Cataloging DVDs and Blu-Rays

SHARE Catalogers
Cataloger’s Training Session – March 12, 2024
Topics

- RDA core elements (from original RDA Toolkit)
- Sources of information
- Descriptive cataloging
- Subjects and genres
- Standard numbers and coded fields
- Authorized access points
- Related works and expressions
- Resources
Disclaimers

• Resource Description and Access (RDA) guidance is from the original RDA Toolkit

• Presentation is based on OLAC’s Best Practices for Cataloging DVD/Blu-ray—Version 1.1 (October 2023)
  • Updated from Jan. 2022 presentation
  • We’re showing the current guidance to the best of our knowledge
RDA core elements (from original RDA Toolkit)

- Title
- Statement of responsibility
- Edition statement, when present
- Publication information
- Physical description
- Series statement, when present
- Identifier(s), such as ISBN, UPC, publisher’s number, etc.
Preferred sources of information

• Ideally (still the preferred source, per RDA): Title screen(s) or title frame(s)

• If there’s not time or equipment to view title screens or frames, RDA gives options:
  1. Disc label
  2. Container or accompanying material
  3. Internal source, i.e., disc menu
  4. Outside source, i.e., website, publisher, etc.

• If no title on any source: cataloger devises a title

• Include a source of title note if the title is taken from other than the preferred source
Title proper

• The title minus any subtitle or other title information

• Taken from a preferred source of information

• Usually the title screen

• If taken from a source other than the title screen, include a note to indicate source
  
  245 _ _ ǂa Title proper
Recording the title proper

Original cataloging

• Transcribe from the preferred source
• Add variant title for container title only if significantly different than title on title screen
• If multiple discs with individual titles, use collective title from container if present
• If no collective title, record first title in ǂa, others in ǂb

Copy cataloging

• If the 245 title is taken from container and matches your item, leave as is
• If title is from source other than title screen (i.e., container), include a source of title note in a 588 field.
Recording franchise titles—
Definition of a franchise

From Wikipedia:
A collection of related films in succession that share the same fictional universe or are marketed as a series.
Recording franchise titles

OLAC best practice recommendation:

• If stated on the item, record the franchise title and the number and/or specific title as part of the title proper (245 subfield †a), adding a colon after the franchise title for clarity. Do not put a space in front of the colon.

• Note: Don’t add the franchise title if it’s not on the resource
Recording franchise titles—Examples

Examples from Polaris:

245 04 ‡aThe hunger games: Catching fire
246 30 ‡aCatching fire
246 1_ ‡tTitle on container spine:‡aHunger games 2
246 3_ ‡aHunger games two

245 04 ‡aThe librarian: Quest for the spear
246 30 ‡aQuest for the spear
General material designation (GMD)

- Not used in RDA records (OCLC)
- SHARE local practice: add GMD to all videorecording records in Polaris
  - This is a local edit only. Do not add to WorldCat records in OCLC
    - Subfield h comes after subfields a, n, and p
    - Subfield h comes before subfield b

245 _ _ ǂa Title proper ǂh [videorecording]:ǂb Subtitle
Other title information

- **Subtitle** -- Information used to qualify a title
  - Usually smaller font, not as prominent
    
    245 _ _ †aTitle proper :†bsubtitle

- **Parallel title** -- The title proper in another language
  
  245 _ _ †aTitle proper =†bParallel title

- **Subsequent title(s)** -- if no collective title
  
  245 _ _ †aFirst title ;†bSecond title ; Third title
Statement of responsibility

• **Includes:**
  • Production company/companies
  • Screenwriter(s)
  • Producer(s)
  • Director(s)

• **Does not include:**
  • Cast
  • Narrator(s)
  • Other contributors to artistic or technical production, i.e., director of photography, film editor, composer, costume designer, etc.
Recording the statement of responsibility

• Ideally take from the same source as the title
• Transcribe directly from the source
• If from a source other the item itself (i.e., website, publisher, etc.), enter in brackets

Example of OCLC record:

245 00 Night at the museum: Battle of the Smithsonian /tc Twentieth Century Fox presents ; a 21 Laps/1492 Pictures production ; a Shawn Levy film ; produced by Shawn Levy, Chris Columbus, Michael Barnathan ; written by Robert Ben Garant & Thomas Lennon ; directed by Shawn Levy.
Variant titles

Variations of the title proper (i.e., to spell out symbols or numbers, record a portion of the title or a part title, correct misspelled word, etc.)

