

CATALOGING VIDEORECORDINGS ON DVD-V (format VM)

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At HCL Technical Services, DVD videodiscs are cataloged according to rules found in AACR2, Chapter 7, Motion Pictures and Videorecordings, and by other relevant rules in Chapters 1 and 21-26, as they have been amended by the Library of Congress Rule Interpretations.

This document pertains only to DVD videodiscs. It contains useful background information, documents local practice, and highlights rules that may be unfamiliar to the new video cataloger, and is meant to serve as a supplement, not a replacement, to AACR2 and LCRI.

The HCL Technical Services default standard level of cataloging for this and all other material is the Core Record <http://www.loc.gov/catdir/pcc/bibco/trainers/coregm02.html>. Core fields will be denoted by an asterisk (*) in these guidelines.

In general, cataloging a videodisc does not differ much from cataloging a VHS cassette. In addition to the obvious differences in the size and specific material designation, DVD videodiscs need special attention in accounting for the supplementary data included on the disc, e.g., alternate takes and endings, alternative versions of the film (director's cut, studio cut), previously deleted scenes, trailers, interviews, production notes, etc.

General Information about DVDs

Visually, DVDs are indistinguishable from audio CDs or from CD-ROMs. Technically, with finer grooves, smaller markings and a special laser to read them, DVDs can store up to seven times more data than CDs and they are often double sided. There are several types of DVDs:

DVD videodiscs	Generally used for videorecordings, e.g. feature films, documentaries, or other types of moving pictures
DVD-A (Audio)	Similar to a standard audio CD for recording sound
DVD-ROM	Similar to a CD-ROM, a read-only disc that contains data; requires a DVD-ROM drive in a computer
DVD-R (Recordable)	A data storage disc used mainly for archiving information
SACD (Super Audio)	Competing audio standard to DVD-A

Players

DVD videodiscs can be played in a DVD player attached to a television, a stand-alone DVD player or a computer DVD drive. They will not play in a music CD player or a CD-ROM drive.

Regions

DVD videodisc producers divide the world into regions; each region produces players that will only play DVD videodiscs designed for that region. On the container, look for a small symbol of a globe with a superimposed number that indicates the region for which the DVD videodisc is formatted. The number codes for the regions are as follows:

- 1* United States, its possessions and Canada
- 2* Japan, Europe, South Africa and the Middle East
- 3* Southeast Asia and East Asia
- 4* Australia, New Zealand, some Pacific Islands, Central and South America
- 5* Indian Subcontinent, Former Soviet Union and Africa
- 6* China
- 7* not used
- 8* Airlines, cruise ships, other international venues
- 0* no region

Viewing DVDs from regions other than North America may require equipment or software that recognizes different region codes or video formats ((PAL or SECAM).

In cataloging a DVD not formatted for region 1, field 538 is used to record regional restrictions.

538 __ DVD ; Dolby digital surround ; region 2.

Enhanced DVDs

Enhanced DVD videodiscs contain supplementary material in addition to the videorecording e.g. games, screensavers, links to fans sites, etc. requiring the use of a computer. Usually a note found on the container will alert you to an enhanced DVD, e.g.:

"A DVD-ROM drive on a PC with Windows 95 or higher is necessary to operate the enhanced features of these discs. Some of these enhanced DVD features will not work on a Mac."

Enhanced DVDs should still be cataloged as any other DVD (as long as the movie is the main content) -- on a VM format with the GMD [videorecording] and field 007 for the video -- but you should include an 006 and 007 for the computer characteristics as well.

Information about the enhancements will be recorded in notes: a general note (500) detailing the nature of the enhancements and a system requirements note (538) for the list of software and hardware necessary to use the enhancements:

- 500__ Enhanced DVD; includes 2 computer games and links to fan sites.
- 538__ System requirements for DVD-ROM features: IBM-PC or equivalent ; Microsoft Windows 95 or better ; DVD-ROM drive.

2-sided DVD videodiscs

DVD videodiscs may be either one-sided or two-sided, sometimes with one side containing the standard version of the film, the other side containing the widescreen version. There is no need to mention the number of sides in the physical description area, though a note (505 if it lends itself to a formal note, otherwise 500) should be included for two-sided discs, stating what is on each side.

