

Cataloging DVDs & Blu-rays

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Preferred source of information

Preferred source of information for moving images

The preferred source of information for moving images is the **title frames** or title screens. (RDA 2.2.2.3)

RDA also permits the usage of other sources in the following order of priority:

- The disc label (preferred alternate source)
- The disc container (including the container insert and box) or accompanying material issued with the item
- An internal resource on the disc (disc menu)

You should add a 500 note such as “Title from container” if the title has been taken from a source other than the title frames/screens.

Other sources of information

Occasionally you may not be able to find the necessary identifying information on the item itself. You may then use information from one of the following sources in priority order: (OLAC Best Practices, pp. 32-33)

- Accompanying material not considered to be part of the item
- Published descriptions of the item
- A container that didn't originally come with the item
- A reference source

If you do use information from one of these external sources, it should be enclosed in square brackets.

Anatomy of DVD, Blu-ray, and combo inserts

Information that can be found on a DVD/Blu-ray insert

DVD & Blu-ray inserts can contain a great deal of useful information including actors, directors, languages, aspect ratio, sound format, and accessibility features like closed captions, SDH, and described video.

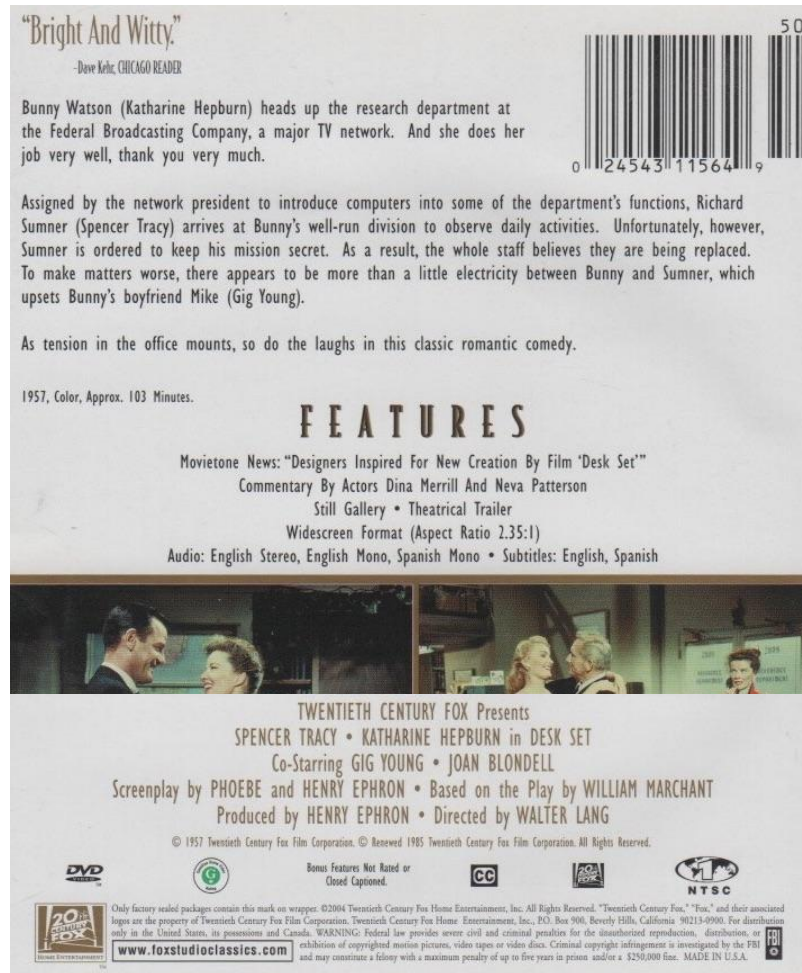
But some information on the insert may not be correct. For example, additional dialogue languages may be available on the disc but are not listed on the insert. And DVD/Blu-ray combo packs often list special features that are only available on the Blu-ray disc.

It's a good idea to pop the disc in your computer and verify this kind of information from the disc itself.

Sample DVD insert

Information from this Desk Set insert includes:

- UPC
- Summary
- Original film release date & running time
- Special features
- Aspect ratio/presentation
- Audio format
- Dialogue & subtitle languages
- Production & publishing info
- Actors, director, & screenwriter
- Accessibility features (including symbols)
- Format & region
- Canadian film rating



Sample Blu-ray insert

Information from this Bridget Jones's Diary insert includes:

- UPC
- Catalog number (proof of purchase)
- Summary
- Special features
- Video mode & aspect ratio/presentation
- Audio format
- Dialogue & subtitle languages
- Accessibility features (including symbols)
- Production & publishing info
- Actors, director, & screenwriter
- Format & region
- Original film release date & running time
- Film rating



"Renée Zellweger Shines And Hugh Grant Is Irresistible!"
- Time Magazine

LIONSGATE PROOF OF PURCHASE 30876

0 31398 14059 7 80

Academy Award® winner Renée Zellweger (Best Supporting Actress, *Cold Mountain*, 2003; *Chicago*) and Hugh Grant (*Love Actually*, *Two Weeks Notice*) star in a delightful comedy about the ups and downs of modern romance. Bridget (Zellweger), a busy career woman, decides to turn over a new page in her life by channeling her thoughts, opinions and insecurities into a journal that becomes a hilarious chronicle of her adventures. Soon she becomes the center of attention between a guy who's too good to be true (Grant) and another who's so wrong for her, he could be just right (Colin Firth - *Love Actually*)! Based on the best-selling book, *Bridget Jones's Diary* is another acclaimed crowd-pleaser from the hitmakers of *Four Weddings and a Funeral* and *Notting Hill*.

