DVD cataloguing procedure

This procedure records the special cataloguing practice only for DVDs. General cataloguing rules not mentioned in this document should be applied in all MARC fields.

Check Institution and Network Zones first, if matching record than only add Holding.

When cataloguing the item in hand, search by title to see if there is another edition of the DVD with the same title, director(s) and actor(s). If so, compare the two records and make them consistent in 520 and first 700 for the director.

LDR

Type of record(6): **g -** Projected medium

Descriptive cataloguing form(18): **i −** ISBD punctuation

007

Category of Material(0)	**v:** Videorecording
Specific material designation(1)	**d:** Videodisc
Color(3)	**a:** One color
	b: Black-and-white

	c: Multicolored
	m: Mixed
Videorecording format(4)	**s:** Blu-ray disc
	v: DVD
Sound on medium or separate(5)	**(Blank):** No sound (silent)
	a: Sound on medium
	b: Sound separate from medium
Medium for sound(6)	**(Blank):** No sound (silent)
	i: Videodisc
Dimensions(7)	**z:** Other (DVD)
Playback channels(8)	**m:** Monaural
	q: Quadraphonic, multi-channel, or surround
	s: Stereophonic
	u: Unknown
	|: No attempt to code

007	Category of material(0) v - Videorecording	Specific material designation(1) d - Videodisc	Undefined(2)
	Color(3) c - Multicolored	Videorecording format(4) v - DVD	Sound on medium or separate(5) a - Sound on mediu
	Medium for sound(6) i - Videodisc	Dimensions(7) z - Other	Configuration of playback channels(8) s - Stereophonic

008

Type of date/Publication status(6):

p: When the item contains exactly the same material as the original motion picture and nothing has been added or changed.

Date 1: year of DVD

Date 2: year of motion picture.

s: when the item has new contents, such as special features.

Running time (18-20):	Choose the time from dropdown menu
Target audience(22):	**e** – Adult, if movie is rated X
Type of visual material(33):	**v -** Videorecording
Techniques (34):	**a:** Animation
	c: Animation and live action

l: Live action

008	Date entered on file (0-5)	######	Type of date/Publication status(6)	p - Date of distribution	Date 1 (7-10)	2022
	Date 2 (11-14)	1996	Place of publication, production, or execution (15-17)	xx - No place, unknow	Running time for motion pictures and videorecordings (18-20)	368 - Running time
	Undefined(21)	#	Target audience(22)	e - Adult	Undefined (23-27)	r####
	Government publication(28)	# - Not a governmei	Form of item(29)		Undefined (30-32)	00#
	Type of visual material(33)	v - Videorecording	Technique(34)	a - Animation	Language (35-37)	eng - English
	Modified record(38)	# - Not modified	Cataloging source(39)	d - Other		

041 Language code

$a: language with an audio track.
$j: subtitled language.
$h: original language

100, 110, 111, 130 Main entry
Delete because video recordings are not entered under personal authors or corporate bodies.

245 Title statement
Enter under English title; treat foreign title as parallel title.
Enter the Statement of responsibility as the following sequence:

$c production company ; producer ; screenplay ; director.

245 0 4	$$a The road home = $$b Wo de fu qin mu qin / $$c Sony Pictures Classics ; Columbia Pictures Film Production Asia presents GuangXi Film Studio ; producer, Zhao Yu ; script, Bao Shi ; director, Zhang Yimou.
246 3 1	$$a Wo de fu qin mu qin

Do not retain director's name, etc. in the title.

Example:
On the item: Alfred Hitchcock's Vertigo
Correct title: Vertigo

Where possible, keep box sets all together, unless each disc has different title.
When cataloguing separately, catalogue the first disc in the provisional record and create new records for other discs.

246 Varying Form of Title

Add foreign title as parallel title, if applicable.

| 245 0 4 | $$a The road home = $$b Wo de fu qin mu qin / $$c Sony Pictures Classics ; Columbia Pictures Film Production Asia presents GuangXi Film Studio ; producer, Zhao Yu ; script, Bao Shi ; director, Zhang Yimou. |
| 246 3 1 | $$a Wo de fu qin mu qin |

250 Edition
For copy cataloguing, leave the existing note there.
For original cataloguing, add the phrase (letterbox, widescreen, etc) to 538.

