

## CATALOGING DVD VIDEORECORDINGS

### History of DVDs

DVDs were first developed in 1995 through a consortium of ten companies. These companies formed the DVD Consortium, which in 1997 became the DVD Forum.

- The mission of the forum is to promote worldwide acceptance of DVD products across the entertainment, consumer electronics, and IT industries.
- In early 2000 membership in the DVD Forum had grown to 230 companies.

DVD once stood for “Digital Video Disc” or “Digital Versatile Disc.” Now it is simply known as DVD.

The dates of the first availability (publication) of some of the major videorecording media are listed below. Dates earlier than these cannot be used as a date of publication for that videorecording medium. Earlier dates may represent such bibliographic events as release date in a different videorecording medium, etc.

Beta cassettes: 1975

Blu-ray disc: 2006

CAV (Constant Angular Velocity) standard play laser optical discs: 1978

CLV (Constant Linear Velocity) standard play laser optical discs: 1978

CED (Capacitance Electronic Disc) video discs: 1981

DVD-Video: 1996 (Japan); 1997 (USA)

Streaming video: 1999

U-matic/U-standard cassettes: 1971

VHS cassettes: 1976

### Cataloging DVDs (commercially available DVDs containing film material and television programs)

DVDs are covered by AACR Chapter 7 (Motion pictures and videorecordings)

#### Chief source of information (in order of preference)

- Item itself (title and credit screens)
- Container (and container label) if the container is an integral part of the piece (e.g. disc and disc label)

If the information is not available from the chief source, take it from the following sources (in this order of preference)

- Accompanying textual material (e.g. scripts, shot lists, publicity material)
- Container (if not an integral part of the piece - box or jewel-case like container)
- Other sources

If possible, it is best to view the DVD. If the title is not taken from the title screen, the source of title should be stated in a note. This is important for copy cataloging. The title on the disc label may be significantly different than the title on the title screen.

## Prescribed sources of information

Information taken from outside the prescribed sources of information must be enclosed in square brackets.

Title and statement of responsibility	Chief source of information
Edition	Chief source of information, accompanying material, container
Publication, distribution, etc.	Chief source of information, accompanying material, container
Physical description	Any source
Series	Chief source of information, accompanying material, container
Note	Any source
Standard number and terms of availability	Any source

## OCLC guidelines for differences that justify a new record

- B&W versus color
- Color vs. colorized
- Sound vs. silent
- Significantly different length (more than 10 minutes?) of the feature
- Different machine/videorecording format (DVD vs. laser disc)
- Changes in publication date
  - Later copyright dates that apply just to packaging can be ignored
- Dubbed vs. subtitles
- Different language versions
  - Applies to the soundtrack and captioning
- Differences in additional features (interviews with participants, alternate endings, outtakes, etc.)

## OCLC guidelines for differences that do not justify a new record

- Differences in dates that are merely packaging dates (not always easy to tell)
- Absence or presence of multiple publishers, distributors, etc. as long as one on the item matches one on the record
- Absence or presence of a publisher number or other standard number if that is the only difference

## Fixed field

Fixed fields as they appear in OCLC. The tags may be different in other systems.

**Type:** g (Use for all types of videorecordings, motion pictures, filmstrips, filmloops, slides and transparencies)

**Time – Running time** – Duration in minutes of feature presentation only – Do not include time of added features even if stated on item

9 minutes – 009

3 hours – 180

If length unknown use three hyphens (---)

Should agree with time in 300 \$a

**Tmat – Type of material**

v      videorecording

**Tech – Technique**

a      animation  
 c      animation and live action  
 l      live action  
 n      not applicable, not a motion picture or videorecording  
 u      unknown  
 z      others

May also record the technique in a note if appropriate.

**DtSt – Type of date/publication status****Dates – Date 1 and Date 2**

If the DVD contains the same material as the original motion picture from which it was copied and nothing was added or changed, DtSt should be coded as a “p” to indicate the content is identical to the original work, but the medium is different (from film to video). Date 1 will be the date of the DVD from the 360 \$a, and Date 2 will be the date of the original motion picture, given in a note.

