

DVD template and guidelines

Rec stat n Entered 20150919 Replaced 20150919

Type	g	ELvl	l	Src	d	Audn		Ctrl		Lang	
BLvl	m	Form		GPub		Time		MRec		Ctry	
Desc	i	TMat	v	Tech		DtSt		Date1		Date2	

- Form, Ctrl, MRec always blank
- Date2 blank except for serials or multivolume sets issued successively over two or more years.
- If serial DVD, BLvl = s

007	--	--	v #b d #d c #e v #f a #g i #h z #i u
040	--	--	HUI \$b eng \$e rda \$c HUI
024	1	--	12-digit UPC (appears with barcode)
028	4	2	Publisher number from spine \$b Name of DVD publisher
041	#	--	\$a language of soundtrack \$j language of subtitles \$h language of original soundtrack if cataloging a dubbed version
046	--	--	YYYY
130	0	--	Title proper (Motion picture)
245	#	#	Title : \$b other title information / \$c statement of responsibility ; sor ; sor.
246	#	#	Variant title
250	--	--	Edition statement
257	--	--	Country where film production company based \$2 naf
264	--	1	Place of DVD publication : #b name of DVD publisher, #c year of DVD publication.
300	--	--	1 videodisc (min.) : #b sound, black and white, color ; #c 4 3/4 in.
306	--	--	HHMMSS

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336	--	--	two-dimensional moving image #2 rdacontent
337	--	--	video #2 rdamedia
338	--	--	videodisc #2 rdacarrier
344	--	--	digital #b optical #g stereo #h Dolby #2 rda
346	--	--	#b NTSC or PAL #2 rda
347	--	--	video file #b DVD video #e region # #2 rda
490	1	--	Series title ; #v series numbering
538	--	--	DVD; NTSC or PAL; region.
500	--	--	Wide screen (1.78:1).
546	--	--	[Language or languages of soundtrack] with optional subtitles [in language and language]; Closed-captioned in English for the hearing impaired.
500	--	--	Title from disc label.
500	--	--	Originally released a motion picture in XXXX.
511	#	--	PARTICIPANTS/PERFORMERS/CAST
508	--	--	Credits
505	0	--	Title 1 / stmt of resp (MM:SS) – Title 2 / stmt of resp (MM:SS) –
520	--	--	Summary
6XX	#	0	LCSH \$v Drama.
655	#	7	Feature films. \$2 lcgft
700	#	--	Personal name, \$e relationship designator.
710	2	--	Corp. body name, \$e relationship designator.

Audn (Audience)

j for juvenile
blank for non-juvenile

DtSt (Type of date)

s for single year (most DVDs)

m if recording a first and last year for a multi-vol DVD set issued successively over two or more years

c if recording the beginning year of a serial DVD that is still being issued (Date2 = 9999)

d if recording the beginning and ending year of a serial DVD that has ceased

p if recording a DVD distribution/release date in Date1 and the date of production of the original motion picture in Date2 (only do this if the DVD content contains no changes from the original motion picture ... don't do it if the DVD has dubbing, subtitles that were not in the original film, extra features, scene selection, etc.)

007 (Physical characteristic codes)

007 is required for any kind of videorecording.

Subfield a (Category of material) always has value **v**.

In some cataloging interfaces, the 007 is input using a form with pull-down menus. Voyager's looks like this:

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The screenshot shows a window titled "007 - Physical Description (v - Video Recording)". At the top, there are several checkboxes for material types: Notated Music, Sound Recording, Text, Microform, Nonprojected Graphic, Motion Picture, Kit, Computer File, Globe, Tactile Material, Projected Graphic, Video Recording, Remote Sensing Image, Unspecified, and Map. The "Video Recording" checkbox is selected. Below these checkboxes is a table with two columns: a label for the field and its corresponding value.

Specific Material Designation	d : Videodisc
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined
Color	c : Multicolored
Format	v : DVD
Sound on Medium	a : Sound on medium
Medium for Sound	i : Videodisc
Dimensions	z : Other
Playback Channels	u : Unknown

At the bottom of the window, there are four buttons: "New", "Delete", "Apply", and "Close".

