Videorecordings

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A. Introduction

These guidelines are primarily for resources consisting of videodiscs (DVD, Blu-ray, etc.) or videotapes. You may also find them useful for other types of video, e.g. streaming videos, but in that case you would need to reflect the difference of carrier and medium in 007, 008/29, 33X, 34X, 538, etc.1

If videos occur as important accompanying material or important components of mixed-material sets, full-level records will need 007, 33X, 34X and 538 fields to cover the videos. The easiest way to provide these is probably to copy these fields from a video template (dvdrda.mrc or dvdlclocalrda.mrc) and then make any necessary adjustments by following the guidelines for these fields in section C. You may also need an 006 field if the record is not in VM format.2

B. Standards and approaches

International standards

- Because most films have input from a very large number of people doing a wide range of jobs, full-level video cataloguing typically requires a great many notes of special kinds and a great many access points.

- The most useful documents for full-level video cataloguing using AACR2 were the Library of Congress’s manual, Archival moving image materials (AMIM) and the Guide to cataloguing DVD and Blu-ray discs using AACR2r and MARC 21 produced by the Cataloguing Policy Committee of Online Audiovisual Cataloguers Inc. (OLAC). Unfortunately neither of these has yet been reformulated for the RDA environment, but they still provide useful guidance in some areas.

- A good resource for RDA is the Stanford University Library (SUL) guidelines at http://lib.stanford.edu/metadata-department/clone-video-cataloging-guidelines, which have detailed field by field notes and example records.3 We recommend basing full-level records on these guidelines for the moment, except that (i) you may use a term in common usage in 300 $a, e.g. ‘DVD’ rather ‘videodisc’ and (ii) you should follow OLIS norms if you have to create a new access point (see RDA/MARC21 Module 2: Resource access, 2.3). Please pay particular attention to the elements which are new for RDA (264, 33X, 34X).

- If you are dealing with non-mainstream materials such as television clips and home movies you will still need to use the advice in AMIM (on Cataloger’s Desktop), but adapting its instructions in the light of RDA, e.g. not introducing abbreviations, using 264 rather than 260 and adding 33X and 34X fields. For background information, especially about the different types of video carrier, the OLAC Guide is still useful, and you can find a link to it in the RH pane of the Cataloguing documentation page.

- The template to use for full-level video cataloguing is dvdrda.mrc.

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1 You might also get some help from the OLAC Best practices for cataloging streaming media, http://www.olacinc.org/drupal/capc_files/streamingmedia.pdf, but this uses AACR2 and you would need to make adjustments.

2 For more about field 006, see RDA/MARC21 Module 5, 5.2; for more about accompanying material, see RDA/MARC21 Module 6, 6.4b.

3 There is nothing about 100 or 110 fields, because motion pictures are always entered under title.
Local standard

- The level of detail demanded by the above standards is beyond the resources of most OLIS institutions, particularly those which have high-volume-short-life video collections for leisure use. Such detail is no longer essential even for material relevant to courses and research, because freely available online resources, notably the Internet Movie Database, enable students to determine which films are relevant to their needs even before they search the catalogue.

- OLIS therefore allows videos to be catalogued to a less demanding local standard, which is described in section C. Although not technically a ‘full’ standard, it actually gives a level of information not much below that in full-level records for other kinds of material, so should not be undervalued.

- It is up to each OLIS institution to decide whether and when to use the full international standards or the local standard. There is a separate template for the local standard, dvllocalrda.mrc, with the encoding level ‘7’ and the RTP field ‘Oxford record (export - COPAC and OCLC)’. This RTP value indicates that the record uses a local standard but allows export to RLUK/COPAC and OCLC/WorldCat.4

Using AACR2 records

- If you find a full-level English-language AACR2 record in the Library of Congress or British National Bibliography databases (X-Library of Congress or X-BNB from the BL) you should download it without converting it to RDA or editing it, except for changing any 490 _0 to 490 _1 + 8XX.

- If you find an AACR2 record which is worth using but does not meet these criteria, after downloading apply the RDA Fix (Videorecordings), which you can find by choosing Fix Record in the Edit Actions menu, and then check and edit as necessary in RDA.

- Existing OLIS AACR2 records should normally be left as AACR2, but if they need significant or structural editing (e.g. upgrading) they should be converted to RDA using the RDA Fix (Videorecordings) and edited as necessary in RDA.

Notes on standards and templates

- Always use the correct template, dvdrda.mrc for full records and dvllocalrda.mrc for local ones.

- Never mix the two standards or code as full a record created to the local standard.

- If your institution particularly wants a full-level record and OLIS has a local-standard record, you may edit it to the international standards and then remove the RTP and upgrade to full.