If there is a change in content, then the item is to be treated as a new work and DtSt is coded “s.” Most DVDs fall in this category because they contain special features, additional language tracks, alternate endings, etc. Date 1 will be the date of the DVD and Date 2 will be blank. The date of the original feature should still be given in a note, but will not be coded in the Dates fixed field. If the only change is the addition of closed captions and/or theatrical trailers, code “p” may be used.

DtSt “r” is used only when something is reissued in the same medium with no change in content. This would not apply to a DVD made from a motion picture or television program.

**Variable fields****007 – Physical description fixed field (Videorecording)**

Typical 007 for a DVD

\$a    v      videorecording  
 \$b    d      videodisc  
 \$c            Obsolete. Do not use  
 \$d    b      black-and-white *or* c multicolored *or* m mixed  
 \$e    v      DVD *or* s for Blu ray discs  
 \$f    a      sound on medium  
 \$g    i      videodisc  
 \$h    z      other. Use for all videodiscs  
 \$i    m      monaural *or* q multichannel, surround, or quadraphonic *or* s stereophonic

See *MARC 21* or *OCLC bibliographic formats and standards* for guidance on coding for 007.

### **020 – International Standard Book number**

Provide if available. This is a searchable field, and can be very helpful in matching.

### **024 – Other Standard Identifier**

Provide if available. This is a searchable field and can be useful in matching. Not always reliable as a searching tool, because older records may contain only the digits directly under the barcode. OCLC has changed its input standards and current policy is to record all the digits.

1<sup>st</sup> indicator – 1 – UPC (12 digits)

1<sup>st</sup> indicator – 3 – EAN (13 digits)

### **028 – Publisher number**

Provide if available. This is a searchable field, and can be very helpful in matching.

1<sup>st</sup> indicator – 4 – Videorecording number

2<sup>nd</sup> indicator – 1 - Note is produced and an added entry is created

\$b is the source of the number (label name). The entry in 028 \$b should agree with the entry in the first 260 \$b.

### **033 – Date/time and place of an event**

Should be used in conjunction with 518 or another 5XX field.

033 has the information in coded form, the 518 has it in a note form.

### **041 – Language code**

This is very important for DVDs. Note the languages of the soundtrack(s) and the languages of subtitles. This field has the coded information and field 546 has the information in note form.

1<sup>st</sup> indicator – 0 – Item not a translation/does not include a translation

1 – Item is or includes a translation

\$a Language code of soundtrack

\$j Language code of subtitles or captions

DVD is in English and includes French and Spanish subtitles

041; 1 ;a eng \$j fre \$j spa

DVD is in English, Japanese and German and includes English, Japanese, German, and French subtitles

041; 1 ;a eng \$a ger \$a jpn \$j eng \$j fre \$j ger \$j jpn

### **1XX – Main entry**

Videorecordings are rarely entered under personal authors or corporate bodies.

Same rules for authorship apply to DVDs as to other formats. In most cases, numerous people or corporate bodies contribute to the intellectual and artistic content of a motion picture (mixed responsibility). Because of this most videorecordings are entered under title.

## 245 – Title statement

7.1B1. See 1.1B1. Transcribe the title proper exactly as to wording, order, and spelling, but not necessarily as to punctuation and capitalization. Give accentuation and other diacritical marks that are present in the chief source of information. Capitalize according to Appendix A.

LCRI 7.1B1. 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 language used integrates the credits with the title. (In the examples below, the italicized words are to be considered the title proper.)

Twentieth Century Fox presents *Star wars*  
Steve McQueen in *Bullitt*  
Ed Asner as *Lou Grant*  
Jerry Wald’s production of *The story on page one*  
*Ordinary people*, starring Mary Tyler Moore and Donald Sutherland  
*Thief*, with James Caan

This does not apply to the following cases:

The credit is part of the title, rather than preceding or following it:

CBS special report  
IBM-close up

The credit is a fanciful statement:

Little Roquefort in Good mousekeeping

The credit is represented by a possessive immediately preceding the remainder of the title:

Neil Simon’s seems like old times

245 \$h – General material designation (gmd)

The gmd follows \$a, \$n, and \$p, but precedes \$b

The gmd for all videorecordings, including DVDs, is [videorecording]

245; 00;a Mary Tyler Moore. \$p Chuckles bites the dust \$h [videorecording]

245; 04;a The march of time. \$n Vol. 14, no. 18, \$p Watchdogs of the mail \$h [videorecording]

245; 00;a Anne of Avonlea \$h [videorecording] : \$b the continuing story of Anne of Green Gables

245 \$c - Statement of responsibility:

Record names in the statement of responsibility area when the person or body has some degree of overall responsibility. Use the note area for others who are responsible for only one segment or one aspect of the work.

