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Adult CD Audiobooks

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CDAUDIO
XXX.XXXX
Last name
Year

Special exceptions for JCL CD Audiobooks

Left behind audio theater

When audio CDs are a recording of a radio program based on a book, class the CDs the same genre as the book..

Language CDs (8-2004)

All language materials will be cataloged according to their respective chapters in AACR2, 2002
revised ed.

Publisher's name or phrases should not be included as part of the title. Title is taken from the
CD, not the container. An added title entry with the publisher's name or phrases should go in the 246
field.

Examples: Barron's mastering Italian (Title on container)

                 245 00 Mastering Italian (Title from CD label)

Add a 246 for the title on the container.

Example: 246 3 Barron's mastering Italian

Language CDs only—no book

Language CDs will be title main entry, unless there is an author's name on the
CD label in which case the CD should be cuttered with this.

Language CDs with an accompanying book

If the language CD has an accompanying book, it will have a cutter according to the JCL guidelines for books. These CDs will be cuttered with the author of the book that is part of the set.

Language CDs without a book, but a corresponding book is alone in the JCL collection

In this case cutter the CD to match to book, so that they will sit together on the shelf.

Checking in SIRSI

Adds

Items may be added to an existing SIRSI record *even if they do not exactly match the existing record,* if one or more of the following criteria exist:

1.   The label is different, but the title, cast and running time match the existing record.

2.   There is a different ISBN or edition, but the narrator, running time and title are the same.

3.   The copyright date on the item in hand is different, but everything else is the same.

4.   You may add an item to a record if it matches the bib record, but the number of CDs differs from what is one the bib record. However, you must add a 500 note to the record stating that some copies may not contain the same number of CDs. Also make sure when you inventory a CD that you put the correct number of pieces for all items attached to the bib record.

New Record

Create a new record in SIRSI, when the title, cast and time are the same as an existing record, but one or more of the following criteria exists:

1.   Do not put abridged and unabridged items on the same record.

2.   The narrator is not identical

3.   Running time is off by more than a couple of minutes.

Checking in OCLC

When doing a title search in OCLC for an CD audiobook, enter /rec to limit the search.

Example: lio,ga,,/rec

Fixed Fields

Type: i

LTxt:

a   autobiography
b   biography
c   conference proceedings
d   drama
e   essays
f   fiction
g   reporting
h   history
i   instruction
j   language
k   comedy
l   lectures
m   memoirs
o   folktales
p   poetry
s   sounds
t   interviews
z   other types of literary text

Dat tp:

s   use if the material was recorded and released the same year (most frequently used)
p   use if the material was recorded one year and released in a different year

Date:

Use the date the recording was made.
Do not use the copyright date of the book.

Variable Fields

007   A/V coding information

Normal: s ‡b d ‡d l ‡e u ‡f n ‡g g ‡h n ‡i n ‡m e ‡n e

Possible changes to the 007 field:

‡e   s   use if the container indicates the discs are stereo.
        m   use if the container indicates the discs are mono.
‡n   d   use if the container says the discs were originally recorded digitally

010   Library of Congress Control Number

Do not add or delete.

020   International Standard Book Number/Price

Enter the 10-digit ISBN number in the subfield a.

Enter the price in the subfield c, when the price is known.   Use the price listed on the print off before discounts are taken.

024   Other Standard Identifier

12 number barcodes   indicators are 1 blank
13 number barcodes   indicators are 3 blank

028   Publisher numbers

Add all publisher numbers to a record. Numbers may be found on a label, a container or a container insert.

Each number should be entered in a separate 028 field in the subfield a, just as they appear on the label, container or container insert (e.g. same spacing and punctuation marks).

Subfield b in the 028 field contains the name of the publisher. This should match subfield b in the 260 field.

Indicators:

        One 028 field: 02
        Multiple 028 fields: 00

033   Date and place of an event

The field is used in conjunction with a 518 field. It is used for original records.

Indicators:
        First Indicator: 0   for a single date
                                1   for 2 or more dates
                                2   for a range of dates

        Second Indicator: blank   no information provided
                                0   for capture or recorded on date
                                1   for broadcast

Subfield a: Contains the formatted date yyyymmdd. If any information such as the month and day
                are unknown use hyphens. If the entire date is unknown, do not enter the subfield.

Subfields b and c are for the place, and are formatted from the G tables of LC classification.

Subfield b: Names the country, state or province.
                If only the county or state is known, use the number ending in 0.
                If a county or some other subdivision is known, and the city is not listed in the tables; use
                the number ending in 3.
                If the city is known and listed in the tables, use the number ending in 4.

Subfield c: If only the country or state is known, do not enter a subfield c.
                If only the county or some other subdivision is known and the city is not listed in the
                tables, add the subfield c for the county or other subdivision.
                If the city is known and listed in the tables, add the code for the city in subfield c.

041   Language code

Do not add or delete

092   Classification

All call numbers begin with **CDAUDIO**. The one exception is the *Spanish collection which begins with SPANISH CDAUDIO.*

If the CD audiobook is a recording of a book, then use the same classification as the book. This applies to both fiction and non-fiction. However, if the CD audiobook is a recording of a radio program (791.44) based on a book, class the discs as radio programs.

Exception to this is the Left behind audio theater by Tim F. LaHaye.   These radio dramatizations are excerpts from the books in the Left behind series, and are classified as CDAUDIO FICTION, rather than radio programs.

The first date in the fixed field and the date in the 260 field should both match.

Date on the spine label is the year the item was recorded. Add the date so that it will appear on the spine label for a performance copyrighted during the current year.

100   Author/Main entry

Add all authors' names in the same form (including indicators), as they appear in the authority record. Try to avoid having two different authors with the same form of a name.

First indicator: 1   name inverted.
                        0   name is **not** inverted (e.g. Little Richard)
Second indicator: blank

110   Corporate author/main entry

Add in the same form as the entry appears on the authority record (including indicators).

First indicator: 0   Inverted name
                        1   Jurisdiction name
                        2   Name in direct order
Second indicator: blank

130   Uniform title/main entry

Used almost exclusively for Bibles and other Holy books.

First indicator: 0
Second indicator: blank

Subfield a: name of the book
Subfield p: name of the part
Subfield s: contains the version
Subfield l: contains the language
Subfield f: contains the date

240   Uniform title

Do not use.
Change to a 246, indicators 3 blank.
Delete all generic uniform titles for audio books.

245   Title

Title is taken from the CD audio, not the container.

Indicators:
         First indicator: 1   if there is a 1xx field
                               0   if there is no 1xx field

         Second indicator: 0   titles without a beginning article
                               2   beginning article "A"
                               3   beginning article "An"
                               4   beginning article "The"

Subfield a: contains the title proper

Subfield b: contains the remainder of the title. Add subtitles from the CD labels. If the
               record has a subtitle that appears on the container, it should be enclosed in
          brackets ([…..]).

Subfield h: contains the general material designator (GMD) of [CD], and comes before the
               subfield b.If you can tell if the item is abridged or unabridged add the information
          to the subfield h [abridged book on CD] or [unabridged book on CD].

If the material is in Spanish use the GMD [Spanish CD].

Subfield c: contains the author and/or authors. No presenters should be included in the
               subfield c.

"n" subfield in the 245 field

The n subfield generally occurs in 245 fields when the a subfield of the 245 is not unique and the only difference is numbering which does not signify a part.

When an h subfield is necessary, it follows the n subfield, but precedes the b subfield. Since the numbering is in the n subfield, it is unnecessary to enter the numbering in the h subfield.

For searching and formatting for the hit list, the contents of the n subfield should be standardized for the titles within a run. The volume number in the subfield n is included in the call number in the 092 field and is formatted according to the instructions in the *Volume field guidelines*.

Example

245 10 **‡a** entity. **‡n** Vol. 1
245 10 **‡a**_entity. **‡n** Vol. 2
245 10 **‡a**_entity. **‡n** Vol. 3
245 10 **‡a**_entity. **‡n** Vol. 4

p subfield in the 245 field

The p subfield displays in iBistro, but not in Workflows.

One configuration is an a subfield with a non-unique title and a unique subtitle in a p subfield of the original OCLC record. Graphic novel series and television series are some of the materials that may have this configuration of title.

When an h subfield is necessary, it follows the p subfield, but precedes the "b" subfield. The general rule is to change the p subfield to a b subfield. Refer to the appropriate sections of the manual for the current configuration of titles with this subfield.

Language Tapes

All language CDs will be title main entry (8-2004). The publisher's name should not be included as part of the title. Title is taken from the cassette, and not the container.

Any 100 field should be changed to a 700 for language tapes only.

246   Additional Title

If the 245 field contains an "and" or "&" in the title, add a 246 field and substitute the "&" for "and" or visa versa.

Add foreign titles both with and without articles. If the foreign language translated title is exactly the same as the English language title, delete the field.

Do not include initial articles for titles in English.

No end punctuation.

Indicators:

First indicator: Note, controller/title added entry

0	Note, no title added entry
1	Note, title added entry
2	No note, no title added entry
3	No note, title added entry

Second indicator: Type of title

blank	No information provided
0	Portion of title
1	Parallel title
2	Distinctive title
3	Other titl
8	Spine title

Use indicators **3 blank,** when the 246 field is

Alternate forms of word(s) in the title
Foreign language translation of a title
Numerals spelled out
Combining two words into one
Separating one word into two

Use indicators **30**, when the 246 field is

Portion of the title
Anything in the subfield b

250   Edition statement

Rarely used.

If the record has "abridged" or "unabridged" in the 250 field, change, the 250 field to a 500 note.

260   Publication, Distribution, Etc.

Indicators are blank, blank.

This field contains the place of publication, place of distribution, publisher, distributor, date of publication, etc.

Subfield c: release date of the CD audio

300   Physical description

Subfield a: enter the number of sound discs and the time in parenthesis as it appears on the item.

Subfield b: contains digital. Add mono or stereo only if it is expressly stated on the label or on the container. Add Dolby processed if the word Dolby or the Dolby symbol appears on

either the label for the container. At the end of the subfield b, enter a plus sign (+) followed by the subfield e, if there are any accompanying books or booklets.

Subfield e: enumerate the number of additional items, and in parenthesis, add the physical description of the items (e.g. 1 booklet (28 p. ; 15 cm.).

Subfield c: 4 ¾ in.

306   Playing time

Do not add or delete on an OCLC record.

Indicators are blank.

First and second positions: number of hours
Third and fourth positions: number of minutes
Fifth and sixth positions: number of seconds
Enter one hour (exactly) as 60 minutes.
Enter one minute (exactly) as 60 seconds
Enter any duration more than an hour in terms of hours, minutes and seconds.
Enter any duration more than one minute, and less than one hour in minutes and seconds.

Examples:

Duration	Enter
1 hour	006000 or 010000
75 minutes	011500
1 hour, 45 minutes	014500
1 minute	000060
20 minutes, 16 seconds	002016

4XX/8XX Series

Verify if the series authority record for series title exists in the catalog. Add authorized form if available. Use 490 0 field for series statements that are not traced. For series with authority record , use 490 1 for series traced using a modified form of the series title in the 8XX field.

Volume Numbers – "v:" subfield

Add numbering of volume, if available in subfield "v" to 490 and 8XX fields, as available.

Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

Leave all series in a record.

If the authority record says "use as quoted note", change the 4XX/8XX fields to a single 500 note field.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator blank, subfield "a" SERIES to bibliographic record.

