



Editing Checklist—Videorecordings

As of: January 10, 2022

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: [Best Practices for Cataloging DVD-Video and Blu-ray Discs Using RDA and MARC21, Version 1.1](#)

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.

Editing Checklist—Videorecordings

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 -- Note: SHARE local practice requires the use of ISBD punctuation in records imported into Polaris --Examples in this document include full ISBD punctuation | |
| 040 | --Add subfield <i>b</i> with <i>eng</i> if not present --Add <i>e</i> with <i>rda</i> when upgrading record to RDA -- <i>e</i> comes before <i>c</i> | 040 _ _ IEU #b eng #e rda #c IEU |
| 007 | --Add field if required, or review to make sure codes are correct --Multiple 007s are required if the record is describing more than one non-print format (i.e., DVD and Blu-ray) --Recommend using OCLC macro to add or edit | 007 _ _ v #b d #d c #e v #f a #g i #h z #i s |
| 020 | --Record multiple ISBNs in separate 020 fields --Include price only if listed on the item --Ensure qualifying information in <i>q</i> is in parenthesis -- <i>q</i> comes before <i>c</i> | 020 _ _ 0743524810 : #c \$4.99 020 _ _ 9780743524815 #q (Disc 1) 020 _ _ 9780743524846 #q (Disc 2) : #c \$15.00 |
| 024 | --Enter the 12-digit UPC code from the container --1 st indicator: 1 --2 nd indicator: blank, 0, or 1 --Ensure qualifying information in <i>q</i> is in parenthesis | 024 1_ 688321201827 |
| 028 | --Enter publisher's number in <i>a</i> -- <i>b</i> should match the entry in 264 <i>b</i> | 028 41 35328A #b Paramount Home Entertainment |

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| Field | Action | Example |
|--------------|--|--|
| | --1 st indicator: 4 --2 nd 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 Library of Congress Classification—Class G | 033 0 0 2015---- #b 5750 #b 6710 #b 65607 <i>(Filmed on location in England, Italy, and Spain in 2015)</i> |
| 041 | --Language code(s) of language tracks, subtitles, etc. --1 st indicator: 1 if video has multiple language tracks and/or subtitles --#a—language code of language track --#j—language code of subtitles (older records may have #b) --#p—language code of captions (closed captions or SDH); change to #p if coded in #j --#q—language code of accessible audio (described video track); change to #q if coded in #j --#r—language codes of non-textual visual language (signed language); change to #r if coded in #j --#h—language code of original --Multiple codes in one subfield should be split into separate subfields | 041 1 _ eng #a fre #a spa #j dan #j eng #j ger #j por #h eng <i>(Video with language tracks and subtitles)</i> 041 1 _ eng #a fre #a spa #j dan #j eng #j ger #j por #p eng #q eng #h eng <i>(Video with language tracks, subtitles, English SDH, and English described video track)</i> |
| 046 | --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 --Public note may be added in #z. Nonpublic note may be added in #w --Add #3 at the beginning of the field if the date applies to a specific component of the resource | 046 _ _ #k 2015 #2 edtf 046 _ _ #k 2015 #z release date #2 edtf |
| 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 Ind 1 | --If 1XX field is present: 1 (Rare for videorecordings) --If no 1XX field: 0 | 245 00 True grit |

