

## DVD, Blu-ray, and DVD/Blu-ray combo Guidelines

1. Includes RDA standards
2. Widescreen and full screen editions are on separate records. Rental editions should be included with retail editions
3. Punctuation follows AACR2 rules, MARC bibliographic indicates acceptable punctuation rules
4. An On Order MARC record requires a 990 field with \$aON ORDER BRIEF RECORD
5. loc.gov Marc 21 is the definitive authority for making cataloging decisions.  
<https://www.loc.gov/marc/bibliographic/>
6. For a quick double-check, OCLC bibformats may be easier to navigate as a reference tool.  
<https://www.oclc.org/bibformats/en.html>
7. For subject headings, author's names, genres, etc., please refer to Library of Congress Authorities <http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

### LEGEND

*Italic text* and/or    (underscore) = places where information from the item goes, but is item specific and therefore variable. Please consult MARC 21 Bibliographic format as the authoritative source

**bold fields = only use the characters shown**

*blank* = leave field blank

x = there is a code needed that will vary by item. Number of x(s) indicate character positions available in that field.

\ = indicates undefined and is left blank in the 1st and/or 2nd indicators of a tag field

\* = space within the subfield      red font = examples      yellow highlight = punctuation

#### Fixed fields grid

<b>Type</b>	<b>g</b>	<b>Elvl</b>	<u>  </u>		<b>Audn</b>	<u>  </u>	<b>Ctrl</b>	blank	<b>Lang</b>	<u>xxx</u>
	<b>m</b>	<b>Form</b>	blank				<b>Mrec</b>	blank	<b>Ctny</b>	<u>xxx</u>
				<b>GPub</b>	blank					
<b>Desc</b>	<b>i</b>				<b>DtSt</b>	<u>  </u>	<b>Date1</b>	<u>xxxx</u>	<b>Date2</b>	blank
<b>Tmat</b>	<b>v</b>	<b>Time</b>	<u>xxx</u>	<b>Tech</b>	<u>  </u>					

Fixed fields grid information populates to both the Leader field and the 008 field.

008 is the fixed fields. This field is comprised of 40 character positions and is character position sensitive. In the 008 field, the character position starts with 0 NOT 1. These fields are important for searching in the catalog. As the format is critical, the easiest way to type in this field will be to edit the “Fixed Fields” box located at the top of the MARC record screen.

If typing in the 008 field (not the grid box), refer to <http://www.loc.gov/marc/bibliographic/bd008.html> for correct character positions.

**Type: Type of record**

g = projected medium

**ELvl: Encoding Level**

7 unless it is either:

blank which means the record is full-level—the most complete MARC record

or

a pipe “|” which indicates it has the full-level input by OCLC participants.

Any other encoding level should be changed to “7”

**Audn: Audience** (right click for drop down menu)

a = preschool (0-5 years)

j = juvenile

g = general (G and PG)

e = adult (R and PG-13, and Not rated unless obviously juvenile)

**Ctrl: Type of Control**

blank = not applicable

**Lang: Language** (right click for drop down menu)

eng = films in English

For foreign films, use the link below

[http://www.loc.gov/marc/languages/language\\_code.html](http://www.loc.gov/marc/languages/language_code.html)

**Blvl: Bibliographic Level**

m = monograph item

**Form: Form of Item**

blank = not applicable

**MRec : Modified Record**

blank = not a modified record

**Ctry: Country of Publication, etc.** (right click for drop down menu)

To find code, click on below link:

[http://www.loc.gov/marc/countries/countries\\_name.html](http://www.loc.gov/marc/countries/countries_name.html)

Within the United States, use the 2 letter postal code and u

-ex: Ohio = ohu

If just United States,

-ex: United States = xxu

If no place of publication is identified on the resource, use “xx”

**GPub: Government Publication**

blank = not a government publication

**Desc: Descriptive Cataloging Form**

i = follows RDA rules.