"Funny, Engaging & Winning!"
- Rex Reed, New York Observer

SPECIAL FEATURES

- Audio Commentary by Director Sharon Maguire
- The Young and the Mateless (An Expert's Guide to Being Single)
- The Bridget Phenomenon
- Behind-the-Scenes Featurette
- Portrait of the Make-Up Artist
- Deleted Scenes
- Domestic and International TV Spots
- A Guide to Bridget Britishisms

• 1080P High Definition • Widescreen Presentation • English 5.1 DTS-HD Master Audio™ • English and Spanish Subtitles • English SDH*

MIRAMAX FILMS/UNIVERSAL PICTURES/STUDIOCANAL PRESENT A WORKING TITLE PRODUCTION RENÉE ZELWEGER COLIN FIRTH AND HUGH GRANT "BRIDGET JONES'S DIARY" JIM BROADBENT GEMMA JONES STARRING DEBRA HAYWARD LIZA CHASIN WRITTEN BY PATRICK DOYLE DIRECTED BY SHARON MAGUIRE COSTUME DESIGNER RACHAEL FLEMING EDITOR PETER MCALLESE EXECUTIVE PRODUCERS MARTIN WALSH PRODUCED BY GEMMA JACKSON EXECUTIVE PRODUCERS STUART DRYBURGH PRODUCED BY HELEN FIELDING PRODUCED BY HELEN FIELDING PRODUCED BY ANDREW DAVIES PRODUCED BY RICHARD CURTIS EXECUTIVE PRODUCERS TIM BEVAN PRODUCED BY ERIC FELLNER PRODUCED BY JONATHAN CAVENDISH PRODUCED BY SHARON MAGUIRE Read the Program Book

www.miramax.com

LANGUAGE AND SOME STRONG SEXUALITY

dts-hd Master Audio

UNIVERSAL

STUDIO CANAL

MIRAMAX

LIONSGATE

2001 • Color • Feature Run Time Approx. 98 Minutes

16x9 WIDESCREEN 2.35:1

System Requirements: Blu-ray™ optical disc player and HDTV. Special Features may be in standard definition. *English subtitles for the deaf and hard of hearing. Blu-ray Disc™, Blu-ray™, and the logos are trademarks of the Blu-ray Disc Association. DTS, the Symbol, and DTS-HD are registered trademarks of DTS, Inc. Academy Award® is the registered trademark and service mark of the Academy of Motion Picture Arts and Sciences. This product (including its soundtrack) is authorized for sale in U.S.A. and Canada only. This product is authorized for private use only. All other rights reserved. Unless expressly authorized in writing by the copyright owner, any copying, exhibition, export, distribution or other use of this product or any part of it is strictly prohibited. Printed in U.S.A. www.lionsgatebluray.com © Miramax

Sample combo insert

Information from this Lu Over the Wall insert includes:

- UPC
- Summary & bonus features
- Blu-ray video mode & audio format
- DVD video mode & audio format
- Dialogue & subtitle languages
- Aspect ratio/presentation
- SDH
- Actors, director, & screenwriter
- Film rating
- Running time
- Blu-ray region
- Production & publishing info & date
- Catalog number

GKIDS

INCLUDES BLU-RAY™ & DVD DISCS

8 26663 19581

“Electrifying! A delightful film about mermaids, music and growing up”
– Cecilia D’Anastasio, Kotaku

From the visionary mind of Masaaki Yuasa (*The Night is Short, Walk On Girl*) comes a joyous twist on the classic fairy tale about a little mermaid who comes ashore to join a middle-school rock band and propel them to fame.

After his family moves from Tokyo to a small fishing village, teenager Kai spends his days sulking and adrift. When his classmates invite him to play keyboard in their band, their jam sessions bring an unexpected guest: Lu, a young mermaid whose fins turn to feet when she hears the beats, and whose singing causes humans to compulsively dance. But when an ancient prophecy threatens Lu and the village, Kai and his new friends must save the day in this toe-tapping adventure for the entire family.

BONUS FEATURES
Audio Commentary with Filmmakers • Interview with Director Masaaki Yuasa • Trailers and TV Spots

BLU-RAY FEATURE VIDEO 1080p High-Definition Widescreen (1.77:1) • **AUDIO** English DTS-HD 5.1, Japanese DTS-HD 5.1, Français Dolby Digital 5.1 • **SUBTITLES** English SDH, English, Français
DVD FEATURE VIDEO Anamorphic Widescreen (1.77:1) • **AUDIO** English Dolby Digital 5.1, Japanese Dolby Digital 5.1, Français Dolby Digital 5.1 • **SUBTITLES** English SDH, English, Français
BONUS FEATURES VIDEO 1080p High-Definition Widescreen (1.77:1) • **AUDIO** Japanese Dolby Digital 2.0, English Dolby Digital 2.0 • **SUBTITLES** English* *Not all features are included.