In general, overall responsibility goes in the 245 \$c and individual responsibility goes in the 508.

The Library of Congress considers producers, directors, and writers as having some degree of overall responsibility and gives them in the statement of responsibility area. Production companies should also be noted in the statement of responsibility.

If only the executive producer is present, give here, but if other producers are also provided, give the others and not the executive producer, unless the executive producer is a prominent person, and you want to include an added entry for the name.

Performers are never included in the 245 \$c, and are instead listed in the 511.

For musical performances on film or video where the participation of the persons, groups, etc., named in a statement found in the source of information, is confined to performance, execution, or interpretation (as is commonly the case with classical music, readings of literary works, etc.), give the composer/author first in the statement of responsibility, followed by the producer, director, etc.

245; 04;a The four seasons \$h [videorecording] / \$c music by Antonio Vivaldi ; produced by Henry Fueter ; directed by Niklaus Gessner.

For opera, theatre, ballet and dance performances on film or video, give in the statement of responsibility also the names of the designers and the choreographers.

245; 00;a Aida [videorecording] / \$c music Giuseppe Verdi ; original libretto Antonio Ghislanzoni ; produced by Staffan Rydén ; directed by CIAES Fellbom ; revised text and screenplay CIAES Fellbom ; costume designer Inger Pehrsson ; choreography Ann-Charlotte Lindström.

## **250 – Edition statement**

Include all statements that differentiate one manifestation from another as an edition statement. These statements should be treated as edition statements whether they carry the word “edition” or not.

Use whatever wording appears on the item.

Examples of edition statements:

- 250; ;a Special ed.
- 250; ;a Deluxe widescreen presentation.
- 250; ;a Standard version.
- 250; ;a Anamorphic widescreen.
- 250; ;a 20<sup>th</sup> anniversary.
- 250; ;a Collector’s ed.
- 250; ;a Collector’s ed., widescreen.
- 250; ;a Letterbox format.

When a disc carries both widescreen and standard versions, the information becomes a note rather than an edition statement. Don’t put both statements in the 250.

Don’t confuse edition statements with series statements. Check the authority file, and if something appears to be a series statement, but is not in the authority file, give as a quoted note.

490; 1 ;a Five star collection  
830; 0:a Five star collection.  
490; 1 ;a DVD collection  
830; 0:a DVD collection.  
500; ;a “James Bond collection”--Container.  
500; ;a “New line platinum series”--Container.

## **260 – Publication, Distribution, etc. (Imprint)**

7.4D1 – Give the name of the publisher, etc. and optionally the name of the distributor, releasing agent, etc. as instructed in 1.4D.

### Date of publication

You must be careful with dates for films. When viewing a DVD, the date on the screen will usually be the date of the original film, not the videorecording. Some DVDs have a copyright date on the printed disc surface that represents the date the DVD was published. This date should be recorded in field 260, as found, with the copyright symbol.

Publishers often redesign the packaging for a videorecording and include a new copyright date for the revised design. They sometimes identify it as a package and design date, and sometimes they don't. If there is another date that can be used, i.e. a publication date, or a true copyright date, the package and design date can be ignored. If the item lacks a publication date and a true copyright date, use the package and design date as an implied date of publication. Record this date in brackets, without the copyright symbol.

Dates for the original production as a motion picture, television program, etc. should be given in a history note.

Dat tp: p Dates: 2002, 1964

260; ;a New York : \$b Vestron Video, \$c c2002.

500; ;a Originally released as a motion picture in 1964.

DVD release of the motion picture, nothing extra added.

Dat tp: s Dates: 2001

260; ;a New York : \$b Turner Home Classics, \$c c2001.

500; ;a Originally produced as a motion picture in 1988.

DVD release of the motion picture with additional footage and subtitles.

