

## SECTION VIII – VIDEORECORDINGS

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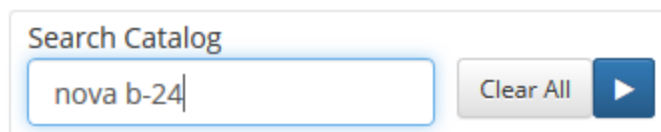
### Part 1 – General Matching Guidelines for Videorecordings (DVDs, Blu-rays)

#### A. Searching

1. Search for a record in Biblionation by using the search box on the main page of Biblionation, or the search box in the masthead (if the masthead with the search box is not appearing, click **Show Masthead** in the toolbar at the top of the screen).
2. First, search using **ISBN, UPC, or Video number**. Do not assume that there is no matching record if your ISBN or UPC search yields no results. You can enter the ISBN (no dashes), UPC, or Music number into the search box without any qualifiers. To execute the search, hit the **Enter** key or click the blue “play” button.

The image displays three identical search interface elements stacked vertically. Each element consists of a text input box with the placeholder 'Search Catalog' and a blue play button. The first input box contains the ISBN '9780767824934'. The second input box contains the UPC '841887039673'. The third input box contains the Video number 'NV61808'. To the right of each input box is a 'Clear All' button and a blue play button.

3. If there is no ISBN, UPC, or Video number on the item, or if your search yields no results, then search by **title**. Include **author** if available.
  - a. NOTE: Be sure to search all variations of a title found on the item.
  - b. By default, Biblionation will search for all terms entered into the search box. You can combine the author/title search without any operators such as AND.

A search interface with a light blue border. At the top, it says "Search Catalog". Below that is a search bar containing the text "nova b-24". To the right of the search bar is a button labeled "Clear All" and a blue play button icon.

## **B. Matching**

You may be able to determine a match from the Search Results screen. If not, click on the title to view the full bib record.

### **Author**

Must match author on label (if listed).

### **Title**

Must match the title on the label. If the title in the record does not match the title on your item, check your item for container titles, etc. to see if the record might be a match. The GMD should always match your item. For example, [videorecording] should be on all records for DVDs and Blu-rays.

### **Publisher and Publication Date**

Copyright date should be used only if publication date is not present. Ignore copyright renewal dates (e.g., "copyright renewed c1966, c1972").

### **Description**

For audiovisual materials, the number of items in the description must match approximately.

### **ISBN/UPC**

Match not required. The presence or absence of a matching ISBN or UPC does not – by itself – confirm or disallow a match.

### **Edition**

Must match.

### **Notes**

Notes are useful for matching audiovisual materials. See detailed guidelines in this section.

### **Series**

Match not required. May be useful for matching, if available.

### **Video #**

Video numbers are found in the 028 field of the bibliographic record. Video numbers may appear on the disc surface and/or container.

### **Missing Information**

If any information is missing from the record, you may assume that it matches your item if the rest of the information present matches.

### **C. Linking**

If the item-in-hand and the bibliographic record match, then link your copy to the bib record. See Part 5 below. For specific instructions regarding multi-part items, see Part 3 below.

### **D. Errors in the Bibliographic Short Entry Record**

If the record is a match, but the title or another field was entered incorrectly, you can make the correction if the bib record is a BSE record. See Section X: Editing, Duplicating, and Deleting Bibliographic Short Entry (BSE) Records for instructions on editing BSE records. If the record has been overlaid by the Madison Catalogers, please report the problem using the Report Problems with Bib Records form, which is available from the ILS Support Forms page at <https://www.scls.info/ils/forms>.

### **E. Multiple Matches (duplicate records)**

If two or more records are found, determine which record is the best match.

1. If one record is a full MARC record and the other a BSE, always link to the MARC record. *See number 3 below.*
2. If the duplicates are two BSE records or two full MARC records, then link to the record with the most copies.
3. If the item is a multi-part that circulates together and two matches are found (one with the full set on one bib record and one with individual disc bib records), then link to the record with the full set on one bib record with one item record.
4. Please report duplicate bib records so they can be reviewed and merged if necessary.
  - a. Use the Report Duplicate Bib Records form, available from the ILS Support Forms page at <https://www.scls.info/ils/forms>.
  - b. See Section XV for further guidelines regarding reporting duplicate records.
5. If you cannot determine which record is the correct match, fill out the Report Problems with Bib Records form (<https://www.scls.info/ils/forms>) to ask Madison TS staff for assistance.

### **F. Multi-part materials**

You will have to determine whether the item-in-hand should be linked on one bibliographic record or multiple bibliographic records (e.g. will it circulate together or separately). See Part 3 below.

### **G. No Match**

If no match is found, you will need to create a brief bibliographic record. See Part 5 below.

**Multi-part Items:** If you do not find a match for a set that needs to be circulated separately, you will fill out a pink "Multi-Part Items" form and send it to Madison Technical Services. They will then do the necessary "cloning" and let you know when you may link your item. See Part 4 below.

### **H. Missing Parts**

**Part missing, stand alone:** If a part is missing from a multi-part set and the remaining item can be used without the other part, follow the searching and matching procedures and look for another matching

record. For example, often the book issued with a book/DVD or Blu-ray kit is a standard book. If there is no match in the system, the library may enter a PERM record for the item. If a new record is entered, put a note such as the following in the **Notes** field: "Originally part of a book/DVD set. See Biblio # \_\_\_\_." The Biblio # entered should be that of the original book/DVD or Blu-ray kit.

**Part missing, not stand alone:** If a part is missing and the other part(s) is intended to circulate only with the missing piece (for example, a CD-ROM is clearly marked that it has accompanying material but the accompanying material is missing), the library should either withdraw the item or move it to a Generic (GEN) record.

### **I. Exceptions**

Fill out the Report Problems with Bib Records form (<https://www.scls.info/ils/forms>) if you have questions about exceptions to these guidelines.

### **J. Resolution of Conflicts**

If another library has linked a title differently than outlined in the guidelines above, notify Madison TS staff by filling out the Report Problems with Bib Records form (<https://www.scls.info/ils/forms>).

The ultimate decision for linking titles/items will rest with the cataloging agency. They will try to accommodate these guidelines as best as possible with the availability of cataloging records on OCLC. Libraries will agree to abide by the cataloging agency's decisions and move copies and/or repackage items as necessary.

### **K. Levels of Cataloging**

See the Levels of Cataloging Policy (<https://www.scls.info/ils/policies/cat/levelsofcataloging-policy.html>) for specific information regarding what types of items receive MARC cataloging and what types of items should have PERM or Generic records.