“YUAKU TSUGERU LU NO UTA (LU OVER THE WALL)” DIRECTOR: MASAAKI YUASA SCENARIO: REIKO YOSHIDA MASAAKI YUASA CHARACTER DESIGN: YOKO NEMU CHARACTER DESIGNER: NORITAKE ITO DIRECTOR OF ANIMATION: ABEI GONGORA JUAN MANUEL LAGUNA ANIMATION: BATISTE PERRON MUSIC: TAKATSUGU MURAMATSU THEME: “UTAUTAI NO BALLAD (SINGER’S BALLAD)” BY KAZUYOSHI SAITO (SPEEDSTAR RECORDS) PLAYSHEET COMPOSED BY: SHINICHI SAKURAI EDITOR: ERIKO KIMURA PRODUCTION: EUNYOUNG CHOI PRODUCTION: SCIENCE SARU ANIMATION: KENJI SHIMIZU KENJI OTA MASAAKI YUASA AKIHIRO ARAI CHOP: KOUJI YAMAMOTO PRODUCED BY: YUKA OKAYASU JUNNOSUKE ITO CO-PRODUCED BY: TWIN ENGINE INC. PLANNED BY: FUJII TELEVISION NETWORK, INC. TOHO CO. SCIENCE SARU BS FUJII INC. © 2017 Lu Film Partners

PG PARENTS STRONGLY CAUTIONED
Some Material May Be Inappropriate for Children Under 13
Bonus Features Are Not Rated
Feature Running Time: 112 Min

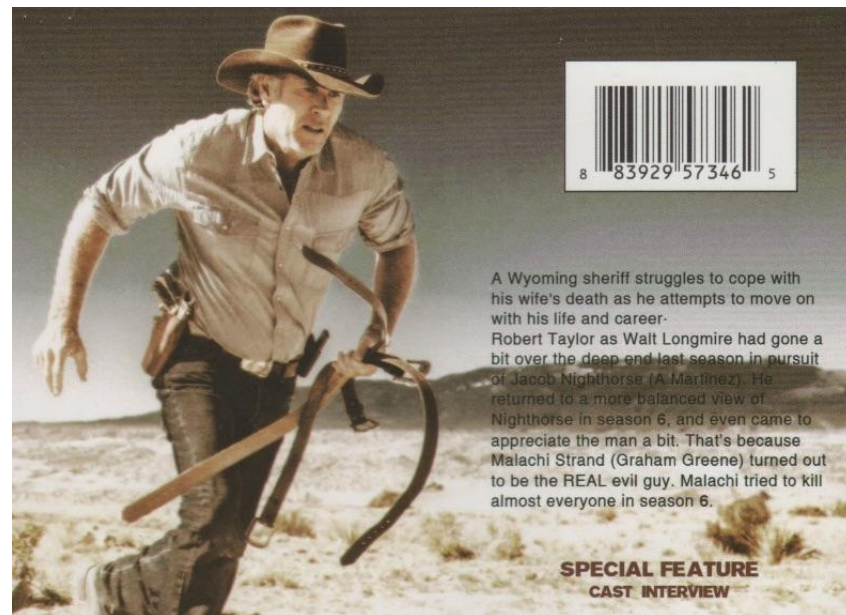
SHOUT! FACTORY **GKIDS** **dts-hd Master Audio** **SDH** **www.gkids.com**

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Watch out for bootlegs!

This is a Longmire Season 6 bootleg that was donated to Freeport. Our patron thought they had purchased the official DVD set from Amazon and was surprised we didn't have a copy yet. We didn't because the legal copy had not been released. Things to look for include:

- Blurry text
- UPC is invalid (it's one digit away from the Season 5 UPC)
- Minerva has a Powerpoint on with further info about bootlegs (The link is on our handout)



