

DVD Multi Disc Sets/Bonus Disc Policy

Approved by the Minerva EB 6/9/10

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The following recommended policy was developed jointly by the Circulation Standards Committee and the Cataloging Standards Committee.

To avoid the need for volume fields (even "Complete Set"), a Library should create a single bibliographic record for the set and a single item record per library's item. For sets that are sold with multiple discs in one package, libraries will abide by the original packaging and not break these sets into multiple items. For example, when a season of a TV series is sold as three discs in one package, libraries should catalog and circulate the set as one item with one barcode.

Exceptions may be made:

a.) if the discs in a set are on completely different topics and will be assigned different call numbers, then individual bib records for each disc are permissible

b.) if the individual discs have their own ISBNs (e.g., a multi-movie box set), then individual bib records for each disc are permissible.

The above policy goes into effect on Friday, June 6, 2014. This policy does not require retroactive conformance, but members are encouraged to adapt grandfathered items to this policy as staff time allows.

Bonus discs:

The Circulation Standards Committee opposes the practice of splitting up the features/bonus disc from the movie disc(s) and circulating them independently. There have been numerous complaints regarding the negative impact this practice has on patron service. This policy refers only to non-episodic titles from a single package that contains the film itself and material not present in the theatrical release (interviews, deleted scenes, etc.). A DVD set of this description will be circulated as a single item.

Do not create separate item records for bonus discs on bibliographic records for non-episodic DVD titles that contain bonus discs.

Note: When the bibliographic record uses a volume number in either the 245 title field or in a 490/8xx field, DO NOT use an item volume field.

Further explanation (that hopefully won't muddy the waters...)

A season of a TV show is one item, regardless of how many pieces (discs) make up the whole. For example, disc 1 from season 6 is not an item unto itself (regardless of how it is packaged);

season 6 is the item. Therefore, season 6 needs to circulate as one item. How a library packages a season is a local decision, (multi-disc case, taping/gluing/banding individual cases together, etc.), but it is to have one item record and one barcode. Therefore, no volume field will be needed because every item will be a “complete set.” (And then holds placed by patrons in the OPAC will be “first copy returned soonest” holds.) The same goes for a documentary series. The series is the unit/item, not the individual episodes.

The policy does leave room for exceptions –

For example, you purchased a boxed set of ten Alfred Hitchcock movies; each movie is on its own disc and has its own ISBN. As each movie is a discrete unit, this set could be broken up. Each movie would have its own bib and item record.