300 Physical description
For Blu-ray disc, change copy that has DVD to Blu-ray Disc.
If the accompanying materials are catalogued in separate bibliographic records, do not mention them in 300.
Examples:
2 videodiscs (119, 68 min.) $bsound, colour ; $c4 3/4 in. + $e1 booklet (12 p.: illustrations)
1 Blu-ray Disc (50 min.) : $b colour ; $c4 3/4 in.

336 Content Type
$a two-dimensional moving image $b tdi $2 rdacontent

337 Media Type
$a video $b v $2 rdamedia

338 Carrier Type
$a videodisc $b vd $2 rdacarrier

341 Accessibility Content
Look for symbols, which often appear on packages. Add 341 for the following symbols.
341 0# $a auditory $b captions

Subtitled for the hearing impaired   Subtitled for the hearing impaired   Closed-captioned

If video content is described for the visually impaired. Add
341 0# $a visual $b audioDescription

346 Video Characteristics
$b NTSC $2 rdabs
$b PAL $2 rdabs

505 Formatted Contents Note
Add if needed, especially for sets with more than one discs.

520		Pardon my sarong. Bud and Lou travel to the South Seas where Lou is mistaken for a legendary god!
520		Who done it? The boys are suspected of murder while being targeted by the actual killer.
505	0	Disc 1, side 1, One night in the tropics (1940 ; 83 min.) ; Buck privates (1941 ; 84 min.) -- disc 1, side 2, In the navy (1941 ; 85 min.) ; Hold that ghost (1941 ; 76 min.) -- disc 2, side 1, Keep 'em flying (1941 ; 86 min.) ; Ride 'em cowboy (1942 ; 86 min.) -- disc 2, side 2, Pardon my sarong (1942 ; 84 min.) ; Who done it? (1942 ; 77 min.)
655	0	Feature films.
655	0	Comedy films.
655	0	Video recordings for the hearing impaired.

596 Restrictions on Access Note

Local extension field at York.

If two identical items are designated as different usage, e.g. "Class use" and "Home use", create two separate bibliographic records with appropriate 506 note.

Examples:

Class use:	No 506 notes added.
Home use:	Home use – inquire for classroom rights.
Campus use:	Campus use – sales agreement
SMIL use:	Study copy – use of this item is restricted to viewing in SMIL
DVD Limited play:	This DVD may not play in all DVD players.
DVD, PAL format:	This DVD, PAL format may not play in all DVD players.
Blu-ray Disc:	This Blu-ray Disc will not play in standard DVD players.

508 Creation/Production Credits Note

Add names of cinematographer, editor, music and separate by semicolons.

Example:

Cinematographer, Michael Jay ; editor, John Smith ; music, Peter Twang.

511 Participant or Performer Note

First indicator: **1** Cast

0 Narrator, presenter, interviewee, host, etc.

Separate names by commas.

521 Target Audience Note

Add "Rated R" if applicable.

Example: Symbol on DVD cover.

520 Summary, etc.

Add if missing.

Search on The Internet for a better summary.
If both VHS and DVD are in York, compare and use the same content.

532 Accessibility Note
Be consistent with 341.
Examples:

Subtitled in English for the hearing impaired. (SDH)
Subtitled for the hearing impaired. (SDH)
Closed-captioned. (CC)
Described for the visually impaired.

538 System Details Note
Examples:

PAL format. Letterbox.

widescreen (1.85:1)

Blu-ray Disc.

Screen ratios:

Widescreen: 1.66:1, 1.78:1, 1.85:1, 2.35:1, 2.40:1, 16:9,

Full screen: 1.33:1, 4:3.

546 Language Note
Be consistent with 041.
Examples:
In English with French subtitles. Special features in French.

590 Expiry date
Local extension field at York. Add if the video content has an expiry date for subscription.

500 Add notes about the source of title if the title is not from title screen.
Example:
Title from disc label.
Title from container.

500 Add notes about history of the item.
Try to find the title of the television program.
Examples:
Television program: Originally broadcast as an episode of "the Nature of things" on CBC in 2008.
Feature films: Originally released as a motion picture in 2003.
Documentary films: Made in 2000.

500 Add notes about special features. Transcribe the content from the item.

Example:

Special features (30 min.) include: behind-the-scenes documentaries; filmmaker commentaries.

DVD-ROM features (require Windows 95 or …): manuscripts in PDF files.

500 Add notes about the set if the item is part of the set.

Mention the title of the set if different from the title on disc.