Common DVD/Blu-ray accessibility terms

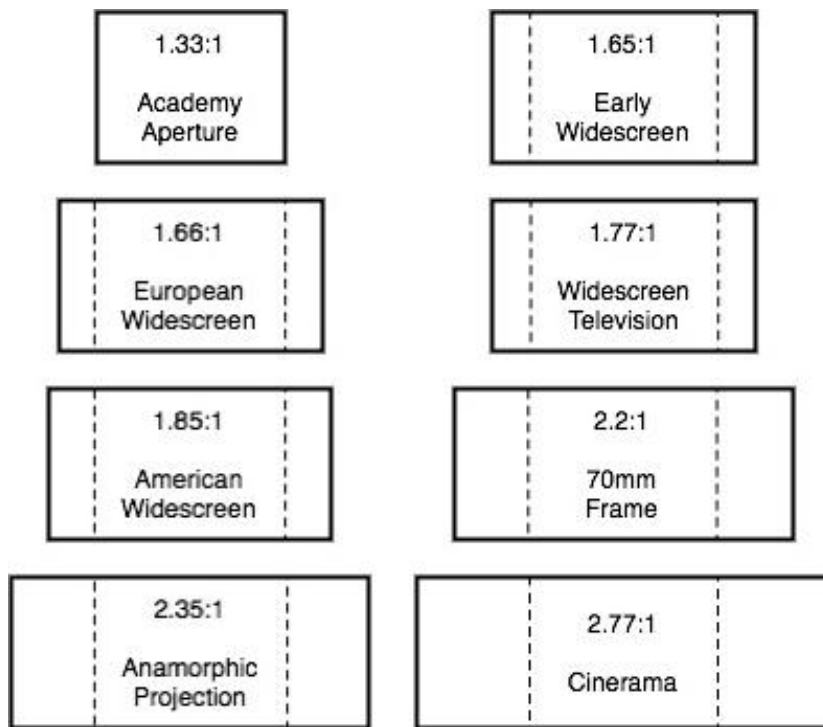
- **Subtitles:** Designed for people who can hear but who do not speak the language of the film, they translate the film's dialogue and important written information (signs, etc.). They don't usually include descriptions of sounds that aren't spoken (rain, etc.)
- **Closed Captions (CC)**  : Designed for the deaf and hard of hearing who speak the language of the video, they transcribe all audio information, including sound effects, identification of speakers, and non-speech sounds. Their position on the screen varies and they are not supported by HDMI.
- **Subtitles for the Deaf and Hard of Hearing (SDH):** SDH combines the benefits of subtitles & closed captions. In addition to translating dialogue & describing additional important sounds, SDH is often centered at the bottom of the screen and is supported by HDMI. SDH can also be translated into different languages.

Common DVD/Blu-ray accessibility terms

- **Described video / Descriptive Video Service (DVS) ⓓ** : “Provides descriptive narration of key visual elements, which is then inserted within the natural pauses in dialogue to help low-vision viewers to better understand the story.” ([WGBH Media Access Group](#)) This is also called descriptive audio.
- DVDs & Blu-rays (movies & TV) with closed captions or SDH should have: **655 _7 Video recordings for the hearing impaired.**[121cgft](#)
- DVDs & Blu-rays (movies & TV) with DVS/described video/descriptive audio should have: **655 _7 Video recordings for people with visual disabilities.**[121cgft](#)

Common aspect ratios

- 1.33:1 (also called 4:3 or full screen) is the traditional aspect ratio of older standard definition television.
- 1.78:1 (also called 16:9 or widescreen) is the standard format for high definition television.
- 2.35:1 anamorphic widescreen (such as CinemaScope and Panavision.)



(Columbia Film Language Glossary:

<https://filmglossary.ccnmtl.columbia.edu/term/aspect-ratio>)

DVD format and DVD/Blu-ray region codes

- DVD format
 - **NTSC**: the color encoding system used by DVD players in the U.S. and U.S. territories, Canada, Japan, Mexico, Philippines, Taiwan, and other countries.
 - PAL and SECAM are formats used in other countries and won't play in our standard U.S. DVD/Blu-ray players.
- Region codes
 - DVD: **Region 1** covers the U.S., U.S. territories, and Canada
 - Blu-ray: **Region A** is used in North America (and some other regions)

Sound characteristics

Playback configuration:

- Mono (1 channel)
- Stereo (2 channels)
- Quadraphonic (4 channels - 4.0 surround)
- Surround (more than 4 channels, ex: 5.1 surround)

Special playback characteristics:

- Dolby digital, Atmos Dolby True HD 5.1, etc.

Components of a DVD record

Fixed fields

| | | | | | |
|----------|-------------|------------|------------|----------|----------------|
| LANG | eng English | CAT DATE | 03-20-2017 | INITIALS | - --- |
| SKIP | 0 | INPUT LIBR | - | COUNTRY | cau California |
| LOCATION | multi | MAT TYPE | 5 DVD | | |

- Language is the language of the film on the DVD
- Skip is for the number of non-filing characters in the title & 245 2nd indicator.
- Add your location (ex: fre for Freeport)
- For new records: if your library has initials, put them in the input library & initials fields. if you don't, add a 929 field for your library with **lb** for your initials.
- Material type should be 5 for DVDs
- The country code should match the location in the 008 and 264 fields

MARC leader

| | | | | | | |
|-------------|------------|------|-----------|---|--------------|------|
| MARC Leader | REC LENGTH | #### | REC STAT | c | REC TYPE | g |
| | BIB LEVL | m | ARC CTRL | | CHAR ENC | |
| | IND CNT | 2 | SFLD CNT | 2 | BASE ADDRESS | #### |
| | ENC LEVL | | CAT FORM | i | MULTIPART | |
| | LEN FIELD | 4 | LEN START | 5 | LEN IMPL | 0 |
| | UNDEFINE | 0 | | | | |

- Record type should be g (projected medium)
- Cat form should be i (ISBD punctuation included)