- The RTP field ‘Oxford record (export - COPAC and OCLC)’ in the template allows export to RLUK/COPAC and OCLC/WorldCat, so if you would prefer your records not to be exported you should change this to ‘Oxford Local Record’. If you would prefer your records to be exported only to COPAC (which acts as a backup for SOLO), use ‘Oxford record (export – COPAC only).

- If you wish to derive a local-standard record from a downloaded record, be careful to set the encoding level to 7, add the appropriate RTP field, and make sure that all required data is provided.

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4 Before May 2014 it was not normal to export level-7 records and the RTP value in the template was ‘Oxford Local Record’.
• You may make customised versions of the templates\(^5\) to suit your own convenience, e.g. in order to have a separate template for videocassettes or for not-for-export records, but you should never change the format or the encoding level, and you should always have an appropriate RTP field.

• If you need a brief *temporary* record, e.g. for order purposes, and you cannot provide all the mandatory data specified in section C, you may still use the dvllocalrda.mrc template, but it is essential to add an appropriate STA field. The cataloguer who upgrades the record can use Expand from Template (in the Edit Actions menu) to recover any missing fields and must then provide the missing data.

• Records for videos should never be created using other templates or standards (e.g. oxflocal.rda), except when Acquisitions staff use the form in the Acquisitions module, which is only available in BK format. In that case, when the resource is received a cataloguer should (i) Change Record's Format (in Edit Actions menu), selecting VM, (ii) Expand from Template (in Edit Actions menu), using dvdrda.mrc or dvllocalrda.mrc as appropriate, and (iii) provide the missing data.

• In the templates the values in 007, 33X and 34X are for standard DVDs with sound and colour. Please remember to change them if necessary.

C. Local standard for videorecordings, field by field

Sources of information

The RDA order of preference for preferred source of information for moving images is “the title frame or frames, or title screen or screens”, or alternatively “an eye-readable label with a title that is permanently printed on or affixed to the resource”, but not including “labels on accompanying textual material or a container”. Failing these sources one may use “embedded metadata in textual form that contains a title” or as a last resort “another source forming part of the resource itself” [2.2.2.3].

However, when using the OLIS *local* standard, cataloguers should use labels on the resource, case or accompanying material, in roughly that order of preference but also using common sense about where the best information is to be found. Viewing the resource should be the absolutely last resort. There is no need to make a note about the source unless it is far from obvious.

Any information taken from outside the resource, e.g. from the distributor’s website, needs square brackets, except for 020 and 028.

List of mandatory and optional fields

These are the mandatory and optional fields, with the optional fields greyed out.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader</td>
<td>Mandatory; encoding level <em>must</em> be ‘7’</td>
</tr>
<tr>
<td>RTP</td>
<td>Record type, usually ‘Oxford record (export – COPAC and OCLC)’. <em>Mandatory.</em></td>
</tr>
<tr>
<td>007</td>
<td>Physical description fixed field <em>Mandatory, but few positions require specific values</em></td>
</tr>
</tbody>
</table>

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\(^5\) For instructions, see [http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/aleph/CatModuleMARC.pdf](http://www.bodleian.ox.ac.uk/staff/resources/olissupport/docs/cat/aleph/CatModuleMARC.pdf), page 22.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
</table>
| 008     | Fixed-length data elements  
Mandatory                                        |
| 020     | ISBN  
Mandatory if applicable                                |
| 028 41  | Publisher number (repeatable)  
Mandatory if available without viewing the item |
| 024 ?_  | Product barcode (UPC or EAN)  
Mandatory if available.                                   |
| 041 ?   | Language code  
Mandatory if applicable                                    |
| 245 0?  | Title and statement of responsibility  
Mandatory, but statements of responsibility relating to minor input are omitted.  
No parallel data is recorded in 245, but parallel titles may be recorded in 246 11. |
| 246 ??  | Variant title  
Mandatory for corrections and for English titles found on foreign-language films. Other parallel titles and variants should be recorded if important. |
| 250     | Edition  
Mandatory if applicable                                       |
| 264 _1  | Publication, distribution, etc.  
Mandatory                                                     |
| 264 _4  | Copyright  
Mandatory if found on resource                               |
| 300     | Physical description  
Mandatory                                                  |
| 33X     |  
Mandatory; supplied by template, but may need editing.       |
| 34X     |  
Mandatory; supplied by template, but may need editing.       |
| 500     | General note  
Mandatory for unusual sources of information; mandatory for date of original film, if known; mandatory for nature of substantial accompanying material; otherwise used very sparingly. |
| 505 0   | Contents note  
Optional, recommended only when item contains substantial works not mentioned in 245 or when needed to provide clear descriptions in the item record. |
| 508     | Credits note  
Mandatory for director, if known and not in 245.  
Optional for other major contributors, according to the institution’s policy. |
| 511 1   | Cast note  
Optional for major performers, according to the institution’s policy |
| 521 8   | Audience note.  
Optional, may be used to record BBFC classification or publisher’s information, according to the institution’s policy. |
| 538     | System details note  
Mandatory if readily available.                             |
| 546     | Language note  
Mandatory if applicable.                                    |
| 6XX ?0  | Subject headings  
Mandatory only for material with very substantial factual content likely to be of interest to a researcher. |
| 655 _7  | LCGFT genre heading. Must have subfield $2lcgft after the final punctuation.  
Do not include unless your institution has made a policy decision to use these. |
| 7XX ??  | Added entries  
Mandatory only for director (if known); optional for other responsible entities mentioned in 245 or 5XX, according to the institution’s policy. Analytical added entries may be made for substantial works mentioned in 505. |
• Other fields and/or fuller data in downloaded records should be accepted unless clearly faulty or too complex to check adequately (e.g. if a record from a non-trusted source has numerous AAPS for performers and minor contributors and sampling suggests that not all use NACO forms).