Interactive menus

The statement "interactive menu" found on many containers, does not mean that a computer is needed to run the disc. It simply means that a menu comes up from which the user makes choices as to what version is to be run, in what language, etc.

Locally produced videorecordings <http://www.oclc.org/bibformats/en/specialcataloging/#CHDICIBG>

Treat locally produced videorecordings, including DVD videodiscs, as unpublished materials. The 260 field should have only the date of recording in subfield ‡c, unless the date already appears in field 245. Check *OCLC Bibliographic Formats and Standards* Chapter 3: Special Cataloging Guidelines for more information.

Chief Source of Information (7.0B2) in descending order of preference

The chief source of information for videorecordings is:

- item itself (e.g., title frame)
- container and container label if the container is an integral part of the piece

If the information is not available from the chief source, take it from the following sources:

- accompanying textual material
- container if not an integral part of the piece
- other sources

The film credits should be viewed for original cataloging. Use judgement when copy-cataloging.

Bibliographic Record

FORMAT

Use format VM (visual materials)

*LEADER

06 (Type of Record)

g (projected medium)

*008 FIXED FIELD

Listed below are guidelines for some (but not all) of the 008 data elements:

06 (Type of Date) <<http://www.oclc.org/bibformats/en/field/008/06>>

Dates for videos can be confusing. Dates may appear on the video image, the container, the label, and accompanying material. There are dates that reflect any number of bibliographic "events" such as the original production, the original release as a motion picture, the subsequent release as a video, and the copyright dates of package design. Publishers often redesign the packaging and add a copyright date for the new design. Use these package design dates in the absence of any other meaningful date.

15-17 (Place of Publication) <<http://www.oclc.org/bibformats/en/field/008/15-17>>

Record country of production, not the country of distribution or release. Code is determined by production data in the statement of responsibility (245 c). For example, an American video of a motion picture made in France is coded for France.

18-20 (Run Time) <<http://www.oclc.org/bibformats/en/field/008/18-20>>

Record length in minutes. Use 3 digit number, right justify (i.e., enter leading zeros). If length exceeds 3 digits, enter 3 zeros.

35-37 (Language Code) [of dialogue] <<http://www.oclc.org/bibformats/en/field/008/35-37>>

Represents predominant language of sound track or accompanying sound. If item has no sound or has sound but no narration, use language of accompanying script or printed titles or subtitles. Use the code for the predominant language if the sound track or accompanying sound, printed script, titles or subtitles are in more than one language.

***020 ISBN** <<http://www.oclc.org/bibformats/en/0xx/020.shtm>>

Currently, the ISBN is a 10 digit code often found near the UPC code on the back of the container. (Full adaptation of a 13 digit ISBN is expected by Jan. 2007.) Not all DVDs have ISBNs. The 12-digit UPC code or 13-digit EAN (International Article Number) are currently recorded in the 024 field.

024 OTHER STANDARD IDENTIFIER <<http://www.oclc.org/bibformats/en/0xx/024.shtm>>

The UPC is a barcode with 12 digits printed beneath it. Record all 12 digits, including smaller numbers to the left and right outside the barcode, without hyphens or spaces.

first indicator 1 = UPC number

first indicator 3 = EAN (International Article Number)

028 PUBLISHER NUMBER <<http://www.oclc.org/bibformats/en/0xx/028.shtm>>

Most DVDs have a manufacturer's number on the spine of the container. Add number to subfield *a* exactly as it appears on the item, including punctuation. Add source (distributor name) in subfield *b*. Use indicators 42 (4 = videorecording number; 2 = note, no added entry)

***041 LANGUAGE CODE** <<http://www.oclc.org/bibformats/en/0xx/041.shtm>>

Record codes for any language data (subtitles, dubbing) stated in the 546 field. Record overprinted titles (subtitles) in subfield *b* if they differ from the language of the sound track. If the subtitles are in different languages, record the codes in English alphabetical order.

***130 / 240 UNIFORM TITLE (LCRI 25.5B)** <<http://www.oclc.org/bibformats/en/1xx/130.shtm>>

If a motion picture is entered under a title proper that is the same as the title proper of another motion picture (or other work), do not assign a uniform title to distinguish them, even if there are multiple remakes of either work.