Example: 490 0   SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary and remove 490 0 SERIES.

 490 only

The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0 Californians ; ‡v bk. 4

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1 Star wars
                      830 0 Star wars (Bantam Books (Firm)

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1 The Californians ; ‡v bk. 4
                      800 1 Wick, Lori. ‡t Californians ; ‡v bk. 4.

5xx   Notes field

Make the first 500 note -- Compact discs.

Most other notes can be in any order.

When a 520 note or a 505 note appears on a record, it goes last.

500   Notes fields

Indicators are blank.

Enter a 500 note stating whether the CD audio is abridged or unabridged, if known.

In most cases it is not necessary to add, delete or edit any other 500 notes.

511   Participant or Performer Note

Indicators:

First indicator   0
Second indicator   blank
This is a required field, but may not be found on language CD's.

Always state the name of the narrator in the 511 field, even if the author narrates the book..

508   Creation/Production Credits Note

Do not add or delete.

518   Date/Time and Place of an Event Note

Don't add, edit or delete.

521:   Target Audience note.

Do not add, edit or delete.

520   Summary Note

Indicators are blank.

Never delete the field, and currently (10-2000) it is not necessary to add it to a record.

505   Contents Note

Necessary for non fiction sets were each CD or side has a different title or a collection of short stories and/or poems. Use subfield t for enhanced contents notes.

Indicators:
        First indicator:
                0   Contents
                1   Incomplete contents
                2   Partial contents
                8   No print constant provide
        Second indicator:
                1   Basic
                0   Enhanced

Subfield a: Formatted contents note (Non-repeatable)   Mandatory
Subfield g: Miscellaneous information (Repeatable)   Required/Optional
Subfield r: Statement of responsibility (Repeatable)   Required/Optional
Subfield t: Title (Repeatable)   Required/Optional

6xx   Subject Headings

Use the same subject headings as the bib record for the book. Use standard LCSH plus ‡v Fiction.

For all topical headings in works of fiction add "Fiction" in the subfield v. No subdivision is required for non-fiction sets.

Change all form/genre headings to 650's, and add the subdivision ‡v Audio adaptations.

Delete 650s that reads Audio books.

Delete ‡v Sound recording from record.
Delete ‡v Audio cassettes from record.
.
For non-fiction books on CD use Library of Congress Subject Headings without form sub-divisions.

For foreign language CDs, use only the following headings:

650 0 Name of language ‡v Self-instruction ‡x Audio-visual aids.
650 0 Name of language ‡v Conversation and phrase books ‡x English ‡x Audio-visual aids.

655

Add subdivision "Audio adaptations" in the subfield v to all LCSH form/genre headings for adult tapes and change them to 650s.

700   Added Entry Personal Name

Use for narrators and co-authors.

Add all authors' names in the same form (including indicators), as they appear in the authority record.

First indicator: 1   name inverted.
                          0   name is **not** inverted (e.g. Little Richard)

Second indicator: blank

710   Added entry Corporate Name

If not on the bib record, do not add.

Only one corporate entry needed. Keep the name of the major production company, and delete all others from the record.

Do not add, edit or delete, unless the corporate author is responsible for creating the content.

Add the entry in the same form as it appears on the authority record (including indicators).

First indicator: 0   Inverted name
                          1   Jurisdiction name
                          2   Name in direct order
Second indicator: blank

740   Individual titles within a piece

Used only when there are several short stories in one CD set.

Indicators are 0 blank.

Delete any beginning articles.

830   Series Added Entry-Uniform Title

Leave in.

If you have a 830 field, you must also have a 490 field on the record.

Indicators are blank, blank.

856   Electronic Location and Access

Do not add, edit or delete.

INVENTORY

CD Audio Non-fiction, Biography, Fiction, Mystery, Western, Science Fiction

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: CD
HOME LOCATION: ONSHELF
ITEM CAT 1:   CDSKADOTHR
ITEM CAT 2:   ADULT
NUMBER OF PIECES: 1

CIRC NOTE: If the item includes different media, list the different parts in the CIRC NOTE in
                     caps.

                     If a booklet has more than 10 pages it is counted as a piece.

                     Example: 9 CDs, 1 STUDY GUIDE

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Compact Discs

MINIMUM MARC FIELDS:

007	Description code
020	ISBN and Price
024	Other standard number
028	Publisher's number
092	Classification
100	Author
245	Title
260	Publication distribution
300	Physical description
4XX	Series (if applicable)
511	Performer note
505	Contents note
6XX	Subject headings

CD
CATEGORY
Main entry
Title

Fixed Fields

Type:
- j
- i (Comedy)

Ctry:
- Use the country code.
- The country should be listed in the 260 field.

Comp:
- Entry will vary.
- If there is more than one form of music, enter mu.
- Add the multiple codes to the 047 field.
- Codes are the same as those for a single form of music

If it is a single form of music, enter the appropriate code from the list below.

an   anthems, anthems, antiphons, and magnificats
bd   ballads
bt   ballets
bg   bluegrass
bl   blues
cn   canons and rounds. Canons, rounds, and other compositions employing strict imitation throughout
ct   cantatas
cz   canzonas. Instrumental music so designated.
cr   carols
ca   chaconnes
cs   chance compositions
cp   chansons, polyphonic
cc   chant, Christian

cb	chant, religions other than Christian
cl	chorale preludes
ch	chorales
cg	concerti grossi
co	concertos
cy	country music
df	dance forms -- music for individual dances, except muzurkas, minuets, pavane, polonaise, and waltzes.
dv	divertimentos, serenades, cassations, divertissements, and notturni
ft	fantasias. Also for fancies, fantasies, etc..
fm	folk music—includes folk songs
fg	fugues
gm	gospel music
hy	hymns
jz	jazz
md	madrigals
mr	marches
ms	masses
mz	mazurkas
mi	minuets
mo	motets
mp	moving picture music
mu	multiple forms
mc	musical reviews and comedies
nc	nocturnes
nn	not applicable. Not a musical sound recording.
op	operas or oratorios
ov	overtures
pt	part-songs
ps	passacaglias. All types of ostinato basses.
pm	passion music
pv	pavanne
po	polonaise
pp	popular music
pr	preludes
pg	program music. Do not use for symphonic poems.
rg	ragtime music
rq	requiems
rp	rhapsodies
ri	ricercars
rc	rock music
rd	Rondos. Rondos and instrumental rondeaux.
sn	Sonatas
sg	songs
sd	square dance music
st	studies and exercises, etudes. Items intended for teaching purposes, not for "concert etudes."
su	suites
sp	symphonic poems
sy	symphonies
tc	toccatas. Instrumental music so designated.

ts   trio-sonatas
uu   unknown   Items whose form and genre are unstated or unknown, or whose subject headings
             reflect only the medium of performance.
vr   variations
wz   waltzes
zz   Other forms not found on this list. Genres or forms specified on the item, but not on the
             preceding list.

Date tp:
s   use if there is only one date on the label and on the container insert
q   use if the date is not listed
p   use if the material was recorded previously

Dates:
Single Date: Use the date on the label and/or on the container insert

No Date: If no dates are listed, check http://www.allmusic.com for a possible date. If the work is
                                not listed there, make the best possible guess for a range of dates.

Recorded Previously: If any of the material was recorded previously (i.e. greatest hits), put the date of issue in
                                the first section of Dates and the earliest recording date in the second portion.

Do not edit any other subfields in the fixed field.

Variable Fields

007   A/V coding information

A standard 007 field is as follows: s ǂb d ǂd f ǂe u ǂf n ǂg g ǂh n ǂi n ǂm e ǂn d

You may have to edit the ǂe. Put an "s" in the subfield "e" if the CD and/or the container insert states that it is
stereo.

Put a "u" in the subfield "e" if the CD and/or the container insert states that it is monaural.

010   Library of Congress Control Number

Do not delete or add

020   International Standard Book Number/Price

Most CD's do have a ISBN number on the record. If the item does have an ISBN number, add to the record.

If the price is known, put the price in a subfield c.

024   Other Standard Identifier

12 number barcode: Indicators are 1 blank. Add all 12 numbers, including the numbers in small type at the
                                beginning and end
13   number barcode: Indicators are 3 blank.. Use all 13 numbers.

028   Publisher numbers (Music Number)

- If not on the record, please add (this is a good searchable number in OCLC and SIRSI).
- If there is only one 028 field, indicators are 02.
- If there are multiple 028 fields, indicators are 00.

Subfield a: contains the publisher's number. Add all publisher numbers using separate 028 fields. Publisher numbers should appear just as they do on the CD, container and/or the container insert. Do not alter spacing or punctuation marks.

Subfield b: contains the publisher. It should match the subfield b in the 260 field.

033   Date and place of an event

- Unless you are entering an original record, do not edit or delete this field.
- The field is used in conjunction with a 518 field.

Indicators:

    First indicator
    0   single date
    1   for 2 or more dates
    2   for a range of dates

    Second indicator
    Blank   no information provided
    0   for capture or recorded on date
    1   for broadcast
    2   for finding

Subfield a:

    Contains the formatted date—yyyymmdd
    If any information such as the month and day are unknown, use hyphens.
    If the entire date is unknown, don't enter anything in the subfield.

Subfields b and c:

    The "b" and "c" subfields are for the place, and formatted from the G tables of LC classification.

Subfield b:

    States the country, state, or province. If only the country or state is known, use the number ending in 0, and no not enter a "c" subfield. If a county or some other subdivision is known and the city is not listed in the tables, use the number ending in 3; and add the "c" subfield for the county or other subdivision. If the city is known and listed in the tables, add the number ending in 4; and the code for the city in subfield "c".

041   Language code

Do not add or delete.

045   Time Period of Content (NR)

Do not add or delete

048   Number of Musical Instruments or Voices Code (R)

Do not add or delete

047   Form of musical composition code

- Indicators are blank.
- Use this field when "mu" is in the Comp subfield of the fixed field.
- At least 2 "a" subfields are needed—one for each form of music.

Use the following codes:

bt	ballets
bg	bluegrass music
bl	blues
cn	Canons and rounds (compositions employing strict imitation throughout)
ct	cantatas
cz	canzonas (instrumental music so designated)
cr	carols
ca	chaconnes
cs	chance compositions
cp	chansons, polyphonic
cc	chant, Christian
cb	chant, religious other than Christian
cl	chorale préludes
ch	chorales
cg	concerti grossi
co	concertos
cy	country music
df	dance forms (includes music for individual dances except mazurkas, minuets Polonaises, and waltzes.
ft	fantasias (instrumental music so designated. Includes fancies, fantasies, etc.)
fm	folk music (including folk songs, ballads, etc.
fg	fugues
gm	gospel music
hy	hymns
jz	jazz
md	madrigals
mr	marches
ms	masses
mz	mazurkas
mi	minuets
mo	motets
mp	moving picture music
mc	musical revues and comedies
nc	nocturnes
op	operas
or	oratorios
ov	overtures
pt	part-songs
ps	passacaglias (includes all types of ostinato basses)
pm	passion music
pv	pavans
po	polonaises
pp	popular music
pr	preludes

pg	program music (excluding Symphonic poems)
rg	ragtime music
rq	requiems
ri	recercars
rc	rock music
rd	rondos (includes instrumental rondeaux)
sn	sonatas
sg	songs
st	studies and exercises (etudes and other works intended primarily for teaching purposes)
su	suites
sp	symphonic poems
sy	symphonies
tc	toccatas (instrumental music so designated)
ts	trio-sonatas
vr	variations
wz	waltzes

092   Classification

- Begin each call number with CD.
- Next comes the category (all capital letters).
- If in doubt about the category, ask the Audiovisual Librarian.

