

## Preliminary Records: Videos & DVD

### Overview

Preliminary bibliographic records are created for materials that are (1) on order (2) recently received or (3) not yet represented in Orbis. Preliminary bibliographic records contain standard MARC fields with appropriate content designation and sufficient information to permit the determination of a bibliographic match manually or by machine processing.

The procedures described in this document are to be followed by all staff with responsibility for creating records in Orbis for materials that are in one of the above categories.

### Part 1: General Procedures for All Preliminary Bibliographic Records

Search thoroughly before creating a preliminary bibliographic record. Search the databases in the following preferred order: Orbis, OCLC.

Search Orbis first to confirm that no record exists.

LC does not follow AACR2 rules for cataloging video; their records should not be used in copy cataloging.

If a record is found in OCLC that can be used as a basis for a preliminary record, follow the instructions in Part 2 or in Part 3 as appropriate. (OCLC probably does not accept LC cataloging copy for video, but should LC cataloging be found, do not use it. Note that non-LC records coded pcc are following AACR2 and they are OK to use.)

If a record is not found in OCLC, create an Orbis record according to the procedures in Part 4. Enter the MFHD for all preliminary records according to the procedures in Part 6.

## Preliminary Records: Videos & DVD: Part 2-3

### Part 2: Creating an Orbis Record Using "Standard" Copy from OCLC

If a matching record is found in OCLC and it meets the criteria below, it is considered "standard" copy and can be used as is as a preliminary record. Do not edit any fixed fields; edit variable fields only when it is necessary in the authority validation process to correct headings to their authorized forms.

A bibliographic record is considered standard only if the Encoding Level is blank, 1, or 4. OCLC records with Elvl I or L are also considered standard. CIP records (EL 8) are not created for video recordings.

Proceed to [Part 5: Authority Validation](#) [1]

### Part 3: Creating an Orbis Record Using "Non-Standard" Copy from OCLC

If a matching record is found in OCLC and it does not meet the criteria for "standard" copy provided in Part 2, it can be used as a preliminary record, with some editing if necessary. Leave all subject & added entry fields; edit only when it is necessary in the authority validation process to correct headings to their authorized forms. In addition, the fixed field elements must be verified for accuracy and corrected as necessary according to the guidelines in Part 4.

Proceed to [Part 5: Authority Validation](#) [1]

## Preliminary Records: Videos & DVD: Part 4

## Part 4: Creating a New Preliminary Record

If no matching record is found in OCLC, create a preliminary bibliographic record, using approved templates when placing an order, receiving an item, or sending an item to a frontlog or backlog.

All YUL Technical Services workstations will include 2 customized templates for video records. (The new templates were issued with Voyager 6.1 in January 2007). If your workstation is currently using a non-video template (e.g. for books), switch to the appropriate video template. Be sure your workstation has the current templates.

You can use the Macro Express Pop-up menu for Acquisitions if it has been activated to switch and open templates. Press F12 and double-click on Change Template: DVD or Change Template:VHS. Macro Express will open a copy of the video template selected. It may be necessary to add the Change Template: macros to the F12 menu; consult with your Expert User. Enter fixed & variable fields according to the guidelines in this section.

CAUTION: The default for the Acquisitions Pop-up menu is No Activation. Consult with your expert user if you are unfamiliar with activating a pop-up menu. Be sure you are using the new MASTER3N.MEX Macro Express file.

The variable field template for DVDs will look like this (use the template also for laserdiscs):

Tag	I1	I2	Subfield data
028	4	2	⌘a ⌘b
245	0	0	⌘a ⌘h [videorecording]
260			⌘a : ⌘b , ⌘c
300			⌘a # DVD (# min.) : ⌘b sd., col. ; ⌘c 4 3/4 in.
538			⌘a DVD.