## Part 2 – Detailed Matching Guidelines for Videorecordings (DVDs, Blu-rays)

### A. Source for Matching

When matching a DVD or Blu-ray to a record in Bibliovation, use the label on the disc surface first. The container can be used for secondary information and/or in the absence of an item label.

### B. Matching

It is acceptable to link a DVD to a record for a DVD issued by a different distributor as long as the content is the same. *Do not link a DVD record to a VHS video record and vice versa. Do not link Blu-ray DVDs to records for “regular” DVDs. Do not link 3D Blu-ray DVDs to Blu-ray DVDs or “regular” DVDs and vice versa.*

### C. Content

To determine if the content is the same, check the following fields to see that they match:

#### **Title (and acceptable variations)**

Title should match exactly, including the GMD.

For DVDs the GMD should be preceded by (DVD) in the TITLE. Example: **Eragon (DVD) [videorecording]**

Blu-ray DVDs will have (Blu-ray) in the TITLE. Example: **I am legend (Blu-ray) [videorecording]**

3D Blu-ray DVDs will have (Blu-ray 3D) in the TITLE. Example: **I am legend (Blu-ray 3D) [videorecording]**

4K Blu-ray DVDs will have (4K UHD) in the TITLE. Example: **Everything everywhere all at once (4K UHD) [videorecording]**

DVD games should have “DVD game” in the title. Example: **High school musical [DVD game] (DVD) [videorecording]**. Note: a DVD game is not a video game.

#### **Title, acceptable variations**

If content on disc in-hand is an exact match to bibliographic record, the main title may be different. For example: a TV series title may be preceded by the collective title. Check other titles (246 fields, MARC view). Example of collective title listed first in title field.

TITLE	Thomas & friends (DVD) Tinsel on the tracks [videorecording]
PUBLISHER	Universal Pictures Home Entertainment, [2016]
EDITION	Widescreen ; closed-captioned.
DESCRIPTION	1 videodisc (58 min.) : sound, color ; 4 3/4 in.
OTHER TITLE	Thomas and friends (DVD) Tinsel on the tracks [videorecording]; Tinsel on the tracks (DVD) [videorecording].

#### **Edition**

The Edition field is used to identify physical features of videos and DVDs. Do not link a DVD to a record that has a characteristic that yours does not have. If there is no Edition field, you will need to look at

other fields, such as the Notes on the Descriptions tab, to see if there are other characteristics of the existing record which might be different than your DVD. Examples of edition statements include:

<b>Widescreen</b>	<b>Blu-ray DVD</b>
<b>Fullscreen</b>	<b>Blu-ray 3D DVD</b>
<b>Animated</b>	<b>4K Ultra HD</b>
<b>Silent</b>	<b>Director's cut</b>
<b>Closed-captioned</b>	<b>Criterion Collection</b>
<b>Colorized</b>	<b>Unrated</b>
<b>1990 version</b>	<b>Full set</b>
<b>Subtitled</b>	<b>Described ed.</b>

Closed-captioned (CC) and Subtitled for the deaf and hard of hearing (SDH) are interchangeable for matching purposes.

### **Publisher (and/or distributor)**

The distributor does not have to match as long as the content is the same. The production company, if available, should match. It may be listed in the title field or the publisher field. This is sometimes included with the publisher following a slash (/).

TITLE	Allegiant (DVD) [videorecording]
PUBLISHER	Lionsgate / Summit Entertainment, [2016]
EDITION	Widescreen ; closed-captioned ; described ed.
DESCRIPTION	1 videodisc (approximately 121 min.) : sound, color ; 4 3/4 in.

245 title field, subfield c Statement of responsibility (MARC view):

Summit Entertainment presents ; a Red Wagon Entertainment production ; a  
Mandeville Films production ; a Robert Schwentke ...

### **ISBN**

Match not required but may be useful if available. ISBN may appear on container.

### **UPC and VIDEO #**

Match not required but may be useful if available. Check 024 fields for UPC number. Check 028 for publisher/distributor video number. Numbers may appear on container or disc surface.

### **Description**

**NUMBER OF ITEMS:** The number of items for the primary material should match. An exception would be if either the item-in-hand has an extra disc or discs with “bonus materials” that do not match the record in BiblioVation OR the item-in-hand consists of just one disc, but the record in BiblioVation has additional disc(s) which include “bonus material” only. In either case, link to the existing record. Check the Descriptions tab or 500 field(s) in the MARC view for an existing note that may already address the bonus material disc(s).

Occasionally, a movie released on a double-sided disc will be re-released as a two-disc movie. Or a movie released on two discs may be re-released on a single one-sided disc. If all other content matches (title, format, languages, etc.), link the item to the existing record. Additionally, [report the difference in the number of discs to Madison TS](#) so notes can be added to the bibliographic record as appropriate, especially if the number of discs is different from the existing record.

Number of discs should closely match for sets that are circulated together, but they do not need to be an exact match as long as contents and other required matching information matches.

**Important:** The content of the primary items must match including:

- DVD vs. Blu-ray vs. Blu-ray 3D
- Closed captioning
- Widescreen vs. fullscreen
- Animated vs. live-action
- Languages/subtitles
- Director's cuts or extended versions

See Part E below, "When to Create a New Record" if in doubt as to whether your item matches. A Staff Note can be added to the item record indicating that the item includes a disc with bonus materials, or that the item is a double sided and one disc only.

**PLAYING TIME:** The playing time of the primary material must match, within several minutes. For example, do not link a DVD or Blu-ray that is 25 minutes to a record for a DVD or Blu-ray with a playing time of 60 minutes.

**COLOR:** The color of the film must match. Do not link a colorized version to a record for the black and white version.

### Notes (Descriptions tab)

The original release date, if it is on the Descriptions tab, must match (i.e. the version must be the same). Check for a note listing the performers; they are not always there, but are helpful for matching if they are.

TITLE	Sabrina (DVD) [videorecording]
PUBLISHER	Paramount, c2001.
EDITION	1995 film version ; widescreen ; closed-captioned.
DESCRIPTION	1 videodisc (127 min.) : sound, color ; 4 3/4 in.
Descriptions tab	<b>Videodisc release of the 1995 remake of the 1954 motion picture. Harrison Ford, Julia Ormond, Greg Kinnear. Closed-captioned. Soundtrack in English or French ; English subtitles available.</b>

Sometimes the publication or copyright date of when the DVD or Blu-ray was made does not match the primary material date but the content, edition and all the language values match exactly, it is acceptable

to link the DVD in hand to the record.