JCL music categories are as follows:

AM FOLK (American Folk and Ethnic)
BLUES
CHAMBER
CHORAL
COMEDY
CONCERTO
COUNTRY (Country and Western)
DANCE
GOSPEL
GUITAR
HOLIDAY
JAZZ
LATIN (Olathe)
LATIN POP (Spanish Language)*
MOVIE/TV
MUSICALS
NEW AGE
OPERAS
ORCHESTR
ORGAN
PATRIOT
PERCUSS (Percussion Instruments)
PIANO
POP INST (Popular Instrumental)
POP VOC
RAP
ROCK
SOUL
SOUNDS (sound Effects)

STRING (Stringed Instruments)
SYMPH (Symphonies)
VIOLIN
VOCAL
WIND (Wind Instruments)
WOR FOLK (World Folk and Ethnic).

* These are music CD's in the Spanish language. They have the same material code as every other CD.

First Cutter: First word of the main entry. .

Second Cutter: First word of the title. If it is a title main entry or the main entry and the title are identical, do
                   not add a second cutter.

Examples:

> Single Cutter: CD GOSPEL WoW
> Double Cutter: CD JAZZ Dave Great

Indicators are blank.

100   Author main entry

Indicators for performers are as follows:

0 blank   Use if there is only a forename
1 blank   Use if the name is in inverted order

Main entry:

- Single Artist: Only use the last name of the artist
- Multiple performers: There are two possibilities. If it is a title entry, use the first word of the title. If non-performer wrote all the music on the CD use this person's name as the main entry.
- If the CD label contains the name of a group that includes a person's name, do not put that person in the 100 field but rather in the 700 field.
- For classical music the first named composer is the main entry. Use a performer main entry, if one soloist plays the works of multiple composers. If the CD has one soloist and one composer, use the composer as the main entry.
- Check all names against authority records.

110   Corporate main entry

Indicators: 2 blank

Main entry:

- Use this when a group is the main performer on a CD.
- If there are multiple performers, there are two possibilities. If it is a title entry, use the first word of the title.
- If a non-performer writes all the music on the CD, use this person's name for the main entry.

- If the CD label contains the name of a group that includes a person's name, do not put that person in the 100 field, but rather in the 700 field.
- Check all names against authority records.

240   Uniform title

- Leave in, to not delete.
- Do not add, delete or modify, unless there is an obvious error.
- Delete all dates.
- Indicators: 10

For classical CD's there should be a 240, if there is a composer main entry. Possible subfields are as follows:

Subfield a:	Uniform title (NR)	Mandatory
Subfield g:	Miscellaneous information (NR)	Required if applicable
Subfield k:	Form subheading (R)	Required if applicable
Subfield l:	Language of a work (NR)	Required if applicable
Subfield m:	Medium of performance for music (R)	Required if applicable
Subfield n:	Number of part/section of a work (R)	Required if applicable
Subfield o:	Arranged statement for music (R)	Required if applicable
Subfield p:	Name of part/section of a work (R)	Required if applicable
Subfield r:	Key for music (NR)	Required if applicable
Subfield s:	Version (NR)	Required if applicable

Do not use subfields f and h as their use obliterates any chance of a match for an authority record.

245   Title Statement

Use the disc label as the primary source for the title.

‡h subfield	[CD music]
‡h subfield	[Spanish CD music] This is for CDs where the songs are sung in Spanish
	Category for JCL is LATIN POP
	Category for Olathe is LATIN—do not use for JCL.
‡c subfield	Contains the name of the artist or group.
	If the name of the performer or performing group is stated in the title, you do not need a subfield c

"n" subfield in the 245 field

The n subfield generally occurs in 245 fields when the a subfield of the 245 is not unique and the only difference is numbering which does not signify a part.

When an h subfield is necessary, it follows the n subfield, but precedes the b subfield. Since the numbering is in the n subfield, it is unnecessary to enter the numbering in the h subfield.

For searching and formatting for the hit list, the contents of the n subfield should be standardized for the titles within a run. The volume number in the subfield n is included in the call number in the 092 field and is formatted according to the instructions in the *Volume field guidelines*.

Example

245 10 **‡d** entity. **‡n** Vol. 1
245 10 **‡d**_entity. **‡n** Vol. 2

245 10 **Id**_entity. **‡n** Vol. 3
245 10 **Id**_entity. **‡n** Vol. 4

p subfield in the 245 field

The p subfield displays in iBistro, but not in Workflows.

One configuration is an a subfield with a non-unique title and a unique subtitle in a p subfield of the original OCLC record. Graphic novel series and television series are some of the materials that may have this configuration of title.

When an h subfield is necessary, it follows the p subfield, but precedes the "b" subfield. The general rule is to change the p subfield to a b subfield. Refer to the appropriate sections of the manual for the current configuration of titles with this subfield.

246   Additional Title

- If the 245 field contains an "&" in the title, add a 246 field substituting the "&" with the word "and".
- Delete any articles preceding the title.
- Add foreign titles both with and without articles.
- If the foreign language translated word is exactly the same as the English language word, delete this field.
- No end punctuation.

Indicators:
First indicator – Note controller/title added entry
0   Note, no title added entry
1   Note, title added entry
2   No note, no title added entry
3   No note, title added entry

Second indicator – Type of title
Blank   No information provided
0   Portion of title
1   Parallel title
2   Distinctive title
3   Other title
8   Spine title

Use indicators 3 blank in the 246 field when the field is
alternate forms of word(s) in the title
numerals spelled out
Combining two words into one
separating one word into two

Use indicators 30 in the 246 field when the field is

a **PORTION OF THE TITLE** or anything after the subfield "b"

Use indicators 31 in the 246 field when the field is

the foreign language title

Use indicator 1 blank when the field is
 an **ALTERNATIVE** or **ADDITIONAL** title is found on the container insert or spine.
Add a subfield i that says "Title from" and the source. In the subfield a, give the alternative title.

260   Publication, Distribution, Etc.

- Place of publication, place of distribution, publisher, distributor, date of publication, etc.
- Use CD release date in the "c" subfield.
- If there is no date on the item, check www.allmusic.com for the release date.

300   Physical description.

Subfield a   Number of sound discs followed by the total time in minutes and seconds. If the time is
                  not on the item, play the CD to find the time.

Subfield b   Always begin with digital. Add mono, or stereo, only if it is stated on the item.

Subfield c   Will always be 4 ¾ in.

Subfield e   Do not add or delete for written material, except for boxed sets when the written material will be
                  counted as a part.

306   Playing time

Do not add or delete.

4XX/8XX Series

Verify if the series authority record for series title exists in the catalog. Add authorized form if available.
Use 490 0 field for series statements that are not traced. For series with authority record, use 490 1 for
series traced using a modified form of the series title in the 8XX field.

Volume Numbers – "v:" subfield

Add numbering of volume, if available in subfield "v" to 490 and 8XX fields, as available.

Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

Leave all series in a record.

If the authority record says "use as quoted note", change the 4XX/8XX fields to a single 500 note field.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator
blank, subfield "a" SERIES to bibliographic record.

Example: 490 0 SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary
and remove 490 0 SERIES.

490 only

The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0 Californians ; ‡v bk. 4

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1   Star wars
                  830 0 Star wars (Bantam Books (Firm)

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1   The Californians ; ‡v bk. 4
                  800 1   Wick, Lori. ‡t Californians ; ‡v bk. 4.

5XX   Notes

- No particular order, except that 505 contents note is last.
- Do not add or delete notes that say compact disc.

511   Performing Note

- Required on all records
- Indicators are 0 blank.
- If there are no performers listed, put "No performers listed" in the 511 field.
- If the number of performers are too numerous to list, put "Various performers" in the 511 field.

508   Creation/Production Credits Note

Do not add or delete.
Indicators are blank.

518   Date/Time and Place of an Event Note

- Contains the date and place the music was recorded.
- Indicators are blank.
- This field must be present, if there is a 033 field. If there is no 033 field, you do not need a 518 field.

521   Target Audience note.

Do not add, edit or delete.

505   Contents Note

Include titles of songs on all records

Contents notes contain the titles of separate works or parts of an item. They may also include statements of responsibility associated with the works or parts. Volume numbers and other sequential designations are included in a contents note.

Formatted Contents Notes:

- Use formatted contents notes, when you do not have 700/710 fields.
- Do not add or delete composers for popular CDs.
- Add or retain performers, when the 511 field says "Various performers".

Example: ‡g [Green disc].‡t He reigns ‡r (Newsboys) ; ‡t Spoken for ‡r(Mercyme) ;‡t Simple things ‡r (Amy Grant) ;‡t All about love ‡r (Steven Curtis Chapman) ;
‡t   Great the world ‡r (Bebo Norman) ; ‡t Lord have mercy (live) ‡r (Michael W. Smith) ;‡t Day by day ‡r (Point of Grace) ; ‡t You found me ‡r (FFH) ;‡t Everything to me ‡r (Avalon) ; ‡t Legacy ‡r (Nichole Nordeman) ; ‡t You're my God ‡r (Jaci Velasquez) ; ‡t Sing alleluia‡r (Jennifer Knapp and Mac Powell, of
                        hope ‡r (Caedmon's Call) ; ‡t You are a child of mine ‡r (Mark Schultz)
; ‡t   Other side of the radio ‡r (Chris Rice) ; ‡g Bonus tracks. ‡t My
heart goes out ‡r   (Warrene ‡r (Across the Sky) -- ‡g [Gold disc]. ‡t Nothing
compares ‡r (Third   Day) ; ‡t You get me ‡r (Zoegirl) ; ‡t Getting into you
‡r (Relient K) ; ‡t Stuck   ‡r (Stacie Orrico) ;‡t Phenomenon ‡r
(Tobymac) ; ‡t Breathe your name ‡r   (Sixpence None the Richer) ; ‡t
Valley song (Sing of Your mercy) ‡r (Jars of   Clay) ; ‡t I thank you
‡r (Rebecca St. James) ; ‡t Love, peace & happiness ‡r   Way I feel ‡r
(12 Stones) ; ‡t I still believe ‡r (Jeremy (Out of Eden) ; ‡t W   Camp) ;
‡t Run ‡r (Kutless) ;‡t Why do I do ‡r (Jump5);‡t Pierced ‡r (Audio
      Adrenaline) ; ‡t By surprise ‡r (Joy Williams) ; Bonus track. ‡t All my people
      ‡r (Lil Irocc Williams).

- If composers or performers are listed, put a slash between the title and the composer/performer.
- Do not add or delete the time of each song. Time is entered in parenthesis with the number of minutes followed by a colon, followed by the number of seconds (4:17).
- Punctuation is the same as for the unformatted notes. All fields are repeatable.

Subfield t: Title
Subfield r: Composers/performs
Subfield g: Time and/or disc number

Indicators: First indicator: 0
                Second indicator: 0

Unformatted contents note

- Use when there will be 7XX fields with author/title headings.
- Always have titles
- Do not add or delete items.

Indicators: First indicator: 0
                      Second indicator: blank

All entries are separated by a space, two dashes and a space.

