

GEORGIA PERIMETER COLLEGE LIBRARY TECHNICAL SERVICES

LOCAL POLICIES FOR VIDEORECORDING CATALOGING

Georgia Perimeter College cataloging policy is based on *Anglo-American Cataloguing Rules*, 2nd ed. (AACR2); *Library of Congress Rule Interpretations* (LCRI); the Library of Congress Subject Headings (LCSH); the Library of Congress Classification (LCC); and *OCLC Bibliographic Formats and Standards*; and *Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9* created by the OLAC DVD Cataloging Task Force (2002). The following guidelines are intended to assist GPC catalog librarians in complex copy cataloging of videorecording records for inclusion in the Voyager database.

I. FINDING THE RIGHT RECORD

Many videorecordings can be cataloged as a multi-part set on one bibliographic record or as an analyzed set (using separate records for each part). In the latter case, it is possible to use a series call number if you wish to shelve the materials together. A decision to use one record or individual records should be made on a case-by-case basis. If the materials are about many different subjects, individual bib records may be preferable to provide better subject access. However, sometimes only individual records are available in WorldCat. Generally, materials at GPC have been cataloged on one record since this is much easier for the cataloger.

II. EDITING BIB RECORDS BY FIELD

Once the appropriate record has been matched with the item in hand and general information has been checked, the record should be edited accordingly. For more detailed information about contents and tagging of individual MARC fields see [OCLC Bibliographic Formats and Standards](#).

- 007** Add the appropriate 007 if not present. See Tessa for a very helpful macro for this.

- 020** Add the ISBN(s) if not present.

- 024** Scan the UPC code into the 024 field, with a 1st indicator of 1. Consult *Bib Formats* for the appropriate 2nd indicator code (generally 0 or blank).

If a GTIN (Global Trade Identification Number) appears in an 024 field in the record, delete it. The GTIN looks like the UPC code with 2 leading zeros.

028 Add if not present, with a 1st indicator of 4 and a second indicator of 2.

Example:

028 42 †a 34565 †b Paramount Pictures

041 Required if item is a translation or if it has subtitles in other languages. Should correspond to the 546. See the [MARC Code List for Languages](#) for appropriate codes.

Example:

041 1_ †a eng †b eng †b fre †b spa †h eng
546 Original English dialogue with optional English, French, or Spanish subtitles.

090 Locally assigned LC call number. These are assigned in a similar manner to monographic classification, with some exceptions. When copy cataloging, check existing LC call numbers carefully against our shelf list and local videorecording classification policies.

130 Delete the uniform title unless it is needed to break a conflict. For a detailed discussion of this concept, see LCRI 25.5B, Appendix I.

245 †a Titles should be transcribed exactly as they appear on the
†b title screen. If there is different title on the label or the container, create a 246 field with a †i stating source of that title.

Example:

246 1_ †i Title from container: †a Walking the Bible : †b a
journey by land through the five books of Moses

For foreign films, add a parallel title for the English title (if not already present), and bracket it if it does not appear on the title screen.

Example:

245 00 Yojimbo †h [videorecording] = †b The bodyguard †c /

Janus Films ; Seneca International presents a Toho Company, Ltd. production ; produced and directed by Akira Kurosawa.

‡c (What functions merit the 245‡c as opposed to the 508 is hotly debated in videorecording cataloging, particularly when discussing writers. GPC has decided to interpret AACR2 7.1F1 as follows.)

Limit the 245‡c to people or corporate bodies with overall responsibility for the production, such as writers, producers, directors, and production companies. Persons with limited responsibility, such as cinematographers, sound engineers, editors, etc. (excepting assistants and associates) should go in the 508. Performers, of course, go in a 511.

250

Use for traditional edition statements, such as "Special edition," but also for format, such as widescreen or full screen. As a rule of thumb, include all statements that differentiate one manifestation from another.

Examples:

250 2-disc special ed.
250 Deluxe widescreen presentation.
250 Standard version.

Confusion can arise when a DVD contains two different versions of the film, or when an edition statement must describe multiple aspects of a single format. In these cases, follow the examples below as closely as possible.