Editing Checklist—Videorecordings

| Field | Action | Example |
|--------------|--|--|
| 245 Ind 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 Note: Examples shown do not include statement of responsibility | 245 04 The time of day 245 03 An alligator 245 04 Les poissons 245 08 The ... video travel guide to Kenya |
| 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, include a 588 note with the source of the title | 245 00 Christmas concert 588 _ _ Title from container. |
| 245 #h | --Not used in RDA --Do not add to OCLC records; delete if present --See below for SHARE local practice | |
| 245 #c | --Statement of responsibility includes presenters, production companies, producer(s), director(s), and screenwriter(s) --Cast members and other functions are recorded in 5XX notes | 245 00 Genius / #c Summit Entertainment and Riverstone Pictures present ; producers, James J. Bagley [and five others] ; screenplay by John Logan ; directed by Michael Grandage. |
| 246 | --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 | 245 00 Adrift : #b a sea of terror. 246 30 Sea of terror |
| 250 | --Record edition statement as it appears on the item --Record aspect ratio (i.e., wide screen) as edition statement only if stated as "edition" or "version" on the item --Spell out abbreviated words as needed to match wording on the item | 250 _ _ Wide screen version, Collector's edition. Or 250 _ _ Wide screen version. 250 _ _ Collector's edition. |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-----------|---|---|
| | <p>--Multiple edition statements may be in separate 250 fields, or in one 250, separated by a comma</p> <p>--Add edition statement [<i>With accompanying material</i>] in records with 300 #e (accompanying material) to keep them from being incorrectly merged</p> | 250 _ _ Special edition, [With accompanying material]. |
| 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</p> <p>--Optional to add; do not delete if present</p> | 257 _ _ Italy #2 naf |
| 264 | <p>--May have multiple 264s with indicators for different functions (production, publication, distribution, manufacture, copyright)</p> <p>--1st indicator: blank, unless the record is for a serial</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 Los Angeles, CA : #b Buena Vista Home Video, #c [2013]</p> <p>264 _4 #c ©2013</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>--This is the publisher of the video, not the producer of the original film</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 #a New York : #b HBO Home Entertainment, #c [2020]</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-----------|---|--|
| 264 #c | <p>--Record publication date if present—rare for videorecordings</p> <p>--If there is no publication date but there is a copyright date for the video, enter copyright date in brackets as implied publication date</p> <p>--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</p> <p>Note: Be sure to code the <i>DtSt</i> and <i>Date One</i> and <i>Date Two</i> fixed field elements accordingly.</p> <p>--Record copyright date in separate 264 with 2nd indicator 4</p> <p>--Record copyright symbol or the word copyright as stated on the item</p> | <p>264 _1 Los Angeles, CA : #b Buena Vista Home Video, #c [2013]</p> <p>264 _4 #c ©2013</p> |
| 300 | <p>--Make sure physical description is complete and punctuation is correct</p> <p>--Spell out abbreviations</p> <p>Exceptions: Abbreviate inch(es) as “in”. Abbreviate minute(s) as “min.” and hour(s) as “hr.”</p> <p>--Change abbreviation “ca.” to “approximately”</p> | <p>300 __ 1 videodisc (98 min.) : #b sound, color ; #c 4 ¾ in. + #e 1 book (24 pages : illustrations ; 29 cm)</p> <p>300 __ 2 videocassettes (approximately 60 min. each) : #b sound, color with black and white sequences ; #c ½ in.</p> <p>For Playaway Views or other preloaded video players:</p> <p>300 __ 1 video media player : #b digital, sound, color ; #c 3½ x 4½ in.</p> |
| 33X | <p>--336, 337, and 338 describe content, media, and carrier type</p> <p>--Use OCLC macro to add if needed; otherwise, verify information is correct</p> | <p>336 __ two-dimensional moving image #b tdi #2 rdacontent</p> <p>337 __ video #b v #2 rdamedia</p> <p>338 __ videodisc #b vd #2 rdacarrier</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|---|---|
| | <p>--Records describing more than one format of material should have appropriate 33X fields for each format</p> <p>--Add #3 at the <u>end</u> of the field if the term applies to a specific component of the resource</p> | <p>For 3D videos: 336 __ three-dimensional moving image #b tdm #2 rdacontent 337 __ video #b v #2 rdamedia 338 __ videodisc #b vd #2 rdacarrier</p> <p>For Playaway Views or other preloaded video players: 336 __ two-dimensional moving image #b tdi #2 rdacontent 337 __ computer #b c #2 rdamedia 338 __ other #b vz #2 rdacarrier 338 __ other #b vz #2 rdacarrier</p> <p>Example of use of #3: 336 __ text #b txt #2 rdacontent #3 container insert 337 __ unmediated #b n #2 rdamedia #3 container insert 338 __ volume #b nc #2 rdacarrier #3 container insert</p> |
| 34X | <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</p> | <p>Before: 344 __ digital #b optical #g stereo #h Dolby Digital 2.0 #2 rda</p> |