00X fields

- Only OCLC records should have 001 with the OCLC # and 003 OCoLC
- 007
 - Mat catg = v (videorecording)
 - Spec mat = d (videodisc)
 - Color = c (multicolored) or b (black-and-white) or m (mixed: mixture of color & black-and-white)
 - Format = v (DVD)
 - SoundSep = a (sound is on medium)
 - Med Snd = i (videodisc)
 - Dimens = z (other)
 - ConfPlay = m (monaural), s (stereo), q (multichannel/surround), k (mixed), or u (unknown)

| | | | | | | | | | |
|---|-----|--|--|----------|---|----------|---|----------|---|
| y | 007 | | | Mat Catg | v | Spec Mat | d | Undefine | |
| | | | | Color | c | Format | v | SoundSep | a |
| | | | | Med Snd | i | Dimens | z | ConfPlay | q |

008

| | | | | | | | | | |
|---|-----|--|--|----------|--------|----------|-----|----------|------|
| y | 008 | | | Date Ent | 170320 | Dat Type | p | Date One | 2017 |
| | | | | Date Two | 2016 | Country | cau | Run Time | 133 |
| | | | | Undefine | | Audience | g | Undefine | |
| | | | | Govt Pub | | FormItem | | Undefine | |
| | | | | Type Mat | v | Techniq | l | Language | eng |
| | | | | Modified | | Cat Srce | d | | |

- Dat Type = s (single known date) or one of the many other options
- Date One = year
- Date Two = year (if needed)
- Country = place of publication code that should match fixed fields and 264
- Run Time = running time of film in minutes
- Type Mat = v (videorecording)
- Techniq = likely a (animation), l (live), or c (animation and live action)
- Language = language code that should match the fixed field

OXX fields

| | | | | |
|---|-----|---|---|---|
| i | 024 | 1 | | 786936852332 |
| i | 028 | 4 | 2 | 14149600 lb Buena Vista Home Entertainment |
| i | 028 | 4 | 2 | 141496 lb Lucasfilm |
| y | 035 | | | (0CoLC)973888098 |
| y | 041 | 1 | | eng la fre la spa lj eng lj fre lj spa lh eng |

- 020 __ ISBN (if there is one)
- 024 1_ UPC code
- 028 42 Publisher or distributor number with **lb** for the source of the number
- 040 if this field is present, it should include **lerda**
- 041 1_ **la** for spoken language(s) in the film & **lj** for language(s) of subtitles & **lh** is the original language

130 preferred title/uniform title

- For motion pictures (including film and video formats), an authorized access point is necessary in the following situations: (OLAC Best Practices, pp. 176-177)
 - Title of manifestation conflicts with the title of another resource
 - Films issued with different titles in the same language
 - Dubbed versions
 - Motion picture released under the same or different title
 - For example: King Kong (Motion picture : 2005) to differentiate between it & 1933 & 1976 versions
- For television programs, an authorized access point is necessary in the following situations: (OLAC Best Practices, p. 180)
 - Title of resource conflicts with the title of another resource
 - Comprehensive title/individual title
 - Compilations (Ex: Simpsons (Television program).[lk](#)Selections.)

245 - title statement

```
t 245 0 0 Game of thrones. InThe complete first season /lc
HBO Entertainment presents ; Television 360 ; Grok Television ; Generator
Entertainment ; Bighead Littlehead ; written by David Benioff ... [et al.] ; directed
by Tim Van Patton ... [et al.]
```

- First indicator is most likely 0 because there usually isn't a 100 field for videos
- Second indicator should match the Skip fixed field for number of non-filing characters
- The preferred source for the title (**la**) is the title frame. The alternate preferred source is the disc label and the next alternate source is the DVD container.
- **lb** Remainder of title (for parallel titles & other title information)
- **lc** Statement of responsibility (follow preferred source rules above)
 - “Use cataloger’s judgment to determine the significance of their involvement in the creation of artistic and intellectual content or the work being cataloged.” (OLAC Best Practices, p. 78)
 - Minerva uses “rule of three” if more than three names (Minerva RDA Cat. Standards)

245 - title statement

```
t 245 0 0 Game of thrones. lnThe complete first season /lc
HBO Entertainment presents ; Television 360 ; Grok Television ; Generator
Entertainment ; Bighead Littlehead ; written by David Benioff ... [et al.] ; directed
by Tim Van Patton ... [et al.]
```

- **ln** Number of part/section of a work
 - Often used for TV series/seasons

```
t 245 0 0 My little pony, friendship is magic. lpPrincess Twilight Sparkle /lc
Hasbro ; Shout! Factory.
```

- **lp** Name of part/section of a work
 - For example, a children's series that is sold as separate discs, each named for an episode, instead of being sold as a complete season

246 - varying form of title

| | | | | |
|---|-----|---|---|---|
| t | 245 | 0 | 0 | Game of thrones. HBO Entertainment ; producers, Lisa McAtackney, Greg Spence, Chris Newman ; created by David Benioff & D.B. Weiss ; Television 360 ; Startling Television ; Bighead Littlehead. |
| u | 246 | 3 | | Game of thrones. |
| u | 246 | 3 | | Season seven |
| u | 246 | 3 | | Season 7 |
| u | 246 | 3 | | Complete 7th season |

- Some DVD related uses for this field:
 - When the title is spelled differently on the titles frames and the disc label/container..
 - 246 1_ **li**Title on disc label and container:**la**When in Rome.**ln**Season II
 - Spelling different transliterations for numbers, symbols, abbreviations, etc.
 - 246 3_ Game of thrones.**ln**The complete 1st season
- No punctuation at the end “unless the last word in the field is an abbreviation, initial/letter, or data that ends with a mark of punctuation” (MARC 21)