TITLE	His girl Friday (DVD) [videorecording]
PUBLISHER	Columbia Tri-Star Home Video, [2000].
EDITION	Fullscreen
DESCRIPTION	1 videodisc (91 min.) : black & white
Descriptions tab	<b>Originally issued as a motion picture in 1939.</b>

TITLE	His girl Friday (DVD) [videorecording]
PUBLISHER	Digiview Productions, c2004, 1939
EDITION	Fullscreen
DESCRIPTION	1 videodisc (92 min.) : black & white
Descriptions tab	<b>Originally released 1939.</b>

The only difference between these two DVDs is the distributor listed in the Publisher field. They are both releases of the 1939 motion picture (found on the Descriptions tab) and they are almost the same length, and are black and white. It would have been acceptable to link the Digiview DVD to the Columbia Tri-Star Home Video record.

#### **D. New Record Not Required**

New records should not be created if the only difference from the original version is additional material such as interviews, trailers, music videos, cartoons, “making of” features and/or short documentaries. Do not create separate records for anniversary editions, special editions or if the DVD or Blu-ray has been digitally re-mastered, unless the content is different from the original. Such information can be added to the Staff Note field on the item record.

Do not create a new record if the information listed above is included on a separate disc with your item and the record in Bibliovation is for the primary material only. If your item includes this type of bonus material on a separate disc, it can be added to the Staff Note field on the item record. You may also see a note in the Descriptions tab referencing the bonus disc(s): Some copies circulate with a bonus disc or Some copies circulate without a bonus disc.

#### **E. When to Create a New Record**

It is *always* necessary to create a new record for a DVD in the following cases:

##### **Different versions and remakes**

This is indicated in the Edition and/or the Descriptions tab. Also, look for different actors, director, etc. Do not rely on the publication date as an indication of a different version. In the example below, the Warner home video record is the 2016 made-for-TV version directed by Rick Famuyiwa. The Lionsgate record is a 2016 motion picture version produced by Saban Films.

TITLE	Confirmation (DVD) [videorecording] /
EDITION	Widescreen ; closed-captioned
PUBLISHER	Warner Home Video, [2016]
NOTES	<b>Originally broadcast as a made-for-TV movie in 2016.</b>



TITLE	The confirmation (DVD) [videorecording] /
EDITION	Widescreen ; closed-captioned
PUBLISHER	Lionsgate, [2016].
NOTES	<b>Originally released as a motion picture in 2016.</b>

#### Colorized vs. black and white

If a film was originally issued in black and white, but it has been colorized, each is linked to a separate record. In the example below, the Triton Multimedia edition is colorized. The Madacy Entertainment Group edition is in the original black and white. Colorized or black and white versions will be noted in the edition statement if both are available on separate records in LinkCat.

TITLE	The birth of a nation (DVD) [videorecording]
EDITION	1915 film version ; special ed.; silent ; color tinted.
PUBLISHER	Triton Multimedia, 2000, c1991.
DESCRIPTION	1 videodisc (200 min.) : sd., col. tint ; 4 3/4 in.

TITLE	The birth of a nation (DVD) [videorecording]
EDITION	1915 film version ; silent ; intertitled ; black & white.
PUBLISHER	Madacy Entertainment Group, c2001.
DESCRIPTION	1 videodisc (175 min.) : sd., b&w ; 4 3/4 in.

#### Languages

The dubbed languages and subtitled languages on the item must match. For DVDs the languages and subtitle choices are usually listed on the back of the case. Sometimes not all language choices are listed on the container, in which case you may see the following note (in the Descriptions tab): Some language choices not listed on container.

Note: DVDs or Blu-rays that are originally packaged with the main disc (DVD or Blu-ray) can be linked to an existing record if they contain all of the language choices listed in the bibliographic record. Additional languages on the accompanying disc are considered a “bonus” and do not disqualify a match.

#### Closed captioned (CC)/Subtitled for the deaf and hard of hearing (SDH)/Described audio (AD)

Check carefully for indications of closed captioning, subtitles for the deaf and hard of hearing and/or described video (narration describing what is happening on the screen) on the videorecording container and the record in the database.

Closed-captioned and/or described video/edition is entered in both the Edition and Descriptions tab. Some DVDs or Blu-rays have Subtitles for the Deaf and Hard of Hearing (SDH) instead of closed captioning. DVDs with SDH may be linked to records with CC and vice versa.

Create a new record if the item-in-hand is closed captioned and the Bibliovation record is not and vice versa. In the example below the first record is for the newer, closed captioned version of the videorecording. The second record is for the older, non-closed captioned version.

TITLE	Marvin's room (DVD) [videorecording]
EDITION	<b>Widescreen ; Closed captioned.</b>
PUBLISHER	Buena Vista Home Video, [1999].
Descriptions tab	<b>DVD, Dolby surround stereo, widescreen.</b> <b>Closed captioned.</b>

TITLE	Marvin's room (DVD) [videorecording]
EDITION	<b>Widescreen.</b>
PUBLISHER	Miramax : Echo Bridge Home Entertainment, c2011.
Descriptions tab	DVD; Dolby digital; widescreen.

#### Widescreen, also known as letterbox

Create a new record for the widescreen version if the existing record is only in the fullscreen format. Widescreen and/or fullscreen will be indicated in the EDITION field. If you do not see the terms full screen or widescreen, check for aspect ratio. Common aspect ratio for full screen: (1.33:1). Common aspect ratio for widescreen: (1.78:1) ; (2.40:1).

Widescreen DVDs or Blu-rays should always be purchased, unless a fullscreen DVD or Blu-ray is the only option available. If libraries wish to purchase a rated version of a movie and the rated version is only available in fullscreen, then fullscreen is OK. If both versions are available on the same disc, link to widescreen record.

TITLE	Spider-Man (DVD) [videorecording]
EDITION	DVD ; 2002 film version ; <b>widescreen</b> special ed. ; closed-captioned.
PUBLISHER	Columbia TriStar Home Entertainment, c2002.
DESCRIPTION	2 videodiscs (121 min.)

TITLE	Spider-Man (DVD) [videorecording]
EDITION	DVD ; 2002 film version ; <b>fullscreen</b> ; special ed. ; closed-captioned.
PUBLISHER	Columbia TriStar Home Entertainment, c2002.
DESCRIPTION	2 videodiscs (121 min.)