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| Field | Action | Example |
|-------|--|--|
| | <p>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 (i.e., the term applies only to the Blu-ray in a DVD/Blu-ray combo pack)</p> | <p>After:</p> <p>344 _ _ digital #2 rdatr</p> <p>344 _ _ #b optical #2 rdarm</p> <p>344 _ _ #g stereo #2 rdacpc</p> <p>344 _ _ #h Dolby Digital 2.0</p> |
| 340 | <p>--Physical medium</p> <p>--340 #b is optional if dimensions are recorded in 300 #c. Retain if Present. Recommend including</p> <p>--Include 340 #d with term <i>burning</i> if item is a recordable DVD or Blu-ray</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</p> | <p>340 _ _ #b 4 ¾ in.</p> <p>For recordable DVDs or Blu-rays:</p> <p>340 _ _ #d burning #2 rdapm</p> <p>340 _ _ #g color</p> |
| 341 | <p>--Use to describe alternative modes of access to primary or secondary content</p> <p>--1st indicator: blank, 0, or 1</p> <p>--2nd indicator: Blank</p> <p>--Do not use if there is no alternative mode of access, i.e, a video without captions</p> <p>--#a—Content access mode</p> <p>--#b—Textual assistive features (i.e., closed captions or SDH)</p> <p>--#c—Visual assistive features (i.e., sign language)</p> <p>--#d—Auditory assistive features (i.e., audio description)</p> <p>--#e—Tactile assistive features (i.e., braille)</p> <p>--Use the following terms in #a as appropriate:</p> <p>---auditory</p> <p>---tactile</p> <p>---textual</p> <p>---visual</p> | <p>341 0 _ auditory #b captions</p> <p>341 0 _ visual #d audio description</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|---|---|
| | <p>--Use the following terms in #b, #c #d or #e as appropriate:</p> <ul style="list-style-type: none"> ---audio description ---braille ---captions ---sign language ---transcript <p>--Omit #2</p> <p>--Add #3 at the <u>end</u> of the field if the term applies to a specific component of the resource (exception to other 34X fields)</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>344 _ _ digital #2 rdatr</p> <p>344 _ _ #b optical #2 rdarm</p> <p>344 _ _ #g stereo #2 rdacpc</p> <p>344 _ _ #3 Blu-ray #g surround #2 rdacpc</p> <p>344 _ _ #h Dolby Digital 2.0</p> <p>344 _ _ #i sound #2 rdasco</p> |
| 345 | <p>--Moving image characteristics</p> <p>--Do <u>not</u> use #a or #b in records for videorecordings. Used in records for motion picture film only</p> <p>--Include #c with aspect ratio value if stated on the piece</p> <p>--Include #d with aspect ratio designator. Use term from RDA registry list; include #2 rdaar</p> <p>--Record “widescreen” as “wide screen”</p> <p>--Do not record aspect ratio information in 5XX note</p> | <p>345 _ _ #c 2.38:1</p> <p>345 _ _ #d wide screen #2 rdaar</p> |
| 346 | <p>--Video format and broadcast standard</p> <p>--Do <u>not</u> include #a for DVDs or Blu-rays. Used for analog recordings only. DVDs and Blu-rays are digital</p> <p>--Record #b for broadcast standard. Most common is NTSC; may also have PAL or SECAM, etc.</p> <p>Note: Different broadcast standards go on different records.</p> | <p>346 _ _ #b NTSC #2 rdabs</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|--|--|
| 347 | <p>--Digital file characteristics, including file type, encoding format, file size, regional encoding, etc.</p> <p>--If item is coded Region C use term <i>Region C (Blu-ray)</i></p> | <p>347 __ video file \$2 rdaft</p> <p>347 __ #b DVD video</p> <p>347 __ #b Blu-ray</p> <p>347 __ #e region C (Blu-ray) \$2 rdare</p> <p>347 __ #3 DVD #e region 1 \$2 rdare</p> |
| 380 | <p>--Form of work</p> <p>--Record the most general term from a controlled vocabulary (i.e., <i>Motion pictures</i> vs <i>Comedy films</i>)</p> <p>--Use LCGFT term where possible</p> <p>--Include #2 with code for source of term</p> <p>--Capitalize first word of the term</p> | <p>380 __ Motion pictures #2 lcgft</p> <p>380 __ Television programs #2 lcgft</p> |