The OCLC Connexion client has one that looks like this:

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To access it, it's Tools→Macros→Manage→+ sign to expand OCLC→select Add&Edit007→click "Run"

If you are working in system where you have to manually input the subfield codes and values, consult this table:

<i>Subfield</i>	<i>Definition</i>	<i>Possible values</i>
a	Category of material	v = videorecording
b	Specific material designation	d = videodisc
d	Color	b = black-and-white c = color m = mixed u = unknown
e	Videorecording format	s = Blu-ray disc v = DVD
f	Sound on medium	a = yes (if no sound, don't include \$f at all)

g	Medium for sound	i = videodisc (if no sound, don't include \$g at all)
h	Dimensions	z = other
i	Configuration of playback channels	k = mixed m = monaural n = no sound q = quadraphonic, multichannel, or surround s = stereophonic u = unknown

024 Universal Product Code (UPC) or other standard number

This usually appears below a barcode, so you can put your cursor in subfield \$a of 024 and scan the barcode.

If the number fails validation, change 1st indicator to 8.

028 (Publisher's number)

Found on the spine of the DVD. Often includes an abbreviation of the DVD publisher's name. Transcribe as found in \$a. In subfield \$b, record the DVD publisher's name in the same form as recorded in 264 \$b.

041 (Language codes)

Repeat any subfield as many times as applicable.

If \$h (language of original soundtrack) is used, 1st indicator is 1; otherwise, 0.

Language codes are here:

http://www.loc.gov/marc/languages/language_name.html

046 (Year of original motion picture release)

Record in YYYY format if known; also make a 500 note.

130 (Uniform title)

A 130 is only needed if the title proper (245 \$a) of the manifestation conflicts with the authorized access point (AAP) for another entity in OCLC WorldCat.

For more information, see [Constructing AAPs for Works and Expressions](#).

245 (Title and statement(s) of responsibility)

First indicator is 0 if no uniform title is present in 130.

Second indicator is the number of non-filing characters taken up by the initial article plus the space following it:

The = 4

Le = 3

A = 2

Title proper : \$b other title information / \$c statement of responsibility ; statement of responsibility ; statement of responsibility ...

Transcribe in 245 \$c statements of responsibility dealing with creation, production, direction, writing. Put other statements in 508 or ignore.

245 #0 Raging Bull / #c Metro Goldwyn Mayer ; United Artists ; a Robert Chartoff-Irwin Winkler production ; a Martin Scorsese picture ; produced in association with Peter Savage ; screenplay by Paul Schrader and Mardik

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Martin ; producers, Irwin Winkler and Robert Chartoff ; director, Martin Scorsese.

245 #4 The naked gun : #b from the files of Police squad! / #c Paramount Pictures presents a Zucker/Abrahams/Zucker production ; written by Jerry Zucker, Jim Abrahams, David Zucker, Pat Proft ; produced by Robert K. Weiss ; directed by David Zucker.

245 #0 History of the world, part 1 / #c 20th Century Fox ; a Mel Brooks film ; directed, written and produced by Mel Brooks.

245 #0 One flew over the cuckoo's nest / #c Fantasy Films presents a Milos Forman film ; screenplay by Lawrence Hauben and Bo Goldman ; produced by Saul Zaentz & Michael Douglas ; directed by Milos Forman.

245 #0 Miller's Crossing / #c Circle Films presents a Ted and Jim Pedas, Ben Barenholtz, Bill Durkin production ; directed by Joel Coen ; produced by Ethan Coen ; written by Joel Coen and Ethan Coen.

246 (Variant title)

Consult cheat sheet here: <http://www2.hawaii.edu/~chopey/MARC246.pdf>

250 (Edition)

Look for words like “version” or “edition,” etc.

250 __ Widescreen version.

250 __ Director's cut

250 __ Special edition.

257 (Country of producing entity)

This is the country where the film production company is based. Record when known. Record in the form found in the Library of Congress names authority file (LC/NAF).

264 (DVD publisher)

The publisher of a DVD is often referred to on the packaging and disc label as a distributor. Nevertheless, second indicator should be “1”.

Distinguish the DVD publisher/distributor from the original film’s production company and record the DVD publisher/distributor in 264 \$b. The original film’s production company belongs in a statement of responsibility (245 \$c).

Omit from 264 \$b introductory words such as “Distributed by”.

Record the location of the DVD publisher/distributor in 264 \$a.

Record the year of DVD publication/distribution in 264 \$c.

300 (Physical description)

Record the number of DVDs and the total running time in subfield \$a. For consistency, I prefer always using minutes (e.g., “88 min.” instead of “1 hr., 28 min.”), but “___ hr. , ___ min.” is also acceptable.

Precede with “approximately” when exact running time is not known.

In subfield \$b, record (in this order, separated by commas) any of the following that apply:

sound
silent
color
black and white

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color with black and white sequences

In subfield \$c, always record 4 3/4 in.