Example: No. 1 in F major, BWV 1046 (20:31) -- No. 2 in F major, BWV 1047 (11:32) -- No. 3 in G major, BWV 1048 (11:37) -- No. 4 in G major, BWV 1049 (15:10) -- No. 5 in D major, BWV 1050 (20:41) -- No. 6 in B flat major, BWV 1051 (16:12).

If a performer is the main entry and the composers differ begin with title followed by a space / space followed by the composer.

Example: ‡t O mio babbino caro / ‡r Puccini -- ‡t Let the bright seraphim / ‡r Handel -- ‡t Dormi Jesu (trad. Chilean) -- ‡t Canción de cuna (trad.) -- ‡t Movement IX (Mythodea) / ‡r Vangelis -- ‡t Laudate Dominum /‡r Mozart Handel -- ‡t Fix me Jesus (trad.) -- ‡t Pie Jesu / ‡r Fauré -- ‡t El noi de la mare (trad. Catalan) -- ‡t El desembre congelat (trad. Catalan) - -‡t Prelude to a kiss / ‡r Ellington ght divine / ‡r Handel -- ‡t Alleluja / ‡r Mozart - -‡t Angels watching over me (trad.) -- ‡t Sehr behaglich (from Symphony No. 4)   / ‡ rMahler -- ‡t Jauchzet Gott in allen landen / ‡r J.S. Bach -- ‡t Going home ("Largo" from 'New World ‡t Symphony') / ‡r Dvo*rák.

If the composer is main entry and there are different performers, add the performers in the 505 note, if it has not been stated in the 511 note.

Example: Searching for a heart / Don Henley -- Werewolves of London / Adam Sandler -- Reconsider me / Steve Earle and Reckless Kelly -- Poor poor pitiful me / Jackson Browne with Bonnie Raitt -- My ride's here / Bruce Springsteen -- Lawyers, guns and money / The Wallflowers -- Studebaker / Jordan Zevon -- The wind / Billy Bob Thornton -- Splendid isolation / Pete Yorn -- Mutineer / Bob onkey rinse / David Lindley and Ry Cooder -- Don't let us get sick / Jill Sobule -- Ain't that pretty at all / Pixies -- Keep me in your heart / Jorge Calderon and Jennifer Warnes.

650   Subject Headings

- Indicators are blank 0.
- Each record should have at least one subject heading that is more or less a genre heading. This heading should match the category and/or the Comp subfield in the fixed field.
- Multiple 650's should be entered for all records that have a 047 field.
- No subdivisions indicating the decade of the music should be added or retained. Delete all dates.

700 Added Author Headings

Indicators for performers are as follows:

0 blank   Use if there is only a forename
1 blank   Use if the name is in inverted order

For popular music use the performers listed in the 511 field and/or 505 notes field.

Do not enter a 700 field for the performer, if that person is already in the 100 field , or if the musical group is already listed in the 110 field. However, if the 110 field contains a musician's name, add a 700 field for that musician.

Example: 110 2   Dave Brubeck Quartet.
                  700 1   Brubeck, Dave.

For classical CDs, add 700 fields for all soloists, including vocalists, conductors and librettists.
Add the 700 fields for performers, etc., before those for composers.

Add 700 uniform titles for all pieces listed in either the 245 field or the 505 field. The second indicator for all 700 author/title is 2. The possible subfields are as follows:

Subfield a:	Personal name (NR)	Mandatory
Subfield b:	Numeration (NR)	Required if applicable
Subfield c:	Titles and other words associated with a name (R)	Required if applicable
Subfield d:	Dates associated with a name (NR)	Required if applicable
Subfield g:	Miscellaneous information (NR)	Required if applicable
Subfield k:	Form subheading (R)	Required if applicable
Subfield l:	Language of a work (NR)	Required if applicable
Subfield m:	Medium of performance of music (R)	Required if applicable
Subfield n:	Number of part/section of a work (R)	Required if applicable
Subfield o:	Arranged statement for music (NR)	Required if applicable and if authority matches
Subfield p:	Name of part/section of work (R)	Required if applicable
Subfield q:	Fuller form of name (NR)	Required if applicable
Subfield r:	Key for music (NR)	Required if applicable
Subfield s:	Version (VR)	Required if applicable
Subfield t:	Title of a work (NR)	Required if applicable

Do not use subfields f (date) and h (GMD) as their use obliterates any chance of a match for an authority record. If there is no authority for the "o" subfield, delete this field.

710   Corporate Author Added Entry

- Only one corporate entry needed.
- Keep the name of the major production company, and delete all others from the record. Indicators are 2 blank.
- Use for all performing groups listed in the 245 field and/or the 511 field that is not in the 110 field.

740   Additional Title

- Do not have any 740s of any additional cuts, for any non-classical music.
- Use for classical music.

830   Series added Entry-Uniform Title

- Leave in.
- You must have a 490 field, if you have an 830 field.

856   Electronic Location and Access.

Do not add, edit or delete.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: CD
HOME LOCATION: ONSHELF
ITEM CAT 1:   CDSKADOTHR
ITEM CAT 2:   ADULT
NUMBER OF PIECES: 1

CIRC NOTE: If the item includes different media, list the different parts in the CIRC NOTE in caps.
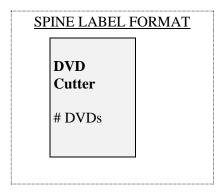
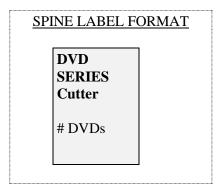   If a booklet has more than 10 pages it is counted as a part, **when it is part of a boxed set or opera/oratorios.**

                    Other booklets that are retained with a CD are not counted as parts.

                    Example: 9 CDS, 1 BOOKLET

Adult DVD 14-DAY

SPINE LABEL FORMAT

DVD
Cutter

DVDs

SPINE LABEL FORMAT

DVD
SERIES
Cutter

DVDs

Packaging

Adult DVD's that come as a set can be kept as a set, divided up into single cases or divided into sets decided upon by the AV selector. A season of a television program will be kept as a set. If the A/V selector foresees a problem when ordering, a note will be placed in the SIRSI order-line. When it is received in Technical Services the packaging can be reviewed.

Sets that have individual titles and their own artwork can be packaged separately as decided by the AV selector (5-2007).

Checking in SIRSI for ADDS

Items may be added to an existing SIRSI record even if they do not exactly match the existing record, if one or more of the following criteria exist:

1. **Number of discs differs**: If the additional discs contain only added material and the actual DVD is the same, add a 590 note that some copies may contain a different number of discs. When adding copies, be sure to indicate in a circ note that the number of discs for the copy in hand. Circ note should be all in CAPS.

2. The **distributor** is different, but the title and cast match the existing record.

3. There is a **different ISBN**, series, etc., but the title and cast are the same. Add all new ISBN's to the record.

4. The DVD is a **colorized version**, and the record is for a black and white copy.

5. The **copyright date** on the item in hand is different, but the title and cast are the same.

6. **Full screen verses widescreen**: Use the same record and note in the bibliographic record in the 590 field the different versions for each library.

   Example: 590   Johnson County Library's copies are full-screen.

7. **Regular edition verses special edition**: In this case, the special edition is usually the movie on one disc with additional features on the second disc. Use the same record and note in the bibliographic record "Olathe Public Library copies are special editions with 2 discs".

8. **Rated verses Unrated**. In some cases both the rated and the unrated copies of a popular DVD will be on the same record. If this is the case please add a 590 note to the bibliographical record.

Checking SIRSI for a NEW RECORD

Create a new record in SIRSI, if the title is the same and the cast is different.

MARC FIELDS

Fixed Fields

Tech
l   live action
a   animated
c   live action and animation combined
z   Claymation

Time

- The running time of the DVD is expressed in minutes and is rounded up to the next minute.
- If the time on the container and the label differ, use the time on the label for the official time.
- Add a 500 note to the bib record noting the time on the container.
- If there is a set of videos on one record, and the total running time is over 1,000 minutes, use 000.
- If the running time is unknown, no entry required.

Dat tp

s   use when the release date of the DVD is the same as the year as the motion picture
p   use when the DVD is released one or more years after the motion picture.

Use Internet Movie Database http://www.imdb.com if you want to check the release date for a motion picture.

Dates

Use the first 4 spaces for the date of the DVD distribution, and use the 4 spaces after the comma for the release date of the film or television program when applicable.

Variable Fields

007   A/V coding information.

Every record should contain this field.

- The standard 007: v ǂb d ǂd c ǂe v ǂf a ǂg i ǂh z ǂi u
- If the DVD is black and white, ǂd is b.
- If the DVD contains both color and black and white sequences ǂd is c
- If the DVD has surround sound use q in I or if there is more than one type of sound, use u.
- Delete ǂc if it is in the record.
- Leave ǂi if it is in the record.
- If the DVD has surround sound use q in I or if there is more than one type of sound, use k
- If this field is not on the OCLC record, it is not necessary to add it to the record.
- Do not edit the field, if the record validates in OCLC.

020   ISBN

- Include all possible ISBN's – 10 and 13 digit.
- Multiple DVD sets on one record -- enter the ISBN for the set (if known), and each individual DVD with the volume number after the ISBN in parenthesis.

024   Other Standard Identifier

- Add the Universal Product Code (UPC), if it is not on the record.
- Indicators are 1 blank.
- When adding the code to a record, use the 12 digit code.
- For a multiple DVD set enter the Universal Product Code for the set (if known), and for each individual DVD when possible.

028   Publishers Number.

- This field contains the catalog stock number.
- If there is only one number the indicators are 42.
- For multiple stock numbers the indicators are 40.

Searchable on OCLC as mn colon followed by the letters and/or numbers on the spine of the DVD.

    Example: mn: 10734

033   Date/Time and Place of an Event

Do not delete, add or edit.

037   Source of Acquisition

Change the field to 028.

041   Language Code.

- Required when there are multiple languages on a video.
- Most all of the foreign language videos are subtitled.
- Indicators are 1 blank.

- The "a" subfield contains the code(s) of the spoken text.
- The "b" subfield contains the code for the text of the summary or abstract.
- The "g" subfield notes the language code of accompanying material other than librettos.
- The "h" subfield notes the language code of original and/or intermediate translations of text.
- The "j" subfield notes the language code of subtitles or captions.
- Make each language a separate subfield. For example if the 546 says the following: Closed-captioned; dialogue in English (Dolby Surround 5.1), French (Dolby Surround 5.1) or Spanish (Dolby Surround 5.1) with optional subtitles in English, French or Spanish then the 041 will say this:

      041 1 eng ǂa fre ǂa spa ǂb eng ǂb fre ǂb spa ǂh eng ǂj eng ǂj fre

043   Geographic Area Code.

Edit if incorrect

Add if there are geographic subdivisions in the subject headings.
Example: n-us-mo ǂa n-us-ks

050   LC Call Number

Do not delete add or edit.

082   Dewey Call Number (LC).

Do not delete, add or edit.

092   Dewey Number (Local)

This field is for the DVD call number.

Order of the call number for a single DVD.

PREFIX :   DVD in capital letters.

CUTTER: First significant word of the title up to 8   characters

Example:

        DVD
        Cutter

Order of the call number for DVDs that are part of a series.

PREFIX: DVD in capital letters

SERIES: Series name in capital letters up to 8 characters.