040 \$beng\$erda is required in your record

**DtSt: Type of Date/Publication Status** (right click for drop down menu)

s = single know date

n = unknown date

**Date 1:** see 264 tag field for explanation

**Date 2:** blank

**Tmat: Type of Visual Material**

v = videorecording

**Time: Running time**

“xxx” is the length of the film in minutes expressed as three digits. A ninety minute film would be “090”. A one hundred twenty minute film would be “120” etc. Set to “000” if the film exceeds three characters (16 hr. 39 min. in length)

**Tech: Technique** (right click for drop down menu)

Most commonly used:

a = animation

c = animation and live action

l = live action

## **007 Physical Description fixed field**

**vd\*\_\*\_aiz\_** DVD/Blu-ray combos will have two 007 fields

The Physical Characteristics Wizard will walk you through the mandatory fields. You can access this wizard by clicking on the blue link icon at the end of the 007 field, and make your selections from the pull-down menu to complete the 007 field.

Marc numbers each position, starting from zero.

Position 0 Category of material

v = videorecording

Position 1 Specific material designation

d = videodisc

Position 2 = space

Position 3 Color

c = multicolored

b = black and white

m = mixed color and black and white

Position 4 Videorecording format

v = DVD

s = Blu-ray

Position 5 Sound on medium or separate

a = sound on medium

Position 6 Medium of sound

l = for videodisc

Position 7 Dimensions

z = for other (videorecording width for which none of the other codes is appropriate)

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## 007 Physical Description fixed field (continued)

Position 8 Configuration of playback channel. Options include:

- k = mixed (can be played back in many ways, mono, stereo, surround etc)
- m = monaural (momo)
- n = not applicable (i.e. silent film)
- q = quadraphonic, multichannel or surround (ie. Dolby 5.1, 7.1)
- s = stereophonic (in stereo)
- u = unknown
- z = other

\*\*please be aware that the codes above refer to the item in front of you, not the original release. For instance, a silent film that plays with music would be considered to have sound\*\*

## 008 Fixed-Lengths Data elements

See description below grid (pages 1-3)

## 020 \a ISBN (International Standard Serial Number)

It is repeatable

Input 13 & 10 ISBN digits, if possible.

13 ISBN appears first

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Remove the space and colon after the ISBN

It is repeatable

**\$c** Delete

**\$q** Qualifying information in parenthesis

Most will only have a UPC code

## 024 1\a Other Standard Identifier

It is repeatable

1<sup>st</sup> indicator = 1 for Universal Product Code (UPC)

2<sup>nd</sup> indicator = blank for no information provided

**\$q** Qualifying information in parenthesis

-ex =024 1\a883929624973**\$q**(Sony Classics)

=024 1\a883929624973**\$q**(Blu-ray combo pack)

**028 41 Publisher or Distributor number \$axxxx\$b Publisher name\$q(qualifying info)**

1<sup>st</sup> indicator = “4” for Video recording publisher number

2<sup>nd</sup> indicator = “1” for Note, access point required

Publisher number can be taken from the container as well as the disc. If there is more than 1 number, use the \$q to indicate where the number was taken from.

If there is a single number that is the same on the container and disc, there is no need to add qualifying information.

For items with multiple discs, add a 028 field for every number on each disc.

-ex =028 41\$a134010\$bLucasFilm\$q(container)

= 028 41\$a134010.1\$bLucasFilm\$q(disc 1)

= 028 41\$a134010.1A\$bLucasFilm\$q(disc 1)

= 028 41\$a134010.2\$bLucasFilm\$q(disc 2)

= 028 41\$a134010.2B\$bLucasFilm\$q(disc 2)

**035 \a System Control Number**

– Delete unless OcoLC

**040 \ Cataloging source**

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

**\$beng\$erda** are required subfields when **Desc** in the 008 grid is “i”

Delete all other subfields when importing from Z39.50

When editing a native-evergreen-catalog record delete all subfields **except:**

**\$beng\$erda\$dUtOrBLW** which is retained.

**041 \_ \a Language code**

1<sup>st</sup> indicator Translation indication

0 = item not a translation/does not include a translation

1 = item is or includes a translation

2<sup>nd</sup> indicator is blank

## 041 \_ \ \$a Language code (continued)

Subfield a (**\$a**) language code associated with the item

Subfield j (**\$j**) language of subtitle

Subfield p (**\$p**) language of captions -ex. Closed-captions or SDH subtitles

Subfield q (**\$q**) language of accessible audio -ex. Descriptive video service DVS

Subfield h (**\$h**) language of the original

-ex =041 0\ \$aeng\$jeng\$heng

041 1\ \$aeng\$aspa\$jspa\$peng\$qeng\$heng

You can find the language code from the link below:

[http://www.loc.gov/marc/languages/language\\_name.html](http://www.loc.gov/marc/languages/language_name.html)

## 042 \ \$a Authentication Code

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

If you see “pcc” (Programs for Cooperative Cataloging) in the **\$a**, these records have had name/subject authorities checked. You do not have to check them for this record. However, if you add any additional 6xx, 7xx fields to the record, you must verify the authority file on LC.