Examples:

The DVD contains a single version of a film in widescreen format, and the DVD also labeled "Collector's edition".

250 Collector's ed., widescreen.

The DVD contains two versions of a film in widescreen and full screen formats, and the DVD also labeled "Collector's edition".

250 Collector's ed., widescreen [and] full screen.

The DVD contains two versions of a film, one in widescreen format and one in full screen format. The DVD is double-sided and each version is on a different side.

250 Widescreen [and] full screen.
538 DVD, double-sided, Region 1; Dolby Digital.

- 500 Standard version on side A, widescreen version on side B.
(or if the sides are not labeled)
500 Standard version on one side, widescreen version on other side.

If the DVD is a dual-layer DVD and both versions are on a single side, the 500 note would be unnecessary, as follows.

- 250 Widescreen [and] full screen.
538 DVD, dual-layer, Region 1; Dolby Digital.

- 260 ‡c** The date area is another section of the videorecording record that is hotly contested, particularly for DVDs in which additional content (director's commentary, trailers, etc.) often causes the content of the DVD to differ from the original production or VHS release. GPC's local policy is to include the container date and the original date of film production/copyright in the 260‡c (if different). This policy, loosely based the corresponding sections of the [OLAC Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9](#), attempts to strike a balance between adherence to the rules and convenience for our patrons.

If the date on the container and the date on the film itself are the same, use that date as an assumed date of publication and record that in the 260‡c and the Date 1 area of the fixed fields.

Example:

Both the container and the ending credits are marked "c2004".
DtSt: s
Dates: 2004, _____
260 Universal City, CA ‡b : Focus Features, ‡c [2004]

If the date on the container and the date on the film itself are different, use the container date to infer a date of publication and record that in the 260‡c and the Date 1 area of the fixed fields. Use the date from the end credits or from IMDB to construct a history note and the Date 2 area of the fixed field. (**Films for the Humanities** are particularly bad about converting rather old content from VHS to DVD and slapping a new date on the container. When dealing with this scenario, strictly follow the example below, though many believe it to be counter to AACR2. Regardless of the rules, it is of no help to our patrons to think they have a 2005 DVD about vaccines, when

what they really have is 2005 copy of a 1985 television program.)

Examples:

The container date is c2006. The film was released in 2005.

DtSt: p

Dates: 2006, 2005

260 Universal City, CA : ‡b Focus Features, ‡c [2006]

500 Originally released as a motion picture in 2005.

The container date is c2006. The program was released in 1985.

DtSt: p

Dates: 2005, 1985

260 Princeton, N.J. : ‡b Films for the Humanities & Sciences,
‡c [2005]

500 DVD release of a 1985 episode of the television program
Innovation.

- 300 ‡a** If it isn't already present, add the running time of the feature presentation in minutes (if it is known or can be ascertained easily). For multi-volume sets, you may list the time of each piece (as seen in the example below), if all the pieces are the same running time. If not, list the total running time. Do not include trailers, advertisements, special feature, etc. For VHS tapes, if the running time is not on the tape itself, write it on the face label.

Example:

300 4 videodiscs (118 min.)

300 1 videodisc (ca. 360 min.)

300 2 videocassettes (24 min. each)

- 4xx** Trace all authorized series.

- 5XX** Remember to put notes in note order.

- 500** Used for a wide range of notes such as history, title source, series-like phrases, special features, etc.

Examples:

500 Originally released as a motion picture in 2002.

500 Originally aired on PBS in 2006.

500 Originally aired on television during the 2004/2005
season.

500 Originally aired on television in 2001.

- 500 Originally broadcast as an episode of the television program Frontline on Oct. 9, 2003.
- 500 Based on the novel by Jane Austen.
- 500 Title from container.

GPC will use either formal or informal special features notes, such as those below.

- 500 Special features: Director commentary; deleted scenes; "A trip to 'The sea inside'": a making-of documentary; storyboards; theatrical trailer.
- 500 Special features include cast and crew biographies, trailer, and filmmaker commentary.

Do not note standard features such as interactive menu and scene selection since they are standard on most DVDs.

- 505** Formatted contents. Add if applicable.

