

SECTION VIII – VIDEORECORDINGS

| | |
|--|----|
| Part 1 – General Matching Guidelines for Videorecordings (DVDs, Blu-rays, Video media players) | 2 |
| Part 2 – Detailed Matching Guidelines for Videorecordings (DVDs, Blu-rays, Video media players)..... | 5 |
| Part 3 – Guidelines for Multi-part DVDs, Blu-rays, and Video media players | 12 |
| Part 4 – Multi-Part DVDs, Blu-rays, and Video media players: Finding a Match | 15 |
| Part 5 – Videorecordings Bibliographic Short Entry | 17 |

Part 1 – General Matching Guidelines for Videorecordings (DVDs, Blu-rays, Video media players)

A. Searching

1. In the Koha Staff Client, go into the Cataloging module and enter your search term(s) in the Cataloging Search box. *You may search for records using the search boxes outside of Cataloging or the Advanced Search*; however, instructions in the Linking Manual will assume that you are searching from Cataloging.
2. First, search using **ISBN** or **UPC** if it is available. Do not assume that there is no matching record if your ISBN search yields no results.
 - a. Tip: UPC number is searchable (and scan-able) preceded by double quotation marks or either bracket symbol (“, [,]). Ex: **“024543275329** or **[024543275329** or **]024543275329**
3. If there is no ISBN/UPC, or if your ISBN/UPC search yields no results, then search by **title**. Include **author** if necessary.
 - a. **WARNING:** Titles have not always been entered consistently, especially for audiovisual materials. Be sure to search all variations of a title found on the item.
4. By default, Koha will search for all terms entered into the search box. In Cataloging, you can combine search terms using AND, OR and NOT. Use the following qualifiers if needed:
 - a. Title **ti:**
 - b. Author **au:**
 - c. ISBN **isbn:**
 - d. UPC **“full 12-digit UPC**
 - i. **Search UPC as phrase preceded by a double quotation marks or either bracket symbol. UPC number is also scan-able if preceded by a quote or either bracket symbol.**

B. Matching

You may be able to determine a match from the Search Results screen. If not, click on one of the titles to view a full bib record. *Note: You will be taken to the Normal view. To see the MARC display, click the **MARC** tab on the left side of the screen.* Verify that the record you have found matches the item-in-hand.

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, Blu-rays, and video media players.

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 (Descriptions tab)

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 # (*Note: these numbers do not display on the Normal tab. Click on MARC view, see 028 field*)

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, please [report the problem bib record](#).

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 record, always link to the full 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. Please [report duplicate bib records](#) so they can be reviewed and merged if necessary. See Section XV for further guidelines regarding reporting duplicate records.
4. If you cannot determine which record is the correct match, fill out the [Report problems with bib record](#) form.

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, in most cases 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 (e.g., the book or DVD or Blu-ray is clearly marked that it has accompanying material), the library should either withdraw the item or move it to a Generic (GEN) record.

I. Exceptions

Fill out the [Report problems with bib record form](#) 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 record form](#).

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](#) 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, Video media players)

A. Source for Matching

When matching a DVD, Blu-ray, or video media player item to a record in Koha, 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. Do not link video media players to records for DVDs or Blu-rays 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]**

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.

Video media players will have (video media player) in the TITLE. Example: **Outlander (video media player) [videorecording]**

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:

| | |
|-----------------------|-------------------------|
| Widescreen | Fullscreen |
| Animated | Closed captioned |
| Colorized | 1990 version |
| Subtitled | Blu-ray DVD |
| Silent | Blu-ray 3D DVD |
| Director's cut | GoChip Beam |
| Unrated | GoChip USB |
| Described ed. | |

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 # (Note: These fields do not display in the Normal view. Click on MARC view tab)

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 Koha OR the item-in-hand consists of just one disc, but the record in Koha 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.