## 043 \ \$a Geographic Area Code (derived from the 6XX field)

This field will be present if you have a 600 or 650 field with a **\$z** geographic subdivision or a 651 field

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

The subfield is seven characters long. If Middle East is the geographic location the field would be: -ex: =043 \ \$aaw-----

You can find the code from the link below:

[https://www.loc.gov/marc/geoareas/gacs\\_name.html](https://www.loc.gov/marc/geoareas/gacs_name.html)

## 050 \_ \_ \$a Library of Congress Call Number

When adding this tag field,

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator

4 = Assigned by agency other than LC (use if we are original cataloging)

## 082 \_\_ \$a Dewey Decimal Classification Number

1<sup>st</sup> indicator (type of edition)

blank = no edition information recorded

0 = full edition

1 = abridged edition

2<sup>nd</sup> indicator

0 = assigned by LC

4 = assigned by agency other than LC (use if we are original cataloging)

## 245 0\_ \$a Title Statement

This field is **Not** repeatable.

Only capitalize the first word in the title and proper names.

1<sup>st</sup> indicator = 0 since there is no 1XX

2<sup>nd</sup> indicator (the number of character positions associated with a definite or indefinite article (i.e. a, an, the, le, la, or les) and the space following it.

-ex: =245\_0\$aAlexander and the terrible, horrible, no good, very bad day

-ex: =245\_2\$aA wonderful stroke of luck

-ex: =245\_3\$aAn affair of poisons

-ex: =245\_4\$aThe tinderbox

-ex: =245\_4\$aLes misérables

2<sup>nd</sup> indicator is very important in this field. Using the wrong indicator can keep an item from being located in the database.

Simple titles: \$atitle\*!\$cstatement of responsibility!

Titles with a subtitle: \$atitle\*:\$bsubtitle\*!\$cstatement of responsibility!

Titles with a numbered part: \$atitle!\$nnumber of part\*!\$cstatement of responsibility!

Titles with a named part: \$atitle!\$pname of part\*!\$cstatement of responsibility!

Titles with a number and named part: \$atitle!\$nnumber of part,\$pname of part\*!\$cstatement of responsibility!

Subfields listed below, appear in the order and punctuation that would be used in the record.



## 245 0\_ \$aTitle Statement (continued)

**\$a**title. **\$n**number of part. **\$p**name of part \* : **\$b**subtitle\* / **\$c**statement of responsibility.

Subfield a (**\$a**) contains the title as seen on the item, with the order of preference being disc first, then container.

Subfield n (**\$n**) contains the number designation for the part/section of the item. Used mostly for television series. When using **\$n**, the title in subfield **\$a** ends in a period.

Subfield p (**\$p**) contains the name of part/section of work. Frequently used for television programs. When using **\$p**, the title in **\$a** ends in a period. If **\$p** follows **\$n**, then **\$n** ends in a comma.

Subfield b (**\$b**) contains the subtitle ends in “/”

Subfield c (**\$c**) contains the statement of responsibility and includes information regarding the companies and people who have a role in direction, production, writing, and presentation of the film. If there are multiple producers, screenwriters and/or directors present, a cataloger may choose to use only the first contributor and add “[and others]” or “[and 5 others]” after the first one listed.

-ex: 245 00**\$a**Game of thrones.**\$n**The complete seventh season\* / **\$c**HBO Entertainment\*  
produced by Lisa McAtackney, Greg Spence, Chris Newman\* ; \*created by David Benioff & D.B. Weiss\* ; \*written by David Benioff [and others]\* ; \*directed by Jeremy Podeswa [and others]

Local decision: For special title episodes of television programs, use the title of the television program in **\$a** and the episode title in **\$p**.