300 __ 1 videodisc (26 min.) : \$b sound, color ; \$c 4 3/4 in.

300 __ 1 videodisc (99 min.) : \$b silent, black and white ; \$c 4 3/4 in.

300 __ 3 videodiscs (281 min.) : \$b sound, color ; \$c 4 3/4 in.

300 __ 1 videodisc (131 min.) : \$b sound, color with black and white sequences ;
\$c 4 3/4 in.

300 __ 2 videodiscs (110 min. each) : \$b sound, color, black and white ; \$c 4 3/4
in.

If other details about the color content are considered important (e.g., colorized), they can be recorded in a 500 note. Other details about sound content can be recorded in 344 \$g and 344 \$h. (see below).

If there is accompanying material, record in subfield \$e per instructions in [Accompanying materials guidelines](#).

306 (Running time)

Record total running time as HHMMSS.

336-338

For DVD or Blu-ray or VCD, always this combination:

336 __ two-dimensional moving image #2 rdacontent

337 __ video #2 rdamedia

338 __ videodisc #2 rdacarrier

If there is accompanying material, consider recording the content, media, and carrier types of the accompanying material per the instructions in [Accompanying materials guidelines](#).

344 (Sound characteristics)

\$a Type of recording

For DVD and Blu-ray, always “**digital**”

\$b Recording medium

For DVD and Blu-ray, always “**optical**”

\$g Configuration of playback channels¹

mono
stereo
quadraphonic
surround

\$h Special playback characteristic²

Dolby
Dolby 2.0
Dolby digital
Dolby digital 5.1
DTS-HD Master Audio

344 is repeatable, so for a multi-disc resource with different characteristics, repeat the field and specify the material to which the details are applicable in subfield \$3:

344 __ \$3 DVD disc \$a digital \$b optical \$g stereo \$g surround \$h Dolby \$h DTS
\$2 rda

¹ RDA 3.16.8.3

² RDA 3.16.9.3

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344 __ \$3 Blu-ray disc \$a digital \$b optical \$g surround \$h DTS-HD Master
Audio \$2 rda

Subfields \$g and \$h are also repeatable, so use multiple occurrences of them if more than one characteristic applies.

346 (Video characteristics)

For DVDs, only \$b (Broadcast standard) is recorded. Use one of these terms if the broadcast standard³ is known:

PAL
NTSC
SECAM
HDTV

(If not known, do not use field 346.)

347 (Digital file characteristics)

\$a File type⁴

video file

\$b Encoding format⁵

DVD video
VCD
Blu-ray
HD-DVD

³ RDA 3.18.3.3

⁴ RDA 3.19.2.3

⁵ RDA 3.19.3.3

\$e Regional encoding⁶

Record “region” followed by a single digit 0-8. Or record “all regions”.

347 __ video file \$b DVD video \$e region 1 \$2 rda
347 __ video file \$b DVD video \$e all regions \$2 rda

Blu-ray discs can be region A-C or 1-3:

347 __ video file \$b Blu-ray \$e region A \$2 rda

5XX note order

Note order is not specified in RDA. Notes should be given in the order that the cataloger deems appropriate based on the relative importance of each note.

Since most OPACs are not yet displaying most of the code characteristics in 33X and 34X, my recommendation is to repeat the more important ones (encoding format, broadcast standard, regional encoding) in a single 538 field, and make the 538 the first 5XX note.

In this section, the notes follow the order of the notes in the OCLC Connexion constant data provided in this workshop. You should be free to move any note up or down if it is more or less important to your library’s users.

538 (System requirements)

538 __ DVD; PAL; region 3.
538 __ DVD; NTSC; region 1.
538 __ DVD; PAL; all regions.

⁶ RDA 3.19.6.3

500 for aspect ratio

Make a note about aspect ratio if considered important to your library's users:

- 500 __ Wide screen (1.78:1).
- 500 __ Anamorphic wide screen.
- 500 __ Anamorphic wide screen (2.35:1).
- 500 __ Letterbox format.

546 (Language note)

- 546 __ In English with optional subtitles in English, Spanish, or French.
- 546 __ In Spanish with English subtitles.
- 546 __ Soundtrack in Mandarin Chinese; subtitles in English, Chinese (traditional or simplified), or Malay.
- 546 __ Soundtrack: Mandarin Chinese and dialects; subtitles: English, Chinese, and Malay.