• Think how a patron might search
• Parallel title (title in another language)
• Container title, etc. that differs from preferred source
• Not titles of contents! That’s a different field

Polaris Example: 246 _ _ ǂaVariant title
Edition statement

Source is anywhere on the item
  • Same source as title proper is preferred, but can come from any place on the item
  • If taken from outside the resource (i.e., web site), put in brackets

Transcribe from the source, including capitalization and abbreviations

Polaris example:
On item: Collector’s Edition
In record: 250 _ _ ǂaCollector’s Edition.
Edition statement: Videos

Do not record “wide screen” or “full screen” as an edition statement unless it’s stated as edition or version on the resource (i.e. Wide screen version)

- Also record in a 345 field
- Example: 345 _ _ ǂd wide screen ǂ2 rdaar

Options for multiple edition statements:

- Record in one MARC tag 250, separated by comma (do this for SHARE, but not required for OCLC) or
- In separate 250 fields
Country of producing entity

MARC tag 257 –

Name 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.

Not a core element

- Don’t delete if present in records
- Optional to add
- If you add, use the form of the name in the name authority file; add ‡2 with code naf

- Example: 257 _ _ ‡aSweden‡2naf
Publication Information

Source of information
• Anywhere on the item

ISBD punctuation
• Use a semi-colon before place of publication if more than one
• Use colon before publisher name in ‡b
• Use comma before date in ‡c
• For 264_0, 264_1, 264_2, or 264_3: Period at end of field, if date is not in brackets. (if date is in brackets no period is used)

• Note: 264_4: No ending punctuation
Publication, distribution, etc.

You may include multiple 264’s for different functions—denoted by 2nd indicator

**Polaris examples:**

- **264 _0** †aPlace of production †bProducer, †cProduction date.
- **264 _1** †aPlace of publication †bPublisher, †cPublication date.
- **264 _2** †aPlace of distribution †bDistributor, †cDate of distribution.
- **264 _3** †aPlace of manufacture †bManufacturer, †cDate of manufacture.
- **264 _4** †cCopyright date
Publisher/Distributor

Transcribe directly; if multiple, record first publisher
  • Optional to record others
  • If no publisher, enter probable name in brackets or the phrase [Publisher not identified]

If no publisher, use distributor
  • If you’re not sure whether an entity is the publisher or distributor, record as the publisher
  • Optional to add distributor information if publisher information is present
Publication Dates

Publication date

- Core; use the most recent one
- Videos rarely have this; you will likely need an implied date from the copyright date

Copyright date

- Sometimes the copyright date for the video as a whole, including the special features, is listed on the package, and might be slightly later than the copyright date listed on the DVD label

If no date, look at outside sources and make your best guess

- Enter date in square brackets
3XX Fields

Includes:

- **300** - Physical description
- **336** - Content type
- **337** - Media type
- **338** - Carrier type
- **344** - Sound characteristics
- **345** - Moving image characteristics
- **346** - Video characteristics
- **347** - Digital file characteristics
- **380** - Form of work
300 field

Example with ISBD punctuation (OCLC)

300 _ _ 2 videodiscs (200 min.) : †b sound, color ; †c 4 ¾ in.

• Colon between subfields a and b ; semicolon between subfields b and c
33X Fields

336 - Content type

336 _ _ ta two-dimensional moving image btdi 2rdacontent or
336 _ _ ta three-dimensional moving image btdm 2rdacontent

337 Media type

337 _ _ ta video bvideo 2rdamedia

338 Carrier type

338 _ _ ta videodisc bvd 2rdacarrier

Note: Can use macro to generate 33X fields in OCLC
Physical medium: 340 field

Include dimensions in ℣b

340 _ _ ℣b 4 ¾ in.
✓No controlled vocabulary applies; omit ℣2

Include information recording technique (optional)

340 _ _ ℣d stamping ℣2 rdapm
✓Can retain if present; don’t need to add

Include this if your item is a recordable disk:

340 _ _ ℣d burning ℣2 rdapm

Include 340 _ _ ℣g polychrome ℣2 rdacc
• RDA registry terms are monochrome or polychrome; if these terms are used, include ℣2 with code rdacc
• Do this instead of ℣g color
Accessibility content – 341 Field

• Contains information about textual, visual, auditory, and/or tactile alternative modes of access to the primary and/or secondary contents of a resource

• Use in conjunction with MARC tag 532

• If the item has closed captions or Subtitles for the Deaf and Hard of Hearing (SDH)

  Example: 341 0 _ {a}auditory{b}captions

• If the item has a descriptive audio track

  Example: 341 0 _ {a}visual{d}audio description
344: Sound characteristics

Type of recording, recording medium, playing speed, configuration of playback channels, special playback characteristics, etc.

