

## DVD Cataloging in Polaris: Cheat Sheet

Use the Polaris bibliographic record template (Ctrl+N) for creating a new bibliographic record for a DVD. Select *Bibliographic Record* and then the correct existing English or Spanish DVD Adult, Juv, or Teen bibliographic template for the fiction or non-fiction DVD.

### RESOURCES:

- See the *Cataloging Input Standards Manual (Polaris)* and other information at <http://ats.blackgold.org/> [login: staff ; password: bgats] under Departmental Resources > Cataloging.
- See the “Understanding MARC” tutorial at: <http://www.loc.gov/marc/umb/>
- See the “MARC 21 Format for Bibliographic Data” at <http://www.loc.gov/marc/bibliographic/ecbdhome.html> or
- Refer cataloging, call number, and authority control questions to the Supervising Cataloger.

### FIXED FIELDS:

Double-click on the tag number or LDR to open up the fixed field to view the expanded information, including drop-down menus.

LDR **Bibliographic level** (position 07): [default: *m – Monograph/item*]

LDR **Type of record** (position 06) [default: *g-Projected medium*]

Required. The Type of Record must be coded as *g-Projected medium* so the correct Format displays.

LDR **Encoding level** (position 17): [default for short DVD records: *5 – Partial (preliminary) level*]; full records coded: blank, I, 4, K

LDR **Descriptive Cataloging form** (position 18). Required. Must be coded either *a – AACR 2* or *I – ISBD punctuation* for RDA records.

007 **Physical Characteristics** [default codes: vd cvaizq]

Required. The 007 must be in the record so the correct Format displays; requires: Category of material (00): *v-Videorecording*; Specific mat’l design (01): *d-Videodisc*.

008 **Type of Date** (position 06): [default: *s-Single known date/probable date*]

If you know original production date and distribution date, you can change code to: *p-Date of distribution/release/issue and production/recording session when different*.

008 **Date 1** (position 07-10)

Required. Enter the most recent distribution date.

008 **Date 2** (position 11-14)

Enter the original production date (optional).

008 **Language** (positions 35-37) [default: *eng*]

Required. Enter 3-letter code for main language of item if other than English using drop-down menu; e.g., *spa* for Spanish

008 **Place of pub** [default: *xxu*]

You can change the code if the place of publication is not in the United States. Option: change generic United States code to a more specific code for state of publication; e.g., *cau* for California.

## VARIABLE FIELDS:

Enter a new variable field by pressing *Enter*, typing the tag number, any indicators, and then the letter of the first subfield. To enter a new subfield, use *Ctrl-Q* to create the delimiter symbol in Polaris and then type the subfield code.

### 020 \_\_ **ISBN**

Required. Enter the 13-digit International Standard Book Number without hyphens or spaces. If only a 10-digit ISBN is available, enter it. The ISBN is usually found on the back of the container.

### 024 1\_ **Other Standard Identifier: Universal Product Code (UPC)**

Required (if no ISBN field). Enter the 12-digit UPC number without hyphens or spaces. The UPC number is usually found below the barcode symbol on the back of the container. Disregard any additional numbers after the 12 digit sequence that is listed left to right.

### 028 42 **Publisher Number**

Optional. Enter at least one formatted publisher's videorecording number as it appears on the disc surface(s) or the container.

### 040 \_\_ **Cataloging Source**

|b should be coded *eng* for language of cataloging agency in RDA records; |e should be coded *rda* for RDA cataloging description.

### 049 \_\_ **Local Cataloging Code**

The existence of the BGCS code means the bibliographic record is fully cataloged in the local catalog.

### 099 \_\_ **Local Call Number**

For fiction DVDs, it's okay to enter *Fiction* in an 099 field. Only the Bibliographic Unit should enter a nonfiction Dewey call number in the 099 local call number field.

### 130 0\_ **Uniform Title**

Optional. Fully cataloged bib records for a specific title may contain the authorized form of the movie or TV program in the uniform title. Usually only the Bibliographic Unit will add the uniform title if it's needed to distinguish one version of a film/program from another one with the same name. Locally, the uniform titles of a TV program are usually listed in a 730 field.

### 245 0\_ **Title**

Required. Enter the correct value in the 2<sup>nd</sup> indicator position (called the nonfiling indicator or skip value). The nonfiling indicator value is the number of characters of the initial article plus the space; e.g., ., 4 for titles starting with The; 3 for Spanish titles beginning with La. [Alternative: always use a 2<sup>nd</sup> indicator value of 0 and always enter the title without initial articles.] See the *Cataloging Input Standards Manual* for local policies for cataloging TV programs and sets.

Enter the main title in subfield a. Enter the title exactly as it appears on the disc surface (or container), capitalizing only the first word in the title and proper names/places.

Enter the subtitle in subfield b, preceded by a colon (if is the remainder of title) or a semi-colon (if a name of a new work is listed, as for 2 different TV episode or movie titles). Fully cataloged DVDs may also include a statement of responsibility in subfield c preceded by a forward slash. Optional: Enter the main production company and/or director in subfield c. AACR2R records may include the GMD in |h; see "Appendix F. GMDs" of the *Cataloging Input Standards Manual* for more information.

246 3\_ **Varying Form of Title**

Optional. Enter alternate forms of titles in separate fields, including different container or spine titles, portions of titles, etc.