The variable field template for videocassettes will look like this:

Tag	I1	I2	Subfield data
028	4	2	⌘a ⌘b
245	0	0	⌘a ⌘h [videorecording]
260			⌘a : ⌘b , ⌘c
300			⌘a # videocassette

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			(# min.) : \$b sd., col.; \$c 1/2 in.
538			\$a VHS.

The template Leader will look like this. For preliminary records, leave as is.

**Leader**

Record Status	n : New
Type of Record	g : Projected medium
Bibliographic Level	m : Monograph/item
Type of Control	_ : No specific type of control
Character Coding	_ : MARC-8
Encoding Level	5 : Partial (preliminary) level
Cataloging Form	a : AACR 2

OK

Cancel

**Leader BIBLIOGRAPHIC LEVEL and television series episodes.** If Yale treatment for a television series has not been established, and no cataloging copy is found, proceed as follows:

If multiple episodes are ordered/received, or if the series is a standing order, treat as a multipart (i.e., do not change Bibliographic level in the LEADER to s). Enter the series title in 245. Route to cataloging as priority. (Cataloger may decide to treat as a serial or class separately and will re-format accordingly)

If YUL has already cataloged other episodes as separate records, or if only a single episode is received for cataloging (and is not the first of a standing order), treat as a single-part monograph. See 245 treatment for individual television episodes below.

Do not confuse television series with publisher/distributor series. Publisher/distributor series are entered in 4xx/830.

The 008 will look like this:

**008 - General Description (Visual)**

Publication Status	s : Single known date/probable date
Date 1 (yyyy)	uuuu
Date 2 (yyyy)	_____
Place of Publication	xx : No place, unknown, or undetermined
Running Time	--- : Running time unknown
Audience	_ : Unknown or not applicable
Accompanying Matter 1 (OBSOLETE)	_ : (OBSOLETE) No accompanying matter
Accompanying Matter 2 (OBSOLETE)	_ : (OBSOLETE) No accompanying matter
Accompanying Matter 3 (OBSOLETE)	_ : (OBSOLETE) No accompanying matter
Accompanying Matter 4 (OBSOLETE)	_ : (OBSOLETE) No accompanying matter
Accompanying Matter 5 (OBSOLETE)	_ : (OBSOLETE) No accompanying matter
Govt. Publication	_ : Not a government publication
Form of Item	_ : None of the following
Type of Material	v : Videorecording
Technique	l : Live action
Language	___ : Blanks
Modified Record	_ : Not modified
Cataloging Source	d : Other

For 008, code the fixed fields as follows, using the drop-down menus:

**Publication status** Leave template as is (s). Change to m if the title is treated as a multipart.

**Date 1** (uuuu) (Date of release/distribution): Match the date to the date used in 260. (See instructions below for 260 ,c)

**Date 2** (\_\_\_\_) Leave as is unless the title is treated as a multipart. For multipart, use 9999 for open sets; enter the closing date for complete sets.

**Place of publication** Assign the appropriate code from the list of MARC Codes for Countries. Match to the 260 field. TIP: The list is arranged by the name of the country/state, not the code. Type the first letter of the country/state (the selection should be blue) and use the down arrow to navigate.

**Type of Material** System supplied as v (videorecording). Leave as is.

**Running Time** Leave as is.

**Technique** Leave as is.

**Language** Assign the appropriate code from the list of MARC Codes for Languages. The code should match the language used for the title of the film transcribed in 245. TIP: The list is arranged by the name of the language, not the code. Type the first letter of the language (the selection should be blue) and use the down arrow to navigate, if necessary.

**007.** Both templates will have 007 fields. Leave them as is.

The DVD template 007 will look like this:

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**007 - Physical Description (v - Video Recording)**

☐ Notated Music☐ Sound Recording☐ Text

☐ Microform☐ Nonprojected Graphic☐ Motion Picture☐ Kit

☐ Computer File☐ Globe☐ Tactile Material☐ Projected Graphic

☒ Video Recording☐ Remote Sensing Image☐ Unspecified☐ Map

Specific Material Designation	d : Videodisc
Original vs. Reproduction Aspect (OBSOLETE)	_ : (OBSOLETE) Undefined
Color	c : Multicolored
Format	v : DVD
Sound on Medium	a : Sound on medium
Medium for Sound	i : Videodisc
Dimensions	z : Other
Playback Channels	u : Unknown

1 of 1

New

Delete

Apply

Close

The videocassette template 007 will look like this:

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**Create variable fields as follows:**

0		ta#####
2		###
0		
?		