• Institutions which would prefer to provide more fields and/or fuller data themselves should consider creating full-level records using the SUL guidelines.

Choice of main and added entries

• The main entry is usually title proper (245 00?), but you may occasionally need to make an AAP in 130 to differentiate the work from another work with the same title, e.g.

  130 0_ $aRomeo and Juliet (Motion picture : 1942)
  245 10 $aRomeo and Juliet /$cproduced and directed by John Brown.

• The only added entry required by the OLIS local standard is for director, but other important contributing entities mentioned in the record may be given entries, according to the policy of the institution.

000 Leader

If you need to open the Leader dialog box, click in the Leader field and type Ctrl+F (or right-click and select Open Form).

• The Encoding level (000/17) must be set to '7', to indicate that the record meets the U.S. National Level Bibliographic Record minimal level specifications, a very respectable standard. It means that the headings use authorised forms (if available) and the description includes imprint and physical description.⁶ OLIS does not currently export local-standard records to RLUK/COPAC and OCLC/WorldCat, but we may well want to in the future, so use of the correct level is important.

NOTE: You may get a green warning message when you save a record at level 7, because this level is not in general use. It is fine to override this for records which specifically require level 7.

• The Type of record (000/06) is "g" for "Projected medium" and the Level (000/07) is "m" for "Monograph/item". These values are supplied by the template.

RTP Record type

This field is mandatory for all OLIS records created to a local standard which is intended to be permanent. The template supplies the value ‘Oxford record (export – COPAC and OCLC)’, which allows the record to be exported for record retrieval. This may be changed to ‘Oxford record (export – COPAC only)’, which means that it will appear in the COPAC database (which serves as an emergency backup for SOLO) but is not available for record retrieval, or ‘Oxford Local Record’, which means that it will not be exported at all. If you need to create this field, add it like any other field (using F5 or F6 as you prefer) and then either type in the text or click in the field, press Ctrl+F8, and select it from the list of values.

⁶ You may find that video records migrated from Geac use level ‘3’. This is for historical reasons, and they can be upgraded to ‘7’ as long as they meet the local standard.
**007 Physical description fixed field**

The positions in the 007 field for videos are:

- **00** Category of material (template supplies ‘v’ for ‘videorecording’)
- **01** Specific material designation (template supplies ‘d’ for ‘videodisc’)
- **02** Undefined
- **03** Color (template supplies ‘|’ for ‘no attempt to code’)
- **04** Videorecording format (template supplies ‘|’ for ‘no attempt to code’)
- **05** Sound on medium or separate (template supplies ‘|’ for ‘no attempt to code’)
- **06** Medium for sound (template supplies ‘|’ for ‘no attempt to code’)
- **07** Dimensions (template supplies ‘|’ for ‘no attempt to code’)
- **08** Configuration of playback channels (template supplies ‘|’ for ‘no attempt to code’)

The dvdlocalrda template leaves several positions as ‘no attempt to code’, to minimise the need to edit this field. Information about the colour, videorecording format (e.g. DVD, Blu-ray, VHS), dimensions and configuration of playback channels (e.g. mono, stereo) will be provided in various 3XX fields which are easier to display than 007 and therefore more useful.\(^7\)

- However, for videocassettes you will need to change 007/01 to ‘f’. To open the dialog box, use Ctrl+F or right-click and select ‘Open Form’.
- For more on editing and creating 007 fields, see RDA/MARC21 Module 5: Special materials.
- For full information about the values available for each position, please consult the MARC standards, at http://www.loc.gov/marc/bibliographic/ or on Cataloger’s Desktop.