250 \_\_ **Edition**

Required. Enter any edition or revision statements as they appear on the item. Examples: Widescreen version; Full screen; Director's cut; Unrated edition.

260 \_\_ **Imprint**

Enter the place of publication if it's a place other than the U.S. in subfield a, followed by a space and colon. Enter the publisher or distributor in subfield b, followed by a comma. Enter the publication/production date and copyright date in subfield c (use copyright symbol © or ® instead of *c* in new records) separated by a comma and space; use estimated date in brackets with question mark as last resort). Example: [U.S.?] :|bEquinox,|c[1999?], ©1995.

300 \_\_ **Physical Description**

Required. Enter the number of DVDs in subfield a; e.g. 5 DVDs. Enter the length of the movie (in minutes or hours, abbreviated) in parentheses after the number of DVD discs followed by a colon; e.g., 1 DVD (40 min.) :

Accept the data in subfield b unless you have a silent movie (use *silent* instead of *sound*) or a black and white movie (use *black & white* instead of *color*). The subfield c, preceded by a semi-colon, always contains 4 ¾ in.

336 \_\_ **Content Type:** Required field for RDA records; use default field found in DVD bibliographic template.

337 \_\_ **Media Type:** Required field for RDA records; use default field found in DVD bibliographic template.

338 \_\_ **Carrier Type:** Required field for RDA records; use default field found in DVD bibliographic template.

490 1\_ **Series**

Required. Enter the series statement and number exactly as it appears on work, preferring the form of name found on disc surface or container. Enter series captions and numbers in subfield v preceded by a semi-colon. Old AACR2R records use abbreviations for captions.

500 \_\_ **Note**

Enter any notes that help distinguish the item from others, such as original production or adaptation information. Quotation marks can be put around any notes transcribed exactly as it appears on the work; e.g., "Disney DVD."

505 0\_ **Contents Note**

Enter the table of contents for multi-volume sets with unique volume or disc titles separated by space-dash-space. Abbreviate volume/caption information based on abbreviations found in "Appendix L. Abbreviations in RDA" of the *Cataloging Input Standards Manual*.

508 \_\_ **Creation/Production Credits Note**

A fully cataloged DVD record will list persons or groups responsible for the creation of the work in this field.

511 0\_ **Participant or Performer Note (Narrator)**

You have the option to enter the narrator (or list the names of performers who did the voices) in the 511 field with a first indicator of 0.

511 1\_ **Participant or Performer Note (Cast)**

You have the option to enter at least 1 main actor in the 511 field with a first indicator of 1.

**538\_\_ System Details Note**

The default DVD is always listed first in the 538 field and other information may be found, such as aspect ratio; where playable (e.g., NTSC, region 1); sound information (e.g., Dolby digital); if dual-layer; etc.

**546\_\_ Language Note**

Required (if other than English dialogue). Enter the language(s) of the dialogue, subtitles, and if closed captioned or audio-described.

**599\_\_ Data Entry**

Required. Enter the 2-letter abbreviation for your jurisdiction in capital letters, a forward slash, and your initials in lowercase letters.

**600/610/611/650/651\_0 Library of Congress Subjects**

Optional. Enter only valid Library of Congress subject headings in the established form found in authority records.

**655\_7 Genre Headings**

Optional. Add valid genre headings in the form found in the *Cataloging Input Standards Manual*. The 2<sup>nd</sup> indicator is 7, the term ends in a period followed by subfield 2 with the abbreviated thesaurus code. Some records contain older Library of Congress genre headings with a 2<sup>nd</sup> indicator of 0 and no subfield 2.

**700 1\_ Personal Names**

Optional. Enter the director(s), and main actor(s) in the form Lastname, Firstname. Enter each name in a separate field.

**710 2\_ Corporate Names**

Optional. Enter the main production or distribution company in direct order.

**740 02 Added Entry –Uncontrolled Analytical Title**

Optional. Enter alternate forms of titles in separate fields, usually titles of different volumes of a set (e.g., for names of movies).

**830 \_0 Series [or 800 1\_ for name/title established series]**

Required for full records. The established form of the series statement will be listed in subfield a; series captions and numbers will be listed in subfield v (according to established form/number pattern found in authority record) preceded by a semi-colon. A name/title series will usually be listed in an 800 field with a first indicator of 1 and the title listed in subfield t.

**908\_\_ Cat Note**

Required. To notify the Bib Unit that a DVD record needs to be fully cataloged, enter the 908 field:

*908\_\_ \$dMAT TYPE:v \$eCAT NOTE:p*

**VENDOR & Z39.50 RECORDS:**

Some libraries load vendor bibliographic records which may need to be edited and must have a 908 field added to be fully cataloged. If you can't find a matching bibliographic record in the local catalog, try a Z39.50 databases search; e.g., use the SkyRiver Z39.50 database. You must edit the matching Z39.50 record, removing 035 fields (ones without prefix), 099, local 5XX & 9XX, and any other unneeded fields from the record. The bibliographic record must have the correct fixed field coding and the 908 field added. See the Polaris DVD templates to verify what fields are needed and default information. RDA records must include the 040 |e rda subfield and the 336 content/337 media/338 carrier fields (which replace 245 |h GMD).