| 490 | <p>--Series statement as it appears on the resource</p> <p>--1st indicator: 0 if series is untraced. Check the authority file! Traced series are sometimes incorrectly entered as untraced</p> <p>--1st 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</p> <p>--No ending punctuation on field 490; there is ending punctuation on 8XX fields</p> <p>--Some series-like statements are recorded as a quoted note in field 500 rather than 490/8XX. Check the authority file!</p> | <p>490 1_ Metro-Goldwyn-Mayer movie legends</p> <p>830 _0 M-G-M movie legends.</p> <p>490 1_ Baby Einstein</p> <p>830 _0 Baby Einstein (Videorecording)</p> |
| 5XX | <p>--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</p> <p>--If aspect ratio is present in 5XX note, change to 345 #c and/or #d</p> <p>--Record production or release date of original film in a 500 note if present on the item. Also record date in field include 046</p> | <p>500 __ Based on the novel “Max Perkins, editor of genius” by A. Scott Berg.</p> <p>500 __ Special features: director’s commentary, behind-the scenes featurette.</p> <p>500 __ Originally produced in 2015.</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|---|---|
| | <p>--Record principal cast in a 511 note</p> <p>--Record other principal functions not listed in 245 #c in a 508 note if considered important (i.e., cinematographer, composer, etc.)</p> <p>--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 subfields. Also include field 033 with information in coded form</p> <p>--Record information on closed captions, English SDH (Subtitles for the Deaf and Hard of Hearing), signed language, and/or a descriptive audio track in a 532 note</p> <p>--Record information on language tracks and subtitles in a 546 note</p> <p>--Check OCLC bib formats for indicators, subfields, and ending punctuation as applicable</p> | <p>508 __ Music composed by Adam Cork ; editor, Chris Dickens.</p> <p>511 1_ Nicole Kidman, Jude Law, Colin Firth, Laura Linney.</p> <p>518 __ Filmed on location in Australia.</p> <p><i>or</i></p> <p>518 __ #o Filmed on location #p Australia.</p> <p>520 __ The story of a race around the world.</p> <p>521 8_ MPAA rating: PG-13.</p> <p>532 1_ English or French descriptive audio tracks</p> <p>532 1_ English subtitles for the Deaf and Hard of Hearing (SDH)</p> <p>546 __ English, French, or Spanish dialogue; English or Spanish subtitles.</p> |
| 505 | <p>--Add or enhance 505 if needed to index titles of individual films, episodes, etc.</p> <p>--Include initial articles</p> | <p>505 00 #t The Over-the-Hill Gang -- #t Angel and the badman -- #t Sitting Bull -- #t The Gatling gun.</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>600 10 Reacher, Jack #c (Fictitious character) #v Drama.</p> <p>650 _0 Twins #v Juvenile films.</p> <p>655 _7 Feature films. #2 lcgft</p> <p>655 _7 Fiction films. #2 lcgft</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|---|---|
| | <p>--For adult level material, use subdivision #v <i>Drama</i> after topical Headings</p> <p>--For juvenile level material, use subdivision #v <i>Juvenile films</i> after topical headings</p> <p>--Add all appropriate genre headings. See the <i>Library of Congress Genre-Form Thesaurus (LCGFT) for moving images: best practices</i> document on the OLAC website for guidance on assigning genre terms, including <i>Fiction films, Nonfiction films, Feature films, Short films</i>, etc. http://www.olacinc.org/sites/capc_files/LCGFTbestpractices.pdf</p> | <p>655 _7 Action and adventure films. #2 lcgft 655 _7 Documentary films. #2 lcgft</p> <p>If video has closed captions or SDH: 655 _7 Video recordings for the hearing impaired. #2 lcgft</p> <p>If video has descriptive audio track: 655 _7 Video recordings for people with visual disabilities. #2 lcgft</p> |
| 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). 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_ Mirren, Helen. #4 act #4 drt</p> <p>710 2_ Pixar (Firm), #e production company.</p> <p>700 1_ #i Based on (work): #a Wolfe, Thomas, #d 1900-1938. #t Look homeward, angel.</p> <p>Resource includes multiple works: 730 02 #i Container of (work): #a Toy Story (Motion picture) 730 02 #i Container of (work): #a Toy Story 2 (Motion picture)</p> |

