

Cataloging Procedures for Audiovisual, CD-ROM, and Related Media

Overview

These guidelines are for non-print media received as stand-alone items or as material accompanying monographs or serials and should be applied to CD-ROMs, sound CDs, DVDs, VHS videocassettes, sound cassettes and floppy disks. Microforms are excluded.

Most media coming into SML Catalog and Metadata Services should arrive with a plastic case that will house the item. In the curatorial units, the staff should follow the guidelines for receiving media described on the [Acquisitions](#) [1] page before cataloging the item. The item's original case and any accompanying material (user's guides, booklets, etc.) will also be included. After cataloging, all media will be sent to Preparations along with any accompanying material that will be retained with the items. Specific types of media will require additional processing before being sent to preparations.

In addition, notify selectors if a decision by the cataloger affects an item's circulation policy (determined by the item type). For example, if it is necessary to change the format of the bibliographic record (e.g., the item arrives as a book with accompanying media, but should be cataloged as media with the book as accompanying material), or if it is necessary to create a separate bibliographic record for the media (e.g., book and media arrive as related material on one bib record, but are in fact individually issued items, and media should be cataloged separately).

Note on reference materials: Media should not go to the Starr Main Reference Room. Media accompanying print reference materials should come from Acquisitions attached to a separate MFHD with a location of **sml** and the item record should have an item type of **media**. The print portion should be on a separate MFHD with a location of **smlref** (item type in that item record should be **reference**). If accompanying media is discovered in reference materials in CMS when cataloging, separate the media and follow the above procedures and send the media portion to the stacks. Stand alone media should not be flagged for the reference collection. If stand alone media arrives in CMS flagged for the reference collection, consult your supervisor.

See the [Media Item Types and Statistical Categories](#) [2] page for the full list of item types and statistical categories.

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Audio Cassettes

These instructions are for standard analog audio cassettes with dimensions of 3 1/2 by 2 1/2 in., and a tape width of 1/2 in. They may also be called sound cassettes in the descriptive area of a bibliographic record.

Check the item record for the correct location and item type. The item type for stand-alone audio cassettes should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**

Audio cassettes cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [3]). If accompanying books, apply the item type **circ** and enter the item type format code (**Tape**) CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc.) and enter the item type format code (**Tape**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple audio cassettes accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**Tape 1**, **Tape 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [4] below or [Enum/Chron Fields in Voyager Item Records for Serials](#) [5].

Add an **Item Statistical Category** for all audio cassettes (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **TAPE** from the [Statistical Categories List](#) [2] in the lower portion of the box
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge to Preparations and place on the shelf prep truck

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CDs and CD-ROMs

These include computer files, interactive multimedia or sound recordings, and may be stand-alone items or material accompanying monographs or serials.

Use the appropriate marker (**USE ONLY WATER-BASED PERMANENT MARKERS**) and carefully transcribe the last 9 digits of the barcode (those after the “39002”) around the hub of the CD on the side that has the disc label. Usually you can use a black marker, but some CDs have labels that obscure the hub and will have to be marked using a different color such as silver.

Check the item record for the correct location and item type. The item type for stand-alone CD-ROMs should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

Exception for Bass Library audio books: Audio books on CD that are flagged for the Bass Library Audio Book Collection do not receive the same treatment as other sound CDs. They will arrive in CMS in their original containers, and do not need to be re-housed or marked with barcode numbers, but still require that an [item statistical category](#) [2] be applied. After cataloging, send them to Preparations as is.

NOTE: For all stand-alone CDs – computer files, interactive multimedia or sound recordings, including audio books – assign the format code (**CD**) in the MFHD as the last element of the call number. [See examples](#) [4].

NOTE: If a serial is issued in CD format, then it will get the same item type and loan conditions as a print serial (**jour01**, **jour02**, etc.). This should also be applied to older serials (those beyond the 10 year limit) or serials that may be reissued in CD format (in both cases, give them an item type of **jourcirc**). In the case of reissued serials, also assign the format code (**CD**) in the MFHD as the last element of the call number (before “(LC)”, if used), to distinguish it from the print version. [See example](#) [4].

