

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)
7. Edition statement (250) – Large print, 3rd edition, Special edition, etc.
 - 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)