**008 Fixed-Length Data Elements**

Please be careful to make the codes in this field correspond with the information in the rest of the record and do not just rely on the values in the template. If you are cataloguing a videocassette you will need to change 008/29. For advice on editing fixed fields, please see under 007.

**008/06 (Type of date/Publication status)**

- The template supplies the value ‘p’ (Distribution/production date), which means that the resource has a later release date than the date of original production in a different medium (e.g. a videorecording released in 1978 that was originally produced as a motion picture in 1965). It should be followed by the release date of the item in 008/07-10 and the date of original production in 008/11-14. If the date of original production is known, it should also be recorded in a 500 note; if it is not known, use ‘u’ for the unknown digits in 008/11-14, e.g ‘19uu’.

- However, the OLAC guidelines state that if the content has been changed by “anything from the addition of closed-captioning or a director’s cut of the film to the addition of the many special features that are typically found on a DVD,” 008/06 should be coded ‘s’, followed by just the release date.

\(^7\) However, the full-level dvdrda template does have specific values, and it is important to change these or set them to ‘|’ if they are not appropriate.
008/18-20 (Running time for motion pictures and videorecordings)

- These character positions contain a number specifying the total running time of a videorecording in minutes, derived from the 300 field. The length is given as a three-digit number, right justified, and unused positions contain zeros (e.g. "093" is 93 minutes). Three dashes (---) are used when the running time is unknown. Three zeros (000) indicate that the running time exceeds three characters.

008/22 (Target audience)

- This is optional for local standard records, but must never contain information which is not taken from the resource itself or from publisher’s information.

008/29 (Form of item)

- This used often to be coded as "s" for "Electronic" and more recently as "q" for "Direct electronic", but the normal practice now (e.g. in OLAC and Stanford examples) is to leave it blank.

008/33 (Type of visual material)

- The template supplies the value "v" for "Videorecording".

008/34 (Technique)

- The template supplies the value "|" (pipe character) for "No attempt to code", but you may want to change it to one of the following:
  
  - a - Animation
  - c - Animation and live action
  - l (lower-case L, not pipe) - Live action
  - z - other

008/35-37 (Language)

- Enter the language of the soundtrack, or failing that, the language of the title/credits.

020 ISBN

- Some video items do have ISBNs, and these should be recorded in the usual way.

024 Other Standard Identifier (product barcodes)

- The 024 field holds standard numbers of various types, with the first indicator defining the type. (Second indicator is blank.) The values relevant to videorecordings are:
  
  - 1 = Universal Product Code (UPC)
  - 3 = International Article Number (EAN).

  These are found as product barcodes, usually on the back of the case. They are EANs if 13-digit and UPCs if 12-digit.

  - They now form part of a very widespread integrated system of Global Trade Item Numbers which includes ISBNs and ISSNs, so their importance is increasing and they should always be recorded.
  - They are entered like ISBNs, with no hyphens, spaces or captions.
  - They are displayed in SOLO and searchable in the general search. In Aleph they are searchable in the ISMN index and the Standard Number index.
028 Publisher Number

This number is indexed in the OLIS Music publisher number index.

- **First indicator:** This should be coded "4" for "Videorecording number".
- **Second indicator:** This should be coded "1" for "Note, added entry".\(^8\)
- **Subfield $a:** This contains the publisher’s number, usually found on the spine of the case, which should be input with no punctuation or spaces. Please do not confuse the publisher’s number with the BBFC registration number (also known as the VFC or VFB number), which will usually be found on the item itself but not necessarily on its box.\(^9\) If there are several individual cases in a slipcase and both the individual cases and the slip case have publisher numbers, use the one on the slipcase.
- **Subfield $b:** This contains the publisher’s name and acts as a qualifier for the number. It is not necessary to include terms such as ‘Studios’, ‘ltd.’, or ‘& co.’, as long as what remains is distinctive.

041 Language Code

- This field is used only if a variety of languages is present in the soundtrack(s) or subtitles. It is not used if the soundtrack is in a single language and there are subtitles for the hard of hearing in the same language,\(^10\) but sign languages are considered a separate language and have their own code (sgn). Please do not code for the languages of special features, credits or packaging, nor for the languages of accompanying material unless this is exceptionally important.
- **Subfield $a:** language of soundtrack; for videorecordings with soundtracks in more than one language, put each in a separate $a.
- **Subfield $j:** language(s) of subtitles and captions, each in a separate subfield $j (before October 2007, subfield $b was used)
- **Subfield $h:** original language of dubbed film

245 Title and statement of responsibility

- **1st indicator** The title statement is almost always the main entry, so 1st indicator will normally be ‘0’.
- **Title statement** Do not transcribe in the title statement any credits which are neither grammatically linked to the title nor essential to it.

