

Basic Videorecording Cataloging Cheat Sheet

FIELD		DESCRIPTION	COMMENTS
007		Fixed Length Data Elements (aka Control Fields)	<ul style="list-style-type: none"> Required for all videos! Be sure to code correctly
008			<ul style="list-style-type: none"> Be sure the record has one! Automatically created with default values (live action, color, English) in <i>MARC Magician</i>
020		ISBN	<ul style="list-style-type: none"> 10 digits (1st and last digit/X always separate) If 1st single digit is missing, add a 0 (zero) Add ISBN from your item if not in record (put in separate 020)
028			<ul style="list-style-type: none"> Set first indicator to 4
	a	Publisher number	<ul style="list-style-type: none"> Enter exactly as found on label or box (often spine)
	b	Source	<ul style="list-style-type: none"> Same as 260=b
040		Cataloging source	<ul style="list-style-type: none"> Check here when downloading records – tells which library created record
245			<ul style="list-style-type: none"> Set first indicator to 0 if no 1XX field
	a	Title proper	<ul style="list-style-type: none"> Item must have one! Capitalize <i>only</i> first word and proper nouns Do <i>not</i> drop or transpose initial articles Transcribe <i>exactly</i> as on title frames (chief source of information) Omit companies, performers, presenters, etc. that precede or follow title: Walt Disney Productions presents Escape to Witch Mountain; transcribe as Escape to Witch Mountain <i>But</i>, include possessive noun that immediately precedes title: transcribe Neil Simon's California suite as is
	n	Number of part/section	<ul style="list-style-type: none"> Can be any indication of sequencing: Part 1, Supplement A, Video two, etc.
	h	GMD (general material designation)	<ul style="list-style-type: none"> Immediately follows title proper (≠a, ≠p &/or ≠n, if present) <i>Always</i> enclosed in [brackets] and in lowercase Format: [videorecording] - used for videocassettes or DVDs
	b	Remainder of title	<ul style="list-style-type: none"> Item may or may not have one Transcribe <i>exactly</i> as on title frames (chief source)
	c	Statement of responsibility	<ul style="list-style-type: none"> Transcribe exactly as on title frames (chief source) Only include companies/people responsible for <i>overall</i> production Include production company, producer, director, writer, animator
246	a	Title variation(s)	<ul style="list-style-type: none"> Use when different titles appear on item or are otherwise necessary Use for variants that apply to item <i>as a whole</i>, not for <i>parts</i> of item Omit initial articles! Type of variant title entered determines how to code indicators Formerly entered in 740
250	a	Edition	<ul style="list-style-type: none"> Use only if specified on item Look for "Widescreen edition", etc.
260	a	Place of publication	<ul style="list-style-type: none"> Transcribe city + state abbreviation (App. B) except for very well-known cities Use postal abbreviation <i>if</i> that appears on item
	b	Publisher	<ul style="list-style-type: none"> Enter name found on label, box, etc. Use shortest recognizable form Eliminate Co., Inc., etc. unless crucial to understanding

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	c	Date of publication	<ul style="list-style-type: none"> Use most recent publication date <i>for videorecording</i> – will likely be on label or box, rather than on title frame <ul style="list-style-type: none"> If date is for packaging (artwork), put in brackets Do not use date of original motion picture here; include in a 500 note
300	a	Extent of item + SMD (specific material designation)	<ul style="list-style-type: none"> Number of items, followed by running time in parentheses, e.g., 1 videocassette (15 min.) Most common SMDs: videocassette, videodisc
	b	Additional features	<ul style="list-style-type: none"> Use prescribed abbreviations (AACR2r, App. B)
	c	Dimensions	<ul style="list-style-type: none"> For VHS, enter: 1/2 in. For DVDs, enter: 4 3/4 in.
	e	Accompanying material	<ul style="list-style-type: none"> Enter here any booklets, puppets, etc. that accompany the item described in 300±a
440	a	Series Added Entry	<ul style="list-style-type: none"> Used for series found in LC authority files
490	a	Series (untraced)	<ul style="list-style-type: none"> Used when series is not to be traced, or is traced differently Often used in conjunction with 8XX field (authorized form of series)
5XX			<ul style="list-style-type: none"> Order of notes is prescribed by AACR2r– most important comes first
521	a	Target audience note	<ul style="list-style-type: none"> Include <i>only</i> if stated on item Use for MPAA ratings. E.g., MPAA rating: G. Set Indicator 1 correctly to generate display constant for age or grade level, if appropriate
538	a	System requirements note	<ul style="list-style-type: none"> Always include & always comes first! For VHS videorecordings, enter: VHS For DVD videorecordings, enter: DVD Include any additional sound requirements: Hi-fi stereo, Dolby, etc.
546	a	Language note	<ul style="list-style-type: none"> Use to indicate language(s) if not obvious from other information. E.g., Spanish subtitles Indicate closed-captioned items as: Closed-captioned
500	a	General note	<ul style="list-style-type: none"> Use when no other designated 5XX exists for the information Always include source of title if <i>not</i> from title frame
511	a	Participant or performer note	<ul style="list-style-type: none"> Include information <i>not</i> in 245±c Include <i>featured</i> players, performers, narrators, presenters
508	a	Creation/production credits note	<ul style="list-style-type: none"> Include information <i>not</i> in 245±c Include those responsible for a segment of the item: photographer, composer, editor, etc. Format: Function1, Name1 ; Function2, Name2 ; etc.
505	a	Contents note	<ul style="list-style-type: none"> Including detailed contents information allows for greater points of access for patrons, as well as greater description of non-print items Include titles of sections of videorecording Format: Title1 : subtitle -- Title2 --Title3 -- Title4 -- etc.
520	a	Summary note	<ul style="list-style-type: none"> Think in terms of keywords when writing an <i>objective</i> summary Use synonyms for words in title, contents, subject headings, etc.
586	a	Awards note	<ul style="list-style-type: none"> Create separate 586s for multiple awards ; include year Format: Name of award, date, e.g., Academy Award for Best Picture, 1999 If date of award is unknown, use 500 field instead

FIELD	≠	DESCRIPTION	COMMENTS
6XX		Subject notes	<ul style="list-style-type: none"> Most commonly used: <ul style="list-style-type: none"> 600 – Personal name (LC authorized format) 650 – Topical term 651 – Geographic name (LC authorized format) 655 – Genre/form term Set Indicator 2 to indicate source of term (LC, LCAC, etc.) If Ind. 2 doesn't specify source, include ≠2 with source code Use appropriate subfields! Do not put everything in ≠a ! <ul style="list-style-type: none"> ≠x - general subdivision ≠z - geographical subdivision ≠y - chronological subdivision ≠v - genre/form subdivision Do not use all caps!
7XX		Added entries	<ul style="list-style-type: none"> Information should appear elsewhere in the record Most commonly used: <ul style="list-style-type: none"> 700 – Personal name – any person in 245≠c, 511, 508 or other 5xx (LC authorized format) 710 – Corporate names – companies in 245≠c and 260≠b (LC authorized format) 740 – Analytical title – use for contents of 505