#### Rated and unrated versions

You should not link an unrated version to a record for the rated version and vice versa

TITLE	Knocked up (DVD) [videorecording]
EDITION	Widescreen ; closed-captioned.

TITLE	Knocked up (DVD) [videorecording]
EDITION	<b>Unrated</b> and unprotected ; widescreen ; closed-captioned.

#### Director's cuts, uncut versions and extended versions

Different versions of the same theatrical production should get new records. If a movie is re-issued as the director's cut, the uncut version, as an extended version, etc. a new record should be created.

TITLE	Lord of the rings. The fellowship of the ring (DVD) [videorecording]
EDITION	DVD ; 2001 film version ; <b>special extended ed.</b> ; widescreen ; closed captioned.
PUBLISHER	New Line Home Entertainment, c2002.
DESCRIPTION	4 videodiscs (208 min.)
TITLE	Lord of the rings. The fellowship of the ring (DVD) [videorecording]
EDITION	DVD ; 2001 film version ; widescreen ; closed-captioned.
PUBLISHER	New Line Home Entertainment, [2002]
DESCRIPTION	2 videodiscs (178 min.)

#### Blu-ray DVDs

Separate records should be created for Blu-ray DVDs, Blu-ray 3D DVDs, 4K Ultra HD Blu-ray DVDs, and "regular" DVDs. Note: some players will only play a specific type of disc. A Blu-ray DVD player is required to play Blu-ray DVDs. A specialized Blu-ray player is required for both 3D and 4K Ultra HD Blu-rays.

TITLE	Full metal jacket ( <b>DVD</b> ) [videorecording]
TITLE	Full metal jacket ( <b>Blu-ray</b> ) [videorecording]
EDITION	<b>[Blu-ray DVD]</b>
TITLE	Top gun ( <b>Blu-ray 3D</b> ) [videorecording]
EDITION	<b>[Blu-ray 3D DVD]</b>
TITLE	Everything everywhere all at once ( <b>4K UHD</b> ) [videorecording]
EDITION	<b>[4K Ultra HD]</b>

#### Criterion Collection

Separate records should be created for Criterion Collection videorecordings. These include extra bonus features and should not be on other versions of the films.

TITLE	Some like it hot (DVD) [videorecording]
EDITION	<b>Criterion Collection ; widescreen ; closed-captioned.</b>
TITLE	Some like it hot (DVD) [videorecording]
EDITION	<b>Special edition ; widescreen ; closed-captioned.</b>

### Part 3 – Guidelines for Multi-part DVDs and Blu-rays

Use the following guidelines to determine if a particular multi-part title should be “cloned.” If the word “together” appears following a situation the record should not be cloned and parts should be linked together using one barcode for all parts. If the word “separate” appears following a situation, the record should be cloned and the items should be linked separately to the appropriate “cloned” bibliographic records, using a separate barcode for each part. Once you have determined how the items should be linked, go on to Part 4 below.

#### 1. Feature films:

- a. Same title—Together
  - i. Gone with the wind is a film on multiple discs, so all discs would be linked and circulated together.
- b. Different titles or different productions—Separate
  - i. The dirty dozen and The dirty dozen, next mission was purchased as a two-disc set, but because each disc contains a different film, so the records are cloned and the discs circulate separately
  - ii. Cheaper by the dozen is a feature film that was released in a 1950 version and a 2003 version, which are two completely different productions, so each film would get its own record
- c. Different versions of same theatrical production—Separate
  - i. A multi-disc set of The last emperor was purchased that included both the theatrical and television versions of the film. Both versions are the same theatrical production (i.e, they have the same actors, director, etc.), but they have different content (one version is longer than the other). Therefore, these two discs circulate separately.
  - ii. Blade runner : the final cut has different content from the original theatrical version of the movie, but it is still the same production (with the same actors, director, etc.). Even though Blade runner : the final cut and the original theatrical version of Blade runner were purchased as a set, they circulate separately because they are different versions of the movie.
- d. Widescreen on one disc and fullscreen on another—Separate
  - i. Note: Libraries should always purchase widescreen DVDs unless fullscreen is the only available option.
- e. Criterion Collection – Together
  - i. Criterion Collection editions of movies should circulate together with all of their bonus materials.

2. **Television fiction and non-fiction mini-series, series, docudramas, dramas:** Together, unless it contains multiple seasons or is too large to be cataloged as a set/cannot fit through a bookdrop

- a. Portrait of a Marriage is a television mini-series, and its two discs are kept together and circulated together.
  - b. Television episodes (e.g., The Sopranos, I Love Lucy), cartoons (The complete Pluto) and motion picture serials--Together, even if purchased as a set.
  - c. Variety and sketch comedy shows (e.g., Rowan and Martin's Laugh-in) should be kept together as one item.
  - d. **Sets that contain multiple seasons or are too large to be cataloged as a set/cannot fit through a bookdrop:** send to Madison Technical Services with a pink "Multi-part Items" form to determine the best way to split.
    - i. The land before time, the complete TV series and Two guys, a girl and a pizza place, Seasons 1 & 2 are examples of items that should be sent to Madison Technical Services to determine the best way to split.
3. **Non-fiction instructional and travel:**
- a. If each part can be used independently of the other and there is a clear delineation of parts—Separate
    - i. Quilt restoration workshop : becoming a quilt restorer, (v. 1); Quilt restoration workshop : is restoration possible? (v. 2); Quilt restoration workshop : dating fabrics and dating quilts (v. 3); Quilt restoration workshop : creating and aging fabrics, cleaning, storing and displaying (v. 4) all are cloned and circulated separately, because the individual volumes are clearly delineated and can stand alone
  - b. If each part cannot be used separately and there is no clear delineation of parts—Together regardless of the number of discs
    - i. Both ends of the leash is one instructional workshop that is on 3 discs. There is no clear delineation between the discs, so they are linked and circulated together.
  - c. Teaching Company
    - i. New to BiblioVation: Circulate as packaged.
    - ii. Already in BiblioVation: Circulate as packaged. If there is an existing bibliographic record with all discs on one item record, link to that record with one item record. If there is only a set of records that are split up by disc, create a new BSE and create one item record. **Do not link to individual disc bibliographic records.**
4. **Bonus discs:** *Disregard discs with bonus materials when matching. If you are unsure, send material into Madison TS accompanied by the Multi-part Items form (pink) with a note stating: unsure if discs should circ together or separately.*
- a. If a set that will be split up contains more than 1 disc (excluding a bonus disc), circulate the bonus disc with the last disc in the set. If your item-in-hand has a bonus disc that is not mentioned in the Bib record (Bib will say + 1 bonus disc), then add a Staff Note to the item record.
  - b. Bonus discs that contain significant, stand-alone documentaries can be circulated separately. If you are unsure as to whether a documentary on a bonus disc is significant

enough to stand alone, check the Internet Movie Database, <http://www.imdb.com/>, to see if the documentary has its own entry and has been published as a stand-alone documentary. This can also include TV episodes.