**028 (Publisher number):** ISBNs are rarely used for videos. The 028 is the closest equivalent and is important for searching in OCLC.

0	‡a
2	VM5
8	108 ‡b
	Vidm
	ark
	Entertainme
	nt

**245 ꞗa ꞗn ꞗp ꞗh and ꞗb (Title, GMD and other title information):** Transcribe the title as it appears on the video label or container, in that order of preference, in ꞗa. The title is followed by the GMD (General material designation) in ꞗh [videorecording]. Do not transcribe initial articles or diacritics. Capitalize the first letter of the first word and the first letter of proper nouns. Use ꞗb for other title information (such as subtitles, parallel titles, etc.) and precede it with a colon (:). Do not transcribe a statement of responsibility. For order records, record the citation title and add a GMD following the same pattern.

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2		‡a Title ‡h
4		[videorecording]
5		: ‡b other title information.

**Examples:**

**Title on container:** Seven samurai.

2		‡a Seven
4		samurai ‡h
5		[videorecording].

**Title on label:** The matrix.

245	0	0	‡a Matrix ‡h [videorecording].
-----	---	---	-----------------------------------

**Title on container:** Umm Kulthum, a voice like Egypt

245	0	0	‡a Umm Kulthum ‡h [videorecording] : ‡b a voice like Egypt.
-----	---	---	--

**Title on label:** Gito, l'ingrat (Gito, the ungrateful)

245	0	0	‡a Gito l'ingrat ‡h [videorecording] : ‡b Gito, the ungrateful.
-----	---	---	--

**Television series episode.** If the decision is to treat the episode as a separate monograph, generally use this structure to transcribe the title of a television episode:

245	0	0	‡a [title]. ‡n [episode number], ‡p [episode title] ‡h [videorecording].
-----	---	---	---

If there is no episode no., do not enter ‡n. Use the same structure for analytics if the series is classed-together analyzed.

**Title on label:** The Civil War. Episode 1. 1861--the cause. Note that ‡n and ‡p precede ‡h.

245	0	0	‡a Civil War. ‡n Episode 1, ‡p 1861--the cause ‡h [videorecording].
-----	---	---	---

**246 (Variant form of title):** If there are discrepancies between the form of the title as it appears on the label affixed to the videocassette or DVD as opposed to the videocassette or DVD container, include a variant title field. The indicators should follow the examples listed below. Do not enter a period at the end of field 246. Do not include ‡h [videorecording] in field 246. Record a varying form of the title in field 246 according to one of the following patterns as appropriate:

For variant titles use Indicators 3 \_\_.

**Title on label:** The seven samurai. **Title on case:** Akira Kurosawa's Seven samurai

2		‡a Seven
4		samurai ‡h
5		[videorecording].
2		‡a
4		Akira
6		Kuro

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			sawa's Seven samurai
--	--	--	-------------------------

If the title on the source used for the 245 is preceded by credits, do not transcribe in 245 but make a 246 to account for the variation. Consult with your supervisor if there are difficulties distinguishing "credits" from the "title proper." Follow the same pattern for order records.

**Title on label:** Twentieth Century Fox presents **Star Wars**

2			‡a Star Wars ‡h
4			[
5			videorecording].
2			‡a Twentieth
4			Century Fox
6			presents Star Wars?

**Title on label:** François Truffaut's **Jules and Jim**

245	0	0	‡a Jules and Jim ‡h [ videorecording].
246	3		‡a Franc ?ois Truffaut's Jules and Jim?