Example:

Issued as part of the 4-disc boxed set titled: 3 films by Louis Malle.

500 Add notes if the DVD is double-sided disc.

Example:

Standard format on side A, widescreen format on side B.

Standard version on one side, widescreen version on other side.

PAL format on side A, NTSC format on side B.

500 Add notes and 710 if the title is listed in National Film Registry

Example:

500   A selection of the National Film Registry, [date, if available].

710 2#   National Film Board Collection (Library of Congress)

500 If the item has accompanying material and it fits in the DVD case, add notes.

Example:

Booklet featuring … (booklet contents) … in DVD case.

For more information about accompanying materials, see special procedures in the end of this document.

500 If the accompanying material is catalogued in a separate bibliographic record, add notes in the record of the accompanying material.

Example:

Issued with DVD.

For more information about accompanying materials, see special procedures in the end of this document.

593 If the accompanying material is catalogued in a separate bibliographic record, add Local extension field 593 in the record of DVD.

Example:

Accompanying guide (LC call number) available at SCOTT.

For more information about accompanying materials, see special procedures in the end of this document.

650, 651 Subject headings

Don't need to add subject headings for feature films unless the film is about a real person and/or historical event.

Example:

Language:	In German with English subtitles.
Abstract:	The true story of the final days of Sophie Scholl, one of the most famous members of the German WWII anti-Nazi resistance movement, the White Rose.
Personal author:	Rothemund, Marc, 1968-
Personal author:	Jentsch, Julia.
Personal author:	Hinrichs, Fabian.
Personal author:	Rothemund, Marc, 1968-
Personal author:	Breinersdorfer, Fred, 1946-
Corporate author:	Zeitgeist Films.
Personal subject:	Scholl, Sophie, 1921-1943--Drama.
Corporate subject:	Weisse Rose (Resistance group)--Drama.
Subject:	Anti-Nazi movement--Germany--Drama.
Subject:	Feature films.
Subject:	Historical films.
Subject:	War films.

655 Genre-form headings

Add according (https://www.loc.gov/aba/publications/FreeLCGFT/GENRE.pdf)

Example:
655 #7 Dance in motion pictures, television, etc. $2 lcgft
655 #7 Short films $2 lcgft (For movies shorter than 40 min.)
655 #7 Horror television programs $2 lcgft
655 #7 Children's television programs $2 lcgft
655 #7 Video recordings for the hearing impaired $2 lcgft
655 #7 Video recordings for people with visual disabilities $2 lcgft
655 #7 Television programs for the hearing impaired $2 lcgft
655 #7 Thrillers (Motion picture) $2 lcgft

700, 710 Added entries

Add director as the first 700.
If finding out another catalogued item with the same movie and the director is not the first 700, change the director as the first 700, so as to the two items will display on the catalogue with the same author.
If the movie is based on a book, add a 700 for author title entry for the book.

Example:

700	1	Nicholls, George,|d1897-1939.
700	1	Shirley, Anne,|d1918-
700	1	Montgomery, L. M.|q(Lucy Maud),|d1874-1942.|tAnne of Green Gables.
710	2	Allied Artists Classics.|?UNAUTHORIZED

For feature films, trace as following examples:

Director:	All
Screen writer:	All
Producer:	All
Actor:	Authorized; award winners; starring roles.
	Foreign films: 3-4 names.
Production co:	All Canadian companies.
	Foreign companies if authorized and on copy.
Women make movie:	All of above

For documentary films, trace all of above, as well as narrators.

730 Uniform title added entries

Add for Television programs and Classic work of dance.

Example:

710	2	Canadian Broadcasting Corporation.
710	2	National Film Board of Canada.
710	2	Altau/Tuttifrutti (Firm)|?UNAUTHORIZED
730	0	Nature of things (Television program)
596		YORK

740 Analytical Title

Trace analytical titles for short stories, featurettes, episodes, etc. if needed.