- c. Criterion Collection bonus discs circulate together with the rest of the discs they are issued with regardless of the nature of the bonus materials.
5. **Combo packs:** (DVD + Blu-ray packaged together)—Separate.
6. **Accompanying booklets:** Do not create a separate record. Libraries may choose to package with the last significant disc or copy the entire booklet or relevant parts and package with each disc in the set. Appropriate notes should be added to the Staff Note field in the item record.
7. **Downloadable digital copies:** Additional digital copies of movies that are downloadable are considered bonus materials. Do not create a separate record because of a digital copy.
  - a. Digital copies that have expiration dates that can only be used for a limited time, or that require passwords should not be circulated.
  - b. Any discs or inserts that provide links to URLs and codes should be discarded, because patrons will not be able to use the digital copy after the expiration date or if they do not have the proper password.

## Part 4 – Multi-Part DVDs and Blu-rays: Finding a Match

Once you have determined if a multi-part item should be linked separately or together, use this section as a guideline to determine if a record(s) found in Bibliovation may be considered a match. For instructions on how to link items to bib records, see Section XII.

### **A. Multi-Part Items Circulated Together**

#### 1. Match found, one record

There will be one record in the database with an indication in the Description field that this is a multi-part item (e.g., 2 audio discs). Link your item to this record.

Examples of records for multi-part items circulated together are below:

TITLE	Lord of the rings. The fellowship of the ring (DVD) [videorecording]
DESCRIPTION	<b>2 videodiscs</b>

TITLE	Shoah (Blu-ray) (DVD) [videorecording]
DESCRIPTION	<b>3 videodiscs</b>

#### 2. Match found, multiple records

If this is a television series, television mini-series, or Criterion Collection edition, and there are two sets of records in LINKcat (one with all discs on one bib record and one with bib records for each disc), then link to the record with full set on one bib record and create one item record. **Do not link to individual disc bibliographic records.**

If this is a television series, television mini-series, or Criterion Collection edition, and there is only a set of records that are split up by disc, create a BSE and create one item record. **Do not link to individual disc bibliographic records.**

#### 3. No match found

Create a new Bibliographic Short Entry record following the proper guidelines for the format (see Part 5 below). Be sure to indicate in the Physical Description field the number of items in the multi-part set (e.g., 2 audio discs)

### **B. Multi-Part Items Circulated Separately**

#### 1. Match found for each part

A match is indicated by a volume or part number and part title in the Title field. Each record will indicate the total number of items in the Description field. The Notes in the Descriptions tab may have information about the other parts. Link each part to the corresponding bibliographic record.

Examples of records for multi-part items which are circulated separately are below:

TITLE	Rick Steves' Europe : the complete collection, 2000-2016 (DVD) <b>Disc 1, Italy's cities</b> [videorecording]
DESCRIPTION	<b>1 of 16 videodiscs</b>

TITLE Rick Steves' Europe : the complete collection, 2000-2016 (DVD) **Disc 2, Italy's countryside** [videorecording]

DESCRIPTION **1 of 16 videodiscs**

TITLE Ben-Hur (DVD) **Discs 1 & 2** [videorecording]

DESCRIPTION **2 of 4 videodiscs**

NOTES Disc 3: the 1925 feature-length silent version of 'Ben-Hur with a stereophonic orchestral score by composer Carl Davis.' Disc 4: 2005 documentary: 'Ben-Hur: The epic that changed cinema'

2. No match found

*Do not create a BSE record.* Fill out the "Multi-Part Items" form and send it to Madison. Send the entire item along with all original packaging to Madison Technical Services. Wait until notification from Madison before linking the items.

3. Sets that contain multiple complete seasons/are too large to be cataloged as a set

*Do not create a BSE record.* Fill out the "Multi-Part Items" form and send it to Madison. Send the entire item along with all original packaging to Madison Technical Services. Wait until notification from Madison before linking the items.

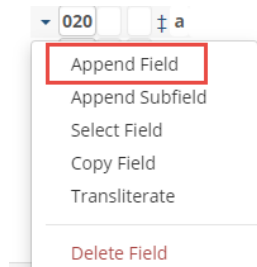


## Part 5 – Videorecordings Bibliographic Short Entry

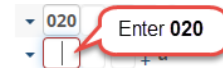
You will create Videorecording BSE records when linking DVD and Blu-ray videorecordings.

When entering a new videorecording BSE record, use the item label as the chief source of information. The container cover and spine can be used for secondary information and/or in the absence of an item label.

1. Go to **More>Cataloging Editor** or click the **Cataloging Editor** link from the Bibliovation home page.
2. Under **Create a new record** click **from template**.
3. The **Create a New Record** box will pop-up. **MARC Bibliographic** should be selected in the first box.
4. In the **From template** box, select **BSE Videorecording: DVD or Blu-ray** and click the **Create New** button.
5. A blank template will display.
6. Enter the information about the item into the BSE template. Detailed information about how to enter information is below.
7. For some fields, you can enter more than one field. **Instructions for adding additional fields are below in 7a**. The example shown is for the 020, which is the ISBN field, but the same instructions can be used for any field in the record:
  - a. **Click the arrow** next to the appropriate field (in this example, the 020 is used) and select **Append Field** from the drop-down menu.



- b. Another line will appear. Click in the empty box, and enter the appropriate field number into the box (in this example, the 020 is used).
  - c. Click in the “a” subfield and enter the information into the field.
  - d. Repeat step 7a-c to enter additional fields.
8. When finished, click the **Save** button on the upper right-hand side of the screen.



### **Leader/008 field button** (*do not change*)

Do not change any data in this field.

### **000 field** (*do not change*)

Do not change any data in this field.

### **006, 007, 008 fields** (*do not change if present*)

Do not change any data in these fields.

**010 LIBRARY OF CONGRESS CONTROL NUMBER (LCCN)** *(required if available)*

Click in the “a” subfield, and enter the number as it is on the item including the hyphen. Include all letters that accompany the LC card number, including all for digits for the year 2000.