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

- DVD vs. Blu-ray vs. Blu-ray 3D vs. video media player
- 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 Non-Public 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 | 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. |

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 | Originally issued as a motion picture in 1939. |

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

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 Non-Public 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 Koha 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 Non-Public 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 | Originally broadcast as a made-for-TV movie in 2016. |

| | |
|-----------|---|
| TITLE | The confirmation (DVD) [videorecording] / |
| EDITION | Widescreen ; closed-captioned |
| PUBLISHER | Lionsgate, [2016]. |

NOTES

Originally released as a motion picture in 2016.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 Koha 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 | Widescreen ; Closed captioned. |
| PUBLISHER | Buena Vista Home Video, [1999]. |
| Descriptions tab | DVD, Dolby surround stereo, widescreen. |

Closed captioned.

| | |
|------------------|--|
| TITLE | Marvin's room (DVD) [videorecording] |
| EDITION | Widescreen. |
| 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 ; widescreen 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 ; fullscreen ; 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 | Unrated 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 ; special extended ed. ; 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, 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 with 3D-capable display for viewing in 3D is required to play a Blu-ray 3D DVD disc.

| | |
|-------|---|
| TITLE | Full metal jacket (DVD) [videorecording] |
|-------|---|

| | |
|---------|---|
| TITLE | Full metal jacket (Blu-ray) [videorecording] |
| EDITION | [Blu-ray DVD] |

| | |
|---------|--|
| TITLE | Top gun (Blu-ray 3D) [videorecording] |
| EDITION | [Blu-ray 3D DVD] |

Video media players

Separate records should be created for video media player devices, such as GoChips.

| | |
|---------|---|
| TITLE | Justified (video media player) Season one [videorecording] |
| EDITION | [GoChip Beam] |

Part 3 – Guidelines for Multi-part DVDs, Blu-rays, and Video media players

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. **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 Non-Public 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.
 - i. Example of separated items:
Winx club. The secret of the lost kingdom movie [Disc 1] (DVD) [videorecording]
Winx club. The power of believix [Disc 2] (DVD) [videorecording]
One part contains the film, while the other part contains TV episodes.
The items circulate separately.
2. **Television fiction mini-series, docudramas, dramas**—Separate, regardless of the number of discs. For example, Portrait of a Marriage is a television fiction mini-series, and its two discs are separated and circulated separately
3. **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.
4. **Non-fiction instructional, mini-series and documentaries**
- 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
 - ii. Civil War combat : Hornet’s nest at Shiloh, Bloody lane at Antietam (v. 1) and Civil War combat : Wheatfield at Gettysburg, Tragedy at Cold Harbor (v. 2) is a 2 disc set of a television program. Because each disc contains separate programs, the records are cloned and the discs are circulated separately.
 - b. If each part cannot be used separately and there is no clear delineation of parts—Together regardless of the number of discs
 - i. Off to war : from rural Arkansas to Iraq is a 10-part documentary that is one continuous story. Its 4 discs are linked and circulated together.
 - ii. 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 Koha: Circulate as packaged.
 - ii. Already in Koha: Link to existing bib record(s), regardless of whether items circulate together or separately.
 1. NOTE: When a set is separated to match existing records, and the course booklet is in only one part (in print or PDF disc), course booklet content circulates with the first part.
5. **Television series** (e.g., Nova)—Separate
- a. Television episodes (e.g., The Sopranos, I Love Lucy), cartoons (The complete Pluto) and motion picture serials--Separate, even if purchased as a set.
6. **Combo packs** (DVD + Blu-ray packaged together)—Separate.
7. **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 Non-Public Note field in the item record.

8. **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, Blu-rays, and Video media players: 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 Koha 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 | 2 videodiscs |

| | |
|-------------|--|
| TITLE | Shoah (Blu-ray) (DVD) [videorecording] |
| DESCRIPTION | 3 videodiscs |

2. Match found, multiple records

If a bibliographic record is found for each part, but the items should be circulated together, fill out a pink “Multi-Part Items” form indicating that multiple records are in the database. Send the form to Madison Technical Services (MAD-TS). Wait for notification from Madison before linking your item.

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 | 500 nations. [Disc 1], Ancestors ; Mexico (DVD) [videorecording] |
| DESCRIPTION | 1 of 2 videodiscs |

| | |
|-------------|--|
| TITLE | 500 nations. [Disc 2], Clash of cultures ; Invasion of the coast (DVD) [videorecording] |
| DESCRIPTION | 1 of 2 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'

a. Television mini-series publication date pre-August 2015

If the publication date is earlier than August 2015, link each item to the one record with separate barcodes.

b. Television mini-series publication date August 2015 or later

If the publication date is August or later, fill out a pink "Multi-Part Items" form and send it to Madison Technical Services. Wait until notification from Madison before linking the items.