CUTTER: First significant word of the title up to 8 characters or the volume number. Use
               the series title and the volume number, if the DVDs in the series are intended to

 the series title and the first significant word of the title is they are not intended to be seen in order. The A/V selector determines what DVDs are to be cuttered as a series.

Example:

>   DVD
>   SERIES
>   Cutter

Order of the call number for DVDs that are a season of a television program.

PREFIX: DVD in capital letters

CUTTER: First significant word of the title up to 8 characters

SEASON#:   The word Season is followed by the number of the season without a space

PART   Pt. and number for seasons divided into more than one set

Example:

>   DVD   DVD
>   Cutter   Cutter
>   Season#   Season#
>   Pt.

For DVDs with multiple DVDs in a case, add the number of DVDs after the last line of the call number, usually with at least one space between the lines:

Example:

>   DVD
>   SERIES
>   Cutter
>   Season#
>   Pt.
>
>   2 DVDs

1xx   Name

There should not be any 1xx fields, as all DVDs will be entered as title main entry.

100   Change the tag to 700   with indicators of 1 or 0 blank for Personal name.
110   Change the tag to 710 with indicators of   1 or 2 blank for Corporate Name.
111   Change the tag to 711 with indicators of 1 or 2 blank for Meeting Name.

For personal names that are not in inverted order (e.g. Cher, Madonna) the indicators are 0 blank for the above listed fields.

<u>**130**</u>   <u>**Main Entry—Uniform title**</u>

- Delete if in English.
- Change to a 246, if it is in a foreign language.

<u>**240**</u>   <u>**Uniform Title**</u>

This field should not be on the record.

<u>**245**</u>   <u>**Title**</u>

Subfield "a" should match the title on the container. Exception—we do not use the possessive. For example, William Shakespeare's Romeo and Juliet would simply be Romeo and Juliet. Titles with possessives will be listed as a 246 Additional title field.

If the title on the container is in English and the title in the 245 subfield "a" is in a foreign language, change the subfield "a" to the English language title. Put the foreign language title in the subfield "b" and in a 246 Additional title field with indicators 31.

There will be no subfields "n" or "p" used in the 245 field. Also edit the occasional subfield "b" with season or numbering information.

Example: (OCLC) McLeod's daughters. ǂn The complete first season ǂh [videorecording]
                     (Sirsi)   McLeod's daughters, the complete first season

Subfield "c" should contain the name of the production company, if known. The producer, director, and writer should also be listed in the 245 field.   The producer, director and writer can also be noted in the 508 field. This information <u>must be in the record in either the 245 or the 508 field.</u>

Subfield h (GMD):   Use ǂh [DVD].
                                    If the material is in Spanish use the GMD ǂh [Spanish DVD].

<u>TV Series/Complete Seasons</u>

Add the season number after the series title in subfield "a" followed by the ǂh [DVD]

Examples: 245 00 CSI Miami, the seventh season ǂh [DVD] / Jerry Bruckheimer Television; CBS
                        Productions.

                        245 00 Dexter, the fourth season ǂh [DVD] / ǂc Showtime Networks.

<u>**246**</u>   <u>**Additional Title**</u>

- If the 245 field contains an "&" in the title, substitute the "and" for "&".

- If the 245 field contains a hyphen in the title, add a 246 field without the hyphen.
- Additional title. Only add foreign titles both with and without articles to make them easy for patrons to find titles.
- Do not include initial articles for titles in English.

Indicators:

First indicator – Note controller/title added entry

0	Note, no title added entry
1	Note, title added entry
2	No note, no title added entry
3	No note, title added entry

Second indicator -- Type of title

Blank	No information provided
0	Portion of title
1	Parallel title
2	Distinctive title
3	Other title
8	Spine title

Use indicators **3 blank** in the 246 field when the field is

- Alternate forms of word(s) in the title
- Numerals spelled out
- Combining two words into one
- Separating one word into two.
- Delete any articles preceding the title.
- If the 246 is a PORTION OF THE TITLE or anything after the subfield "b", the indicators are 30 for the 246 field.
- Add possessive title as a 246 not a 245: Example: George Lucas's Return of the Jedi : ‡b the original radio drama
- Delete any dagger "i" and its contents in the 246. Just add as a 246 (3 blank)

 Example: ‡i At head of title: ‡a Martin Scorsese presents Force of Evil
 Change to: Martin Scorsese presents Force of evil

 Alternate way to display season numbering

 Example: How I met your mother, the complete season 5|h[DVD]
                               How I met your mother.|nSeason five
                               How I met your mother.|nSeason 5

Use indicators **3 1** in the 246 field when the field is
         The original foreign language title.   However, if the foreign language translated word is exactly the same as the English language word, delete or do not use this field.

250   Edition statement.

This is rarely used, except for described DVDs.

260   Publication, Distribution, Etc.

Place of publication, place of distribution, publisher, distributor, date of publication, etc.
Use DVD release date in the "c" subfield.

300   Physical Description.

1 or more videodisc(s)
Number of minutes – round to the highest minute

‡b   sd., col. (sound color)
‡b   sil., b & w (silent movie – black and white)
‡b   sd., b & w (sound – black and white)
‡b   sd., col. with b & w sequences (sound – color with black and white sequences
‡c   4 3/4 in.
‡e   If a booklet is an additional part, list in this subfield with the paging and size.

Example of 300 fields:

300   1 videodisc (60 minutes) : ‡b sd, col. ; ‡c 4 ¾ in.
300   2 videodiscs (120 minutes) : ‡b b&w ; c 4 ¾ in.

4XX/8XX   Series

Verify if the series authority record for series title exists in the catalog. If there is an authority record in Sirsi, the 490 field should be a transcription of the series as displayed. Edit or add the 8XX field to match the authority record. Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

If the authority record says "use as quoted note", change the 4XX/8XX fields to a single 500 note field.

Leave all series in a record.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator blank, subfield "a" SERIES to bibliographic record.

Example: 490 0   SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary and remove 490 0 SERIES.

Volume Numbers – "v:" subfield

Occasionally, there is a subfield n for series number Add numbering of volume, if available in subfield "v" to 490 and 8XX fields.

Example: 490 1   Eclipse ;|vSeries 7
                830 0   Eclipse (Criterion Collection (Firm)).|nSeries 7,|pPostwar Kurosawa.

490 only

The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0 Fox Lorber centerstage

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1   Films of Charles and Ray Eames
                  830 0 Films of Charles & Ray Eames

490/800 fields

There will be very few if any 490/800 in 14 Day DVDs.

538   System Details Note

First 5xx note

DVD

511   Participant or Performer note

- Indicators 1 blank.
- Use for cast members—add at least 3 cast members
- **Separate 511 note is required for the narrator(s).**

508   Creation/Production Credits Notes

Add here persons responsible besides producer, director and screenwriter (e.g. camera, music, etc.) with space semi-colon (;) space between each person's name.

500   Notes

- If the DVD is based on a book, add a 500 note.
- If the DVD was shown as part of a television program, add a 500 note.
- If the DVD was released in a different year than the movie, use a 500 note for movie date. This year should match the second date in the fixed field.
- Many DVD records may require a 500 note for special features that differentiates it from the video recording.

Example: 500   Videodisc release of the (year) motion picture (or television movie).

586   Awards note

Oscars, Emmys, Golden Globes, etc. – list if on the container.

521   Target Audience note.

Do not add, edit or delete.

520   Summary Note

All DVD records should have one.

505   Contents Note

First indicator: 0 – contents, entire item
                          1 – incomplete contents
                          2 – partial contents
                          8 – no print constant provided

Second indicator   blank – basic
(encoding level)   0 – enhanced

546   Closed-Captioned etc.

- Some records will have one or more 546 fields
- Closed-captioned for the hearing impaired. Enter this line in this field, if this is not already in the record and pertains to the material in hand.
- Language—include for any language or languages in which the disc is also recorded (e.g. subtitles, dubbing)

    Examples: 546   Audio track in French and English.
                  546   Subtitles in Spanish.

650   Topical Term Subject

Use Library of Congress Subject Headings and add either the subdivision $v Drama.   If JCL owns the title in other formats, have the subject headings match.

Example: 650 0 Spenser (Fictitious character) ‡v Drama.
                650 0 Suicide ‡v Drama.

Do not use form subdivisions such as Videocassettes or Videorecordings.
Add a 650 0 for DVDs to every record.

655

Use general form/genre headings such as Feature films. If the genre heading doesn't match an LCSH heading use a second indicator of 7 and add the abbreviation of the source of the heading. Basically use 655 with second indicator of 0 for genre headings

Example: 655 0 Thrillers (Motion pictures).
Example: 655 0 Romantic comedy films.
Example   655 0   Films for the hearing impaired.

690   Local Subject Added Entry

If the DVD has subtitles or the audio is in a foreign language, add the following 690 field:

Example: 690   Bilingual materials ‡x Language
Example: 690   Core DVD-14 #x Adult.

7xx

Place 700 notes in numerical order.

700   Responsible persons

Need 700 notes for the following persons:

- Director
- Narrators or hosts
- 3 most prominent cast members and/or voices – list at least 3 persons
- Authors upon whose work the video is based

Change all the 700 subfield "t" to 246s, if the title differs from the 245. If they are identical, delete the "t" subfield.

710   Corporate Name.

- Enter the names of the production companies and the DVD label company here.
.

711   Meeting Name.

Unlikely to be used for entertainment DVD records.

730   Uniform Title.

Enter the title of the book on which the DVD is based, if different from the title of the DVD in hand. Enter the title of the television episode on which the DVD is based.

740   Individual titles within a piece

Used only when there are several short films in one DVD. Use only first indicator 0, using no articles.

830   Series Added Entry-Uniform Title

- Leave in.
- If you have an 830 field, you must also have a 490 field on the record.

856   Electronic Location and Access.

Do not add, edit or delete.

INVENTORY

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Use the retail price

TYPE: DVD14DAY
HOME LOCATION: ONSHELF
ITEM CAT 1: DVD14DAY
ITEM CAT 2: ADULT

CIRC NOTE: IDENTIFY THE NUMBER ITEMS.

If the item includes different media, list the different parts in the CIRC NOTE in caps.

If a booklet has more than 10 pages it is counted as a piece.

Example: 2 DVDs, 1 CD

LABELS

If a DVD has 2 or more discs add: # DVDs on the bottom line of the label.
If a DVD has another type of item that is essential add: # DVD or # DVDs to the next-to-last line of the label and # of other accompanying materials on the last line of the label.

DVD
SERIES
Cutter
Season#
Pt.

2 DVDs
1 CD

Adult DVD 21-DAY

Packaging

If an adult DVD comes packaged as a set, we will keep it as a set. If there is any question ,because it is not a full season or it is being reissued as a set a cataloger will make the final decision.

If it has been done both as a single and as a set, the Audio Visual Selector will have the final say on how to package the item. If the A/V selector foresees a problem when ordering, a note will be placed in the SIRSI order-line. When it is received in Technical Services the packaging can be reviewed.

Multi-part DVD's

When a bibliographic record contains multi-parts, please package all DVD's in one container.

Operas on DVD

If an opera performance is filmed it is classified as 782.1 and the loan period is 21 days. However, if an opera is made into a movie it is a 7 day DVD.