**86-1234**  
**gb87-5678**  
**90-90/AC**  
**2000-17311**

**020 ISBN** *(required if available)*

Click in the “a” subfield, and enter the ISBN if available on the item. You may enter more than one ISBN (see instructions above). Do not include hyphens or spaces. The ISBN should always be entered with ten or 13 characters. If the last character is the letter x, enter it as an uppercase X. The ISBN may be taken from anywhere on the item.

O-8389-3211-8 enter as **0838932118**

VIDEORECORDING KITS: If a videorecording is part of a kit and if any or all pieces of a kit have an ISBN, enter the ISBNs and qualify them with the appropriate material type in parentheses. (E.g., “bk,” “video,” “cd”). If there is an ISBN for the set, enter it with the qualifier “set.”

The following are all ISBNs found in one videorecording kit:

0931829381 (**video**)  
0931818243 (**book**)

MULTI-PART VIDEORECORDING: If a videorecording includes more than one part and each has an ISBN, include all ISBNs followed by the volume or part number in parentheses.

0931819467 (**part 1**)  
0931817487 (**part 2**)

**024 UPC, ETC.**

If the only standard number that appears on your item is a UPC code, then click in the “a” subfield and enter the UPC code in this field. Enter the complete 12-digit code. (Example in bold below.)

Other standard number (UPC, etc.): **097360748444**

**028 MUSIC OR VIDEO NUMBER**

Click in the “a” subfield, and enter the music publisher number if available.

It is important to enter the video stock number for DVDs because the ISBN for a DVD and VHS are sometimes the same. Include all alphabetic prefixes in the video number.

**DIS #459**

## M201264

*If there is no music number, ISBN, or UPC number available, enter the following in the 500 NOTES field:  
No ID #s.*

### **245 TITLE** *(required)*

Use the title that appears on the item label. However, if the container has a collective title and the label does not, use the title from the container. Click in the “a” subfield, and use the title that appears on the title page. You should never enter a record with no title or if the title is unknown. Variant titles can be entered in the **246 field ADDITIONAL TITLE**.

CAPITALIZE only the first word of the title and any proper nouns. (Examples in **bold** below.)

The magnificent seven (DVD)  
The **Grand Canyon** (DVD)  
Cruise scenic **South America** (DVD)

INITIAL ARTICLES: Enter all initial articles, including foreign initial articles. (Example in **bold** below.)

**Les** misérables (DVD)

FORMAT: For DVDs, include **DVD** in parentheses after the title. For Blu-ray DVDs, include **Blu-ray**, **Blu-ray 3D**, or **4K UHD** in parentheses after the title. (Examples in **bold** below.)

The fifth element (**DVD**)  
The dark knight (**Blu-ray**)  
Inside out (**Blu-ray 3D**)  
Everything everywhere all at once (**4K UHD**)

GMD: The GMD [**videorecording**] will be entered into the “h” subfield of the 245. The GMD should always be in lowercase letters. (Examples in **bold** below.)

245a Robin Hood (DVD) 245h [**videorecording**]  
245a Total recall (Blu-ray) 245h [**videorecording**]

SUBTITLES: Include subtitles if available. To enter a sub-title, put a colon after the main title, and then enter the sub-title. (Examples in **bold** below.)

245a: Ever after (DVD) : **a Cinderella story** 245h [videorecording]

MOVIE SEQUELS and TV SERIES: Enter the enumeration in a movie sequel or TV series after the main title (Examples in **bold** below.)

245a The Godfather (DVD) **Part II** 245h [videorecording]  
245a Superman (DVD) **IV** 245h [videorecording]  
245a Finding Bigfoot (DVD) **Volume 2** 245h [videorecording]

PART NAMES: If a part has a separate title, enter that title after the main title. (Example in **bold** below.)

245a Wild Kratts (DVD) **Predator power** 245h [videorecording]

TV SERIES: Enter both season AND the phrase “[All discs]” after the main title. (Example in **bold** below.)

245a Killing Eve (DVD) **Season 3 [All discs]** 245h [videorecording]

**246 ADDITIONAL TITLE** (*optional*)

Click in the “a” subfield, and enter any variant titles which may be useful for identifying the bibliographic record. Include parallel titles (titles in more than one language), spelling variants, alternative titles, cover titles, and spine titles if patrons or staff are likely to use them as access points. Indicate the source of the variant title in the NOTES field. You may enter more than one additional title (see instructions above).

245 The 39 steps (DVD)  
246 **Thirty-nine steps (DVD)**

245 Dr. Dolittle (DVD)  
246 **Doctor Dolittle (DVD)**

PARALLEL TITLES: If a title is on the item label in more than one language enter the first title as it is on the item in the TITLE field. Enter the parallel title in the ADDITIONAL TITLE field. (Example in **bold** below.)

245 Das Boot ist voll (DVD)  
246 **The boat is full (DVD)**

PRESENTER IN TITLE: If the prominent title on the label includes a presenter or performer, record the title as it appears in the TITLE field but add a title in the ADDITIONAL TITLE field without the presenter. (Examples in **bold** below.)

245 Neil Simon’s California suite (DVD)  
246 **California suite (DVD)**

245 Walt Disney presents The sword in the stone (DVD)  
246 **The sword in the stone (DVD)**

TWO TITLES LISTED ON ONE DISC: If two or more titles appear on one disc label, record each additional title in a separate ADDITIONAL TITLE field. Note: multiple ADDITIONAL TITLE fields can be created by clicking on the + sign at the end of the field.

## 250 EDITION (*optional*)

Give edition statement only if it appears on the item. (Example in **bold** below.)

<b>Animated</b>	<b>Closed captioned</b>
<b>Colorized</b>	<b>Subtitled for the deaf and hard of hearing</b>
<b>Director's cut</b>	<b>Dubbed</b>
<b>Subtitled</b>	<b>Silent</b>
<b>Widescreen</b>	<b>Rated edition</b>
<b>Fullscreen</b>	<b>Unrated edition</b>
<b>Widescreen/Fullscreen</b>	<b>Blu-ray DVD</b>
<b>_____ version (e.g. 1990 version)</b>	<b>Blu-ray 3D DVD</b>
<b>Described edition</b>	<b>4K Ultra HD</b>
<b>Criterion Collection</b>	<b>Full set*</b>

If more than one of the above terms apply, include them separated by a space, semicolon and a space. (Example in **bold** below.)