2. No match found

Do not create a BSE entry. 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, as well as video media players such as GoChips.

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 into Cataloging by clicking the **Cataloging** link on the home page.
2. Click the **New Record** button and select **BSE: Bibliographic Short Entry**.
3. Fill in the fields as follows:

LEADER

Click in this field. It will auto-populate with data necessary to index the record properly. Do not edit this information further or enter any other information.

LIBRARY OF CONGRESS CONTROL NUMBER (LCCN)

Always enter the LC card number if available. 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

ISBN

Always enter the ISBN if available on the item. 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 is an uppercase X. The ISBN may be taken from anywhere on the item.

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

Click the + symbol next to the ISBN field to add additional lines for multiple ISBNs.

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**)

ISSN

Do not fill in this field.

OTHER STANDARD NUMBER (UPC, ETC.)

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

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

MUSIC OR VIDEO NUMBER

Always enter the video stock number if available. *If there is no video number, ISBN, or UPC number available, enter the following in the NOTES field: No ID #s.*

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

AUTHOR

The author field for videorecordings is optional. Enter the author's name as it appears on the item label (see below for specific instructions based on type of author).

If there is more than one author enter the first author listed. Additional authors may be listed in the ADDED AUTHOR field or in the NOTES field.

Enter **AUTHOR** in one of the formats below:

PERSONAL AUTHORS: Enter last name, first name and middle name or initial.

Nicholson, Jack

CORPORATE NAMES: Generally, enter in direct order.

Walt Disney Productions

TITLE (required)

Use the title that appears on the item label. You should never enter a record with no title of if the titles is unknown. Variant titles can be entered in the 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)

Better call Saul (video media player)

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

Les miserables (DVD)

FORMAT: For DVDs, include **DVD** in parentheses after the title. For Blu-ray DVDs, include **Blu-ray** or **Blu-ray 3D** in parentheses after the title. For video media players, such as GoChips, include **video media player** in parentheses after the title. (Examples in **bold** below.)

The fifth element (**DVD**)

The dark knight (**Blu-ray**)

Inside out (**Blu-ray 3D**)

Breaking bad (**video media player**)

GMD: Enter the GMD [**videorecording**] in the **GMD** subfield under TITLE. The GMD should always be in lowercase letters. (Examples in **bold** below.)

Title: Robin Hood (DVD)

GMD: [**videorecording**]

Title: Total recall (Blu-ray)

GMD: [**videorecording**]

Title: House of cards (video media player)

GMD: [**videorecording**]

SUBTITLES: Include subtitles if available. Enter subtitles in the **Sub-title** subfield under TITLE. Subtitles should always be entered in lowercase letters. (Example in **bold** below.)

Title: Ever after (DVD)

Subtitle: **a Cinderella story**

GMD: [videorecording]

MOVIE SEQUELS and TV SEASONS: Enter the enumeration in a movie sequel or TV season in the **Volume number** subfield under TITLE. (Examples in **bold** below.)

Title: The Godfather (DVD)
Volume number: **Part II**
GMD: [videorecording]

Title: Superman (DVD)
Volume number: **IV**
GMD: [videorecording]

Title: The blacklist (video media player)
GMD: [videorecording]
Volume number: **season four**

PART NAMES: If a part has a separate title, enter that title in the **Name of part** subfield under TITLE. (Example in **bold** below.)

Title: Wild Kratts (DVD)
GMD: [videorecording]
Name of part: **Predator power**

ADDITIONAL TITLE

Enter any variant titles which may be useful for identifying the bibliographic record. Include spelling variants and alternative titles (including those found elsewhere on the item) if patrons or staff are likely to use them as access points. Indicate the source of the variant title in the NOTES field.

Title: The 39 steps (DVD)
Additional title: **Thirty-nine steps (DVD)**

Title: Dr. Dolittle (DVD)
Additional title: **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.)

Title: Das Boot ist voll (DVD)
Additional title: **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.)

Title: Neil Simon's California suite (DVD)
Additional title: **California suite (DVD)**

Title: Walt Disney presents The sword in the stone (DVD)
Additional title: **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.

