

## MEDIA/DVD CATALOGING BASICS (COPY CATALOGING)

### 1. DEFINITIONS

*Millennium*: Proprietary name for the integrated library software that underlies Oskicat.

*MRC*: Media Resources Center, on the first floor of Moffitt Library.

*AVMC*: Location label for materials held by the Media Resources Center.

*Bibliographic Record (record type b, referred to as a “bib” record)*: Record that describes the basic bibliographic entity/title. Order records, holdings records, and item records must each be attached to a bibliographic record.

*Item record (record type i)*: Item records reflect the physical piece: book, carton, folder, serial volume, or other basic circulating unit held in library collections. Therefore, each copy of a DVD should have its own item record. A complete item record for a DVD should contain:

**Call number:** DVD Z1234 (sometimes the call number begins with “X” instead of “Z”)

**Barcode:** C100157601

**Label location:** AVMC

**Copy No.:** 1 (generated automatically; use subsequent numbers if there are additional copies, e.g. copy no. 2, etc.)

*Order record (record type o)*: In Millennium, logically enough, the order record contains order information. Not all media materials have order records. However, if the DVD has an order record (usually on a post-it affixed to the front of the DVD container with the prefix “po”) you should find a bib record.

*On the Fly (OTF) record*: Sometimes brief records are created by MRC staff to track materials. OTF records usually include a bib and item record. See “OTF” instruction in Section 13 of the Student Copy Cataloging Manual ([http://www.lib.berkeley.edu/catalog\\_dept/node/60](http://www.lib.berkeley.edu/catalog_dept/node/60))

*Accompanying material*: These are booklets, pamphlets or any other loose-leaf material that come with a DVD. These are rare with DVDs, and when they are present, they are usually left inside the DVD container without any special processing. If the accompanying material is a book that is too large to fit inside the container, give the item to the Media Cataloger.

### 2. OVERVIEW OF BASIC PROCEDURE

- a. Search title in Millennium. If title is found and is an exact match, add a post-it with the word “HELD,” the date, and your initials. (See Section 3a.)
- b. If the title is not found in Millennium, search title in OCLC. (See section 3b.)

- c. If an OCLC record (or records) is found, assess the quality and completeness of record. (See sections 4 and 6.)
- d. Apply OCLC constant data, which includes several fields: 856, 907, two 949 fields and 956. (See section 5.)
- e. Fill in 856 field link to corresponding URL in the IMDB. (See section 5.)
- f. Input call number and scan barcode on DVD container into the second 949 field (949 \_1).
- g. Hit the F8 key to update holdings in OCLC.
- h. Hit the F5 key to export to Millennium.
- i. Check by searching by title for the cataloged DVD in Millennium.

### 3. SEARCHING

#### a. Millennium

- i. Always begin by searching the TITLE in Millennium: omit any initial article (“the,” “a,” “an,” “el,” “los,” “der,” “das,” etc.) in the search.
- ii. Assess what you have found. For media materials, in most cases, there will not be a bibliographic record in Millennium for the item in hand. However, you should find a “batch” bibliographic record that will include the title of the item in hand as part of a long list of titles. Most orders from vendors, and their corresponding titles, are grouped into “batch” records, each of which contains many titles for record keeping purposes. **The “batch” bibliographic records must never be overlaid.**
- iii. As a general rule, you should never overlay any Millennium bib record for media materials unless there is a specific order number, usually written on a post-it that is affixed to the front of the DVD container. That number will consist of “po,” followed by a string of numbers.
- iv. Although it is rare, there may be one or more fully cataloged bibliographic records in Millennium for the DVD you have in hand. If such a record is found, check the record thoroughly to verify that it matches exactly the item you have in hand. If it is an exact match, add a post-it with “HELD,” the date, and your initials, and give it to the Media Cataloger. If the bib record in Millennium turns out to be *not* an exact match, then proceed to search for the item in OCLC.

#### b. OCLC:

- i. Open the search box.
- ii. Under “Keyword/Numeric Search” there are three search boxes with drop-down menu boxes on the right hand side. The drop-down menus should be set as follows: **Personal Name** (top box), **Title** (middle box), and **Publisher** (bottom box).
- iii. Under “Format” set the drop down menu to **Visual materials**.
- iv. In the bottom left corner check the box that says "Apply Language of Cataloging Limiter" and select **English** in the drop-down menu if it is not already set.

NOTE: Usually the most efficient way to search for DVD records is by title, or by title [title box] + last name of the film director [personal name box].