However, if the title of a motion picture is needed as an added entry and it is the same as the title of another work about the motion picture or a Library of Congress subject heading, add the qualifier "(Motion picture)" to the title of the motion picture. This same uniform title must be used in all entries for the particular work. (The uniform title must be added to new and existing records in which the motion picture is used as a main or secondary entry.)

130 0_ Star is born (Motion picture : 1954)

245 12 A star is born /h [videorecording] / /c Warner Brothers.

260 __ Hollywood : /b Warner Home Video, /c 1984.

In this example, the uniform title is necessary because a book has been written about the 1954 movie (*ref.* OCLC #18014376) and the movie title is used as a subject heading on the book record.

***245 TITLE (7.1B1)** <http://www.oclc.org/bibformats/en/2xx/245.shtm>

The film credits should be viewed for original cataloging. If the title is not taken from chief source of information, give the source of the title in a note. Add the GMD [videorecording] following the title proper. Transcribe statements of responsibility as stated in 1.1F1. Generally give the names in the statement of responsibility when the person or body has some degree of overall responsibility. Use the note (5XX) area for others who are responsible for only one segment or one aspect of the work.

Normally, the Library of Congress considers producers, directors, and writers as having some degree of overall responsibility and gives them in the statement of responsibility.

A statement of responsibility is a statement relating to persons responsible for the intellectual or artistic content of the item, to corporate bodies from which the content emanates, or to persons or corporate bodies responsible for the performance of the item --*AACR2 glossary*

When credits for performer, author, director, producer, "presenter," etc., precede or follow the title in the chief source, in general do not consider them as part of the title proper, even though the credits are integrated with the title.

245 00 /a Star Wars

Source of information reads: Twentieth Century Fox presents Star wars

245 00 /a Bullitt

Source of information reads: Steve McQueen in Bullitt

245 04 /a The story on page one

Source of information reads: Jerry Wald's production of The story on page one

But if the credit is represented by a possessive immediately preceding the remainder of the title, consider it part of the title proper:

245 00 /a Neil Simon's Seems like old times

***250 EDITION STATEMENTS (7.2)** <<http://www.oclc.org/bibformats/en/2xx/250.shtm>>

Many film titles are available in multiple versions/releases within a format. If a motion picture or videorecording lacks an edition statement but is known to contain significant changes from other editions, supply a brief statement enclosed in square brackets.

[Director's cut]

Widescreen and/or standard version information is entered as a 500 note unless the term is accompanied by the word 'edition.'

***260 PUBLICATION/DISTRIBUTION (7.4)** <<http://www.oclc.org/bibformats/en/2xx/260.shtm>>

Give the date of publication, distribution, release, etc. of a published item as instructed in 1.4F. Some DVDs have a copyright date on the printed disc surface that represents the date the item was published. Record this date as found (with its copyright symbol.) Otherwise, look for the latest date printed on the back of the container (copyright date for package design, etc.), and use it as the assumed date of publication. Record this date in brackets and without the copyright symbol because it is an assumed date.

Dates for the original production as a motion picture are given in a 500 history note.

***300 PHYSICAL DESCRIPTION (7.5)** <<http://www.oclc.org/bibformats/en/3xx/300.shtm>>

Use SMD 'videodisc.' The time recorded in subfield *a* should be the time of the title in field 245. Times of supplementary material may be given in notes relating to that material. Record playing time in parenthesis as stated.

Record sound and color characteristics in subfield *b* using the following abbreviations: sd.(sound) or si. (silent); and col. (color) or b&w (black and white).

300__ /*a* 1 videodisc (1 hour, 30 min.) : /*b* sd., col. ; /*c* 4 3/4 in.

300__ /*a* 1 videodisc (66 min.) : /*b* si., b&w (col. tinted) ; /*c* 4 3/4 in.

300__ /*a* 1 videodisc (32 min.) : /*b* sd., col. with b&w sequences ; /*c* 4 3/4 in.

