhanced for 16x9 televisions); Dolby digital 5.1 surround; DTS 5.1 surround.
  538 $aBlu-ray Disc, widescreen (2.40:1) presentation; Dolby digital 5.1 uncompressed surround; Dolby digital 5.1 surround; 1080p High-Definition; region 1; requires Blu-ray player.
  538 $aDVD; Dolby digital 5.1 surround; DTS 5.1 surround; region 1.
546: Language note
Include information on spoken language, subtitles, and accompanying material. Also include information on closed-captioning. Add if missing.

546 $a Soundtracks in English, French or Spanish; subtitles in English, French or Spanish; closed captioned.

500: Source of title proper
This field is only necessary when the title is taken from a source other than the prescribed chief source of information. Check for spelling errors or typos.

511: Cast
Add if missing. First indicator 1 for cast, 0 for all others (i.e. performers, narrators).

511 1 James Stewart, Grace Kelly, Wendell Corey, Thelma Ritter, Raymond Burr.
511 0 Narrator, Margaret Mead.

508: Production credits
Add if missing: people involved in production other than those listed in 245 $c, formatted as follows:

508 $a Director of photography, Donald M. McAlpine; editors, Sim Evan-Jones, Jim May; music composer, Harry Gregson-Williams.

500: Edition and history
Add if missing.

500 Originally produced as a motion picture in 1946.
500 Based on the play by Bernard Shaw.

500: Physical description
For information not contained in the 538.

500 This is recorded DVD and may not play on all DVD players.

520: Summary
Add if missing; read summary from the container and create a brief and objective summary in your own words, or copy from a near matching OCLC bib record of same title, or seek online source like IMDb.

521: Target Audience Note
Add if available.
• **505: Formatted contents**
  Used for TV shows and DVDs that contain multiple titles (i.e. short film collections); add if missing in either of these instances.

  505 0_ Disc 1. Who shot Mr. Burns? (Part Two) ; Radioactive man ; Home sweet homediddly-dum-doodily ; Bart sells his soul ; Lisa the vegetarian ; Treehouse of horror VI – Disc 2. King-size Homer ; Mother Simpson ; ...

  505 00 $t Arrival / $r Madelyn Byrne, music ; Lily Glass, video $g (9:18) – $t magnificat 4: Ida Ida / $r Linda Dusman |g (6:05) – $t Lifting the mask / $r Mara Helmuth $g (5:09) – $t Shards of Sappho / $r Anna Rubin $g (8:00) – $t 12th consciousness / $r Renée T. Coulombe $g (10:04) – $t My much desired one / $r Kristin Norderval, music ; Katherine Libe...}

• **500: Informal contents**
  Use this note for special features. Add if missing. Check for typos.

  500 $a Special features include outtake musical numbers, newsreel excerpts, theatrical trailers and cast interviews.

• **500: Publisher number**
  Used to clarify multiple numbers in the 028. Verify if present.

---

**6XX**

*Editing:*
All films need at least one genre heading (655). Non-fiction films need at least one LCSH (600/610/650/651 _0). For operas, add either 655 _7 Filmed operas. $2 lcgft or 655 _7 Televised operas. $2 lcgft

All films should have either a 655 _7 Nonfiction films. $2 lcgft or 655 _7 Fiction films. $2 lcgft. They should also have either a 655 _7 Feature films. $2 lcgft (for films with running time of 40 minutes or more) or a 655 _7 Short films. $2 lcgft (for anything shorter than 40 minutes).

If the records lack subject or genre headings add them.
**7XX**

*Editing:*
There should be headings for all the personal names and corporate bodies listed in the 245 $c and the 511 field; add as needed. Check any headings that look wrong (i.e. formatting, subfields, strange dates) in the authority file and correct as needed. For operas, there must be a 700 author-title entry for the work being performed.

*Examples:*
245 00 Mozart's Idomeneo...
700 1 _Mozart, Wolfgang Amadeus, ‡d 1756-1791. ‡t Idomeneo.

245 04 Das Rheingold...
700 1 Wagner, Richard, ‡d 1813-1883. ‡t Ring des Nibelungen. ‡p Rheingold.

**740**

*Editing:*
If there is another title that needs access (i.e. short film included), add a 740 02. Correct any typos.

**8XX**

*Editing:*
Add or correct as necessary.

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**Here are some helpful links:**

- [OCLC Bibliographic Formats and Standards](http://www.oclc.org/bibformats/en/)
- SLC's Video Recordings Cataloging Cheat Sheet [http://special-cataloguing.com/node/1417](http://special-cataloguing.com/node/1417)