CD-ROMs cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [3]). If accompanying books, apply the item type **circ** and enter the item type format code (**CD**) in the CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc.) and enter the item type format code (**CD**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple CDs accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**CD 1**, **CD 2**, etc.) in the CHRON field of the item record.

Add an **Item Statistical Category** for all CD-ROMS (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **CD** from the [Statistical Categories List](#) [2] in the lower portion of the box
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge to Preparations and place on the shelf prep truck.

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DVDs

These include movies or digital images, or combinations of images and other types of files. DVDs may be coded for playing in specific regions of the world. The nine region codes are:

- Region 0 – All areas of the world
- Region 1 – USA , Canada and US territories
- Region 2 – Japan , Europe, South Africa and the Middle East (including Egypt)
- Region 3 – Southeast Asia and East Asia (including Hong Kong)
- Region 4 – Australia, New Zealand, Pacific Islands, Central America, Mexico, South America and the Caribbean
- Region 5 – Eastern Europe, Indian subcontinent, Africa, North Korea and Mongolia
- Region 6 – China
- Region 7 – Unused
- Region 8 – Special international venues (airplanes, cruise ships, etc.)

The region code may be in a 538 note (System requirements) in the bibliographic record or printed on the original case, and is sometimes printed on the disc itself (often as a number inside of a globe). Region 0 and 1 DVDs do not require an additional label. If the item is other than Region 0 or 1, affix a non-US format label in the lower left corner on the front of the plastic case and write the applicable region code in ink in the space provided.

Use the appropriate marker (**USE ONLY WATER-BASED PERMANENT MARKERS**) and carefully transcribe the last 9 digits of the barcode (those after the “39002”) around the hub of the DVD on the side that has the disc label. Usually you can use a black marker, but some DVDs have labels that obscure the hub and will have to be marked using a different color such as silver.

Check the item record for the correct location and item type. The item type for stand-alone DVDs should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

NOTE: For call number formatting instructions for stand-alone DVDs, see [Call Numbers for Videos \(Videocassettes, DVDs, etc.\) and Related Works](#) [6].

DVDs cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [3]). If accompanying books, apply the item type **circ** and enter the item

type format code (**DVD**) in the CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc) and enter the item type format code (**DVD**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple DVDs accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**DVD 1**, **DVD 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [4] or [Enum/Chron Fields in Voyager Item Records for Serials](#) [5].

Add an **Item Statistical Category** for all DVDs (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **DVD** from the [Statistical Categories List](#) [2] in the lower portion of the box.
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge to Preparations and place on the shelf prep truck.

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Floppy Disks

These include computer programs or combinations of other types of files and are not as common as they once were, but still surface, and are more likely to be accompanying material than stand-alone items.

Check the item record for the correct location and item type. The item type for stand-alone floppy disks should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

Floppy disks cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [3]). If accompanying books, apply the item type **circ** and enter the item type format code (**Diskette**) in the CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc) and enter the item type format code (**Diskette**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple diskettes accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**Diskette 1**, **Diskette 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [4] or [Enum/Chron Fields in Voyager Item Records for Serials](#) [5].

Add an **Item Statistical Category** for all floppy disks (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **DISKETTE** from the [Statistical Categories List](#) [2] in the lower portion of the box.
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.

- Save the item record.

Charge to Preparations and place on the shelf prep truck.