  - Twentieth Century Fox presents Star wars
  - Steve McQueen in Bullitt
  - Neil Simon’s Seems like old times
  - CBS special report

- Do not transcribe parallel data in field 245. Parallel titles can be transcribed in 246 11 if important.

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\(^8\) Please note that this is a change from the earlier guidelines, which were to use "2" for "Note, no added entry". Using '2' in principle prevented the number from being indexed, although in fact all electronic systems index all 028s.

\(^9\) This number is assigned by the British Board of Film Classification when it issues a certificate for a film, and has to be printed on any video distributed in Britain.

\(^10\) If your institution thinks these subtitles important, make a 546 note.
• **Part information**  When the resource is a whole television series or similar, please enter terms like ‘Series 1’ as part numbering, in subfield $n$, rather than as other title information. Similarly, if the series has a title of its own, enter this as a part-title in subfield $p$.

245 00 $aJazz icons. $nSeries 3, $pSonny Rollins live in ‘65 & ’68.

• **Statement of responsibility**  Transcribe only statements relating to people and bodies presented in the chief source as having a major role in creating the film, e.g. producer, director, writer, animator (if all or most of the film is animated), songwriter (for a musical), sponsor, but not performers.

• Truncate any statement of responsibility which lists more than three people, using ‘[and ??? others]’.

246  **Variant titles**

• If a foreign-language video has English subtitles and you find both a foreign and an English title on labels, case or accompanying material, enter the English title as a parallel title in 246. Because the title is not recorded in 245, the 246 field must display, so 1st indicator is ‘1’. Optionally, also record parallel titles in languages other than English.

245 02 $aL’une chante, l’autre pas / $cun film écrit et réalisé par Agnès Varda.
246 11 $aOne sings, the other doesn’t

• Record a corrected form of title if necessary, with an introductory explanation in subfield $i$.

245 04 $aThe flying house.
246 1_ $iTitle should read: $aFlying horse

• Record other variant titles within reason, e.g. versions with ‘and’ instead of ‘&’.

250  **Edition Statement**

• Consider a statement to be a designation of edition if:
  ▪ it includes a word such as ‘edition’, ‘issue’, ‘release’, ‘level’, ‘state’ (or its equivalent in another language) and one or more terms naming the version (but beware of series titles which use these words); or
  ▪ it indicates a difference in content, geographic coverage, language, audience, format or physical presentation or date associated with the content (but not just in date of publication).

• For videos this would include statements such as ‘Widescreen version’ or ‘Director’s cut’, but it would not include a statement such as ‘Full screen’ if it was known that the film had never been released in any other format. (The phrase could be recorded in a note if considered important.) In case of doubt, record such statements as designations of edition.

• Occasionally an item may have multiple separate edition statements, e.g. ‘Special director’s cut’ and ‘Widescreen version’. If one statement seems subordinate to another, put both in a single 250 field, separated by a comma but both beginning with a capital letter. If they seem independent, give each its own 250 field.

250 __ $aSpecial director's cut, Widescreen version.
250 __ $aWidescreen version.
250 __ $aGolden anniversary edition. [Anniversary of original release, not of widescreen version]
264 Publication and copyright

- For a videorecording of a film, record the publication details of the videorecording in 264 _1 $c and those of the original film in a 500 note.
- If no date of publication is available, supply a conjectural date or a date range in square brackets.
- Record in 264 _4 $c any copyright date which is readily available on the resource, but do not view the film to find the copyright date.

300 Physical Description

- Subfield $a$: Record the number of units with the appropriate carrier designation, and record in parentheses the total duration in minutes and/or seconds, if readily ascertainable.
  - Use common-usage terms such as 'DVD' or 'Blu-ray Disc', if applicable, but use 'videodisc' for any type of disc which does not yet have a straightforward and widely accepted name.
  - If there are various carrier types (excluding accompanying material) which do not require different $b$ or $c$ information, list them in a single 300 $a$; but otherwise make separate 300 fields for each carrier type.
  - Abbreviate ‘minutes’ as ‘min.’ and seconds as ‘sec.’
- Subfield $b$: Specify whether the resource has ‘sound’ or is ‘silent’ and whether it is in ‘colour’, ‘black and white’ or ‘sepia’. For more complicated situations, see RDA 7.17.3.
- Subfield $c$: No subfield $c$ is required for standard-sized videodiscs and videocassettes. For nonstandard carriers, give the dimensions in inches, abbreviated as ‘in.’.
- Subfield $e$: For the local standard, record accompanying material in $e$ only if it is likely to be circulated separately and do not normally provide 006, 007, 33X and 34X fields for it, but do provide a 500 note explaining its nature if it is substantial, e.g. a libretto.