Checking SIRSI for ADDS

Items may be added to an existing SIRSI record even if they do not exactly match the existing record, if one or more of the following criteria exist:

1.   **Number of discs differs** If the additional discs contain only added material and the actual DVD is the same, add a 590 note that some copies may contain a different number of discs. When adding copies be sure to indicate in a circ note the   number of discs for the copy in hand.   Circ note should be all in CAPS.

2.   The **distributor i**s different, but the title and cast match the existing record.

3.   There is a **different ISBN,** series, etc., but the title and cast are the same. All all new ISBN's to the record.

4.   The DVD is a **colorized version**, and the record is for a black and white copy.

5.   The **copyright date** on the item in hand is different, but the title and cast are the same.

6.   **Full screen verses widescreen**: Use the same record and note in the 590 field in the bibliographic record that some copies are full screen and others widescreen.

7.   **Regular edition verses special edition**: In this case, the special edition is usually the movie on one disc with additional features on the second disc. Use the same record and add a 590 field to the bibliographic record (e.g.Olathe Public Library copies are special editions with 2 discs).

Checking SIRSI for a NEW RECORD

Create a new record in SIRSI, if the title is the same and the cast is different.

MARC FIELDS

Fixed Fields

Tech

l   live action
a   animated
c   live action and animation combined
z   claymation

Time

- The running time of the DVD is expressed in minutes and is rounded up to the next minute.
- If the time on the container and the label differ, use the time on the label for the official time.
- Add a 500 note to the bib record noting the time on the container.
- If there is a set of DVD's on one record, and the total running time is over 1,000 minutes, use 000.
- If the running time is unknown, no entry required.

Dat tp

s   use when the release date of the DVD is the same as the year as the motion picture
p   use when the DVD is released one or more years after the motion picture.

Use Internet Movie Database http://www.imdb.com if you want to check the release date for a motion picture.

Dates

Use the first 4 spaces for the date of the DVD distribution, and use the 4 spaces after the comma for the release date of the film or television program when applicable.

Variable Fields

007   A/V coding information.

Every record should contain this field

The standard 007:   v ‡b d ‡d c ‡e v ‡f a ‡g i ‡h z ‡i s

If the DVD is black and white, ‡d is b.
If the DVD contains both color and black and white sequences ‡d is m
If the DVD has surround sound use q in I or if there is more than one type of sound, use k
Delete ‡c if it is in the record.
Leave ‡i if it is in the record.

020   ISBN

Include all possible ISBN's -- 10 and 13 digit

Multiple DVD set on one record -- enter the ISBN for the set (if known), and each individual DVD with the volume number after the ISBN in parenthesis.

024   Other Standard Identifier

- Add the Universal Product Code, if it is not on the record.
- Indicators are 1 blank.
- When adding the code to a record, use the 12 digit code.
- For a multiple DVD set enter the Universal Product Code for the set (if known), and for each individual DVD when possible.

028   Publishers Number.

- This field contains the catalog stock number.
- If there is only one number the indicators are 42.
- For multiple stock numbers the indicators are 40.

033   Date/Time and Place of an Event.

Do not delete, add or edit.

037   Source of Acquisition.

Change the field to 028.

041   Language Code.

- Required when there are multiple languages on a DVD.
- The "a" subfield contains the code(s) of the spoken text.
- The "b" subfield contains the code for the text of the subtitles, usually "eng" for English.
- The "g" subfield notes the language code of accompanying material other than librettos
- The "h" subfield notes the language code of original and/or intermediate translations of text.
- Make each language a separate subfield. For example if the 546 says the following: **Closed-captioned; dialogue in English (Dolby Surround 5.1), French (Dolby Surround 5.1) or French (Dolby Surround 5.1) with optional subtitles in English, French or Spanish** then the 041 will say this. **041 1 eng ‡a fre ‡a spa ‡b eng ‡b fre ‡b spa ‡h eng**

043   Geographic Area Code.

Edit if incorrect.

Add if there are geographic subdivisions in the subject headings.
Example: n-us-mo ‡a n-us-ks

050   LC Call Number.

Do not delete add or edit.

082   Dewey Call Number (LC).

Do not delete, add or edit.

092   Dewey Number (Local).

This field determines how the spine label will appear.

Order of the call number for a <u>Single DVD.</u>

MATERIAL TYPE: DVD in capital letters.

DEWEY: Dewey number

CUTTER: First significant word of the title up to 8
                   characters

LOAN PERIOD: 21-DAY

Order of the call number for <u>DVDs that are part of a series</u>.

MATERIAL TYPE: DVD in capital letters

DEWEY: Dewey Number

SERIES: Series name in capital letters up to 8
                   characters.

CUTTER: First significant word of the title up to 8
the   characters or the volume number. Use
                   series title and the volume number, if the
                   DVD's in the series are intended to be seen in
                   order. Use the series title and the first
                   significant word of the title is they are not
                   intended to be seen in order. The A/V selector
                   determines what DVD's are to be cuttered as series.

LOAN PERIOD: 21-DAY

SPINE LABEL FORMAT

DVD
Dewy No.
Cutter
21-DAY

SPINE LABEL FORMAT

DVD
Dewey
SERIES
Cutter
21-DAY

Order of spine labels for a **<u>biographical DVD</u>**.

<table>
<tr><td>MATERIAL TYPE:</td><td>DVD Entered in capital letters</td></tr>
<tr><td>BIO</td><td>Enter in capital letters</td></tr>
<tr><td>LAST NAME</td><td>This is the last name of the person about whom the DVD is about. Enter in <u>capital letters</u>--limited to the first eight characters.</td></tr>
<tr><td>FIRST INITIAL</td><td>The first letter of the first name of the person about whom the DVD is written. Enter in capital letters followed by a period.</td></tr>
<tr><td>TITLE:</td><td>First word of the title of the DVD (limit 8 characters)</td></tr>
<tr><td>LOAN PERIOD:</td><td>21-DAY Enter in capital letters</td></tr>
</table>

```
SPINE LABEL FORMAT

DVD
BIO
Last Name
1st Initial
Title
21-DAY
```

<u>1xx</u>   Name

<u>There should not be any 1xx fields, as all DVDs are title main entry.</u>

100   Change the tag to 700 with indicators of 1 blank. Personal name. Individual Name.
110   Change the tag to 710 with indicators of 1 blank.   Government Corporate Name.
110   Change the tag to 710 with indicators of 2 blank. Corporate Name.
111   Change the tag to 711 with indicators of 1 blank. Meeting Name.

For names that are not in inverted order (i.e. Cher, Madonna) the indicators are 0 blank for the above listed fields.

<u>240</u>   Uniform Title.

This field should not be on the record.

<u>245</u>   Title

Subfield "a" should match the title on the container. One exception is that we do not use the possessive. For example, William Shakespeare's Romeo and Juliet would simply be Romeo and Juliet.

If the title on the container is in English and the title in the 245 subfield "a" is in a foreign language, change the subfield "a" to the English language title. Put the foreign language title in the subfield "b" and in a 246 field.

Subfield "c" should contain the production company, if known. The producer, director, and writer should also be listed in the 245 field.

Other responsible parties (e.g. camera man, photographer, person responsible for music, etc) are named in the 508 field. Cast is listed in the 511 field (up to 3 names).

The narrator is named in a separate 511 note (not with the cast names).

Subfield n is used if a title has a number of part/section of a work. Capitalize the first word followed by the number, followed by a comma if there is a subfield p

Subfield p is used for a title containing a name of a part/section of a work. Capitalize the first word in this subfield.

"n" subfield in the 245 field

The n subfield generally occurs in 245 fields when the a subfield of the 245 is not unique and the only difference is numbering which does not signify a part.

When an h subfield is necessary, it follows the n subfield, but precedes the b subfield. Since the numbering is in the n subfield, it is unnecessary to enter the numbering in the h subfield.

For searching and formatting for the hit list, the contents of the n subfield should be standardized for the titles within a run. The volume number in the subfield n is included in the call number in the 092 field and is formatted according to the instructions in the *Volume field guidelines*.

Example

245 10 **Id** entity. ‡n Vol. 1
245 10 **Id**_entity. ‡n Vol. 2
245 10 **Id**_entity. ‡n Vol. 3
245 10 **Id**_entity. ‡n Vol. 4

p subfield in the 245 field

The p subfield displays in iBistro, but not in Workflows.

One configuration is an a subfield with a non-unique title and a unique subtitle in a p subfield of the original OCLC record. Graphic novel series and television series are some of the materials that may have this configuration of title.

When an h subfield is necessary, it follows the p subfield, but precedes the "b" subfield. The general rule is to change the p subfield to a b subfield. Refer to the appropriate sections of the manual for the current configuration of titles with this subfield.

Subfield h (GMD):   DVD in brackets
                       If the material is in Spanish use the GMD Spanish DVD in brackets.

When they exist together within a title field, the subfields are in the following order: a, n, p, h, b, and c.

Example: 245 00 ‡a Upstairs, downstairs, the 1ˢᵗ season. ‡n Volume 1, ‡p On trial; the mistress and the maids ‡h [DVD] / ‡c producer, John Hawkesworth; LWT Productions Limited ; series created by Sagitta Productions Ltd. In association with Jean Marsh and Eileen Atkins.

<u>Multi-disc sets</u>

For a multi-volume set, the A/V librarian will decide if the DVDs are to be catalogued as a unit on a single record, or as individually with a separate record for each DVD. There are two options for cataloging the record.

In many cases we will use the record for the entire series.

Example: History of football ‡h [DVD] : ‡b the beautiful game / ‡c Shout! Factory ; Fremantlemedia ; series produced by Guy Oliver ; executive producer, Clive Lawrence.

If it is decided to package the items separately, there are two options:

1. If the series is meant to be seen in order, put the series title in the beginning of the 245 subfield "a" followed by the episode number and the unique title, all in the subfield "a."

Example: 245 00 ‡a Jazz. ‡n Episode 01, ‡p Gumbo ‡h [DVD] / ‡c a production of Florentine Films and WETA, Washington D.C. in association with BBC ; a film by Ken Burns..

2. If the discs are not meant to been seen in order, put the unique title in the subfield "a" followed by the subfield "h". Include a 440 field that notes the series and the volume number. Include a 440 series title with the volume number.

Example: 245 04 ‡a The worship of nature ; The fallacies of hope ‡h [DVD] / ‡c BBC-TV ;
                written by Kenneth Clark.

                440   0 Civilisation, a personal view ; ‡v programs 11 and 12

Dagger "h" (GMD):   [DVD]
                [Spanish DVD] -- if the material is in Spanish use the GMD

246   Additional Title

- If the 245 field contains an "and" or "&" in the title, add this field to substitute the "&" for "and" or visa versa.
- If the title in the 246 field contains a hyphen, add a 246 entry for the title ***without*** the hyphen.
- Delete any articles preceding the title.
- If the foreign language translated word is exactly the same as the English language word, delete this field.
- Only add foreign titles both with and without articles to make them easy for patrons to find titles. Do not include initial articles for titles in English.
- Add possessive title as a 246 not a 245: Example: George Lucas's Return of the Jedi : ‡b the original radio drama
- Delete any dagger "i" and its contents in the 246. Just add as a 246 (3 blank)

Example: ‡i At head of title : ‡a Martin Scorsese presents Force of Evil
Change to: Martin Scorsese presents Force of evil

- No end punctuation.