Dat tp: s Dates 2002

260; ;a Beverly Hills, Calif. : \$b Twentieth Century Fox Home Entertainment, \$c [2002]

500; ;a Originally broadcast as a television program in 1988.

DVD release of a television program with additional material and subtitles. The only date on the item was: Package design c2002.

## **300 – Physical description**

The specific material designation used in the 300 \$a for DVDs is videodisc. Provide the duration of the feature presentation only in the 300 \$a. The time should agree with what is coded in the fixed field Run t. Times for supplementary material and/or special features may be given in the notes.

Always indicate sound, and black and white or color.

300; ;a1 videodisc (102 min.) : \$b sd., col. ; \$c 4 ¾ in.

300; ;a 2 videodiscs (89 min.) ; \$b sd., col. ; \$c 4 ¾ in + \$e 1 booklet ([8] p. : col. ill. ; 18 cm.)

## Notes

Notes are very important in DVD cataloging and contain useful descriptive information that does not fit in other areas of the description. When appropriate, combine two or more notes to make one note.

Give notes in the order listed in Chapter 7, but a particular note may be given first when it has been decided that note is of primary importance.

### 538 – System requirements

This is usually given as the first note.

538; ;a DVD.

The suggested order of the elements in the 538 field is as follows, separated by semicolon (;) space:

DVD

Color broadcast system (NTSC, PAL, SECAM, ATSC)

Region

Aspect ratio

Sound characteristics

538; ;a; DVD; NTSC; Region 1; widescreen version (16:9) dual layer; Dolby digital 5.1 surround sound.

Some containers indicate “Single layer” or “Dual layer.” Include this information only if it appears on the item. If the aspect ratio is present, it should be included.

If your item contains multiple discs in different formats (i.e. DVD & Blu ray) record information about each format in a separate 538.

If the item is an enhanced DVD the equipment needed for the computer portion of the enhanced DVD should be included in the 538.

538; ;a Enhanced DVD; for the 3 games a DVD-ROM drive with Windows 95 or higher is required. Will not work on a Mac or in a CD-ROM drive.

*Or*

538; ;a Enhanced DVD.

538; ;a System requirements for DVD-ROM features: Computer capable of playing DVD movies; Microsoft Windows 95 or higher. Will not work in a CD-ROM drive or in a Macintosh.

### 546 – Language

Some publishers use a generic chart on the back of the container for language, sound, and other information. The top row and the first column of the chart contain headers/labels for the rows and columns. Information is included in the chart if it applies to the piece in hand; otherwise, the cell will be blank.

Sound information appearing under the header for a language indicates that language is present on a soundtrack. Different kinds of sound may be used for different languages.

A third row of the chart indicates the presence of subtitles/captions under the appropriate language headers.

These charts need to be checked against the menu of the DVD to be absolutely sure what is present.

Subtitles contain only the dialog, or phrases summarizing the dialog.

Closed-captioning includes dialog as well as other description: musical note symbols, which person is talking, what is going on in the movie, etc. Some films may also include audio description for people with visual impairments.

Open captions vs. closed captions – If captions are always there and there is no way to turn them off, they are open captions. If you can turn them off they are closed captions. Some films may have both.

Language and captioning notes may be combined. The container or the menu may say Espanol or Francais, but record Spanish and French in the note.

If your item contains multiple discs in different formats (i.e. DVD & Blu ray) record language information for each format, if significantly different, in a separate 546.

546 and 041 should agree

041;1 ;a eng \$a fre \$j eng \$j fre \$j spa

546; ;a In English or French with optional subtitles in English, French, and Spanish.

041; 1 ;a eng \$j eng \$j spa

546; ;a In English with optional subtitles in English and Spanish. Closed-captioned. Optional description in English for the visually impaired.

### **500 – Source of title proper**

Make notes on the source of the title proper if it is not from the chief source of information.

500; ;a Title from container.

### **511 – Cast**

List featured players, performers, narrators, and/or presenters. First indicator “0” does not generate a display constant. First indicator “1” generates a display constant: Cast.

511;0 ;a Hosted by Alan Cummings.

511;1 ;a Amanda Root (Anne), Ciaran Hinds (Wentworth).