Example:

505 0_ pt. 1. The cause of liberty (24 min.) -- pt. 2. The impossible war (25 min.).

- 508** Persons with limited responsibility for the production, such as cinematographers, sound engineers, editors, etc. (excepting assistants and associates) should go in the 508.

Example:

508 Director of photography, Rogier Stoffers ; editor, Sandra Adair ; music score, Craig Wedren ; costume designer, Karen Patch ; production designer, Jeremy Conway.

- 511** List prominently featured or well-known actors, narrators, presenters, etc.

Example:

511 1_ Jack Black, Joan Cusack, Mike White, Sarah Silverman, Lee Wilkof, Kate McGregor-Stewart, Adam Pascal, Suzzanne Douglas, Joey Gaydos, Jr., Miranda Cosgrove, Kevin Clark, Robert Tsai, Maryam Hassan, Rebecca Brown, Caitlin Hale, Aleisha Allen.

- 520** A summary should be added if it can be easily constructed.

521 Give the MPAA rating if available, with a 1st indicator of 8. Leave the Audn (Target Audience) area of the fixed fields blank.

Examples:

521 8_ MPAA rating: PG-13.

521 8_ MPAA rating: R; for sexual content and language.

538 Give the format type and related details in the system requirements field. Do not note single-sided DVDs, since this is the norm. (Add a 500 note if there are different versions on each side.) This note should be the first listed 5XX field.

Examples:

538 DVD, dual-layer, Region 1; Dolby Digital stereo.

538 DVD, double-sided, Region 0; Dolby Digital 5.1 or 2.0 surround sound.

538 DVD; Dolby Digital 5.1 surround, Dolby Digital 2.0 stereo.

Enhanced DVDs: If DVDs contain DVD-ROM material, the DVD is considered enhanced. Use the word "enhanced" in front of DVD in the 538 field, in addition to a 538 system requirements field (if information is available on container) and listing of the DVD-ROM features in the special features note.

Example:

538 Enhanced DVD, Region 1; Dolby Digital stereo.

538 System requirements: Windows or Macintosh; QuickTime player; 250 MB RAM.

500 Special features include DVD-ROM games and printable instructor handouts.

546 Add if applicable, following AACR2 7.7B2. Place this note immediately after the 538 field.

Examples:

546 Original English dialogue with optional English, French, or Spanish subtitles.

546 Original Zulu or dubbed Spanish dialogue with optional English or French subtitles.

Closed-captioning or audio enhancements should receive the appropriate subject headings. Treat SDH as closed-captioning for now. Use separate notes for captioning and language.

Examples:

546 Closed-captioned.

655 _0 Video recordings for the hearing impaired.

546 Audio enhanced for the visually impaired.

655 _0 Video recordings for people with visual disabilities.

586 List any awards won at major film festivals or competitions, or awards of local significance.

590 Local notes. Add if applicable.

Example:

590 Dunwoody copy missing disc 2.

6xx Consider subject headings for feature films carefully. Delete those that are not very useful. Topical headings are assigned as needed, particularly to documentaries which are classed by subject area. Delete ‡v Videorecordings in 600 field.

Appropriate topical headings from the LOC authority file may be used as genre headings. **They should always be placed in a 655 _0 and not a 650.** Feature-length (over 40 min.) motion pictures which had a theatrical release all receive the genre heading "Feature films". For more specifics about subject classification of videorecordings (including foreign films, operas, etc.), please see our local procedures document for [videorecording classification](#).

Some genre headings that may be assigned to videorecordings include (but are not limited to):

Animated films	James Bond films
Feature films	Made-for-TV movies
Foreign films	Documentary films
Motion pictures, [nationality]	Operas
Biographical films	Star Trek films
Musical films	
Silent films	
Video recordings for the hearing impaired	
Video recordings for people with visual disabilities	

7XX Make added entries for all openly named persons or corporate bodies who have significantly contributed to the creation of the item.

(The [Internet Movie Data Base](#) is helpful for verifying names. If you are using the Firefox browser, you can add IMDB to the Search Bar in the upper-right corner of Firefox, making searching very convenient. See Tessa for assistance with this feature.)

The list below is not exhaustive, but will offer guidance in tracing names.