250 - edition statement

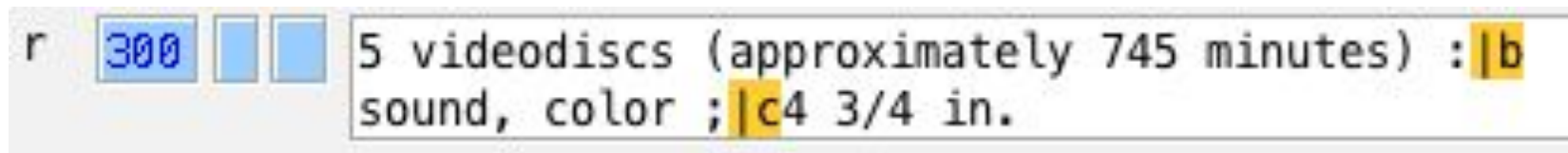
- Edition information should come from the same source as the title proper (in order of priority.)
- If you're breaking up a combo pack, you shouldn't add 250 fields for [Blu-ray edition] or [DVD edition] because they were originally part of a combo pack. The format of the item is reflected in other ways such as material type and special instructions for usage ("Requires Blu-ray player")
- If there are two or more edition statements, OLAC's recommended best practice (p. 81) is to put them into separate fields. For example:
 - 250 __ Director's cut.
 - 250 __ Special anniversary edition.

264 - production, publication, distribution, manufacture, and copyright notice

| | | | | |
|---|-----|---|---|--|
| u | 246 | 3 | | Outlander. nSeason 3 |
| p | 264 | | 1 | [Culver City, California] : b Sony Pictures Home Entertainment, c[2018] |

- 264 _1 for publisher info, 264 _2 for distributor info, 264 _4 for copyright date
- Often the most difficult part is trying to figure out who published the DVD.
- The order of preference for 264 fields is: (Minerva RDA Cataloging Standards, p. 6)
 - Publisher name, first place of publication, date
 - Distributor's name, first place of distribution, date
 - Manufacturer's name, place, date
 - If none of the above information is available, state “[Publisher not identified]”

300 - physical description



- The carrier type for both DVDs and Blu-rays is **videodisc**. Don't change it to Blu-ray disc.
- Spell out "approximately" if it appears on the preferred sources.
- Time terms should be abbreviated: hr., min., sec.
- **lb** physical details should be spelled out: sound, silent, color, black and white, etc.
- **lc** dimensions for a DVD or Blu-ray should be 4 3/4 in.
- **le** is used for accompanying material:
 - Ex: 300 __ 1 videodisc (1 hr., 45 min.) :**lb**sound, color ;**lc**4 3/4 in. +**le**1 audio disc

33X - content, media, and carrier

| | | | | |
|---|-----|--|--|---|
| r | 336 | | | two-dimensional moving image btdi 2rdacontent |
| r | 337 | | | video bv 2rdamedia |
| r | 338 | | | videodisc bvd 2rdacarrier |

- This is what the 336, 337, and 338 fields should look like for both DVDs and Blu-rays.
- If the DVD/Blu-ray disc contains a musical performance, you should also add an additional 336 field. (OLAC Best Practices)
 - 336 __ performed music|bprml|2rdacontent

490 - series statement

- For DVDs and Blu-rays, only publisher series (such as Criterion Collection) are included in 490 fields. Reminder: no period at the end of the 490 field.
- Add an 830 field for the authorized form of the series.
 - 490 1_ Criterion Collection ;lv255
 - 830 _0 Criterion Collection ;lv255.
- Franchise titles for TV series or movies don't count as series. That type of information usually is covered in 130 or 730 fields.

Order of 5XX (Minerva RDA Cataloging Standards, p. 12)

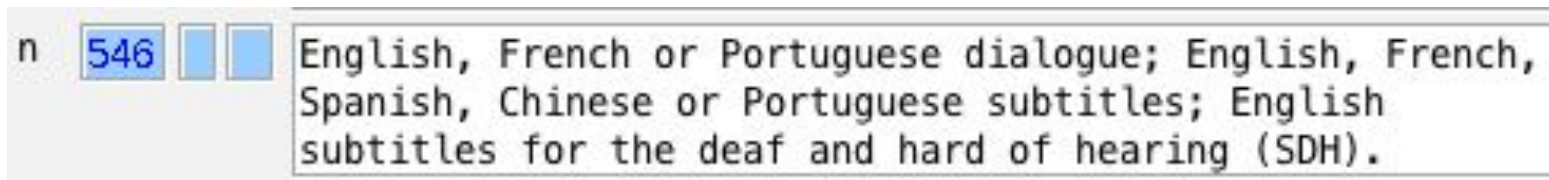
- 538 System details (DVD, VHS, Blu-Ray, etc.)
- 500 Nature, scope, artistic form
- 546 Language
- 500 Source of title proper
- 500 Variations in title
- 500 Parallel/other title
- 500 Statement of responsibility: general
- 511 Statement of responsibility: performers
- 508 Statement of responsibility: production credits
- 500 Edition & history
- 518 Date & place of recording
- 500 Publication
- 500 Physical description
- 500 Accompanying material
- 500 Series
- 502 Dissertations
- 521 Audience (MPAA film rating)
- 530 Other formats
- 520 Summary
- 500 Contents: unformatted
- 505 Contents: formatted
- 500 Other numbers
- 506 Restrictions on access
- 540 Terms governing use
- 501 “With” notes
- 586 Awards Notes (Winners only)