Edition: **Widescreen ; closed captioned.**

\* If you are adding "Full set" as an edition for a multi-part set, put "Full set" before all other edition statements.

See also the NOTES field regarding entering more detailed information.

## 264 b PUBLISHER (*required*)

Click in the "b" subfield of the 264, and enter the publisher in the shortest form in which it can be understood and identified. Use the smallest recognizable subdivision available. Optionally include the distributor. If there is no publisher on the label, but there is one on the container, use the publisher from the container, but put it in brackets.

Often the label of a videorecording will appear to have more than one publisher or distributor. Some of the companies on an item may be the production company of the movie and/or the movie distributor; these do not go in the imprint field. The publisher or distributor of the video should be the most prominent company on the label by typography, size or location. The publisher or distributor of the video often has the words "home video" or "video" in it.

**Paramount Home Video,  
Playhouse Video,**

ON ORDER TITLES: If the item is on order and the publisher is unknown enter the following in the publisher field: **oo**

### **264 c PUBLICATION DATE** *(required)*

Click in the “c” subfield of the 264, and enter the publication date if available. In the case of multiple dates, choose the latest date found on the label. If there is no date on the label, but there is one on the container, use the container date, but put it in brackets. Be aware that sometimes the latest copyright date on the case is actually for the design of the case; ignore this date. If the date of release of the DVD is not on the item, make the best guess.

### **300 a COLLATION** *(required)*

Click in the “a” subfield, and enter the number of physical units followed by the playing time in parentheses.

Collation: **1 videodisc (121 minutes) OR 1 DVD (121 minutes)**

BONUS MATERIALS: If you receive a DVD that includes one or more discs of “bonus materials” do not include these in the Collation. Just enter the number of discs for the primary material. Include information on the “bonus disc(s)” in the NOTES field. Additional digital copies of movies that are downloadable are considered bonus materials. Also, digital copies that have expiration dates, can only be used one time, or that require passwords should not be circulated. Any discs or inserts that provide links to URLs and codes should be discarded, because patrons will not be able to use the digital copy after the expiration date or if they do not have the proper password.

DOUBLE-SIDED DVD: If the DVD is doublesided, enter **1 videodisc OR 1 DVD** in the Collation field as usual. Add a note in the NOTES field indicating that the DVD is double-sided. You can link a double-sided DVD to a record for a two-disc set, provided that all else matches. See Section III, Searching and Matching, for details.

ON ORDER TITLES: If the item is on order and the collation is unknown enter the following in the COLLATION field: **oo**

### **300 b Illustrations** *(required)*

Enter in the **Illustrations** subfield in the “b” subfield of the 300. If the videorecording is black and white indicate so here. If a black and white film is issued as a “colorized” videorecording, indicate so here. (Example in **bold** below.)

Illustrations: **black & white**

### **300 e ACCOMPANYING MATERIAL**

Click in the “e” subfield, and enter accompanying material following a + (plus) sign. For accompanying AV materials, be sure to differentiate between different types of media.

Accompanying material: **+ 1 workbook**

**336, 337, 338, 340 fields** *(do not change if present)*

Do not change any data in these fields.

**500 NOTES**

Click in the “a” subfield, and enter miscellaneous information pertaining to the bibliographic record here. (Do not enter information specific to the item here.) The following are examples of types of notes that may be entered here:

DATES: When the publication date of a motion picture on a DVD is significantly different from the original release date of the motion picture, this information should be entered in a note. See also EDITION field for version dates.

Publisher: Walt Disney Home Entertainment,  
Publication date: [2004]  
Notes: **Originally produced as a motion picture in 1942.**

LANGUAGES: Give the languages of film if other than English or if dubbed. For DVDs record all languages listed under Language in the box on the container. See also EDITION field.

Notes: **In French.**  
Notes: **French dialogue, English subtitles**  
Notes: **Dubbed into English**

PERFORMERS: Include actors and directors in the note field if they would be useful. This is especially helpful in distinguishing between different versions of the same movie title. (Examples in **bold** below.)

Title: Little shop of horrors (DVD)  
Publication date: [2000]  
Notes: **Originally produced as a motion picture in 1960.**  
Notes: **Cast: Jonathan Haze, Jackie Joseph, Mel Welles, Dick Miller, Jack Nicholson.**

Title: Little shop of horrors (DVD)  
Publication Date: [2000]  
Notes: **Originally released as motion picture in 1986.**  
Notes: **Cast: Rick Moranis, Ellen Greene.**

ANIMATION: Include specifics about the type of animation (e.g., cartoon, claymation, etc.). See also EDITION field.

BLU-RAY DVDS: Include a note that states: **Requires Blu-ray player.** If it is a 3D Blu-ray disc, include a note that states: **Requires Blu-Ray 3D player, 3D capable display.**

4K/UHD BLU-RAY DVDS: Include a note that states: **Requires 4K Ultra HD Blu-ray player.**

**BONUS MATERIALS:** Include a note that describes the bonus disc(s). For example: “Includes one extra disc with bonus materials.”

**DOUBLE-SIDED DISC:** Include a note that states: **DVD is double-sided**. Include further information as necessary. For example, “DVD is double-sided; one side includes bonus materials.”

**NO STANDARD #S:** If there are no standard numbers (ISBN, video number, UPC) on the item or the box, enter the following: **No ID #s**.

**LOCAL HISTORY MATERIALS:** If the item is a local history material and will receive the value **Local** in the TYPE field, it is optional to enter suggested subject headings in the NOTES field. You may choose headings from the list in Appendix D of this manual, or you may suggest your own headings.