Trace	Do Not Trace
Producers	Art directors
Directors	Production designers
Writers	Costumers
Actors	Executive producers
DPs/Cinematographers	
Editors	
Composers	
Production companies	
Publishers	
Distributors	

Check the LC or OCLC authority file for any name heading that you want to trace. If you cannot find an authority record for it, do not trace it, except in the case of names you think may be authorized at a later date (like a hot new actress who only has a few screen credits at the time of cataloging).

- 740** Add a 740 02 field for each part listed in the contents of a multi-part set, unless there are just so many that it would be very time consuming. In that case, just list the parts owned by GPC.

III. HOLDINGS RECORDS (MFHDs) & ITEM RECORDS

Create MFHD and item records as usual, with the following exceptions. The videorecording location is further indicated by a prefix in the 852†k, which is placed before the call number in the 852†h. "DVD" is the prefix for DVDs and "MV" is the code for VHS tapes.

Examples:

852 0_ †b NPPopDVD †k DVD †h PN1997.2 †i .A15 2003
852 0_ †b NPVideo †k MV †h PN1997 †i .A125 1996

Locations and item types vary a bit; see the examples below for details. (If a campus specifically asks for something to be cataloged as a reserve item, the appropriate reserve item type would be substituted for the ones listed below.)

Faculty VHS:

Location: NPVideo
Item type: Media
Media type: Media

Faculty DVD:

Location: NPDVD
Item type: Media
Media type: Media

Popular VHS:

Location: NPPopVideo
Item type: Popular Video

Popular DVD:

Location: NPPopDVD
Item type: DVD

Decatur VHS:

Location: DEVideo
Item type: Popular Video

Decatur DVD:

Location: DEPopDVD
Item type: DVD

Dunwoody VHS:

Location: DUPopVideo
Item type: Popular Video

Dunwoody DVD:

Location: DUPopDVD
Item type: DVD

Newton VHS:

Location: NEVideo
Item type: Popular Video

Newton DVD:

Location: NEPopDVD
Item type: Reserves - 2 hour

Pamphlets and brochures (accompanying material)

These items are a judgment call.

If they are substantial, and going into the NonPrint Faculty or Dunwoody collection, give them their own barcode and item record with "Guide" added to the Enum field in the item record and the call number. Place a post-it on the guide with the call number, to remind the processors to make a label for it.

If they aren't very long/large, or are going into the NonPrint Popular collection, just leave them in the case, but don't barcode them. When in doubt call the campus and ask how they'd like it done.

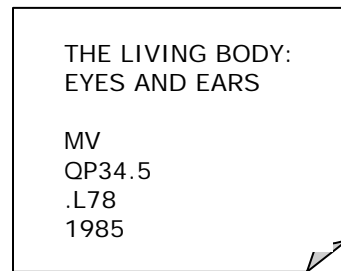
Multi-part sets

Use the numbering on the piece (pt., v., etc.) unless no numbering is given. In this case, supply volume numbers as you would with monographs.

IV. PREPARATION FOR PHYSICAL PROCESSING

For DVDs, just write the call number on the acquisitions printout. For the benefit of the processor, also note double-sided discs (these do not receive call number labels or tattle tape) and multi-disc sets on this printout. If it is a multi-piece set, add a post-it with the call# to each separate piece.

On VHS, place a post-it with the title as it should appear on the spine and the call number. For multi-part items, use the 245 title and the title of the individual part.



Arrange the videos or DVDs by location and item type on a truck, and place a post-it on each shelf, detailing the location and item type. For example, NPVideo and NPPopVideo go on two separate shelves since they are processed differently.

Save the plastic cases to be recycled in NonPrint. Discard the paper containers. For Dunwoody, process as usual putting the videos in clear plastic cases but save the cases and send them to Dunwoody.

V. PROCEDURES FOR DVD-ROMS

DVD-ROMs are considered electronic resources if they are textual or computer-oriented in nature (e.g. programs, games, fonts, multimedia, etc.).

See [Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9 created by the OLAC DVD Cataloging Task Force \(2002\)](#), section III. Cataloging DVD-ROMs (Electronic Resources), AACR2r Chapter 9.