33X fields

- The template provides 33X fields suitable for most videodiscs:
  - 336 __ $a$two-dimensional moving image$2$rdamedia$2$rdacarrier
  - 337 __ $a$video$2$rdamedia
  - 338 __ $a$videodisc$2$rdacarrier
- For 3-D films you will need to change 336 to ‘three-dimensional moving image’.
- For videocassettes you will need to change 338 to ‘videocassette’; for mixed sets comprising both videodiscs and videocassettes you will need two 338 fields.
**34X fields**

These fields provide similar data to that in 007, intended to be used by machines to generate icons, filters and facets rather than to be read by humans, but they do include some information which used to be recorded in 300 $b, e.g. configuration of playback channels (mono, stereo, etc.). In general 34X are more valuable than 007, because they need less processing to produce a friendly display and they will be essential in post-MARC systems. The elements which might be used for videos are:

- **344** (Sound characteristics) __ $aType of recording$brRecording medium$gConfiguration of playback channels$hSpecial playback characteristics$2rda
- **346** (Video characteristics) __ $aVideo format (analog only)$bbroadcast standard$2rda
- **347** (Digital file characteristics) __ $aFile type$bEncoding format$erRegional encoding$2rda

- The template provides 34X fields suitable for most DVD videos:
  
  344 __ $adigital$boptical$2rda
  346 __ $bPAL$2rda
  347 __ $avideo file$bDVD video$erregion 2$2rda

- You may add other elements if the information is readily available and your institution thinks it important, e.g. ‘stereo’, ‘mono’, ‘quadraphonic’ or ‘surround’ in 344 $g. (In the template 344 $g is empty, so if you do not enter a value the subfield will disappear on saving.)

- If the template values are not appropriate you can usually find the ones you need in the Aleph pick-lists for these fields. Just click in the field and use Ctrl-F8 or the tab key. To help with selection, each set of values has a definition, e.g. “33 rpm LP, mono” in the 344 list. If you think that something should be added to a list, please email css@bodleian.ox.ac.uk.

- Variations to look out for include Blu-ray discs (347 $b), NTSC encoding (346 $b) and regions other than 2 (347 $e). There is no need to specify other regions, but you may if the information is readily available. The region codes are explained below under ‘538 System details note’.

- For VHS videocassettes, a typical set of values would be:
  
  344 __ $aanalog$bmagnetic$2rda
  346 __ $aVHS$bPAL$2rda
  [No 347]

- Silent films should not have a 344 field.

- For mixed sets you may need extra 34X fields. For example, a DVD + Blu-ray set would require two 347 fields.

**5XX Notes fields**

**500 Edition and history note**

- Make a note about the original film release for a videorecording of a film, e.g. "DVD video release of the 1999 motion picture.", if the information is readily available.

**500 Notes on accompanying material.**

- Specify the nature of any particularly important accompanying material, e.g. a libretto.
511, 508 Statement of responsibility notes

- 511 (Participant or Performer) notes are for players, performers, narrators, hosts or presenters, while 508 notes (Creation/Production Credits) are for people who contribute to the artistic or technical production of a video, e.g. writers of the screenplay or script, film editors, and commentators. The 1st indicator for 511 notes is ‘1’, to generate the caption ‘Cast:’.
- A 508 note must be made for the director, if known but not mentioned in 245, to explain the mandatory added entry.
- There is no need to make notes of these kinds for the use of serious students or researchers, who can get full details from a resource such as the Internet Movie Database. However, if an institution chooses to make added entries for very well-known performers or contributors (see 7XX fields, below), 508 and 511 notes may be needed to explain these.

538 System details note (AACR2 9.7B1)

- The following note is provided by the template but may need editing.
  538 __ $aSystem requirements: DVD; PAL; region 2.
- If information about the broadcast standard (e.g. PAL, NTSC, SECAM) or region is not readily available, omit it.
- The regional codes for DVDs are:
  1: U.S., Canada, U.S. Territories
  2: Japan, Europe, South Africa, and Middle East (including Egypt)
  3: Southeast Asia and East Asia (including Hong Kong)
  4: Australia, New Zealand, Pacific Islands, Central & South America, Mexico, the Caribbean
  5: Eastern Europe (Former Soviet Union), Indian subcontinent, Africa, North Korea, and Mongolia
  6: China
  7: (Reserved)
  8: Special international venues (aeroplanes, cruise ships, etc.)
- The regional codes for Blu-ray Discs are:
  A (Orange): North, South & Central America, Japan, Taiwan, North & South Korea, Hong Kong, Southeast Asia
  B (Yellow): Europe, Greenland, French territories, Middle East, Africa, Australia, New Zealand
  C (Purple): India, Bangladesh, Nepal, Mainland China, Pakistan, Russia, Central & South Asia.
- For videocassettes you will usually want “System requirements: VHS; PAL.”

