

FAQ for Multi-Part DVD Packaging

Last Updated: April 12, 2023

Note: April 2023 updates are in red.

Q. What are potential problems for patrons?

A. *The following were submitted by libraries via a survey. The Multi-Part DVD Work Group will monitor issues that come up and work through them.*

Replacement costs will likely be higher as you're checking out the whole season.

Having to pay for the whole set if for some reason the whole set, or even just one disc, is lost.

There may be some confusion about sets where some seasons are packaged together and some seasons are separated into individual cases. This is a problem that will diminish.

If libraries are allowed to add newly acquired older sets as full sets while individual discs are already cataloged, there may be confusion with multiple records for the same item.

Patrons may not have the time to watch the entire multi-part DVD at once and may need to renew or be placed on hold. It may also be a problem if a patron is looking for one specific episode or season.

Hold/wait times may increase.

Q. How will patrons identify the Multi-Part DVDs that are packaged together?

A. In the catalog: Catalogers will add “[All discs]” to the Title field, and will add “[Full set]” in the first position of the Edition field for seasons & mini-series, regardless of number of discs. If there continues to be confusion, it may be possible to make additional modifications, for example to remove “Complete series” from the individual disc records. Tip: You can include “all discs” in title searches to find records for series packaged together. (Use quotes around all discs for best results.)

The following are suggestions from libraries for packaging and shelving:

- Larger cases on the shelf
- Add a sticker listing the number of discs included
- Sticker/colored dot

- On packaging, identify series and number of discs in series and mark each disc with series and disc number

Q. How should libraries handle searching and matching for fiction and non-fiction TV series and mini-series?

A. At its August 2 meeting, the Multi-part DVDs Packaging Workgroup decided on the following course of action for newly-purchased and gifted multi-part sets of fiction TV series starting September 1, 2022:

1. If your set is new to LINKcat, add a new record as BSE.
2. If your set has a match in LINKcat that is a split set, add a BSE for your new set and circulate it together.
3. If your set has two matches in LINKcat - one that is a split set and one that is a full set, then you should link to the full set and circulate your new set together.

This means that starting September 1, all new sets of fiction TV series and mini-series will be added on one bibliographic record and will be circulated together as a set. See the [Linking Manual](#) for information on creating BSEs.

April 2023 update: Non-fiction TV series, mini-series, and documentaries can now be circulated together as a set.

Q. How should libraries create BSEs for these sets?

There is no new template for this format, so the existing Videorecordings one should be used with minor changes, which are listed below.

Here is the list of fields that need to be paid attention to for multi-part DVD sets:

- 245 (title): put "Season # [All discs]" after the title
- 250 (edition): put "Full set" at the beginning of the edition field
- 300 (physical description/extent): put the number of discs

Complete documentation on how to create BSEs can be found in the [Linking Manual](#) or in the [Linking II webinar](#) for Videorecordings.

Q. Will libraries be required to repackage split sets?

A. No. Repackaging will be optional. For the existing records that are already split, we will be working out a process to track "full set" records for the same titles that are added on or after September 1. We haven't completely worked out this process yet, but the intent is to provide libraries with an opportunity to repackage their previously split materials so they can be circulated as a set on the new "full set" record, if they choose

to do so. Also, further discussion of retroactive cataloging will take place this fall - at this time we don't have a plan in place for more extensive retroactive cataloging / repackaging.

Q. Will the policy for non-fiction multi-part DVD sets be changed in the future?

A. At this time the policy change only applies to fiction TV series and mini-series. This is what was approved at the [May All Directors](#) meeting. Non-fiction TV series and mini-series will continue to be split if each part can stand alone (see the [Videorecordings Searching and Matching Policy](#)). We may revisit the issue of non-fiction DVDs in the future.

April 2023 update: The policy changes for non-fiction multi-part DVD sets was approved at the [April 5, 2023 ILS Committee meeting](#) and the [March 8, 2023 Collection Maintenance Subcommittee meeting](#).

Q. Will full set multi-part DVDs circulate for longer than 7 days?

A. Yes. A new item type, DVDSET14, is now available. This item type has a 14 day checkout ([see the updated list of item types](#)).