538 - system details note

| | | | | |
|---|-----|--|--|--|
| n | 538 | | | DVD, NTSC region 1, anamorphic widescreen (1.78:1) presentation; Dolby Digital 5.1 surround. |
|---|-----|--|--|--|

- Traditionally Minerva catalogers have put information about a disc's format, region, aspect ratio, and sound in the 538 field.
- According to OLAC Best Practices (p. 133), much of the information that was formerly put in the 538 field is now recorded in other fields (344, 346, 347, 500 note for aspect ratio) and the 538 is mostly used for information about the encoding format.
- Since Minerva's cataloging standards still refer to the 538 field in a traditional way, we have have done so as well in this presentation.
- If you see 344, 346, 347, and/or 500 aspect ratio notes in imported records, it's ok to leave them in the record..

546 - language note



- Includes information about the dialogue language(s), subtitle language(s), closed captioning (if present), SDH (if present), described video (if present.)
- Field 546 ends with a period unless another mark of punctuation is present.
- If you've included information about closed captions or SDH in the 546 field, you should also add the following 655 field:
 - **655 _7 Video recordings for the hearing impaired.**[|2|c|gft](#)
- If you've added information about described video/DVS/descriptive audio to the 546 field, you should also add the following 655 field:
 - **655 _7 Video recordings for people with visual disabilities.**[|2|c|gft](#)

Other common 5XX fields

- 500 “Title from container” (or elsewhere) note
- 511 participant or performer note
 - 511 1_ will generate the display constant “Cast” in front of the list of performers you’ve entered.
 - 511 0_ doesn’t generate a display constant.
- 508 creation/production credits note
- 500 Aspect ratio
- 521 audience (rating)
- 520 summary
- 500 special features
- 505 formatted notes (ex: titles of episodes that appear on a DVD)

6XX subject & 655 genre fields

| | | | | |
|---|-----|---|---|--|
| d | 600 | 0 | 0 | Wolverine c(Fictitious character) vDrama. |
| d | 650 | | 0 | X-Men (Fictitious characters) vDrama. |
| d | 650 | | 0 | Superheroes vDrama. |
| d | 650 | | 0 | Demonology vDrama. |
| d | 651 | | 0 | Japan vDrama. |
| d | 655 | | 7 | Feature films. 2lcgft |
| d | 655 | | 7 | Superhero films. 2lcgft |
| d | 655 | | 7 | Action and adventure films. 2lcgft |
| d | 655 | | 7 | Video recordings for the hearing impaired. 2lcgft |
| d | 655 | | 7 | Video recordings for people with visual disabilities. 2lcgft |

- Can add 600 fields for fictitious characters.
- Your record should have at least one 65X field.
- 655 accessibility fields (if those features are included on the DVD.)

7XX personal and corporate names

- 700 added entry - personal name for individuals mentioned in the record with **le** relationship designator for their contribution to the work.
- 710 added entry - corporate name for production companies, presenters, and publishers with **le** relationship designator for their contribution to the work.
- If you have paid access to the RDA toolkit : look at Appendix I.
- A free resource is at LOC: <https://www.loc.gov/marc/relators/relaterm.html>
- No comma or space needed after open-ended date hyphen.

| | | | | |
|---|-----|---|--|---|
| b | 700 | 1 | | Lee, Will Yun, d1971- eactor. |
| b | 700 | 1 | | Beltrami, Marco, ecomposer (expression) |
| b | 700 | 1 | | iMotion picture adaptation of (work): aWien, Len. tWolverine. |
| b | 710 | 2 | | Twentieth Century-Fox Film Corporation, epresenter. |

How do Blu-ray records differ from
DVD records?

How do Blu-ray records differ from DVD records?

- Fixed field mat type = g Blu-ray
- 007 format = s Blu-ray disc
- If there is a 347 field, it should include Blu-ray instead of DVD
- 538 field:
 - Includes Blu-ray instead of DVD
 - Uses Blu-ray region code, aspect ratio, and sound format
 - Includes statement “requires Blu-ray player”
- If the Blu-ray you’re cataloging was originally part of a combo pack, include a 500 note that says something like “Originally part of DVD/Blu-ray combo pack.”

How are combo records different?

How are combo records different?