Example:

520		Pardon my sarong. Bud and Lou travel to the South Seas where Lou is mistaken for a legendary god!
520		Who done it? The boys are suspected of murder while being targeted by the actual killer.
505	0	Disc 1, side 1, One night in the tropics (1940 ; 83 min.) ; Buck privates (1941 ; 84 min.) -- disc 1, side 2, In the navy (1941 ; 85 min.) ; Hold that ghost (1941 ; 76 min.) -- disc 2, side 1, Keep 'em flying (1941 ; 86 min.) ; Ride 'em cowboy (1942 ; 86 min.) -- disc 2, side 2, Pardon my sarong (1942 ; 84 min.) ; Who done it? (1942 ; 77 min.)
655	0	Feature films.
655	0	Comedy films.
655	0	Video recordings for the hearing impaired.
700	1	Abbott, Bud.
700	1	Costello, Lou.
710	2	Universal Pictures (Firm)
740	02	One night in the tropics.
740	02	Buck privates.
740	02	In the navy.
740	02	Hold that ghost.
740	02	Keep 'em flying.
740	02	Ride 'em cowboy.
740	02	Pardon my sarong.
740	02	Who done it?
830	0	Franchise collection

Call number

    a. Feature films: VIDEO
           Documentary films: DVD 12345 (DVD)

    b. If a documentary film has more than one copies, assign separate call numbers for each copy

    c. For DVDs with accompanying materials, see the special procedures at the end of this procedure.

Item record

    a. Barcode: assign to physical item: DVD, VHS, 16MM

    b. Copy ID: If a documentary film has more than one copies, after assigning separate call numbers for each copy, change the copy ID of copy 2, 3… to 2, 3 …

The end of America [videorecording] / a film by Annie Sundberg & Ricki Stern. IndiePix Films, [United States] : [2009]

Holdings	Sound & Moving Image Library: SMIL Desk; DVD 11892			
Holdings ID	22309726390005164			View all holdings
Barcode	39007050014075	Item ID	23309726360005164	View all items
Process type	-	MMS ID	991003147449705164	Browse shelf listing
Status	**Item in place**			

ENUM/CHRON   Notes   History

Information

Barcode	39007050014075	Generate		Copy ID	**3**
Material type	Other	▾		Item policy	DVD (7 day loan)
Provenance		▾		Is magnetic	No
PO Line		⬚ 🛒		Issue date	
				Expected receiving	

    d. Item policy
          IN PROCESS

    e. Location:
          SMIL-DESK / SMIL-DESK2 / SMIL-DESK3 / SMIL-HNES / SMIL-STOR
          FROST-CIRC
          BRONF-DESK
          STEAC-CIRC

Special procedures: Accompanying material for DVD

a. If the accompanying material fits in DVD case,
    I. If there is only one disc, or the DVD set catalogued in one record,
        i. Add 500 notes as "Accompanying booklet (guide, etc) featuring … in DVD case."
    II. If the set contains several discs, which need to be catalogued separately,
        i. Catalogue each disc on separate bibliographic record,
        ii. Insert the accompanying material in the case of disc 1.
        iii. In the record of disc 1, add 500 notes as "Accompanying booklet (guide, etc) featuring … in DVD case."

      iv. In the records of other discs, add 500 notes as "Accompanying booklet (guide, etc) featuring … in DVD case with Disc 1."

b. If the accompanying material do not fit in DVD case.
    III. If there is only one disc, or the DVD set is catalogued in one record,
        i. Use **one** bibliographic record for the whole set and assign separate call numbers for the DVD and accompanying material.
        ii. Take the LC classification number from the DVD record for the accompanying material, add LC cutter number, and add GUIDE, BOOKLET, etc.

For example: PN 1993.5 E19 C37 2007 BOOKLET

        iii. Create a separate holding record. Locations for the accompanying materials: SMIL-DESK
        iv. Assign barcode for the accompanying materials,
        v. Insert a mustard flyer to the accompanying materials.

    IV. If the set contains several discs and need to be catalogued separately,
        i. Catalogue each disc and the accompanying material in separate bibliographic record,
        ii. In each record of DVD disc, add Local extension field 593 as "Accompanying booklet, guide, etc (Call number) available at SMIL-DESK.
        iii. In the record of accompanying material, add 500 note as "Issued with 2-disc boxed DVD set."
        iv. Take the LC classification number from the DVD record for the accompanying material, add LC cutter number, and add GUIDE, BOOKLET, etc.
        v. Location for the accompanying material: SMIL-DESK
        vi. Assign barcode for the accompanying material,
        vii. Insert a mustard flyer to the accompanying material.

    V. If the accompanying material contains substantial contents, locate it at SCOTT,
        i. Follow the above procedure, and
        ii. In each record of DVD, add Local extension field 593 note as "Accompanying booklet (guide, etc) (Call number) available at SCOTT.

When title is complete, Share with Network Zone.