*Supervisors:* see [examples in the 245 section](#) [2] of the Video (DVD & Videocassette) Original Cataloging Checklist.

**NOTE TO SUPERVISORS:** It is not necessary to follow strict PCC practice for preliminary records; see the Jules and Jim example.

If the title recorded in field 245 ‡a is in English and contains an ampersand (&), create a 246 field with the word "and" in place of the ampersand, using indicators as shown. Follow the same pattern for order records.

**Title on label:** Thelma & Louise

2			‡a Thelma &
4			Louise ‡h
5			[videorecording]
2			‡a Thelma and
4			Louise?
6			

If the title appears in two languages, include a variant title field for access to the parallel title. Follow the same pattern for order records.

**Title on label:** Gito, l'ingrat (Gito, the ungrateful)

2			‡a Gito
4			l'ingrat ‡h
5			[videorecording] : ‡b Gito, the ungrateful.
2			‡a Gito, the
4			ungrateful?
6			



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**250 (Edition statement)** If available, transcribe the edition statement from the label or container, in that order of preference. Abbreviate the term used for edition; a non-English abbreviation does not need to be AACR2 standard. Convert a written-out number to an Arabic ordinal number. *For order records, if the citation provides an edition statement analogous to one of the types listed in the examples, enter a 250 field following the same pattern.*

On container: Fiftieth anniversary edition

2		‡a 50th
5		anniversary ed.
0		
2		‡a Original
5		director's cut,
0		widescreen
		lett?erbox ed.
2		‡a Restored
5		version.
0		
2		‡a Colorized
5		version.
0		

**260 (Place, publisher and date)** Record the place of publication, the name of the publisher, and the date of publication as found on the label or container, in that order of preference, according to the following pattern. *Use the same pattern when creating order records from a citation.*

26		‡a Place of publication
0		: ‡b Name of publisher
		(or distributor or
		releasing agency), ‡c
		Date(s) of video
		release.

If there is more than one place of publication, record the first named only. If there is no place of publication, use [S.l.].

Enter the name of the publisher or distributor or releasing agency in ‡b. If there is no publisher, omit ‡b (do not use [s.n.]).

Transcribe the latest date you can find on the video label or container. If it is a copyright date, include the copyright "c" before the date. If there is no available date, use [200-] or, for older material, [19--] in ‡c.

Examples:

2		‡a Burbank, CA
6		: ‡b Warner
0		Home Video,
		‡c c2000.
2		‡a
6		Johannesburg,
0		‡c c1995.
2		‡a London : ‡b
6		Clarence
0		Pictures, ‡c
		[200-]

**300 ‡a (Extent of item)** Enter the number of items, even if there is only one. Enter the running time if readily available; leave "(# min.);" if running time is not available.

Template:

3		‡a #
0		videocassette (#

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0			min.) ; Ꞥc 1/2 in.
3			Ꞥa #
0			videocassette (#
0			min.) ; Ꞥc 1/2 in.

### Examples:

3			Ꞥa 1
0			videocassette
0			(# min.) ; Ꞥc 1/2
			in.
3			Ꞥa 2?
0			videocassettes
0			(143 min.) ; Ꞥc
			1/2 in.
3			Ꞥa 1 DVD (103
0			min.) ; Ꞥc 4 3/4
0			in.
3			Ꞥa? 10 DVDs
0			(10 hrs., 48
0			min.) ; Ꞥc 4 3/4
			in.

**4XX (Series Statement).** Not necessary for a preliminary records created in Orbis. Make an 830 field instead. (See below)

**538 (Note fields):** Basic carrier information for the 2 most common video carrier formats is given in the template. Modify the 538 for other carrier formats:

### Template:

5			Ꞥa DVD.
3			
8			

Modified for laserdisc carrier:

5			Ꞥa Laserdisc.
3			
8			

**7xx (Added entry: Personal & Corporate Names):** Include at least one added entry, and no more than 3 for director, significant cast members or performers, or for performing groups. Search for the correct form of the heading in Orbis and, if necessary, in [LC Authorities](#) [3] or OCLC. If a name is not represented in Orbis, in LC Authorities, or OCLC, use the form of the name as found on the container and enter it in the appropriate 7xx field (if the name is not available in Orbis, in LC Authorities, or OCLC, diacritics do not have to be entered.). Not required for order records.

