



SHARE

Cataloging DVDs and Blu-Rays

SHARE Catalogers

Cataloger's Training Session – August 12, 2025

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

Changes since 2024

- Form subdivisions: Juvenile films vs. Juvenile drama
- Updated accessibility content information in 341 field on the SHARE Editing Checklist

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: the cataloger devises a title
- Include a source of title note for all video recordings

Title proper

- The title minus any subtitle or other title information
- Ideally taken from the preferred source of information (title screens)
- If no access to title screens, check the disc label or container
- Include a 588 0_ with a source of title note

245 _ _ ‡a 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 **#a**, others in **#b**

Copy cataloging

- If the 245 title is taken from container and matches your item, leave as is
- 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 **ta**), 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_ ‡iTitle 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 _ _ ‡a Title proper ‡h [videorecording]:‡b 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
 - Presenter(s)
 - 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 about how a patron might search

- Container title, etc. that differs from preferred source
- Not titles of contents! That's a different field

Polaris Example: 246 __ _ ‡a Variant 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 __ ~~ta~~Collector'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** _ _ **†d** wide screen **†2** rdaar

Multiple edition statements:

- In OCLC may record in separate 250 fields or in one 250 field with commas separating edition statements
- SHARE policy is to use one 250 field with commas separating edition statements because of the PAC display in Polaris

Ex: Multiple statements **250** _ _ **†a** Collector’s edition, [DVD].

Edition statements - SHARE Policy

Add an edition statement from the list below in MARC tag 250 as appropriate to distinguish format:

250 _ _ **†a** [Blu-ray].

250 _ _ **†a** [3D Blu-ray].

250 _ _ **†a** [4K Ultra HD Blu-ray].

250 _ _ **†a** [DVD].

250 _ _ **†a** [3D DVD].

250 _ _ **†a** [Blu-ray/DVD combo].

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 other places 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]
 - This is more common for home videos/independently published materials

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
- **306** - Playing Time
- **336** - Content type
- **337** - Media type
- **338** - Carrier type
- **340** - Physical medium
- **341** - Accessibility content
- **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

306 Field

306 __ ~~a~~**003700**

- Used to display the duration of a video recording
- Indicators are blank
- If present leave it in, optional to add it
- Always uses six character positions

Duration	Enter
1 hr.	006000
75 min.	011500
1 hr., 45 min.	014500
1 min.	000060
20 min., 16 sec.	002016
Approximately 17:00-18:00 min.	001800

33X Fields

336 - Content type

336 _ _ **#a**two-dimensional moving image**#btdi#2rda**content *or*

336 _ _ **#a**three-dimensional moving image**#btdm#2rda**content

337 Media type

337 _ _ **#a**video**#bv#2rda**media

338 Carrier type

338 _ _ **#a**videodisc**#bvd#2rda**carrier

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 __ ‡dstamping‡2rdapm

- ✓ Can retain if present; don't need to add

Include this if your item is a recordable disk:

340 __ ‡dburning‡2rdapm

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 10 #aauditory#bclosedCaptions#2sapdv

- If the item has a descriptive audio track

Example: 341 0 _ #avisual#daudioDescription#2sapdv

344: Sound characteristics

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

For discs, always include:

344 _ _ #a digital#2rdatr

344 _ _ #b optical#2rdarm

Add specific sound information as appropriate. Examples:

344 _ _ #g surround#2rdacpc

344 _ _ #h Dolby digital 5.0

Also add one of these two:

344 _ _ #i sound#2rdasco

344 _ _ #isilent#2rdasco

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
 - Example: **346** _ _ **#b** NTSC **#2** rdabs
- 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 rda ft

347 _ _ #b DVD video

347 _ _ #e region 1 #2 rda re

347 _ _ #a video file #2 rda ft

347 _ _ #b Blu-ray

347 _ _ #e region C #2 rda re

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 _ _ ~~ta~~Television programs~~2~~lcgft

380 _ _ ~~ta~~Motion pictures~~2~~lcgft

3XX text string for videorecordings

- 340 #b 4 3/4 in.
- 340 #g polychrome #2rdacc
- 3410 auditory #b closedCaptions #2 sapdv
- 3410 visual #d audioDescription #2 sapdv
- 344 digital #2 rdatr
- 344 #b optical #2 rdarm
- 344 #g surround #2 rdacpc
- 344 #g stereo #2 rdacpc
- 344 #h Dolby #2 rdaspc (depends on term)
- 344 #h DTS HD Master Audio
- 344 #i sound #2 rdasco
- 345 #c aspect ratio value
- 345 #d wide screen or full screen #2 rdaar
- 346 #b NTSC #2 rdabs
- 347 video file #2 rdaft
- 347 #b DVD video
- 347 #b Blu-ray
- 347 #e region #2 rdare
- 347 #e all regions #2 rdare
- 380 Motion pictures #2 lcgft
- 380 Television programs #2 lcgft

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**_ **†a**MPAA 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**_ **†a**English 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 **†vDrama**
 - ✓ For juvenile material, add subdivision **†vJuvenile** films for nonfiction films and **†vJuvenile drama** for fiction 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. #2lcgft
655 _7 #a Video recordings for people with visual disabilities. #2lcgft
- For films with a running time of 40 minutes or more:
655 _7 #a Feature films. #2lcgft
- For films with a running time of under 40 minutes:
655 _7 #a Short films. #2lcgft
- Heading for fiction or nonfiction:
655 _7 #a Fiction films. #2lcgft
655 _7 #a Nonfiction films. #2lcgft

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 **†a** in YYYYMMDD format
 - Date is eight positions—use hyphens to fill empty positions
- Use multiple **†a**'s in a single 033 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---- **#a**2018----

500 _ _ #aOriginally broadcast 2016-2108

033 00 #a2020---- **#b**6714**#c**R7

518 _ _ #oFilmed on location**#p**Rome, Italy**#d**2020

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 _ _ **#a**Based on the novel *Pride and Prejudice*, by Jane Austen.

700 **1** _ **#i**Motion picture adaptation of (work):**#a** Austen, Jane,**#d**1775-1817.**#t**Pride and prejudice.

A remake of an earlier film

500 _ _ **#a**Remake of the 1933 King Kong film.

730 **0** _ **#i**Remake of (work):**#a**King 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 _ _ ‡a English, dubbed French, or dubbed Spanish dialogue;
optional English or Spanish subtitles.

Then include:

730 02 ‡i Container of (expression) : ‡a Night at the museum, battle of
the Smithsonian (Motion picture). ‡l French.

730 02 ‡i Container of (expression) : ‡a Night at the museum, battle of
the Smithsonian (Motion picture). ‡l Spanish.

Resources and Links

- [Resources | SHARE \(illinoisheartland.org\)](https://illinoisheartland.org)
 - Best Practices for Cataloging DVDs (OLAC)
 - SHARE editing checklists
- [Recording publication and copyright dates in Polaris bibliographic records for videorecordings | SHARE \(illinoisheartland.org\)](https://illinoisheartland.org)
- [Blu-rays, DVDs, and Blu-ray/DVD combo packs | SHARE \(illinoisheartland.org\)](https://illinoisheartland.org)