ADD 5XX NOTES IN THE ORDER LISTED BELOW:

538 SYSTEM DETAILS (7.7B10) <<http://www.oclc.org/bibformats/en/5xx/538.shtm>>

Record the name of the format and any additional physical information that might control the user's choice of playback equipment. Dolby surround info is added to a 538 instead of 500 because surround sound requires special equipment. At minimum, record the type of videorecording system, i.e., DVD. Include notes pertaining to discs formatted for other than region 1.

DVD ; Dolby digital surround ; region 1 encoding.

DVD ; Dolby digital 5.1 surround or mono.

Notes on the system requirements for the computer portion of enhanced DVDs are added as an additional 538. Consult 9.7B1 for type of characteristics and list order.

System requirements for DVD-ROM features: web browser ; Internet access ; Microsoft Windows 95 or higher. Will not work in a CD-ROM drive or on a Macintosh.

***546 LANGUAGE NOTE (7.7B2)** <<http://www.oclc.org/bibformats/en/5xx/546.shtm>>

DVDs may have additional sound tracks, closed-captioning, or subtitles in one or more languages. If container says "Espanol" or "Francais," record the English spelling "Spanish" or "French" in note. (Remember to code field 041 as well.) There is a difference between subtitles and closed captions -- generally speaking, subtitles are intended for hearing audiences and captions for deaf audiences. Subtitles may translate the dialog into a different language, but rarely show all of the audio. For example, captions show sound effects (e.g., "phone ringing" and "footsteps"), while subtitles display only a written translation of the dialogue. Closed captioning information may be recorded in a separate 546 note or in a combined note. Record the appropriate language with the captioning note.

546 __ /*a* English, Spanish, or French audio track with optional subtitles in French or Spanish.

546 __ /*a* English audio track with optional subtitles in Spanish ; closed-captioned in English.

Include a note for silent film "captions" and orchestral score:

Silent film with English intertitles and musical accompaniment.

***500 SOURCE OF TITLE PROPER (7.7B3)** <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

If from other than the chief source.

500 VARIATIONS IN TITLE AND OTHER TITLE INFORMATION (7.7B4)

Record notes on titles other than the title proper.

246 1_ /i Title on container: /a Papaya and guava

511 PARTICIPANT OR PERFORMER NOTE (7.7B6) <<http://www.oclc.org/bibformats/en/5xx/511.shtm>>

Generally, list the most prominent members of the cast. Make added entries as appropriate.

511 1_ Spencer Tracy, Katherine Hepburn.

A separate 511 field is created for a narrator. In general, an on-screen narrator is recorded in field 511 and a voice-over narrator in field 508.

511 0_ Narrator, Robert B. Murrow.

First indicator 1 generates the printed note: CAST:

First indicator 0 does not generate a print constant.

508 CREATION/PRODUCTION CREDITS (7.7B6) <<http://www.oclc.org/bibformats/en/5xx/508.shtm>>

List persons (other than producers, directors, and writers) or corporate bodies who have contributed to the artistic and technical production of a work. Generally give names in the [245] statement of responsibility when the person or body has some degree of overall responsibility and use the note area for others who are responsible for only one segment or one aspect of the work. (LCRI 7.1F1)

Add other important credits depending upon the type of movie (e.g. animation director for an animated film; or, the composer, lyricist and possibly choreographer for a musical).

Do not include assistants or associates, production supervisors or coordinators, project or executive editors, technical advisors or consultants, audio or sound engineers, writers of discussion, program or teacher's guides, or others with only minor or purely technical contributions.

Give the following persons/bodies in the order listed. Separate entries with semicolons and use formal note spacing and punctuation. Preface each name (or group of names) with appropriate function term:

photographer, cameraman, cinematographer
animator
artist, illustrator, graphics
film editor, photo editor, editor
narrator, voice
music
consultant, advisor

508__ Music, George Gershwin ; lyrics, Ira Gershwin ; choreography, Gene Kelly ; photography, Alfred Gilks ; art director, Cedric Gibbons ; editor, Adrienne Fazan.

500 EDITION AND HISTORY (7.7B7) <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

Make a note for any title originally made as a film, or as a television program, or based on a television series, or related to other material.

Produced for television in 1969.

Based on television series that ran from 1970-1974.

Spanish version of the 1956 motion picture entitled: Jenny's birthday book / by Esther Avril.