For discs, always include:

- 344 __ ǂadigitalǂ2rdatr
- 344 __ ǂbopticalǂ2rdarm

Add specific sound information as appropriate. Examples:

- 344 __ ǂgsurroundǂ2rdacpc
- 344 __ ǂhDolby digital 5.0

Also add one of these two:

- 344 __ ǂisoundǂ2rdasco
- 344 __ ǂisilentǂ2rdasco
Aspect Ratio

Technical specifications relating to a moving image resource

- Don’t use subfields a or b; these only apply to films
- Record aspect ratio information here; not in a 500 note
- Aspect ratio value—345 ‡c
- Aspect ratio designator—345 ‡d

Examples:

345 ___ ‡c2.34:1
345 ___ ‡dwide screen‡2rdaar
346: Video characteristics

• Do not use 346 subfield †a for DVDs or Blu-rays

• Put broadcast standard in 346 †b
  • Record NTSC, PAL, SECAM, etc. as appropriate, if present on resource
  • Most common in the US is NTSC

• Broadcast standards don’t mix! NTSC, PAL, SECAM, etc. must be on separate records.
347: Digital file characteristics

File type, encoding format, file size, regional encoding, etc.

- If term is not from an *RDA Registry* list, omit ‡2
- Blu-ray can be Region A, B, or C

Examples:

347 _ _ ‡a video file ‡2 rdaft
347 _ _ ‡b DVD video
347 _ _ ‡e region 1 ‡2 rdaft

347 _ _ ‡a video file ‡2 rdaft
347 _ _ ‡b Blu-ray
347 _ _ ‡e region C ‡2 rdaft
Form of work: 380 field

- A class or genre to which a work belongs
- Use a term from the *Library of Congress Genre/Form Terms for Library and Archival Materials* (LCGFT) list where possible
- Use the most general term (i.e., *Motion pictures*, not *Science fiction films*)

**Examples:**

```
380 _ _ ‡aTelevision programs ‡2lcfgt
380 _ _ ‡aMotion pictures ‡2lcfgt
```
Series information

MARC tag 490

• Series statement as it appears on the resource

MARC Tag 8XX—800, 810, 811, or 830

• Series as it is established in the series authority record
  • May or may not be the same as the 490
  • 800, 810, 811—series established under name
    • 800—Personal or family name
    • 810—Corporate body name
    • 811—Conference or meeting
  • 830—series established under title
Notes

500 - General note

508 - Creation/production credits note
  • Name(s) of cinematographer(s), composer(s), costume designer(s), film editor(s), etc.

511 - Participant or performer note
  • Name(s) of cast, host(s), narrator(s), performer(s) etc.

518 - Date/Time and Place of an event note
  • Pairs with 033 with coded form of date(s) and place(s)

588 - Source of title note
  • First indicator 0
More notes

520 - Summary
• Use first indicator 4 for content advice note

521 - Target audience note
• Use appropriate first indicator
• Example: 521 8_ ǂaMPAA rating: R.

532 - Accessibility note
• Information on presence of closed captions, SDH, signed language and/or descriptive audio track
• Previously recorded in 546 note
• No ending punctuation
• Pairs with 341—Accessibility content and 041 for language codes
• Example: 532 1_ ǂaEnglish or French descriptive audio tracks
And even more notes!

538 - System requirements

• Information on required playback equipment only if above and beyond the normal equipment needed for the type of disc
• Most information previously recorded here is now recorded in 34X fields

546 - Language note

• Language(s) of soundtrack(s) and subtitles
• Verify info on container and/or check disc menu
• No longer used for captions, descriptive audio tracks, or signed language; move those to 532
• Pairs with 041 with language codes
Subject headings

• Add as applicable and control when possible!

• Could include topical, geographic, names, etc.

• Subdivisions
  ✓ For adult-level fiction films, add subdivision ǂvDrama
  ✓ For juvenile material, add subdivision ǂvJuvenile films
Genre Headings

Add as applicable and control when possible!

• Heading for closed captioned, signed, or described:
  655 _7 †a Video recordings for the hearing impaired. †2lcfgt
  655 _7 †a Video recordings for people with visual disabilities. †2lcfgt

• For films with a running time of 40 minutes or more:
  655 _7 †a Feature films. †2lcfgt

• Heading for fiction or nonfiction:
  655 _7 †a Fiction films. †2lcfgt
  655 _7 †a Nonfiction films. †2lcfgt
Common Standard Numbers and Coded Fields

• **020**-International Standard Book Number (ISBN)
• **024**-UPC number
• **028**-Publisher’s number
• **033**-Date/time and place of an event
• **041**-Language code
• **043**-Geographic area code
• **046**-Special coded dates
• **050, 090, 082, 092** Call numbers
Date/Time/Place of an event: 033

Date/time and/or place of recording, filming, broadcast, etc.