EDITION

If there is an edition statement on the item, enter it as it appears on the item. The following terms should also be entered in the EDITION field if they apply:

| | |
|--|---|
| Animated | Closed captioned |
| Colorized | Subtitled for the deaf and hard of hearing |
| Director's cut | Dubbed |
| Subtitled | Silent |
| Widescreen | Rated edition |
| Fullscreen | Unrated edition |
| Widescreen/Fullscreen | Blu-ray DVD |
| _____ version (e.g. 1990 version) | Blu-ray 3D DVD |
| Described edition | GoChip Beam |
| | GoChip USB |

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.**

See also the NOTES field regarding entering more detailed information.

PUBLICATION: Publisher (required)

Enter in the **Name of Publisher** subfield under PUBLICATION. Give publisher or distributor in the shortest form in which it can be understood and identified. 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**

PUBLICATION: Publication date (required)

Enter in the **Date of Publication** subfield in the PUBLICATION field. Always give the date of publication or distribution if available. In the case of a motion picture or television series, choose the date the DVD was released, not the original release date of the motion picture or television series. Make a note for the date of original release of a motion picture if significantly different from the video release. (See NOTES field.)

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.

PHYSICAL DESCRIPTION: Collation (required)

Enter in the **Collation** subfield under PHYSICAL DESCRIPTION. Enter the number of physical units followed by the playing time in parentheses and a (space) colon. Enter the playing time as listed on the item.

Collation: **1 videodisc (121 minutes) OR 1 DVD (121 minutes) OR 1 video media player (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**

PHYSICAL DESCRIPTION: Illustrations

Enter in the **Illustrations** subfield under PHYSICAL DESCRIPTION. 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**

PHYSICAL DESCRIPTION: Accompanying material

Enter in the **Accompanying material** subfield under PHYSICAL DESCRIPTION. Enter accompanying material following a + (plus) sign. (Example in **bold** below.)

Accompanying material: + **1 workbook**

NOTES

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.**

VIDEO MEDIA PLAYERS: Include a note that states: **Requires GoChip Player app.**

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.

TYPE: Format type (required)

Choose the correct option from the drop-down menu in the **Format type** subfield under TYPE. See *Appendix G to see which types of materials receive full MARC cataloging*.

Videorecording: This is a new videorecording title in the database and it requires MARC cataloging.

Local: This is a local material or government document.

Perm: This record does not require MARC cataloging. See Appendix G and Section IV.

TYPE: Library

Select your library from the drop-down list in the **Library** subfield under TYPE.

ADDED AUTHOR

Enter any additional authors not entered in the AUTHOR field if they would be useful for identifying the work (i.e., performers.). Follow the guidelines for the AUTHOR field for entering added authors.

VIDEO MEDIA PLAYERS: Enter the brand name of the video media player. (Example in **bold** below.)

Added Author: **GoChip**

SERIES TITLE

Enter series titles as they are found on the item. (Example in **bold** below.)

Title: To the moon (DVD)

Series title: **Nova**

With videorecordings it is necessary to distinguish between an ongoing series, and a movie sequel. An ongoing series will continue on an indefinite basis. Create a record for each title in the series and add

the series title in the SERIES TITLE field. (See “Nova” example above for ongoing series.) A movie sequel is treated as an entity, not as part of a series. The enumeration is part of the title. (See *The Godfather, Part II* and *Superman IV* under “Movie Sequels” in TITLE above.)

If a series is numbered, enter the series number in the **Series Volume number** subfield under SERIES TITLE. (Example in **bold** below.)

Title: Sing along songs. Once upon a dream (DVD)

Series title: Disney princess

Series volume number: **v. 1**

Substitute Arabic numerals for Roman numerals. If the part designation is a # sign, use that on the record. Use the following standard abbreviations for part designations if you choose not to spell it out:

| <u>part designation</u> | <u>abbreviation</u> |
|-------------------------|---------------------|
| book | bk. |
| chapter | ch. |
| episode | ep. |
| number | no. |
| part | pt. |
| program | prog. |
| supplement | suppl. |
| volume | v. |

Saving your record

1. When finished, click the **Save** button.
2. Create a new item record and link your item (*see Section XII*).