

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](#) [1]

Part 6: Recording Information in the Orbis MFHD

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

Order record:

8			\sharp b sml \sharp h On
5			Order
2			

Item in hand:

8			\sharp b sml \sharp h In
5			Process
2			

Part 7: Item Types

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/5-7>

Links

[1] <https://web.library.yale.edu/cataloging/authorities/ctworkflow>