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Item Record Field Examples

For CD-ROM accompanying monograph:

Item type: circ

Chron: CD

Item Statistical Category: CD

For CD-ROM accompanying monograph for the reference collection:

Item type for print portion: reference

Chron: <blank>

Item Statistical Category: <none>

MFHD for print portion:

8				‡b smlref ‡h
5				PC1640 ‡i .D48 20
2				

Item type for media portion: media

Chron: CD

Item Statistical Category: CD

MFHD for CD:

8				‡b sml ‡h PC1640 ‡i
5				.D48 2001?
2				

For 2 DVD set accompanying monograph:

Item type: circ

Chron: DVD 1

Item Statistical Category: DVD

Item type: circ

Chron: DVD 2

Item Statistical Category: DVD

For a Blu-ray disc accompanying monograph:

Item type: circ

Chron: BLU

Item Statistical Category: Blu-ray

For audio cassette accompanying monograph:

Item type: circ

Chron: Tape

Item Statistical Category: Tape

For CD-ROM accompanying the monthly journal Computers in libraries, v.25:no.12 (2005:Dec.):

Item type: jour05
Enum: v.25:no.12
Chron: 2005:Dec. CD
Item Statistical Category: CD

For DVD accompanying the annual Screen World, v.56 (2005):

Item type: circ
Enum: v.56
Chron: 2005 DVD
Item Statistical Category: DVD

For a 3 CD reissue of the serial The Israelite (originally issued in 1859-1867):

For disc 1:

Item type: jourcirc
Enum: _____ (blank)
Chron: 1859/1862
Item Statistical Category: CD

For disc 2:

Item type: jourcirc
Enum: _____ (blank)
Chron: 1862/1865
Item Statistical Category: CD

For disc 3:

Item type: jourcirc
Enum: _____ (blank)
Chron: 1865/1867
Item Statistical Category: CD

MFHD:

8			‡b sml ‡h E540.J5 ‡i
5			187 CD (LC)
2			
8			‡8 0 ‡a 1859/1862;
6			
6			
8			‡8 0 ‡a 1862/1865;
6			
6			
8			‡8 0 ‡a 1865/1867
6			
6			

Examples for stand-alone CDs

For CD-ROM " Diccionario de historia de Venezuela ":

Item type: media
Enum: _____ (blank)

Chron: _____ (blank)

Item Statistical Category: CD

MFHD:

8				‡b sml ‡h F2321 ‡i
5				.D566 2000 CD (LC)
2				

For audio book "The world is flat" in the Bass Audio Collection:

Item type: media

Enum: _____ (blank)

Chron: _____ (blank)

Item Statistical Category: CD

MFHD:

8				‡b cclaudio ‡h
5				HM846 ‡i F74 2006
2				CD (LC)

Examples for Multiparts

For CD accompanying vol. 2 of the multipart title The history of Italian cinema:

Item type: circ

Enum: v.2

Chron: CD

Item Statistical Category: CD

For 2 DVD set of Angels in America (labeled "part 1" & "part 2" on discs):

For disc 1:

Item type: media

Enum: pt. 1

Chron: _____ (blank)

Item Statistical Category: DVD

For disc 2:

Item type: media

Enum: pt. 2

Chron: _____ (blank)

Item Statistical Category: DVD

MFHD:

8				‡b sml ‡h PN1997.2
5				‡i .A54 2004 DVD
2				
8				‡8 0 ‡a pt.1-pt.2
6				
6				

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MPMs and Multipart Media

For accompanying material associated with a specific volume of a multipart monograph (MPM), enter the specific volume number in the ENUM field of the item record for the accompanying material, and enter the item type format code in the CHRON field. Apply the same item type as the print portion of the MPM (note the exception above for [reference materials](#) [3]).

If the accompanying material is not associated with a specific volume of the MPM, leave the ENUM field blank, and enter the item type format code in the CHRON field. Apply the same item type as the print portion of the MPM.

For multipart stand-alone media check each item record for the correct location and item type. The item type for circulating stand-alone multipart media in any format should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

NOTE: For call number formatting instructions for stand-alone multi-part VHS tapes or DVDs, see [Call Numbers for Videos \(Videocassettes, DVDs, etc.\) and Related Works](#) [6].