- v. **No record found:** If no record is found, add an orange “OCLC Reject” flag and give the DVD to the Media Cataloger.
- vi. **More than one record found:** There will often be multiple editions or versions of a DVD. When there is a summary list, choose Library of Congress records first. (Code is “DLC,” marked with “D” in the “L” column of your search results screen.) You can also eliminate records from the summary by checking the following information:
  - o Date in summary list must match at least one date on the container or disc surface. DVDs usually have multiple dates.
  - o Also, for some records you can see in the summary if there are records for electronic resources. **DO NOT USE ELECTRONIC RESOURCE RECORDS.**
  - o From the eligible records, look to see which record has the highest number of Holdings. This will not always be an exact match for your DVD, but in many cases it will be an exact match.

#### 4. WHEN THE BEST MATCHING RECORD IS FOUND, ASSESS FOR QUALITY AND COMPLETENESS.

The OCLC record should:

- a. Say “No Holdings in CUY.” If the record says “Held by CUY,” place a post-it on it with HELD, your initials and the date.
- b. Be Type “g”
- c. Be cataloged in English (040 field has a #b with “eng”). If #b has another language code, do not use the record. If no #b exists in 040, then look at the notes in the record (5xx fields) to determine if they are in English or another language. If the notes are in English, then the record may be considered for further assessment.
- d. Have a number in the 024 field (may be more than one) which matches exactly to the barcode number printed on the container.
- e. Have a number in the 028 field (when the 028 is present) that matches exactly to manufacturer’s or distributor’s number printed on the back side of the container, the container spine, or on the disc surface.
- f. Include 6xx field (650, 600, 610, 651) with a second indicator of “0” and valid subjects. In RDA records there should also be one or more 655 fields with second indicator “7.” In the OCLC record all of the subject headings (6xx) and genre/form headings (655) should be **blue** to indicate that they are valid and controlled headings.

The OCLC record must NOT have a statement in the title field (245 field) that says “electronic resource,” and there must NOT be a statement in the 300 field that says “online resource.”

The following fields, when they exist, should match exactly and be complete:

**007 (physical characteristics):** v #b d #d c #e v #f a #g i #h z #i q (see: <http://www.oclc.org/bibformats/en/0xx/007video.html>)

**130 (Main Entry--Uniform Title):** with title and parenthetical (Motion picture). This field is generally not used in cataloging media materials except in special cataloging cases.

**245 (Title Statement):** Title / #c production company credits, presenter, perhaps also names of individual persons (film director, producer, etc.)

**260 (Publication, Distribution, Etc. –old standards):** City of publication, publisher, date of publication. The publisher may be a company other than the original company that made the film. The publisher may be the name of a distribution firm. Be sure to check the DVD in hand to see if the name in #r matches one of the company names on the disc or on the container.

**264 (Production, Publication, Distribution, Manufacture, and Copyright Notice – new standards):** In RDA records there will be at least one 264 field instead of 260.

264 with second indicator 1: should have city of publication, name of publisher/distributor, with a date that is usually in brackets. Instead of a name of city, there may be: [*place of publication not identified*]. In place of publisher, there may be [*publisher not identified*]. Those bracketed designations are fine.

264 with second indicator 2: should have city of distribution and name of distributor, but generally, no date field.

264 with second indicator 4: may not be present, but if it is, it should contain only a ¢ with © followed by a year.

**300 (Physical Description):** number of videodiscs (usually “1,” but may be more); ¢b with snd., col. (in RDA records these words are written out in full as “sound” “color); ¢c with “4 ¾ in.” The dimension in this field is always for the diameter of the disc, not the size of the container.

**490 and/or 830 fields (Series Statement and/or Series Added Entry–Uniform Title):** used when a DVD is published as part of a series (for example, MGM/UA vintage classics). When there is a 490 with first indicator “1,” then there must be an 830 field (or in rare cases, an 800 field) as well. If there is a 490 with a first indicator of “0,” then there should not be an 830 field.

**538 (System Details Note):** note with playback system requirements. The most important information in this field is the indication of “DVD” or “Blu-ray” and the indication of “NTSC” or “PAL.” The designations in this field must match the designations on the DVD disc surface or container. If one of these designations does not match, give the DVD to the Media Cataloger.

**6xx\_0 (Subject Access entries and terms, Library of Congress subject heading):** with second indicator of “0” Please note that a 653 is never a valid subject.

**700 1\_ (Added Entry--Personal Name, Surname first)** (first indicator “1”): contains personal name of contributor to the film, such as actor, director, producer, etc.

