Key Match Points Quick Reference

More complete information on matching is available in the Searching and Matching handout posted on the SHARE website.

Make sure to stay up to date on SHARE local practices pertaining to matching.

a. Key match points—Books
   Where to look: Title page and title page verso, then cover (front and back) and spine

i. What MUST MATCH:
   1. Title (245 $a $b $n $p)
   2. Author(s) (245 $c) – Includes illustrators, translators, editors, colorers, inkers, etc.
   3. Publication (260 or 264)
      a. Place of publication ($a)—OK as long as it’s in the same country, or if there are multiple places and at least one matches.
      b. Publisher ($b)—OK if there are multiple publishers and at least one matches.
      c. Publication or copyright date ($c)
   4. Physical description (300)
      a. Pagination ($a)—within 3 pages, for books with more than 10 pages. For books with 10 or less pages, pagination must match.
      b. Size ($c)—within 2 cm.
   5. Format—i.e., large print, regular print, Braille, board book, etc.
   6. Series (440 or 490)
      a. Exceptions:
         i. Absence or presence of First Edition in the record or on the item is OK if everything else matches.
         ii. Absence or presence of Book club edition in the record or on the item is OK if everything else matches.
   ii. What’s Flexible—absence, presence, or difference of these in the record or on the item is OK as long as everything else matches:
      1. LCCN (010)
      2. ISBN (020)
      3. Publisher’s number (Usually in a 500 note)
b. Key match points—Audiobooks and musical sound recordings on CD
Where to look: Disc label, then container
i. What MUST MATCH:
   1. Title (245 $a $b $n $p)
   2. Statement of Responsibility (245 $c) – Includes author(s), performer(s), composer(s).
   3. Publication (260 or 264)
      a. Place of publication ($a)—OK as long as it’s in the same country, or if there are multiple places and at least one matches.
      b. Publisher ($b)—OK if there are multiple publishers and at least one matches.
      c. Publication or copyright date ($c)—Copyright symbol for recorded sound is ℗.
   4. Physical description (300)
      a. Number of discs ($a)
      b. Time (if available) ($a)
      c. Size ($c)—Standard size of CDs is 4 ¾ in. Standard size of LPs is 12 in.
   5. Format—CD, LP, MP3, etc. (300 $b, 5XX, or 347)
   6. Series (440 or 490)
   7. Abridged or Unabridged (250 or 500 note)
   8. Narrator(s) of audiobooks (511)
   9. Contents (505)

ii. What’s Flexible—absence, presence, or difference of these in the record or on the item is OK as long as everything else matches:
   1. ISBN (020)
   2. UPC (024)
   3. Publisher’s number (028)

c. Key match points—Videorecordings—DVD or Blu-ray
Where to look: Disc label, then container
i. What MUST MATCH:
   1. Title (245 $a $b $n $p)
   2. Statement of responsibility (245 $c) – Includes production companies, producer(s), screenwriter(s), director(s).
   3. Publication (260 or 264)
      a. Place of publication ($a)—OK as long as it’s in the same country, or if there are multiple places and at least one matches.
      b. Publisher ($b)—OK if there are multiple publishers and at least one matches.
      c. Publication or copyright date ($c)
   4. Physical description (300)
      a. Number of discs ($a)
b. Time (if available, of the feature film only) ($a)
c. Size ($c)—Standard size of DVDs and Blu-rays is 4 ¾ in.

5. Format—DVD, Blu-ray, Blu-ray/DVD combo, HD, etc. (300 $b, 5XX, or 347)
6. Series (440 or 490)
7. Widescreen or fullscreen (250 or 500 note)
8. Principal cast and/or crew (508, 511, 7XX) – OK if not all cast and/or crew members are listed in the record.
9. Language(s) of audio tracks and subtitles (546) – Includes SDH (subtitles for the deaf or hard of hearing) and descriptive audio tracks.
10. Special features (500 note)
11. Contents (505)

ii. **What’s Flexible**—absence, presence, or difference of these in the record or on the item is OK as long as everything else matches
   1. ISBN (020)
   2. UPC (024)
   3. Publisher’s number (028)