

# Cataloging Visual Materials

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### 1. INTRODUCTION

Videos with copy are cataloged primarily by the Original Monographs/Special Formats Cataloger and by some Copy Catalogers. Those lacking copy are cataloged by the Original Monographs/Special Formats Cataloger.

Video materials cataloged on this format include VHS cassette tapes and 4 ¾ in. DVD optical discs.

For original cataloging apply RDA rules. Older records use AACR2, Chapter 7 as a guideline. It is not necessary to upgrade OCLC AACR2 records to RDA. Also consult *Bibliographic Formats and Standards*. Assign subject headings from *LC Subject Headings*. Create call numbers in accordance with *LC Classification Schedules*.

Video recordings are searched on OCLC most efficiently with the Format qualifier of Visual Materials and/or the Material Type qualifier of DVD video or VHS tape respectively.

It may be necessary to view film or credits briefly for bibliographic information, running time, language and presence of subtitles, information for summary, and subject cataloging.

### 2. CREATING PROVISIONAL RECORDS FOR VIDEOS

#### 2.1 Visual materials are cataloged on the Visual Materials format.

- Rec\_Type= g

#### 2.2 Variable fields.

\*245. \*In addition to any other information, include a general material designation in the 245 subfield h (AACR2 rules)

245 00 Citizen Kane |h [videorecording] / |c an RKO Radio Picture ; Orson Welles.

260. Include the issuing agency in the 260 subfield b and the date of publication/distribution of the video in subfield c. (AACR2 rules)

260 \_\_ Santa Monica, Calif. : |b Criterion ; |a Los Angeles, Calif. : |b Distributed by The Voyager Company, |c c1987.

300. Include the number of videocassettes or videodiscs in the 300 subfield a.

300 \_\_ 3 videodiscs

### 3. CATALOGING VIDEORECORDINGS

#### 3.1 Fixed fields. Note this variation for visual materials:

Ctry = Country of Production.

#### 3.2 Variable fields.

007. Required in records for video recordings. Refer to variable field 007 in the *Bibliographic Formats and Standards*. Appropriate subfield coding varies with each item.

028. Include the video recording number (Publisher's number) in this field. The indicators should be set to 42.

028 42 6384V |b Turner Home Entertainment

130. For foreign films, include the title in the original language in the uniform title field.

130 0\_ Cage aux folles (Motion picture)

245. Main entry is generally by title. Include the general material designation in subfield h and the production company in subfield c (if available). The GMD is used under AACR2 rules. RDA does not use the GMD and adds 336-338 fields. Fondren Library practice is to keep the GMD if already present in the record, but not to add a GMD for RDA records. Original cataloging is done under RDA rules.

245 00 Citizen Kane |h [videorecording] / |c an RKO Radio Picture ; Orson Welles.

250. Include the edition statement (if available). The edition statement can be confusing for DVDs. Be careful to distinguish between edition statements related to the item in hand, and series statements relating to the item being part of a publisher's collection. Statements such as those listed below should be treated as edition statements, whether they carry the word "edition" or not.

250 \_\_ Special edition.

250 \_\_ Deluxe widescreen presentation.

250 \_\_ Widescreen version.

250 \_\_ Letterbox format.

250 \_\_ Collector's edition, widescreen.

250 \_\_ Standard version.

When a disc carries both a widescreen and standard version, the information becomes a note.

**260.** Include information on the publication and distribution of the video. Add the place of publication or distribution in subfield a, the name of the cassette or disc publisher in subfield b, and the date of publication/distribution of the video in hand in subfield c (use latest date to be found anywhere on the item or container). AACR2 rules

260 \_\_ Santa Monica, Calif. : |b Criterion, |c c1987.

**264.** Under RDA rules the publisher is in the 264 field, 2nd indicator 1, the distributor in 264, 2nd indicator 2, and the copyright date in 264, 2nd indicator 4.

264 1 Santa Monica, California :|b Criterion, |c [1987]

264 2 Los Angeles, California : |b Distributed by the Voyager Company

264 4 |c copyright (or copyright symbol) 1987

**300.** Include information on the physical description of the video. Include the extent (number of cassettes or discs and length in time) in subfield a, physical details such as sound and color, in subfield b, and the dimensions in subfield c. Information about accompanying materials added to subfield e.

300 \_\_ 1 videocassette (121 min.) : |bsd., col. ; |c1/2 in.