If no authority record for a personal name is found, and the name includes a prefix or compound surname, consult with your supervisor to determine what part of the name will be the entry element. See Personal Names with compound surnames or prefixes under [NACO > Authority Control Workflow for Yale C&T Staff](#) [4].

Some guidelines for prefixes in surnames and for the different entry elements for Spanish vs. Portuguese surnames may be found at [Recording surnames that include an article and/or preposition \(RDA F.11\)](#) [5].

### Examples:

Whalley-Kilmer, Joanne. (form found in Orbis)

7			Ꞥa Whalley-
0			Kilmer, Joanne.
0			

Buñuel, Luis, Ꞥd 1900- (form found in Orbis)

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7		‡a Bun?uel,
0		Luis, ‡d 1900-
0		

Miou-Miou, ‡d 1950- (form found in Orbis)

7		‡a Miou-Miou,
0		‡d 1950-
0		

Alvin Ailey Repertory Ensemble (form found on container and LC Online Catalog); title of video: "No more exotica," video documentary of the dance company:

7		‡a
1		Alvin Ailey
0		Repertory
		Ensemble.

**830 (Series added entry)** For reissues of television series on video, distinguish between the title of a television series (generally recorded in 245) and publisher series (recorded in 830). If in doubt, consult with your supervisor. If a series statement is present on the label or container, search it in Orbis, and if necessary in [LC Authorities](#) [3] or OCLC. If the series is not represented by an authority record, but has been used in a bibliographic record, use the series statement exactly as found in the bibliographic record (copy it from a 440 or 830 field). Omit initial articles. Record volume numbering from the piece in hand in ‡v. Use the following pattern. For order records, if the citation includes a series, record it following the same pattern. For preliminary records, note that if an 830 field is entered, it is not necessary to create a 490 1 series statement field.

8		‡a Serie?s
3		statement ; ‡v
0		volume number
		<if present>

### Examples:

8		‡a Criterion
3		collection (DVD
0		videodiscs) ; ‡v
		230.?

8		‡a Movies begin
3		; ‡v v. 1.
0		

8		‡a
3		Contemp?orary
0		classics (Culver
		City, Calif.)

		‡a Ken? Burns'
		America
		collection.

Proceed to [Part 5: Authority Validation](#) [1]

## Preliminary Records: Videos & DVD: Part 5-7

### Part 5: Authority Validation

After completing the record, attempt to save the record by clicking on the sailboat icon labeled "Save to DB." The authority validation window will appear. Validate all of the headings which appear on the record (name and series) according to established policy.

[Authority control workflow for C&T staff](#) [4]

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As a rule of thumb, MFHDs for order records should have a location code with "On Order" in the 1h. Records created with the item in hand should have the words "In process" in the 1h.

8				±b sml ±h On
5				Order
2				

8				±b sml ±h In
5				Process
2				

Create an item record for the video upon receipt. Be sure to enter the correct Item type code in the item record.

SML: Use *Item type*: **media** for stand-alone videocassettes, dvd, and laserdiscs. If the video is cataloged as accompanying material, assign the item type of the primary material.

If the video is held in a reference collection, use *Item type*: **reference**

**Source URL:**<https://web.library.yale.edu/cataloging/video-preliminary-records>

[1] <https://web.library.yale.edu/cataloging/video-preliminary-records/5-7> [2] <https://web.library.yale.edu/cataloging/videorecording/page4> [3] <http://authorities.loc.gov/> [4] <https://web.library.yale.edu/cataloging/authorities/ctworkflow> [5] <https://web.library.yale.edu/cataloging/music/RDAentryle>