-ex: 00**\$a**Dora the explorer**\$p**Map adventures

## 246 \_\_ \$aVaring form of Title

It is a repeatable field

No ending punctuation unless it is literally in the title

Do not include articles (A, An, and The) at the beginning of the title

Indicators tell how it appears in the catalog and where the title comes from

1<sup>st</sup> indicator (note/added entry controller)

1 = note, added entry

3 = no note, added entry

## 246 \_\_\$aVaring form of Title (continued)

2<sup>nd</sup> indicator (type of title)

Blank = no type specified

0 = portion of title from the 245 field

4 = cover title

8 = spine title

Examples of other title information you may see:

-ex: =246 1\iTitle could be read as;\$a

-ex: =246 1\iAt head of title;\$a

The link below shows the complete list.

<https://www.loc.gov/marc/bibliographic/bd246.html>

For television series with the number of seasons, add a 246 to spell out the number

-ex: 245 \0\$aShetland;\$nSeason 5

-ex: 246 3\i\$aShetland;\$nSeason five

## 250 \a Edition statement.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Ends with a period.

-ex: Widescreen.

-ex: Widescreen and Rental editons.

## 260 Change to 264.

## 264 \1\$a Production, Distribution, Manufacture, and Copyright

According to the 2017 ALA Cataloging Video Resources with RDA webinar, the production and/or distribution company can be used for the publisher information. This information includes the © date and can be found on the disc, or on the back of the container, where it usually includes the address.

Date should not be in brackets unless it is taken from another source, and if so, add 590 note listing where date was taken from.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is "1" for Publication (using a "2" for Distribution or "3" for Manufacture will not show this field in the catalog)

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## 264 \_\_ \$aProduction, Distribution, Manufacture, and Copyright (continued)

Subfield a (**\$a**) – Place of production, distribution, or manufacture, transcribed as it appears on the disc or container

Every effort is made to determine a place of publication, if not on the item, then by an internet search. When information is found outside of the item, then the information will be bracketed, and 590 field added to explain where the information was derived..

As a last resort, [Place of publication not identified] can be used when you can't find any place of publication information. Add a 590 field to explain where the information was derived.

In the fixed field "**Ctry**" box of the 008 grid, you will type "**xx**".

-ex: 1\$a[Los Angeles, CA]\*;\$bVisiona Romantica, Inc.;\$c2016

-ex: 590\\\$aPlace of publication taken from Worldcat

Subfield b (**\$b**) – Name of production, distribution, or manufacture, transcribed as it appears on the disc or container.

[publisher not identified] can be used if you are are unable to find any information online

Subfield c (**\$c**) – Date of production, distribution or manufacture

[date of publication not identified] can be used if you are are unable to find any information online

If the date of the movie release and the video release are different, use a 500 note to explain.

-ex: \$aOriginally broadcast on television in 2018

While the copyright symbol is not usually used in cataloging video recordings, you can create a copyright symbol © by holding down the "ALT" key and type 0169 on the numeric key pad to the right of the keyboard. It does not work with numbers above the alpha keyboard.

### 300 \\\$a Physical Description

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Subfield a (**\$a**) – Extent: number of physical units and playing time in parentheses

Subfield b (**\$b**) – Other physical details: sound characteristics and color characteristics

Subfield c (**\$c**) – Dimensions: size of the item (disc)

Subfield e (**\$e**) – Accompanying material (when using this field, add a space and a plus sign “+” at the end of subfield \$c)

-ex: **\$a1** videodisc\*(96 min.) \***\$b**sound, black and white & color\***\$c4** ¾ in.

-ex: **\$a5** Blu-ray discs\*(396 min.) \***\$b**sound, color\***\$c4** ¾ in.

-ex: **\$a1** Blu-ray disc\*(120 min.) \***\$b**sound, color\***\$c4** ¾ in.\***\$eDVD**.

### RDA 3XX fields

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Includes subfield b (**\$b**)

No periods at the end of these fields

### RDA Content Type

**336** \\\$atwo-dimensional moving image**\$btdi\$2rdacontent**

<http://www.loc.gov/standards/valuelist/rdacontent.html>

### RDA Media Type

**337** \\\$avideo**\$bv\$2rdamedia**

<http://www.loc.gov/standards/valuelist/rdamedia.html>

### RDA Carrier Type

**338** \\\$avideodisc**\$bvd\$2rdacarrier**

<http://www.loc.gov/standards/valuelist/rdacarrier.html>

### RDA Physical Medium

**340** \\\$b4 ¾ in.**\$2rda**

[www.oclc.org/bibformats/en/3xx/340.html](http://www.oclc.org/bibformats/en/3xx/340.html)

**440** Change to 490 and add a “1” in the 1<sup>st</sup> indicator

## 490 Series Statement

1<sup>st</sup> indicator is "1"

2<sup>nd</sup> indicator is blank

Most will not have a series statement. For television programs, COOL has decided to use 730 in place of the 490 or 830 fields.