300 \_\_ 2 videodiscs (ca. 158 min.) : |bsd., col. ; |c4 3/4 in. + |e1 booklet.

#### **RDA fields 336-338 for videorecordings**

336 \_\_ Two-dimensional moving image |b tdi |2rdacontent

337 \_\_ video |b v |2 rdamedia

338 \_\_ videocassette |b vf |2 rdacarrier (VHS tapes)

338 \_\_ videodisc |b vd |2 rdacarrier (DVDs)

Under RDA 34x fields may also be used to bring out further video characteristics

**538.** Include the name of the format (VHS, DVD, etc.), sound technical particulars, and other technical information in a systems details note.

538 \_\_ VHS.

538 \_\_ DVD; Dolby Digital mono.

**546.** Include the language, subtitle, dubbing info, etc., in a language note. When applicable, add or retain note: Closed captioned.

546 \_\_ English with English subtitles ; closed-captioned.

**500.** Make note of source of cataloging information if other than film itself.

**500.** For DVDs, include note for aspect ratio if it appears anywhere on the piece:

500 \_\_ Aspect ratio: 2.25:1

500 \_\_ Aspect ratio: 1.77:1; "enhanced for 16 x 9 television"

**508.** Enter credits other than cast in a creation/production credits note.

508 \_\_ Director of photography, Otto Heller ; art director, Carmen Dillon ; editor, Helga Cranston ; original music, William Walton ; production designer, Roger Furse ; special effects, Wally Veevers.

**511.** Include names of the cast in a participant or performer note. Set the first indicator 1 for cast.

511 1\_ Cedric Hardwicke, Nicholas Hannen, Laurence Olivier, Ralph Richardson, John Gielgud, Mary Kerridge, Paul Huson, Claire Bloom.

**590.** When applicable, add a local note for non standard formats. Also add a 590 note for public performance rights if applicable (should be noted on the order record and flag)

590 \_\_ Non-standard video format ; requires special viewing equipment.

590\_\_ Terms of use: Public Performance Rights.

**520.** Always enter a summary or abstract.

520 \_\_ Florian Henckel von Donnersmarck's movie debut focuses on the horrifying, sometimes unintentionally funny system of observation in the former East Germany.

**500** Add other standard numbers borne by the item to a general note (except for Publisher's Number, which only goes in the 028). Make note of original release information for feature films or original filming/broadcast date of television program if known.

500 \_\_ DVD version of a film originally released in 1956.

**655.** Use genre headings for movies. Include |2 for source of heading

655 \_7 Feature films. |2lcgft

655 \_7 Video recordings for the hearing impaired. |2 lcgft

**7XX.** Our practice is to use these generously. Always make entry for issuing agency.

700 \_1 Morgan, Peter, |d 1963-

700 \_1 Mirren, Helen.

710 \_2 Miramax Films.

710 \_2 Buena Vista Home Entertainment (Firm)

**Classification.** Videos are classified according to the LC schedules, with these local usages:

- Feature films 2000 and earlier have call number PN1997 with Cutter number for title.
- Feature films 2001 and later have call number PN1997.2 with Cutter number for title.
- Operas have call number ML1500, 1st Cutter for composer, 2nd Cutter for uniform title.

#### **4. ITEM TYPES AND HOLDING RECORDS**

All videotapes have the location REFERENCE.

All DVDs have the location DVD-COLL.

**VIDEOTAPE1.** Used for all except feature films and specifically designated tapes.

**DVD-VIDEO1.** Used for all except feature films and specifically designated DVDs.

**VIDEOTAPE2.** Used for feature films and specifically designated tapes.

**DVD-VIDEO2.** Used for feature films and specifically designated DVDs.

**DVDRESTRIC** Used for DVDs that may not be circulated through ILL

**REFDVDDVD.** Used for DVD videos that do not circulate.

**Holding records.** Holdings records are created as for multi-volume sets.

**Processing.** For details about processing see [Processing Visual Materials](#).

#### **5. SPECIAL PROCEDURES FOR CENTER FOR THE STUDY OF LANGUAGES (formerly LRC) VIDEOS.**

The Center for the Study of Languages sends videos to Fondren for cataloging. These videos (DVDs and VHS tapes) will be processed according to regular guidelines with these special notations

Item cat1 will be GIFT.

Staff note will be LRC video.

Exact duplicates will be returned to the Center for the Study of Languages.

A spreadsheet of all videos is maintained with the titles and dates received of all new items added as necessary. Duplicates will be noted with a return date.