Indicators:

First indicator – Note controller/title added entry

0	Note, no title added entry
1	Note, title added entry
2	No note, no title added entry
3	No note, title added entry

Second indicator -- Type of title

Blank	No information provided
0	Portion of title
1	Parallel title
2	Distinctive title
3	Other title
8	Spine title

Use indicators **3 blank** in the 246 field when the field is

- Alternate forms of word(s) in the title
- Foreign language translation of a title
- Numerals spelled out
- Combining two words into one
- Separating one word into two.

If the 246 is a PORTION OF THE TITLE, or anything after the subfield "b", the indicators are 30 for the 246 field.

250   Edition statement.

This is rarely used, except for described DVD's.

260   Publication, Distribution, Etc.

Place of publication, place of distribution, publisher, distributor, date of publication, etc.
Use DVD release date in the "c" subfield.

300   Physical Description.

1 or more DVD disc(s)
Number of minutes – round to the highest minute.

‡b	sd., col. (sound color)
‡b	sil., b & w (silent movie – black and white)
‡b	sd., b & w (sound – black and white)
‡b	sd., col. with b & w sequences (sound – color with black and white sequences

‡c   ½ in.

‡e   If a booklet is an additional part, list in this subfield with the paging and size.

Example of 300 field:

300   1 videodisc (60 minutes) : ‡b sd, col. ; ‡c ½ in.

300   2 videodiscs (120 minutes) : ‡b b&w ; c ½ in.

4XX/8XX Series

Verify if the series authority record for series title exists in the catalog. Add authorized form if available. Use 490 0 field for series statements that are not traced. For series with authority record , use 490 1 for series traced using a modified form of the series title in the 8XX field.

Volume Numbers – "v:" subfield

Add numbering of volume, if available in subfield "v" to 490 and 8XX fields, as available.

Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

Leave all series in a record.

If the authority record says "use as quoted note", change the 4XX/8XX fields to a single 500 note field.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator blank, subfield "a" SERIES to bibliographic record.

Example: 490 0   SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary and remove 490 0 SERIES.

490 only

The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0 Californians ; ‡v bk. 4

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1   Star wars
                           830 0 Star wars (Bantam Books (Firm)

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1   The Californians ; ‡v bk. 4
                800 1   Wick, Lori. ‡t Californians ; ‡v bk. 4.

538   System Details Note.

DVD format.

511   Participant or Performer note

- Indicators 1 blank.
- Use for cast members—add at least 3 cast members
- **Separate 511 note is required for the narrator(s).**

508   Creation/Production Credits Notes

- Add here persons responsible besides producer, director and screenwriter (e.g. camera, music, photographer etc.) with space semi-colon (;) space between each person's name.
- Indicators are blank, blank.
- The producer, director and the production company should already be in the 245 field.

500   Notes

- If videodisc is based on a book, add a 500 note.
- If videodisc was shown as part of a television program, add a 500 note.
- If the videodisc was released in a different year than the movie, use a 500 note for movie date. This year should match the second date in the fixed field.

    Example: 500   Videodisc release of the (year) motion picture (or television movie).

586   Awards note

Oscars, Emmys, Golden Globes, etc. – if on the container add to the record.

521   Target Audience note.

Do not add, edit or delete.

520   Summary Note

All DVD records should have a summary note.

Check websites, Amazon or any other source for summary notes.

505   Contents Note

First indicator: 0 – contents, entire item
                          1 – incomplete contents
                          2 – partial contents
                          8 – no print constant provided

Second indicator   blank – basic
(encoding level)   0 – enhanced

521   Target Audience Note

Delete this field.

546   Closed-Captioned, etc.

Closed-Captioned for the hearing impaired. Enter this line in this field. If this is not already in the record, you can add it by using a constant data function. Type acd cc var (This stands for apply constant data closed-captioning variable fields.)

Note on dialogue or captioning in foreign languages, if not listed in note on special features, if not listed in other 5XX.

Examples: 546   Audio track in French and English.
              546   Subtitles in Spanish.

When a foreign language is noted in the 546 field, there should be a corresponding code in the 041 field.
.
650   Topical Term Subject

‡v Drama.   Delete for 21-DAY DVD's.

Foreign films   Foreign films will have a 650 heading of foreign films and another one of
                      Motion pictures ‡z Country or Motion pictures, Ethnic group, depending
                      on whether there is an authority record for the ethnic group heading.

Any heading with films, DVD recordings or videodiscs won't have any form subdivisions. Use headings such as "Feature films", "Documentary television programs", etc as needed.

Add DVDs to this field.
Example: 650 0 DVDs. Or 655 DVD's – either one is correct.

655 0   Films for the hearing impaired.

7xx

Place 700 notes in numerical order.

.

700   Responsible persons

Need a 700 notes for the following persons:

- Director
- Narrators or hosts
- 3 most prominent cast members and/or voices
- Authors upon whose work the DVD is based

Change all the 700 subfield t's to 730s, if the title differs from the 245. If they are identical, delete the "t" subfield.

710   Corporate Name.

- Enter the name of the major production company.
- Keep all the names of additional production companies.

711   Meeting Name.

730   Uniform Title.

Enter the title of the book on which the DVD is based, if different from the title of the DVD in hand. Enter the title of the television episode on which the DVD is based.

740   Individual titles within a piece

Used only when there are several short films in one DVD. Indicatiors are 02, using no articles.

830   Series Added Entry-Uniform Title.

Leave in. If you have an 830 field, you must also have a 490 field on the record.

856   Electronic Location and Access.

Do not add, edit or delete.

Adding Volumes and Copies to SIRSI

INVENTORY

Adult 21 Day DVD Non-fiction and Biography

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: DVD21DAY
HOME LOCATION: ONSHELF
ITEM CAT 1:   DVDAD21
ITEM CAT 2:   ADULT
NUMBER OF PIECES: 1

CIRC NOTE: If the item includes different media, list the different parts in the CIRC NOTE in
                       caps.

                       Booklets are only included as a part if they are more than 10 page

                       Example: 2 DVDS, 1 BOOKLET

CD-ROMs

MINIMUM MARC FIELDS:

CDROM	
XXX.XXXX	
Title	
Machine(s)	

007   Description codes
020   ISBN and Price
024   Other standard numbers
092   Classification
245   Title
250   Edition/version
260   Publication distribution
300   Physical description
4XX   Series (if applicable)
538   System requirements
 500   Source of title/edition
520   Summary note
6XX   Subject headings

POLICY:

- System requirements notes are the first 5xx notes.
- Make separate records for CD-ROMS that can be used on IBM-compatible computers and Macintosh computers only.
- The call number should include reading Level (if needed), CDROM and type of computer.
- CD-ROM serials are cataloged as serials with a 006 for the computer aspects.
- The same bibliographic record can be used for both adult and juvenile collections.
- Adult PC games on CD-ROM are cataloged as video games.

SUBJECT ACCESS:

Add appropriate subject headings as necessary with the subdivisions "Software" or Juvenile software. Add headings for the type of computers "IBM-compatible computers" and/or "Macintosh (Computer)" with the appropriate subdivisions |v Software or |v Juvenile software.

CHECKING IN SIRSI

Adds

An item is an add if the title is the same and the system requirements (538 notes) are identical.

An item is an add if the version statements differ, but the system requirements are identical.

Serials: If the system requirements change from one year to the next, add the new system requirements as the first note with the year in parenthesis.

     Example: 538   System requirements: (2000)……

New Record

Enter separate records for CD-ROMs using different platforms --IBM-compatible computers, Macintosh computers and dual platforms [both].

Enter a new record if the system requirements change, *even if the title and copyright date are identical.*

Fixed Fields

Bib l

m   monograph
s   serial

File

a   Numeric data. Files that are mostly numbers or representation by numbers (e.g. student test scores, football team statistics, etc.). The information may be original surveys or information that has been summarized or statistically manipulated.

b   Computer program. Ordered sets of instructions directing the computer to perform operations and identifying the information and mechanisms required. A program is a series of instructions given to complete a task.

     Use for micro-computer software.

     Use also for computer models, which are a characterization in mathematical terms of a process, object, or concept, that enables the manipulation of variables to determine how the process, object, or concept would behave in different situations.

c   Representational. Files that have pictorial or graphic data. The pictorial and graphic data can be manipulated in conjunction with other types of files to produce graphic patterns, which can be used to interpret and give meaning to the information.

d   Document. Files that are mostly alphabetic information (words or sentences) converted into a code that can be processed, sorted and manipulated by machine, and then retrieved in many optional formats. Use for records containing full text of documents and material intended to constitute a textual document whether represented as ASCII or image data.

e   Bibliographic data. Data are bibliographic citations, including library catalogs or citation databases. May be structured or unstructured.

f   Font. File contains information for a computer to produce fonts.

g   Game. File is for recreational or educational use. Usually text and software, including video games.

h   Sound. File has data encoding computer producible sounds.

i   Interactive multimedia. Item supports navigation through and manipulation of many kinds of media (audio, video, etc.) in which the user has an almost conversational interaction with the computer.

j   Online system or service. Record is for an online system or service that may contain non bibliographic information. An online system or service supports system based user interaction. For example, online library systems, FTP sites, electronic bulletin boards, or network information centers.

m   Combination. Computer models and numeric data files, or computer programs and text files.

u   Unknown.

z   Other.

Audn

Blank   Unknown or not specified. The target audience is unknown, or that identification is not applicable.

         Use also for all original or historical graphic material.

a   Preschool. Preschool children—children up to, but not including kindergarten.

b   Primary. Children in kindergarten through the third grade.

c   Elementary (grades 4-6) and junior high (grades 4-8). Young people in grades four through eight.

d   Secondary, senior high (grades 9-12). Young people in grades nine through twelve.

e   Adult. For adults.

f   Specialized. Items narrowly aimed at a particular audience (e.g. doctors, librarians), the nature of which make the item of little interest to other audiences (e.g., technical software or items that address the employees of a single organization).

         Use also for materials for gifted children, developmentally disabled children, or for adult training films.

g   General. Items of general interest and not aimed at an audience of a particular intellectual level.

         Use for fictional items that are not covered more appropriately by other codes.

j   Juvenile work. Consider items intended for children (through the age of 15 or the 9th grade) to be juvenile items.

         Use when you want a general code, rather than a specific code (e.g., a, b or c).

Date tp

s   Single date. Use for almost all non-serial CD-ROMs.
c   Current. Use for all active CD-ROM serials.
d   Dead. Use for all CD-ROMs that have ceased publication or pruduction.

Type

m   (Computer file) is the most common type for CD-ROMs.
e   Use if the CD-ROM is an atlas and does not have any interactive features, such as driving
         directions.   Add an 006 field to give the qualities of the CD-ROM.
a   Use if the CD-ROM contains texts of books and no interactive features, sounds, videos, etc.

Variable Fields

007   **A/V coding information.**

Standard 007:   c ‡b o ‡d c ‡e g ‡f a

Subfield c: always delete if in the record

Subfield d: Can be one of the following:

         a   One color. The image is produced in a single color. Use for monochromatic
                  photographs (e.g., for images that are black-and-white, brown-and-white or
                  pink-and-white).
         c   Multicolored. The image is produced in more than one color. Use for color
                  photographs.
         g   Gray scale. The image is produced in degrees of dark to light from black to gray
                  to white.
         m   Mixed. The image is produced in a combination of black-and-white, brown-and-
                  white, multicolored, gray scale and other color characteristics.
         n   Not applicable. The file does not contain anything visual (e.g. digitally encoded
                  audio data).
         u   Unknown.