521 Audience note

- This may be used to record the BBFC certificate for feature films or a publisher’s statement about target audience, if the institution decides that this will be helpful for its users. However, only information actually found on the item or in publisher’s information should be given, not the cataloguer’s assessment or a third-party review.
• Note that the 1st indicator is ‘8’ (= No display constant generated).

505 Contents note

• It is worth making a contents note if the item contains substantial works whose titles are not mentioned in 245.

• You may need a contents note to clarify the holdings structure if the components of a set are to be circulated separately, particularly if the units for which item records are made are not the same as the units designated in 300 $a, e.g. if a set of 7 discs is held in 4 cases, and the case rather than the disc is to be the unit for circulation.

546 Language note

• If multiple languages are used for the spoken, sung or written contents of the item, give a simple list, e.g. "French dialogue; English, German and Spanish subtitles."

• Accompanying material should be ignored unless of particular importance, e.g. a multilingual libretto.

6XX fields Subject, form and genre headings

• We rarely add subject headings to local-standard records, although existing headings on downloaded records should be retained unless faulty. Only material with very substantial factual content likely to be of interest to a serious researcher should have subject headings added.

• The new thesaurus of genre terms for use in 655 fields, Library of Congress Genre and Form Terms (LCGFT) includes terms for films, e.g. ‘Action and adventure films’, ‘Amateur films’, ‘Animal films’, ‘Animated films’. Use these only if it is your institution’s policy to include them. 2nd indicator must be ‘7’, and there must be a subfield $2lcgft after the final punctuation.

655 _7 $aAmusement ride films.$2lcgft

7XX fields Added entries

• A 700 entry should be made for the director, unless this information is unavailable, using as relator ‘film director’ or ‘television director’ from the list in RDA I.2.2 (other persons, families or corporate bodies associated with a work).

• Institutions may decide to make further added entries for other very well-known persons or bodies, for the benefit of leisure users who might want to know e.g. which Harrison Ford films or Rogers and Hammerstein musicals are available.

◦ If these entries are not explained in field 245, you should provide appropriate notes, usually 508 (Credits) or 511 (Cast), to explain them.

◦ You will find relators such as ‘actor’ and ‘singer’ in the list in RDA I.3.1 (contributors) as options under ‘performer’. The relators ‘film director’ and ‘film producer’ are in the list of other entities associated with a work at I.2.2, under ‘director’ and ‘producer’ respectively, and ‘screenwriter’ appears in the list of creators at RDA I.2.1, under ‘author’. (It is fine to use this creator-relator,

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11 LCGFT headings can be found in Classification Web (‘Search Genre/Form Terms’ in the main menu) and in the AUT10 Genre index. Currently the Aleph headings check (Ctrl-F3) does not work for LCGFT. The F3 check should not be used, because it will display 655 headings from a wide range of thesauri.
even though the work is entered under title -- a screenwriter could be main entry for a screenplay, but not for a whole film.)

- You will find all the relators mentioned and many more in Aleph’s pick-lists for subfield $e$, which you can access by using Ctrl-F8.

- If the item contains substantial works whose titles are not mentioned in 245, it may be worth making analytical added entries (730 02) for these.

**D. Item records**

- If the resource is complete in one case, even if the case contains more than one disc, a single item record is usually sufficient. Even where a set consists of a slipcase holding multiple video cases (common for television series), this can often still be considered as a single unit and circulated as such.

- However, if your library wishes to store or circulate components separately (whether as separate discs or as separate cases each containing multiple discs), you will need to follow the procedures for multipart and create an item record for each independently-moving component, giving each component a suitable individuating designation in the Description field of its item record.

- It is essential for the designations to relate clearly to the bibliographic record, so that users will know which component(s) to request, so you may sometimes need to add a 505 contents note to the bibliographic record (see above).
E. Examples of the local standard for videorecordings

(a) Videocassette: A chump at Oxford

LDR ^^^^^ngm^a22^^^^^7i^4500
RTP __ $aOxford record (export – COPAC and OCLC)
007 vf^bbahom
008 999617p19991966enk^63~~~~~~~~vleng d
024 1_ $a4006680008554
028 41 $aVV12345$bVision Video
040 __ $aUkOxU$beng$erda$cUkOxU
245 02 $aA chump at Oxford /$cdirected by Alfred Goulding ; produced by Hal Roach ;
original story and screenplay by Charles Rogers, Felix Adler, Harry Langdon.
300 __ $a1 videocassette (61 min.) :,bsound, black and white
336 __ $atwo-dimensional moving image$2rdacountry
337 __ $avideo$2rdamedia
338 __ $avideocassette$2rdacarrier
344 __ $aanalog$bmetallic$gmagnetic$gmono$2rda
346 ___ $aVHS$bPAL$2rda
500 __ $aVideocassette release of the 1966 motion picture.
511 1_ $aStan Laurel, Oliver Hardy.
538 __ $aSystem requirements: VHS; PAL.
700 1_ $aLaurel, Stan,$seactor.
700 1_ $aHardy, Oliver,$d1892-1957,$seactor.
700 1_ $aGoulding, Alfred,$sefilm director.