500 for source of title

The preferred source of information for moving image resources, including DVDs, is the title screen or title frames. If title is taken from elsewhere, make a 500 note for source of title:

- 500 __ Title from disc label.
- 500 __ Title from container.

500 for year of original motion picture release

Record if known:

- 500 __ Originally released as a motion picture in 1946.

511 (Participant or performer note)

First indicator can be coded 1 to generate the display constant “Cast:” or 0 for no display constant.

If all are actors, code first indicator 1 and list the names as they appear on the resource, separated by commas.

511 1_ Robert De Niro, Joe Pesci, Cathy Moriarty, Frank Vincent, Nicholas Colasanto, Mario Gallo, Bernie Allen, Joseph Bond, Lori Anne Flax.

511 1_ Leslie Nielsen, Priscilla Presley, George Kennedy, Ricardo Montalban, O.J. Simpson, Raye Birk, Nancy Marchand.

511 1_ Mel Brooks, Dom DeLuise, Madeline Kahn, Harvey Korman, Cloris Leachman, Ron Carey, Gregory Hines, Pamela Stephenson, Shecky Greene, Sid Caesar, Mary-Margaret Humes.

511 1_ Jack Nicholson, Louise Fletcher, William Redfield, Scatman Crothers, Danny DeVito, Christopher Lloyd, Will Sampson, Brad Dourif.

511 1_ Gabriel Byrne, Marcia Gay Harden, John Turturro, Jon Polito, J.E. Freeman, Albert Finney, Steve Buscemi.

Character names can optionally be supplied in parentheses:

511 1_ Al Pacino (Ricky Roma), Jack Lemmon (Shelley Levine), Alec Baldwin (Blake), Ed Harris (Dave Moss), Alan Arkin (George Aaronow), Kevin Spacey (John Williamson).

If performers are listed with specific functions or musical instruments, code first indicator 0 and use space-semi-colon-space convention as in 245 \$c when multiple functions are recorded:

511 0_ Narrator: Orson Welles.

511 0_ Voices: Peter Ustinov, Cloris Leachman, Sally Kellerman, Andy Devine.

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511 0_ Will Lyman, narrator ; John Carlin, interviewer.

511 0_ Narrator, Rupert Everett ; interviewer, Klaus Müller.

511 0_ Marshall Moss, violin ; Neil Roberts, harpsichord.

511 0_ Host, Bill Moyers ; interviewer, Carol Marin ; interviewee, Marc Grossman ; narrator, Jay O. Sanders.

508 (Credits)

Record here statements of responsibility not recorded in 245 \$c.

Usually the statements of responsibility recorded here are for functions related to aspects of the motion picture (music, photography, film editing, costume design, etc.), while statements in 245 \$c are about persons and corporate bodies involved in the creation or production of the entire motion picture (e.g., directors, producers, writers, etc.)

Separate different functions with space-semicolon-space as in 245 \$c.

508 __ Director of photography, Michael Chapman ; editor, Thelma Schoonmaker ; consultant, Jake La Motta.

508 __ Director of photography, Robert Stevens ; editor, Michael Jablow ; music, Ira Newborn.

508 __ Editor, John C. Howard ; director of photography, Woody Omens ; music, John Morris.

508 __ Director of photography, Haskell Wexler ; editors, Lynzee Klingman, Sheldon Kahn ; music, Jack Nitzsche.

508 __ Director of photography, Barry Sonnenfeld ; editor, Michael R. Miller ; music, Carter Burwell.

505 (Contents note)

If the DVD contains more than one work, list each in a 505 contents note, separating each work with space-hyphen-hyphen-space.

Include statements of responsibility if applicable.

Include running times if readily available or readily ascertainable.

505 0_ Sometimes love is beautiful / director, James Lee (12:19) -- Follow me / director, Albert Hue (7:20) -- Flower / director, Liew Seng Tat (18:23) -- Self portrait / director, Kok Kai Foong (16:16) -- La invitation / director, Charlotte Lim (19:41) -- Ah Guan & Ting Ting / director, Tham Wai Fook (23:07) -- Secret Past / director, Sylvia Ong (10:06) -- It's possible your heart cannot be broken / director, Woo Ming Jin (16:35) -- Majidee / director, Azharr Rudin (15:24) -- Company of mushrooms / director, Tan Chui Mui (30:05).

520 (Summary)

Always record a summary of some kind for a moving image work, if possible.

Summary can be taken from the container, a dealer's cataloger, an online review, IMDb, etc., or can be devised by the cataloger.

It is not necessary to put the summary in quotation marks or cite its source.