Remake of the 1933 motion picture of the same name.

500 PUBLICATION, DISTRIBUTION (7.7B9) <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

Date of the original motion picture or original broadcast date.

DVD release of the 1931 motion picture.

Originally broadcast in 1960 as part of the CBS News show: CBS reports.

500 PHYSICAL DESCRIPTION, OTHER (7.7B10) <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

Add notes for physical details, when readily available.

There are many ways in which movie images are reproduced for use on a television screen. Note the aspect ratio when it is given. Give information about physical characteristics such as single layer or dual-layer format. Aspect ratio and layer information may be combined into one note.

Aspect ratio 2.35:1; dual-layer format.

Aspect ratio 1.33:1 ; enhanced for 16 x 9 television.

Widescreen movies may also be reproduced using the pan-and-scan technique in which only parts of each frame of film are shown.

Original film in widescreen; reproduced using pan-and-scan technique.

Notes should be included for 2-sided discs (if not already indicated in a 505 note)

Standard version on one side, widescreen version on the other side.

500 ACCOMPANYING MATERIAL (7.7B11) <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

Make notes on the location of accompanying material if appropriate.

Booklet (6 p.) includes list of chapters and brief essay "The hatching of Chicken Run."

521 AUDIENCE / RATING (7.7B14) <<http://www.oclc.org/bibformats/en/5xx/521.shtm>>

Record ratings information if found on the item.

521 8_ MPAA rating: PG.

530 ADDITIONAL PHYSICAL FORMS AVAILABLE (7.7B16) <<http://www.oclc.org/bibformats/en/5xx/530.shtm>>

Give details of other formats, if known.

Issued also as a videocassette.

***520 SUMMARY (7.7B17)** <<http://www.oclc.org/bibformats/en/5xx/520.shtm>>

Give a brief objective summary unless another part of the description provides enough information.

Halliwell's film guide, IMDb Internet Movie Database <<http://www.imdb.com>> or Facets Video <<http://www.facets.org>> are useful sources for film summaries. Adapted container summaries do not need to be quoted.

500 ADDITIONAL CONTENTS (7.7B18) <<http://www.oclc.org/bibformats/en/5xx/500.shtm>>

Record information about special features and/or additional material as an informal note. Other special features (e.g., advertisements, trailers) may be ignored.

Includes documentary on the making of the film (50 mm.) hosted by Angela Lansbury.
Includes original theatrical version, and special version with 28 minutes of additional footage.
Includes director/producer biographies, cast filmographies, photo gallery, and music video.
Special features include outtake musical numbers, theatrical trailers, and cast interviews.
Includes 2 computer games and links to fan sites.

586 AWARDS NOTE <<http://www.oclc.org/bibformats/en/5xx/586.shtm>>

If a film has won a major award, name the specific award and the year in which it was awarded, if the information is readily available.

586 8_ Academy Award, Best Film, 1974.

***505 FORMATTED CONTENTS (7.7B18)** <<http://www.oclc.org/bibformats/en/5xx/505.shtm>>

Some DVDs are multiple disc sets. These additional discs often contain a sequel or sequels to the movie on the first disc.

505 0_ Disc 1. Toy story -- disc 2. Toy story 2.

***65x SUBJECT HEADINGS** <<http://www.oclc.org/bibformats/en/6xx/default.shtm>>

The Subject Cataloging Manual: Subject Headings treats visual materials in instruction sheet **H 2230**.

General rule: Assign subject headings for all important topics mentioned in the summary statement (520 field).

Assign form subdivisions only to the extent that such subdivisions are applicable both to print and audiovisual media. Do not use the form subdivision **–Pictorial works** for visual materials.

520 Describes the highlights of Colombia, including the production of coffee.

651 _0 Colombia /x Description and travel.

650 _0 Coffee |z Colombia.

Individual fiction films—assign headings of type 1 and 2 as appropriate, assign type 3 headings in all cases.

1. Topical headings with the subdivision **–Drama**. The subdivision **--Drama** is assigned in the same way as it is assigned to works in book form (cf. H 1780).
2. Form headings that express either genre (for example **Comedy films**, **Western films**) or technique (for example, **Silent films**, **Experimental films**)
3. The form heading **Feature films** or **Short films** (which may be subdivided geographically for the country of production).