This example and the following DVD example use the option of naming performers in 511 and giving them access points, chiefly for the sake of leisure users who are perhaps more likely to search under Laurel and Hardy than under title proper.
(b) DVD video: A chump at Oxford and related shorts

LDR  ^^^^^ngm^a22^^^^^7i^4500
RTP  __ $a Oxford record (export - COPAC and OCLC)
007  v dubvaizm
008  070707s2006^^^^enk195^^^^^^q^^^vleng^d
024  3_ $a 5050582225754
028  41 $aUP 12345$b Universal Pictures UK
040  __ $a UkOxU$b eng$e rda$e UkOxU
245 02 $a A chump at Oxford and related shorts /$c directed by Alfred Goulding ; produced by Hal Roach ; original story and screenplay by Charles Rogers, Felix Adler, Harry Langdon.
300 __ $a 3 DVDs (195 min.) :$b sound
336 __ $a two-dimensional moving image$2rdaccontent
337 __ $a video$2rdamedia
338 __ $a videodisc$2rdacarrier
344 __ $a digital$b optical$g mono$2 rda
346 __ $b PAL$2 rda
347 __ $a videofile$bdVD video$e region 2$2 rda
500 __ $a DVD release of the 1966 motion picture.
500 __ $a In the original black and white with some colourised versions.
505 0 $a Disc 1. A chump at Oxford (black and white) -- Disc 2. A chump at Oxford (colourised) -- Disc 3. From soup to nuts. Another fine mess (black and white). Another fine mess (colourised).
511 1_ $a Stan Laurel, Oliver Hardy.
538 __ $a System requirements: DVD; PAL; region 2.
700 1_ $a Laurel, Stan,$e actor.
700 1_ $a Hardy, Oliver,$d 1892-1957,$e actor.
700 1_ $a Goulding, Alfred,$e film director.
730 02 $a From soup to nuts (Motion picture).
730 02 $a Another fine mess (Motion picture).

- This example is unusual in using the option of including a contents note and analytical added entries, because it contains substantial works which are not mentioned in the title proper.
- Some libraries may wish to give this set multipart item records, so the 505 note makes clear which content is on which disc for the sake of the people who reserve or order the individual discs.
- Because there is a substantial change of content from the original issue of "A chump in Oxford", the value 's' is used in 008/06, followed only by the release date of the item. The date of original production is not mentioned.
• The colour content is too complex for 300 $b$, so is recorded in a note.

(c) DVD video: NCIS. The third season (a television series)

LDR ^^^^^ngm^a22^^^^^7i^4500
RTP __ $aOxford record (export - COPAC and OCLC)
007 vducvaizs
008 070707p20072007xxu000^^^^^^^q^^^vleng^d
024 3_ $a5014437905932
028 41 $aPHE9059$bcCBS
040 __ $aUkOxU$beng$serda$cUkOxU
041 1 $saeng$safre$ager$aita$jeng$jdan$jdut$jfin$jfre$jger$jita
        $jnors$jswe$sheng
245 00 $aN CIS.$nThe third season.
246 3 $aNational Criminal Investigative Service.$nThe third season
300 __ $a7 DVDs (1013 min.) :$bsound, colour
336 __ $aatwo-dimensional moving image$2rdacontent
337 __ $avideo$2rdamedia
338 __ $avideodisc$2rdacarrier
344 __ $adigital$boptical$gstereo$2rda
346 __ $bPAL$2rda
347 __ $avideofile$bDVD video$eregion 2$2rda
546 __ $aEnglish dialogue; French, German, Italian dubbing; English, Danish, Dutch, Finnish, French, German, Italian, Norwegian, Swedish subtitles.
500 __ $aDVD release of television series first broadcast in 2007.
538 __ $aSystem requirements: DVD; PAL; region 2.

• This example is dubbed in 3 languages and has subtitles in a wide range of languages, requiring 041 and 546 fields.
• The set consists of 7 DVDs in 4 jewel boxes in a slipcase (all of standard size), but it is unlikely that the components will be circulated separately, so there is no need for a detailed contents note.
• The item has information about target audience, but the cataloguing institution did not choose to include this.
• Unusually, there is no information or added entry for the director, because this could have been obtained only by viewing the item.