### **508 – Credits**

List persons (other than the cast) who have contributed to the artistic and/or technical production of the DVD and who are not named in the statement of responsibility. Do not include the name of assistants, associates, etc. or any other persons making only a minor contribution. Preface each name or group of names with a statement of function.

508; ;a Music, John Dankworth ; camera, Gerry Fisher.

### **500 – Edition and history**

Make this note for any title originally made as a film, or as a television program, or based on a book, etc,

500; ;a Originally produced as a motion picture in 1989.  
500; ;a Produced for television in 1969.

### **500 – Physical description**

Any notes that pertain to the physical description of the DVD that are not already recorded in a 538 or 546 note.

Some widescreen movies may also be reproduced using the pan-and-scan technique in which only parts of each frame of film are shown. This pan-and-scan technique should be mentioned in a note.

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

### **500 – Other information**

If there are phrases or words that appear on the title screens and/or container and seem to be important, but don't really fit anywhere else, transcribe them as found, in quotation marks.

500; ;a “THX digitally remastered.”

500; ;a “Lucasfilm system”—Container.

### **521 – Target audience note**

Audience information should be given only if found on the item. Use the appropriate 1<sup>st</sup> indicator to generate the desired print constant.

521; ;a For ages 7-12.

521;2 ;a 7 & up.

Rating information should be given when found on the item. Use 1<sup>st</sup> indicator 8 (no display constant generated)

521; 8 ;a MPAA rating: PG.

521; 8 ;a Not rated.

### **586 – Awards note**

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

586; ;a Academy Award winner for best picture in 1947

586; ;a Sundance Film Festival, 2007

### **520 – Content advice/Summary**

Content advice should be in a separate 520 from general summary material, and it should come before a general summary 520 note. Content advice notes will have a 1<sup>st</sup> indicator “4”. General summary 520 notes do not use indicators.

520; 4 ;a Strong violence/gore, language and sexuality.

520; ;a A group of dedicated CIA agents infiltrates a terrorist organization.

Summaries should be brief and without any judgmental terms. Do not repeat information given elsewhere in the record. Think about keyword searching when writing summary notes.

### **500 – Informal contents note**

Record information about special features and/or material in addition to the feature film or main item.

500; ;a Special features include outtake musical numbers, newsreel excerpts, theatrical trailers, and cast interviews.

500; ;a Includes original theatrical version, and special version with 28 minutes of additional footage.

### **Subject headings**

Add a 655 for all DVD records.

655; 0;a DVD-Video discs.

655; 0;a Blu-ray discs.

One of the following should be added to distinguish between fiction and nonfiction.

655; 0;a Fiction films.

655; 0;a Nonfiction films.

655; 0;a Fiction television programs.

655; 0;a Nonfiction television programs.

Also, assign one, as appropriate:

655; 0;a;Short films. (running time less than 40 min.)

655; 0;a;Feature films. (running time more than 40 min.)

Assign, when appropriate, form headings for closed-captions or descriptive video.

655; 0;a;Video recordings for the hearing impaired.

655; 0;a;Video recordings for people with visual disabilities.

Assign as many genre/form headings to both fiction and nonfiction works to bring out the important forms and genres to which the work belongs. Use *Guidelines on Subject Access to Individual Works of Fiction, Drama, etc. (gsafd)* to assign genre subject headings to films. LCSH should also be consulted for subject headings. Never add subdivisions such as Juvenile films to genre headings.

Add any topical subject headings that are appropriate.

For juvenile materials add the subdivision \$v Juvenile films.

For adult fiction films add the subdivision \$v Drama.

### **7XX -- Added entries**

Be liberal with added entries. Remember that all added entries must be justified in the body of the record.

Make added entries for all corporate bodies named in the publication, distribution area.

Make added entries for all featured players, performers, and narrators with the following exception:

If there are many players (actors, actresses, etc.), make added entries for those that are given prominence in the chief source of information (listed on the title screen).

If the DVD is based on a book, a 700 author/title entry should be made for the book.

700; 1 ;a Austen, Jane, \$d 1775-1817. \$t Persuasion.

This handout borrowed heavily from:

*Guide to Cataloging DVDs Using AACR2r Chapters 7 and 9* by Robert Freeborn and Nancy Olson.