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 [1].

DVDs cataloged as accompanying material circulate with the same loan conditions as books or serials (note the exception above for reference materials [2]). 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 [3] or Enum/Chron Fields in Voyager Item Records for Serials [4].

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](#) [5] 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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Source URL:https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/dvds

Links
[1] https://web.library.yale.edu/cataloging/video/cms-video-call-no [2] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media [3] https://web.library.yale.edu/smlbass-policies-processes-media/cataloging-media/item-record-examples [4] https://web.library.yale.edu/cataloging/serials/enum-chron [5] https://web.library.yale.edu/cataloging/smlbass-policies-processes-media/item-types