- Pairs with a 518 or 500 note
- First indicator indicates type of date
- Second indicator indicates type of event
- Record date in ťa in YYYYMMDD format
  - Date is eight positions—use hyphens to fill empty positions
- Use multiple ťa’s in a single 046 for multiple dates
Date/Time/Place of an event: 033

- Record geographic area code in †b
- Record geographic area subcode in †c
- Codes consist of the appropriate classification numbers from the range G3190-G9980 (dropping the letter “G”) derived from the Library of Congress Classification—Class G table

Examples:

033 21 †a2016---- †a2018----
500 __ †aOriginally broadcast 2016-2108
033 00 †a2020---- †b6714†cR7
518 __ †oFilmed on location†pRome, Italy†d2020
Special coded dates: 046

Record date of production or release of original film

- Pairs with a *History of Work* note (500)
- Record date of production or release in †k
- Include †2 with code edtf
- Record dates of films in a compilation in separate 046 fields

Examples:

046 _ _ †k2016†2edtf
500 _ _ †aOriginally released in 2016
Field 007

Use for records for non-print formats; generates icon

• †a - v for videorecording
• †b - d for videodisc
• †d - c for color OR b for black & white OR m for mixed
• †e - v for DVD OR s for Blu-ray
• †f - a for sound on medium
• †g - i for videodisc
• †h - z for other
• †i - s for stereo OR q for surround
Fixed fields: General Info

• Will always be present in the record, but may or may not contain data
• Will only accept data that is valid for that element
• Different formats of material have different fixed field elements
• Data can be used to limit searches
• Some are system-supplied; some are coded from data in the variable fields
• One of the fields Polaris uses to generate format icon in the PAC
Fixed Fields

- **Type (Type of record):** g for projected medium
- **Time (Running time):** 3-digit number for minutes; use 000 if time exceeds 3 digits; enter --- if time is unknown
- **TMat (Type of visual material):** v for videorecording
- **Tech (Technique):** a for animated; l for live action; c for both
- **DtSt: s** for single date; t for publication date and copyright date; p for release date or date of production

✓ **Beware!:** Use code p when video contains the feature film only, with no special features
  - Date One is date of video from 264
  - Date Two is date of original film, from 500 note
Authorized Access Points

• Movies rarely have a 1XX field because they are collaboratively made.

• List contributor access points in 7XX fields
  • Cast, directors, producers, screenwriters, production companies, presenters, publishers, etc.

• In OCLC, may be recorded in ‡4 with 3-letter relator code or in ‡e with relator term
  • For SHARE, change from code to relator term.
Related works and expressions

• Record relationships between the video and related works and expressions

• Entries need to be justified in the body of the record, usually through a note

• Check original RDA Toolkit, Appendix J for relationship designators
Related works and expressions

A film based on a novel

500 _ _ tfBased on the novel Pride and Prejudice, by Jane Austen.

700 1 _ tiMotion picture adaptation of (work):fa Austen, Jane,id1775-1817.tvPride and prejudice.

A remake of an earlier film

500 _ _ tfRemake of the 1933 King Kong film.

730 0 _ tiRemake of (work):faKing Kong (Motion picture : 1933)
Multiple language audio tracks

• Record an entry for the work in other languages, based on languages of audio tracks in MARC tag 546. Only do this for audio tracks, not subtitles.

• Check the authority file for a uniform title authority record; format as established in the authority record

• If no authority record, enter title followed by (Motion picture)
Example: Multiple language tracks

If you have:

546 _ _ ũa English, dubbed French, or dubbed Spanish dialogue; optional English or Spanish subtitles.

Then include:

730 02 ũi Container of (expression) : ũa Night at the museum, battle of the Smithsonian (Motion picture). ũi French.

730 02 ũi Container of (expression) : ũa Night at the museum, battle of the Smithsonian (Motion picture). ũi Spanish.
Resources and Links

• Resources | SHARE (illinoisheartland.org)
  • Best Practices for Cataloging DVDs (OLAC)
  • SHARE editing checklists

• Recording publication and copyright dates in Polaris bibliographic records for videorecordings | SHARE (illinoisheartland.org)

• Cataloging Blu-rays, DVDs, and Blu-ray/DVD combo packs | SHARE (illinoisheartland.org)