**599 a FORMAT TYPE** *(required)*

In the “a” subfield, VIDEORECORDING will be selected as a Format Type. Do not change this except in the following circumstance:

**LOCAL:** This is a local material or government document.

**599 c LIBRARY** *(required)*

In the “c” subfield, labeled **branch**, click on the drop-down and choose your library from the list. You can also use the search box to search for your library

**599 d TARGET AUDIENCE** *(required for children’s materials only)*

Choose the correct option from the drop-down menu in the **Target audience** subfield. *See Appendix B for more instructions on coding of juvenile materials.*

**a: Preschool, 0-5 years:** This record is a **preschool** title. (0-5 years; Board books, picture books)

**b: Primary, 6-9 years:** This record is a **primary** title. (6-9 years; Readers, illustrated books, more advanced picture books, shorter chapter books)

**c: Pre-teen, 9-13 years:** This record is a **pre-adolescent** title. (9-13 years; Chapter books, advanced illustrated books)

**d: Teen, 14-17 years:** This record is an **adolescent/young adult** title. (14-17 years; Books geared for teens)

**j: General juvenile:** This record is a **general juvenile** title. (Use as a last resort)

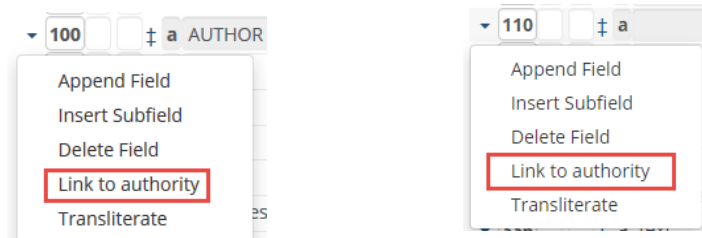
**700 field ADDITIONAL PERSONAL AUTHOR** *(required if applicable)*

**710 field ADDITIONAL CORPORATE AUTHOR** *(required if applicable)*

Use these fields if the item has an author(s).

Instructions for searching and entering authors is as follows:





1. Click on the arrow next to the 700 field (for an individual name) and choose **Link to authority**. For a group name, click on the arrow next to the 710 field and choose **Link to authority**. (Examples show 100 and 110 field but procedure is the same for both sets of fields.)
2. You will get an **Authority records Search for** pop-up box. Click in the **query terms box** and enter

Authority records

Search for

PERSO\_NAME main heading ▾ atwood, margaret| sorted A-Z ▾

[Search](#)

the author's name in the format of **lastname, firstname** for a personal name. If you are

Authority records

Search for

CORPO\_NAME main heading ▾ cure| sorted A-Z ▾

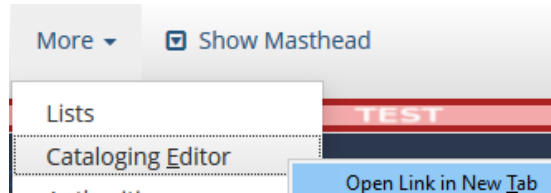
[Search](#)

searching for a corporate name, such as a musical group, enter the group name as is, (e.g. **rolling stones** or **they might be giants**). Note: If the musical group has “the” in the name, omit “the” from the search, e.g. search for **cure** rather than “the cure.” Click the **Search** button to run the search.

3. The results will appear at the bottom of the screen, in alphabetical order by last name. Scroll down to the name that matches your author and click **Link Authority**.

Cure (Musical group)	39 titles	<a href="#">Open in editor tab</a>	<a href="#">Link Authority</a>
See also:			
Smith, Robert,			
<a href="#">View/hide full record</a>			

4. The author's name will be automatically entered into the 700 or 710 field. *(Note: A code will appear in the subfield 0 box. Ignore this code – do not change it. Different names will have different types of codes – this is fine).* If there is no matching author, go to step 5. Otherwise, go to **800 PERSONAL NAME SERIES TITLE** and **830 SERIES TITLE** below.
5. Go to **More>Cataloging Editor>right-click** and select **Open link in new tab**.



6. Under **Create a new record** click **from template**.
7. The **Create a New Record** box will pop-up. Select **MARC Authority** in the first drop-down box.
8. In the second drop-down box, select **Personal Name for an individual author**, or **Corporate Name for an author group**, such a musical group or corporation.

### Create new record

MARC Authority

**From template:**

Corporate Name

Corporate Name

Personal Name

Series Title

Authorized Headings	Titles in catalog	Edit	Link
Atwood, Margaret, 1939- Linked from: Atwood, Margaret Eleanor, 1939- Étvud, Margaret, 1939- Atvuda, Mārgareta, 1939- Etvuda, Mārgareta, 1939- View/hide full record	131 titles	Open in editor tab	Link Authority

9. Click the **Create New** button.
10. A blank **Personal name** or **Corporate name** template will display.
  - a. For a **Personal name**, use the **700 field**. Click in the “a” subfield, and enter the author's name in the format **lastname, firstname, and middle name or initial**. See examples:
    - i. Carson, Rachel

- ii. Disney, Doris Miles
  - b. **For a Corporate name, use the 710 field.** Click in the “a” subfield, and enter the group author’s name in enter in direct order. See examples:
    - i. Oscar Mayer and Company
    - ii. University of Wisconsin—Madison
  - c. **For government agencies, use the 710 field.** Click in the “a” subfield and enter subordinately under the heading for the government. Do not abbreviate Department, Bureau, etc. See examples:
    - i. Madison (Wis.). Board of Education
    - ii. United States. Bureau of the Census
11. When finished, click the **Save** button on the right side of the screen.
12. Go back to your BSE record, and follow steps 1-4 to insert the author’s name into your BSE record.

## **800 PERSONAL NAME SERIES TITLE**

### **830 SERIES TITLE**

Use these fields if your item has a series.

Note: If you are adding a television series, you do not need to put the name of the television series here.

If the series is by a single author, then the 800 field will be used. If the series is by multiple authors or a corporate author, then the 830 field is used. For series titles, you can link to an existing record in the same way that you can link to existing author records. However, if you cannot find a matching series record, then enter your series title into the **500 NOTES** field. For instructions on searching and linking series title records, see below:

**For a series by one author**, click on the arrow by the 800, and select **Link to authority**. Then search both the author name and the series title. See example below:

Authority records

Search for

PERSO\_NAME main heading  sorted

A-Z

Previous 1 Next

Authorized Headings	Titles in catalog	Edit	Link
Hunter, Erin-Warriors Linked from: Warriors (HarperCollins (Firm)) View/hide full record	42 titles		<a href="#">Link Authority</a>
Hunter, Erin-Warriors (Graphic novel) View/hide full record	7 titles		<a href="#">Link Authority</a>

**For a series by more than one author**, or by a corporate author, click on the arrow by the 830, and select **Link to authority**. Then search the series title. See example below:

Authority records

Search for

UNIF\_TITLE main heading  sorted

A-Z

Authority Search Results

Page 1 of 11 results. [\[Hide xrefs\]](#)

Previous 1 Next

Authorized Headings	Title catalog	Edit	Link
Lego Star Wars (Dorling Kindersley, Inc.) View/hide full record	21 titles		<a href="#">Link Authority</a>
LEGO Star Wars (Scholastic Inc.) View/hide full record	15 titles		<a href="#">Link Authority</a>

**942 field** (do not change)

Do not change any data in the “x” subfield. This subfield tells the system that this bib is a BSE record.