How to determine a series name: Search the local database first to see how the majority of the bseries have been handled, then follow the same wording. You will need to look at the MARC record 490 field to see how it has been typed.

A local note 590 should be used to clarify where the cataloger got the series name and/or number.

-ex: =590 \ \$aSeries name and number from KDL What's Next.

### 490 1 \$a series name ; \$v volume

It is repeatable

1-9 should be listed as 01, 02, 03, etc.

No punctuation at the end of \$v

830 field required

No articles (A, An, The) at the beginning of subfield t (\$t)

-ex: \$aHarry Potter\* ; \$v02

## 500 \ \$a General notes.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Notes field should include information such as the original date of the motion picture release, special features, and where the title came from.

-ex: 500 \ \$aOriginally released as a motion picture in 2018

-ex: 500 \ \$aBased on the novel by Veronica Roth

-ex: 500 \ \$a Special features: Faction before blood featurette\* ; \*audio commentary with director Neil Burger\* ; \*audio commentary with producers Lucy Fisher and Douglas Wick\* ; \*deleted scenes

-ex: 500 \ \$a"Dove family approved" --Container.

-ex: 500 \ \$aTitle from disc surface

## 505 \_ \_ \$a Formatted Contents Note

Mostly used for television series

### Basic formatted contents notes

1<sup>st</sup> indicator is “0”

2<sup>nd</sup> indicator is blank

Words in this text will be found by a keyword search only.

=505 0\ \$a Disc: Oh my Santa -- Big night -- A sense of purpose -- Ghosted -- No escape -- Angels' night out -- President Fuller -- Disc 2: Driving Mr. Jackson -- Perfect sons -- Golden-toe Fuller -- It's always open -- The prom -- Opening night.

### Enhanced formatted contents notes<sup>1</sup>

1<sup>st</sup> indicator is “0”

2<sup>nd</sup> indicator is “0”

The “0” in the 2<sup>nd</sup> indicator of the 505 indicates an enhanced search feature allowing a title, author, or keyword search through the subfield t (\$t) and/or subfield r (\$r)

=505 00 \$t Sometimes It's Good to Go Slow -- \$t Field Day at School -- \$t Daniel and Margaret Play School -- \$t Firefighters at School -- \$t Daniel Needs Tigey at School -- \$t Daniel Wants to Be Alone -- \$t Class Trip to the Library -- \$t Daniel Says I'm Sorry.

<sup>1</sup>Currently, Evergreen does not support a search by title and/or author field. Doing the enhanced formatted contents is in preparation for the future development in OPAC view. It can still be found by a keyword search.

## 508 \ \ \$a Production credits

Use for listing contributors to the film such as composer, editor, and director of photography.

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

-ex: \ \ \$a Director of photography, Alwin Kuchler\*; editors, Richard Francis-Bruce, Nancy Richardson\*; music, Junkie XL

## 511 1\ \$a Performer Note

1<sup>st</sup> indicator = “0” no display constant generated

1<sup>st</sup> indicator = “1” display constant generated is Cast<sup>2</sup>

2<sup>nd</sup> indicator is blank

List all performers from the container. If performer information is taken from another resource, add a 590 note explaining where it came from.

## 511 1\ \$a Performer Note (continued)

-ex: 1 \ \$a Kate Winslet, Ashley Judd, Tony Goldwyn, Ray Stevenson, Zoe Kravitz, Theo James, Shailene Woodley, Jai Courtney.

-ex. 590 \ \$a Some performer information taken from Worldcat.

<sup>2</sup>Currently, Evergreen does not currently show “display constant” information in the OPAC view

## 518 \ \ \$a Date/time/place

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Provides information about the recording, filming or broadcasting of a resource.

-ex. \ \$a Filmed on location in Rome and Venice from January through June 1976.

## 520 \ \ \$a Summary

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

Keep the longest summary if there is two or more.