- Fixed field mat type = j Blu-ray/DVD combo
- Need to account for both formats: so multiple 007, 028, 34X, 538, and possibly 546 fields
- 500 special features note - some of the features might only be on the Blu-ray disc

Attaching vs. importing a new record

Attaching vs. importing a new record

- If you can ascertain that the disc in hand matches a bib record for a Blu-ray or a DVD already in the catalog in *every aspect*, including any special features, you may attach to that bib record, including when splitting combo packs.
- Minerva cataloging rules refer to this ALA document to decide when to create a new bib record, with a few exceptions:
<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/org/cat/differences07.pdf>
- One exception about [attaching vs. creating a new bib record](#) states: “When cataloging video recordings of older titles that have been released by multiple publishers and distributors, you may attach to existing bibs even if the publishers do not match as long as the format and color are the same.”

Attaching vs. importing a new record

Some highlights from the ALA document “Differences between, changes within: guidelines on when to create a new record.”

- “Any MAJOR difference between resources or a MAJOR change between existing components of an existing manifestation in any area of the description requires a new record.” (p. 2)
- “Generally, multiple MINOR differences or changes do not add up to a MAJOR difference or change. There are cases, however, when MINOR differences or changes considered in conjunction with other aspects may point toward a MAJOR difference or change. Catalogers need to use their own judgment in such cases. When in doubt, edit the record to match the resource rather than creating a new record.” (p. 2)

How to tailor a combo pack record to
work for an individual item

How to tailor a combo pack record to work for an individual item

- Minerva cataloging rules page called Split Blu-ray/DVD discs:
<https://www.maineinfonet.org/minerva/support/cataloging-serials/cataloging-rules-and-instruction/split-dvdblue-ray-discs>
- “The bib record should reflect the item that is being cataloged, not the combination of materials in the former combo pack.”
- Change the fixed field material type to either 5 for a DVD or g for a Blu-ray
- 001, 003, & 005: delete these fields if present (unless it's a single item record)
- 007: if the record has two fields, remove the one that doesn't apply to the item
- 020, 024, 028: remove any that refer to the combo pack - only ones that apply to the specific item in hand are ok.

How to tailor a combo pack record to work for an individual item (continued)

- 035: remove if present
- 250: An edition field should be edited or removed if it describes the combination or the wrong format.
- 300: Quantity of discs should be corrected in the physical description.
- 347: If a **lb** subfield for “Blu-Ray” or “DVD” is present, remove the field that is not appropriate.
- 538: Remove the field that doesn’t apply to the material at hand. A correct 538 should be present in the record as the first 5XX note.
- 500: Include a 500 note that states “originally part of combination pack.”
- Remove any 5XX that refer to special features that don’t apply to your item.

Original cataloging

If you can't find the record you need via Z39.50, WorldCat, or SkyRiver...

Start with the fields in Acceptable Cataloging for Minerva Libraries:

<https://www.maineinfonet.org/minerva/support/cataloging-serials/acceptable-cataloging-for-minerva-libraries>

- Bib record must conform to RDA & Minerva rules and correct MARC format.
- Fixed fields must be complete, including initials if your library has them.
- The MARC Leader will be complete with correct codes for Record Type, Status, and Cat Form “i” (ISBD/RDA) in particular.
- Nonprint, audiovisual material records will have a complete and correct 007 field for physical description.
- 008 field with complete information including dates and country code.
- Observe all previously approved Minerva Cataloging Standards for DVDs/Blu-rays.

Acceptable Cataloging for Minerva Libraries - original cataloging (continued)

- Title information will be entered in 245 field following RDA rules for transcription. Correct indicators and subfields will be present, and correct punctuation will be observed.
- 250 edition statement if applicable.
- 264 fields containing place of publication, publisher, & date, with correct subfields. In the absence of any of those details, repeated 264 fields will provide place, name, & date of distribution, manufacture, copyright, in the order described by RDA.
- 300 physical description field.
- 336, 337, 338 MARC fields for content, media, and carrier description.
- 490 field for series information if it applies.
- 538 note with system details (& 546 languages & any accessibility features.)
- 520 field for objective summary note (optional field) will be no longer than 50 words in length.
- 6XX subject access field will be entered with correct indicators and subdivisions. LC subject headings will be used.

Acceptable Cataloging for Minerva Libraries - original cataloging (continued)

- 7XX added entry fields are included when applicable; the correct authority form of names will be used.
- 8XX series added entry fields are included when applicable. (You should also check the authority for series.)
- If your library doesn't have fixed field initials, add a 929 field with your initials, ie. "frel**br**l".
- Add in some of the other fields discussed earlier such as 02X identifiers, 5XX performers, rating, and other notes.

Important Minerva, RDA, MARC & LC Resources

Key resources

- Minerva RDA Cataloging Standards:
<https://www.maineinfonet.org/wp-content/uploads/2018/05/RDA-February2018-update.pdf>
- Acceptable Cataloging for Minerva Libraries:
<https://www.maineinfonet.org/minerva/support/cataloging-serials/acceptable-cataloging-for-minerva-libraries>
- Library of Congress Authorities: <https://authorities.loc.gov>
- MARC 21: <http://www.loc.gov/marc/bibliographic>
- RDA Toolkit (if you have access to it): <https://access.rdatoolkit.org>

These and additional resources are included in your handouts.

Thanks!

Contact the Minerva Cataloging
Committee with your cataloging
questions or requests to merge
duplicate bib records:
minerva.cataloging@gmail.com

Robin Lowell
Josh Tiffany