Editing Checklist—Videorecordings

| Field | Action | Example |
|-------|--|---|
| | --Add 730 for contents of resources with multiples titles, or if the feature presentation has multiple language tracks (do not record for languages of subtitles). | <p>Resource includes work(s) with multiple language options: 730 02 #i Container of (expression): #a Tangled (Motion picture). #l French.</p> <p>730 02 #i Container of (expression): #a Tangled (Motion picture). #l Spanish.</p> <p>730 02 #i Container of (expression): #a Tangled (Motion picture). #l German.</p> |

OCLC Fixed Field Elements

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

| | |
|------|--|
| Type | <i>g</i> (projected medium) |
| ELvl | If upgrading a less-than-full-level record, or if code <i>l</i> 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 |
| Ctry | Make sure code agrees with the place of publication in 264, first <i>#a</i> |
| Time | 3-digit number of minutes; <i>000</i> 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 | <i>v</i> (videorecording) |
| Tech | Enter appropriate code |
| DtSt | <i>s</i> if there is a single date in 264 <i>#c</i> |

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| | |
|----------|--|
| | <i>p</i> 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), <u>and</u> the video has no additional special features or languages <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 |

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) to all records for videorecordings and preloaded video players | For DVDs and Blu-rays: [videorecording] 245 00 #a Friends.#n The complete first season#h [videorecording]. |

Editing Checklist—Videorecordings

| | | |
|---------------------------|---|---|
| | --#h comes after #a, n, and p. Comes before #b and #c | For preloaded video players: [electronic resource] 245 00 #aAdrift#h [electronic resource] : #ba sea of terror. |
| 250 | --See SHARE local practice on addition of edition statement to distinguish format (for DVDs or Blu-rays) or brand (for preloaded video players) --Enter multiple edition statements in one 250, separated by a comma | 250 _ _ #a Special edition, [DVD]. 250 _ _ #a [Blu-ray/DVD combo]. For preloaded video players: 250 _ _ #a Collector's edition, [Playaway View]. |
| 264 #c | --If copyright date is used as implied publication date, add 264 _4 #c with copyright date | 264 _1 #a Los Angeles, CA : #b Buena Vista Home Video, #c [2013] 264 _4 #c ©2013 |
| 300 | --See SHARE local practice on Cataloging Blu-rays, DVDs and Blu-ray/DVD combo packs for formatting of #a | |
| 490/8XX | --See SHARE local practice on creation of local series 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 notes, etc. --Check SHARE local practice for notes in records for preloaded video players | |
| 7XX (also 1XX if present) | --See SHARE local practice on use of relationship designators | 700 1_ #a Mirren, Helen, #e actor, #e film director. |