Subfield f: Can be one of the following:

         Blank   No sound (silent). The file is not intended to produce sound.
         a   Sound. The file either includes digitally encoded sound or is intended to
                  produce sound.
         u   Unknown. The presence or absence of sound, or the ability to produce sound is
                  not known.

020   **ISBN**

Include all possible ISBN's.

Sometimes different ISBNs appear on the container and the jewel case. Use the container ISBN first, and
the jewel case second. Add the price to the first ISBN. Identify the source of each ISBN.

024**   Other Standard Identifier**

Add the Universal Product Code, if it is not on the record. Indicators are 1 blank. When adding the code to a record, use the 12 digit code.   If the container and the jewel case have different Universal Product Codes, use both codes and identify the source of each one.

037**   Source of Acquisition**

Indicators are blank.

Subfield a: contains the stock number. The numbers are usually found on the disc labels.
Subfield b: contains the source of the stock number. This should match the 260 field, subfield b.

041**   Language code**

Used for CD-ROMs that teach a foreign language.

Indicators: 0 blank   Use if the CD-ROM is **not** a translation
                       1 blank   Use if the CD-ROM is a translation.

Subfield a: Contains the code or codes for the language of the CD-ROM.
                       Use the code of the predominant language first. If two or more languages are used, use separate subfields a.

                       The predominant or first language in an alphabetical string should also be listed in Lang in the fixed field.

                       The codes can be found on the following web site: http://lcweb.loc.gov/marc/languages/.

Subfield d: Contains the code for the spoken text.

Subfield g: Contains the code for the accompanying material.

Subfield h: Contains the code for the original language.

043**   Geographic Area Code**

Do not add, delete or edit.

050**   LC Call Number**

Do not add, delete or edit.

082**   Dewey Call Number (LC).**

Do not add, delete or edit.

092**   Dewey Number (Local)**

Indicators are blank.

- For adult CD-ROMs the call number begins with CDROM, followed by the appropriate Dewey number and cutter.
- All cutters for CD-ROMs are title entries, and are limited to the first eight letters of the first significant word.

- Following the cutter add the type of machine the CD-ROM can be played on. For example: IBM for materials that are IBM compatible, MAC for items that are compatible with Macintosh computers, and IBM/MAC for dual platform CD-ROMs.

- Refer to cuttering policies for spine labels.

1xx   Name

There should not be any 1xx fields, as all CD-ROMs are title main entries.

- 100   Change the tag to 700 with indicators of 1 blank. (Individual personal name)
- 110   Change the tag to 710 with indicators of 1 blank. (Government name); 2 blank for everything else.
- 111   Change the tag to 711 with indicators of 2 blank. (Meeting name)

For names that are not in inverted order (e.g., Cher, Madonna) the indicators are 0 blank for the above listed field.

240   Uniform Title

This field should not be on the record.

245   Title

Titles **should not** begin with Microsoft. Add Microsoft to the title in the 246 field.

Subfield a: Should match the title on the disc label, unless the container gives a unifying title.
Subfield h: Should read [CDROM] or [DVDROM]

                 If the material is in Spanish use the GMD [Spanish CDROM] or [Spanish DVDROM].

Subfield b: Subtitle
Subfield c: Production company

246   Alternative Title

If the 245 field contains an "and" or "&" in the title, add a 246 field.

First Indicator: 3

Second indicator -- Type of title

Blank	No information provided
0	Portion of title
1	Parallel title
2	Distinctive title
3	Other title
8	Spine title

Use indicators **3 blank** in the 246 field when the field is
- alternate forms of word(s) in the title
- foreign language translation of a title
- numerals spelled out
- combining two words into one
- separating one word into two.

Delete any articles preceding the title.
If the foreign language translated word is exactly the same as the English language word, delete this field.

If the 246 is a PORTION OF THE TITLE or anything after the subfield "b", the indicators are 30 .

"n" subfield in the 245 field

The n subfield generally occurs in 245 fields when the a subfield of the 245 is not unique and the only difference is numbering which does not signify a part.

When an h subfield is necessary, it follows the n subfield, but precedes the b subfield. Since the numbering is in the n subfield, it is unnecessary to enter the numbering in the h subfield.

For searching and formatting for the hit list, the contents of the n subfield should be standardized for the titles within a run. The volume number in the subfield n is included in the call number in the 092 field and is formatted according to the instructions in the *Volume field guidelines*.

Example

245 10 **‡a** entity. **‡n** Vol. 1
245 10 **‡a**_entity. **‡n** Vol. 2
245 10 **‡a**_entity. **‡n** Vol. 3
245 10 **‡a**_entity. **‡n** Vol. 4

p subfield in the 245 field

The p subfield displays in iBistro, but not in Workflows.

One configuration is an a subfield with a non-unique title and a unique subtitle in a p subfield of the original OCLC record. Graphic novel series and television series are some of the materials that may have this configuration of title.

When an h subfield is necessary, it follows the p subfield, but precedes the "b" subfield. The general rule is to change the p subfield to a b subfield. Refer to the appropriate sections of the manual for the current configuration of titles with this subfield.

No end punctuation required.

250   Edition statement

Use for the version of the CD-ROM. The form usually will be Ver. and a number, such as 1.1.

256   **Computer file characteristics**

Indicators are blank.

You can use one of the following file characteristics, or the more extended list found on page 14 of Nancy Olson's Cataloging Internet Resources:

        Computer program(s)
        Computer data
        Computer data and program(s).

260   **Publication, Distribution, etc.**

Lists the place of publication, place of distribution, publisher, distributor, date of publication, etc.

Subfield c: Use the latest date on the CD-ROM or the container.

300   Physical Description

Indicators are blank.

Subfield a: Enumerates the number of computer optical discs
Subfield b: Tells about the sound and color
Subfield c: Put 4 ¾ in.
Subfield e: List and describe all accompanying material that will be counted as a part (booklets have
                 to contain 10 more pages in order to be considered a part).

310   **Current publication frequency**

Indicators are blank.

Use for serial CD-ROMs.

Subfield a: Gives the frequency
Subfield b: States the date(s) the CD-ROMs have been issued in that frequency

362   **Dates of Publication and/or Sequential Designation**

Use for serial CD-ROMs, when the beginning date is known.

Indicators:

First Indicator:
    0   formatted style
    1   unformatted style

Second Indicator: Blank

Subfield a: Date of the first issue. Can have either a closing date, or a hyphen to show the serial is continued.

4XX/8XX Series

Verify if the series authority record for series title exists in the catalog. Add authorized form if available. Use 490 0 field for series statements that are not traced. For series with authority record , use 490 1 for series traced using a modified form of the series title in the 8XX field.

Volume Numbers – "v:" subfield

Add numbering of volume, if available in subfield "v" to 490 and 8XX fields, as available.

Place all titles in a fiction series in the same genre (e.g. Fiction, Mystery, Science fiction).

Leave all series in a record.

If the authority record says "use as quoted note", change the 4XX/8XX fields to a single 500 note field.

If there is no series authority record available in Sirsi, add a 490 field, first indicator 0, second indicator blank, subfield "a" SERIES to bibliographic record.

Example: 490 0   SERIES

A JCL cataloguer will add an authority record, make changes to the bibliographic record as necessary and remove 490 0 SERIES.

490 only

The 490 is a descriptive field and should match the wording available for the series statement.
First indicator is 0, second indicator blank

Example: 490 0 Californians ; ‡v bk. 4

490/830 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 830 field, the first indicator is blank, second indicator is 0.

Example: 490 1   Star wars
                830 0 Star wars (Bantam Books (Firm)

490/800 fields

In 490 field, the first indicator is 1; second indicator blank.
In the 800 field, the first indicator is usually 1, second indicator is blank.

Example: 490 1   The Californians ; ‡v bk. 4
                800 1   Wick, Lori. ‡t Californians ; ‡v bk. 4.

538   **System Requirements Note**

Make this the first note.

Begin each note with System requirements.

If you have a dual-platform CD-ROM, add the type of computer in parenthesis after "System requirements". Make separate 538 fields for each platform.

Copy the system requirements from the container, jewel case or the company's Web site. Between the items in the list add a semicolon and a space.

500   **Source Notes**

After the system requirements notes add 500 notes that designate the source of the title and the version. Combine them if both were found in the same area. If you found the title in one area and the version in another area, add two 500 notes.

511   **Performer Note**

Use if you find references to a narrator or cast.

        Indicators are 0 blank for narrator.
        Indicators are 1 blank for cast.

This note is rarely used for CD-ROMs.

508   **Credits Note**

Use this field for the naming of directors, producers, programmers and others who have contributed to the CD-ROM. Usually this information can be found in the last pages of the accompanying booklets.

500   General Notes

No indicators.

Add as deemed necessary.

521   Target Audience note.

Do not add, edit or delete.

520   Summary Note

Add a summary note to all records. If there is not one on the record, copy or modify information from the container or the company's Web site or write your own.

505   Contents Note

Use when there are two or more CD-ROMs, and they have distinct titles.

Add a 740 field for each title.

6XX   Subject Headings

All headings will have a subfield x at the end of the string. If it is an adult CD-ROM the subfield x will be as follows: ‡v Software.

All records shall have a 650 note stating on what type of computer the CD-ROM will work, e.g.:

650 0 IBM-Compatible computer ‡v Software.
650 0 Macintosh (Computer) ‡v Software..

700   Author Added Entries

- Add 700 fields for all persons named in the 245, 511 or 508 fields.
- Indicators are 1 blank or 0 blank.

710   Corporate Author Added Entries

- Only one corporate entry needed.
- Keep the name of the major production company, and delete all others from the record.
- Indicators are 2 blank.

740   Individual Titles within a Piece

- Use when there are several titled programs in a title.
- Titles are listed in a 505 note.

- Indicators are 0 2.
- Delete any beginning articles.

830   **Series Added Entry-Uniform Title**

Leave in.

If you have an 830 field, you must also have a 490 field on the record.

856   Electronic Location and Access

Do not add, edit or delete.

INVENTORY-CDROM

NEW CALL NUMBER: USE WHAT IS IN THE 092 FIELD
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: CD-ROM
HOME LOCATION: ONSHELF
ITEM CAT 1:   CDROMAD
ITEM CAT 2:   ADULT
NUMBER OF PIECES: 1

CIRC NOTE: If the item includes different media, list the different parts in the CIRC NOTE in caps.

                    Each individual CD-ROM is counted as a separate part. ***Sample CD-ROMs are not counted as parts.***

                    Publications of 10 pages or more are considered as parts. If the publication can be published outside the   context of the CD-ROM it is called a book. All other publications are booklets.

                    If there is a strange addition to the package, ask the selector to determine is it is to be counted as a part.

                    Example: 2 CD-ROMs, 1 BOOKLET. (Enter in capital letters)

INVENTORY-PC GAMES

NEW CALL NUMBER: USE GAME PC…
CLASS SCHEME: ASIS
LIBRARY: OWNING BRANCH

ITEM ID: BAR CODE NUMBER
PRICE: Retail Price

TYPE: GAME14DAY or GAME21DAY
HOME LOCATION: NOHOLD or ONSHELF
ITEM CAT 1:   GAMES
ITEM CAT 2:   YA
NUMBER OF PIECES: 1

LABELS

Spine labels are needed for all CD-ROMs. A book label is required only when there are multiple parts to a CD-ROM.   List all parts on the book label.