**710 2\_ (Added Entry--Corporate Name, name in direct order)** (first indicator “2”): contains name of company that produced, distributed, or broadcast the original movie and/or the DVD version of the movie.

**730 (Added Entry--Uniform Title):** if present, contains title information of a variant language version of the movie that is on the disc (such as a dubbed language in an auxiliary soundtrack), or the title of an additional movie that is included on the disc. For cases in which there is a variant language, this field should end with the name of the variant language after the language delimiter (‡).

**856 41 (Electronic Location and Access, version of resource):** when present, must describe some valid aspect of the item (text of accompanying educational material, cover art, etc.) and must link to a valid website.

The following constant data field should be ADDED to the bib record whenever possible:

**856 42 (Electronic Location and Access, related resource)** ‡ Credits from Internet Movie Database  
‡u [*copy and paste here the full URL for “root” record for the film in IMDB*]

To get the URL, search the IMDB website ([imdb.com](http://imdb.com)) for the title of the movie. Look for the “root” or primary record (there may be more than one IMDB listing), and copy the URL. Paste the URL after the Uniform Resource Identifier , delimiter“ ‡u,” and then hit the “reformat” button in OCLC (Edit tab/Reformat). This process will highlight the URL (it turns blue). If there is no listing for this movie in IMDB, then do not include this field in the bib record.

If any information is lacking, incorrect, or if you aren't sure about the information, then affix a post-it note to the container and give to the supervisor or the Media Cataloger.

## 5. CONSTANT DATA INFORMATION

There are at least three constant data fields that need to be included and coded in the bib record before it is exported from OCLC: 949 (two of these) and 956; usually 856 42, but the 856 is required only when IMDB information is available. On rare occasions there will be a 907 (only if a Millennium record is being overlaid).

These fields are as follows:

**856 42** ‡z Credits from Internet Movie Database †u <http://www.imdb.com/title/ttNUMBER/>

(e.g. 856 42 ‡z Credits from Internet Movie Database †u <http://www.imdb.com/title/tt1833285/>)

**949** \_\_:\*recs=oclcexport;bn=mc;

**907:** .b202020202--rare

**949** \_1: ‡z 099 . †a DVD Z9999 †9 C105702543 †t 62 †l mc †v AVMC †s - †o 1

**956** 20150303 †b tsxx †c CC

### *Explanations of the variable fields:*

856 42: See previous section for instructions regarding this field.

949, with no second indicator: This field is required in order to make the export happen. Leave it exactly as it is.

907: This field is used to overlay bibliographical records in Millennium. Most DVDs will be exported as new or “inserted” records in Millennium, and you will not need to overlay already existing records. However, if an existing Millennium record is being overlaid, then enter the Millennium bib record number in field 907 (i.e., b1234567), but be sure to precede the bib number with a period (“.”) If no overlay is occurring, then delete this field prior to exporting the record to Millennium.

949, second indicator “1”: This field requires call number information and barcode information. The Media Resource Center uses its own local call number system rather than Library of Congress call numbers. Thus, every DVD that is to be cataloged should have a post-it taped on the front of the container with a pre-assigned call number on it, usually “Z” plus a four-digit number. In some cases there may be “X” instead of “Z.” Use whatever call number is provided on the item. If no call number is provided, give the item to the supervisor.

All MRC call numbers for DVDs are preceded by “DVD” in Millennium, so that prefix is included in the 949 constant data and does not appear on the post-it that is on the DVD container.

Since “DVD” followed by a space and the “Z” is already included in the constant data for #a, all you need to enter are the four digits from the post-it so that it looks like this:

#a DVD Z1234 (the four numbers are the end will vary, of course)

The DVD container should also have a barcode affixed to the front cover in the top right-hand corner. That barcode should be scanned into #i subfield following the call number. If there is no barcode on the container, then affix a “single” barcode label (not a “piggyback”) in the upper right-hand corner of the DVD container, and scan that barcode number into subfield #i .

956: #a[today’s date] #b ts[and your initials] #cCC [copy cataloging]

When all is completed, save the bib record in the OCLC Online Save File and write the Save File number in pencil on the post-it below the call number that is already there.

Give the DVD to the supervisor for review.

## **6. Fixed Fields**

Type = g

For Visual Materials format, indicating “projected medium.”

## **7. PHYSICAL PROCESSING**

No physical processing is required for MRC materials. The MRC staff does all of its own physical processing.