520 __ Mild-mannered Wallace and his faithful dog, Gromit, end up in a train-top chase as they try to stop a diamond heist by a diabolical penguin.

520 __ Carlos Fuentes, Mexico's leading novelist and critic, reads from his novels *The death of Artemio Cruz* and *Christopher unborn*, as well as unpublished works in English and Spanish. He is interviewed in *Los Angeles* by Lewis MacAdams.

600-651 (LCSH)

Supply LCSH subject headings for the subject matter of the film.

For documentary and other non-fiction films, no form subdivisions are necessary.

For dramatic representations of a subject, add the form subdivision "Drama" at the end of the LCSH string:

600 10 La Motta, Jake \$v Drama.
650 _0 Boxers (Sports) \$v Drama.
650 _0 Paranoia \$v Drama.
650 _0 Family violence \$v Drama.

650 _0 Police \$v Drama.

600 00 Moses (Biblical leader) \$v Drama.
650 _0 Civilization, Western \$x History \$v Drama.
650 _0 World history \$v Drama.
650 _0 Last Supper \$v Drama.
650 _0 Inquisition \$z Spain \$v Drama.
651 _0 Rome \$v Drama.
651 _0 France \$x History \$y Revolution, 1789-1799 \$v Drama.

650 _0 Gangsters \$v Drama.
650 _0 Gangs \$v Drama.
650 _0 Prohibition \$z United States \$v Drama.

655 (Genre terms)

Search the LCGFT (Genre and Forms Thesaurus) for applicable genre headings:

655 _7 Feature films.\$2 lcgft
655 _7 Documentary films. \$2 lcgft
655 _7 Short films.\$2 lcgft
655 _7 Sports films.\$2 lcgft

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655 _7 Biographical films.\$2 lcgft
655 _7 Comedy films.\$2 lcgft
655 _7 Parody films.\$2 lcgft
655 _7 Gangster films.\$2 lcgft
655 _7 Action and adventure films. \$2 lcgft
655 _7 Video recordings for the hearing impaired.\$2 lcgft

700 (Personal name added entries)

Search the Library of Congress Names Authority File (via OCLC Connexion or <http://id.loc.gov/authorities/names.html>) for the authorized form of name for directors, producers, screenwriters, actors, and others with significant roles in the creation of the work you are cataloging.

Enter each in a separate 700 field.

If a name is not found in the LC/NAF, construct the heading according to the rules in RDA chapter 9.

Append to the end of each name heading one or more of the RDA Appendix I relationship designators found here:

<http://www2.hawaii.edu/~chopey/MotPictRelDes.pdf>

Relationship designators go in subfield \$e.

Each subfield \$e is preceded by a comma unless the preceding subfield ends with a hyphen.

700 1_ Scorsese, Martin, \$e film director, \$e film producer.
700 1_ Schrader, Paul, 1946- \$e screenwriter.
700 1_ Martin, Mardik, \$e screenwriter.
700 1_ Chartoff, Robert, \$e film producer.
700 1_ Winkler, Irwin, \$e film producer.
700 1_ Savage, Peter, -1981, \$e film producer.
700 1_ De Niro, Robert, \$e actor.
700 1_ Pesci, Joe, \$e actor.
700 1_ Moriarty, Cathy, \$e actor.
700 1_ Vincent, Frank, \$e actor.
700 1_ Colasanto, Nicholas, \$e actor.
700 1_ Chapman, Michael, 1935- \$e actor.

710 (Corporate body name added entries)

Search the Library of Congress Names Authority File (via OCLC Connexion or <http://id.loc.gov/authorities/names.html>) for the authorized form of name for film production companies with significant roles in the creation of the work you are cataloging.

Enter each in a separate 710 field.

If a name is not found in the LC/NAF, construct the heading according to the rules in RDA chapter 11.

Append to the end of each name heading one or more of the RDA Appendix I relationship designators found here:

<http://www2.hawaii.edu/~chohey/MotPictRelDes.pdf>

Relationship designators go in subfield \$e.

Each subfield \$e is preceded by a comma unless the preceding subfield ends with a hyphen.

710 2_ United Artists Corporation, \$e production company.

710 2_ MGM Home Entertainment Inc., \$e film distributor.

Related works/expressions/manifestations

Use additional 7XX fields to indicate relationships between the work/expression/manifestation you are cataloging and related works/expressions/manifestations.

For further information, consult <http://www2.hawaii.edu/~chohey/ExpWEMI.pdf>

For related works/expressions contained in accompanying materials, see [Accompanying materials guidelines](#).