Feature films 40 minutes or more

Short films less than 40 minutes

Assign headings of the types, **Video recordings for the hearing impaired**, **Video recordings for people with visual disabilities** as appropriate. There is a difference between closed captioning and subtitles.

Assign the heading **Video recordings for the hearing impaired** for those DVDs that are truly closed captioned, not just subtitled. See field 546 on page 7 of this document for definitions.

For foreign language films assign headings of the type ... **language—Video recordings for French, [Spanish, etc.] speakers**.

A video recording is defined as a recording on which visual images (usually in motion and accompanied by sound) are designed for playback by means of a television set (and by extension, a computer screen).

***655 INDEX / FORM GENRE** <<http://www.oclc.org/bibformats/en/6xx/655.shtm>>

The 655 field is used for form headings that express the physical format of the item (i.e., DVD), genre (comedy films) or technique (silent films). These headings refer to what the item IS rather than what the item is ABOUT, i.e., genre headings provide access to the form of the item rather than to the subject matter covered by the item.

655 _0 Silent films.

655 _0 Video recordings for the hearing impaired. (add this to films with closed captioning or SDH)

Local practice: Form headings are assigned to all non-book materials to indicate the physical format of the item:

655 _0 DVD-Video discs.

*7xx ACCESS POINTS <<http://www.oclc.org/bibformats/en/7xx/default.shtm>>

Make added entries for prominently named corporate bodies (21.30E). Leave subfield **e** (relator terms) or **4** (relator codes) in copy cataloging but do not add for original cataloging. Make other added entries as appropriate.

- Directors
- Producers (but not executive producers)
- Screenwriters, if prominently noted
- Composer, librettist, choreographer, or animator if important to the work, e.g.,
opera, musical or animated film
- Cast members
 - actor
 - performer
 - narrator
 - interviewer
 - interviewee
- 700 subfield t for work on which the film is based
- Production companies
- Publisher
- Cinematographer

Holdings Record

The 007 (Physical Description Fixed Field) appears on the bibliographic record in OCLC. In the Aleph environment, this field is added to the holdings record as an 007 field for videorecordings.

007 PHYSICAL DESCRIPTION <<http://www.oclc.org/bibformats/en/0xx/007motio.shtm>>

Commonly used codes are listed below. Subfields a-h (positions 00-07) are mandatory or required if applicable.

- 00 [category of material] = **v** (videorecording)
- 01 [SMD] = **d** (videodisc, i.e. DVD)
- 02 obsolete, DO NOT USE
- 03 [color] = **b** (b/w) or **c** (multicolor) or **m** (mixed) or **u** (unknown) or **z** (other, e.g., tinted)
- 04 [format] = **g** (8 or 12 in. laser optical videodisc) or **v** (4 3/4 in. DVD)
- 05 [sound] = **a** (sound on medium) or [blank] if silent
- 06 [sound medium] = **i** (DVD) or [blank] if silent or **u** (unknown)
- 07 [dimensions] = **z** (other, incl. DVDs)
- 08 [configuration of playback] = **q** (quadra-, multi- or surround sound) or **s** (stereo) or **m** (monaural) or **n** (not applicable, e.g. silent)

852 CLASSIFICATION

DVDs at HCL-TS are currently sent to Harvard Depository and therefore HD classification policies are applied. For copy cataloging, you may use the call number supplied on the record. No classification is necessary for original cataloging.

Item Record

LOAN CODES

The loan period for circulating DVDs (feature films only) is 7 days for ALL patrons (code 24 in the Item Status box). All other DVDs may circulate as code 01 (regular loan.)

Material Type = VDVD

End Processing

If the DVD is housed in a vinyl or plastic jewel case, add barcode to top left corner as if it were a book. It is not necessary to add fund numbers to DVDs.

If the DVD is housed in a cardboard slipcase, send it to End Processing as is and they will determine the final housing. Do not affix barcode --attach it to a yellow *Binding/Shelf Preparation* slip.

Charge DVD(s) to SHELF PREPARATION pseudo patron code 00678333 and place on End Processing Truck, not HD truck. End Processing staff will evaluate the housing and affix a permanent property label.