For multipart CDs or DVDs, use the appropriate marker (**ONLY USE WATER-BASED PERMANENT MARKERS**) and carefully transcribe the last 9 digits of the barcode (those after the "39002") around the hub of the discs on the side that has the disc label. Usually you can use a black marker, but some disks have labels that obscure the hub and will have to be marked using a different color such as silver.

Record holdings for the multipart in the 866 field of the MFHD, transcribing captions if they are associated with the enumeration (e.g., disc 1-disc 2 or pt.1-pt.2, etc.). See [Multipart MFHD Guidelines](#) [7] or [Multipart](#) [8]. [Policies and Procedures](#) [8] for treatment of MFHDs.

Record enumeration in the ENUM field of the item record, transcribing captions if they are associated with the enumeration (e.g., disc 1-disc 2 or pt.1-pt.2, etc.). See [item record examples](#) [4] for multipart or Enum/Chron Fields in Voyager Item Records for Serials.

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VHS Videocassettes

Determine the video standard. Check the item itself or refer to the 538 note (System requirements) in the bibliographic record. There are three standards for VHS videocassettes:

- NTSC (National Television Standards Committee) – the standard used in North and South America
- PAL (Phase Alternation by Line) – the standard used in much of Western Europe, Asia, throughout the Pacific and Southern Africa
- SECAM (Sequentiel Couleur A Memoire) – the standard used in France and its territories, much of Eastern Europe, the Middle East and Northern Africa

NTSC videocassettes do not require an additional label. If the item is other than NTSC, affix a "Non-US format" label in the lower left corner on the front of the plastic case and write the appropriate format in ink in the space provided.

Check the item record for the correct location and item type. The item type for stand-alone videos should be **media**. This material will circulate for one week. If there is accompanying textual material (user guides, pamphlets, inserts, etc.) that will get a separate item record, apply the item type **media** to this material as well. Enter the item type format code **Suppl** in the CHRON field for the accompanying material, and apply the Item Statistical Category **Suppl**.

Cataloging Procedures for Audiovisual, CD-ROM, and Related Media

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NOTE: For call number formatting instructions for stand-alone VHS tapes, see [Call Numbers for Videos \(Videocassettes, DVDs, etc.\) and Related Works](#) [6].

Videos cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for [reference materials](#) [3]). If accompanying books, apply the item type **circ** and enter the item type format code (**VHS**) in the CHRON field of the item record.

If accompanying a serial, apply the same item type as the serial (**jour01**, **jour02**, etc) and enter the item type format code (**VHS**) in the CHRON field. Record the item type format code in CHRON after the chronological data.

If there are multiple videos accompanying a book or serial, enter the item type format code plus a digit to distinguish each piece (**VHS 1**, **VHS 2**, etc.) in the CHRON field of the item record.

See [item record examples](#) [4] or [Enum/Chron Fields in Voyager Item Records for Serials](#) [5].

Add an **Item Statistical Category** for all videocassettes (stand-alone or accompanying):

- Open the item record.
- Click on the middle box (the one with the pie chart icon on it) in the lower left corner of the item record, or press Ctrl-T, to open the Item Statistical Categories dialog box.
- Choose **VHS** from the [Statistical Categories List](#) [2] in the lower portion of the box.
- Click on the blue arrow in the middle of the box to apply the Statistical Category, and click OK.
- Save the item record.

Charge the items to Preparations and place on the shelf prep truck.

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Source URL: <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media>

Links

[1] <http://www.library.yale.edu/rsc/sml/media/acq.html> [2] <https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types> [3] <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media> [4] <https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples> [5] <https://web.library.yale.edu/cataloging/serials/enum-chron> [6] <https://web.library.yale.edu/cataloging/video/cms-video-call-no> [7] <https://web.library.yale.edu/cataloging/multipartmfhdrev> [8] <https://web.library.yale.edu/cataloging/multipart-workflow>