If copying summary from another source record that as -ex. -- \$c from Worldcat.

"--" (two dashes) should precede the \$c

Summaries do not have to be in quotation marks. A summary may be derived from the item or a reputable source such as WorldCat, IMDb.com's, Amazon's website. However, a customer review from Amazon reflects a personal opinion and is subjective, therefore, not usable as a summary.

-ex. \ \$a The lives of the four March sisters during the American Civil War as they learn to navigate love, loss and the trials of growing up. \* -- \$c Worldcat.

## 521 8 \ \$a Target Audience Note

1<sup>st</sup> indicator is “8” for no display constant

2<sup>nd</sup> indicator is blank

This information is usually taken from the container, and includes the rating description. If it is taken from another source, add a 590 note explaining where it was taken from.

-ex. 521 8 \ \$a Rating: PG-13; \* for intense violence and action, thematic elements and some sensuality.

-ex. 521 8 \ \$a Not rated.

-ex. 590 \ \$a Rating taken from IMDb.com.

### 538 \ \ \$a System Details Note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

DVD/Blu-ray combo will have two 538 fields

Descriptive information such as the type of disc, NSTC, region, aspect ratio, and type of sound.

-ex: \ \ \$aDVD;\*NTSC;\*region 1;\*widescreen (2:40.1)\*Dolby Digital 5.1

-ex: \ \ \$aBlu-ray;\*NTSC;\*region 1;\*1080p anamorphic widescreen (2:40.1)\*HD Master audio 7.1

### 546 \ \ \$a Language note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

-ex: \ \ \$aIn English or Spanish with Spanish subtitles;\*English subtitles for the deaf and hard of hearing (SDH)\*English descriptive audio

Information in this field needs to match the information in the 041 field.

### 586 \ \ \$a Awards Note

<u>1st indicator</u>	<u>Display constant</u> (These words would automatically show in OPAC view) <sup>2</sup>
#	“Awards” is shown in OPAC view
8	no display constant

2<sup>nd</sup> indicator is blank

No punctuation at the end

-ex: \ \ \$aGolden Globe nominations: Best picture Musical or comedy; Best song

<sup>2</sup>Currently, Evergreen does not show “display constant” information in the OPAC view

### 590 \ \ \$a Local Note

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is blank

A 590 field should be used to clarify where the cataloger got the information if it is not located on the item

-ex: =590 \ \ \$aPerformer information taken from Worldcat



## 6XX fields – Subject Added Entry

Keep 600-651 fields, if 2<sup>nd</sup> indicator is a “0”.

Subfield y (\$y) = Chronological subdivision

Subfield z (\$z) = Geographical subdivision

Subfield v (\$v) = Form subdivision

If 6XX, 2<sup>nd</sup> indicator is a “1”, verify that the subject is an approved LC adult heading

<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First> and convert to

“0”, then add the appropriate \$vDrama OR \$vJuvenile films.

Delete 600-651 fields, if 2<sup>nd</sup> indicator is a “2”, “3”, “4”, “5”, “6”, “7”.

For entertainment films, following the subject add: \$vDrama.

For juvenile films, following the subject add: \$vJuvenile films.

Delete any 6XX fields that contain \$2 “fast”, “bisacsh”, “sears” and “gsafd”

Subject headings follow the Library of Congress authorities for adult headings.

<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

## 600 \_\_ \$aSubject Added Entry-Personal Name. Field for when the film is about a person.

1<sup>st</sup> indicator (type of personal name)

0 = Forename with birth year

-ex: =100 0 \$aRihanna, \$d1988- \$vJuvenile films.

1 = Surname with birth and death year

-ex: =100 1 \$aTwain, Mark, \$d1835-1910, \$vDrama.

1 = Surname with no birth and death year

-ex: =100 1 \$aRansom, James, \$vDrama.

2<sup>nd</sup> indicator is “0”

Name authority check:

<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

Relator term check:

<http://www.loc.gov/marc/relators/relaterm.html>

## 650 \0 \$aSubject Added Entry-Topical Term (Follow the above 6XX guidelines)

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is “0”

<http://www.loc.gov/marc/bibliographic/bd650.html>

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**651 \0 \$a Subject Added Entry-Geographic Name** (Follow the above 6XX guidelines)

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is "0"

An 043 field should be added to list Geographic Area Code

<http://www.loc.gov/marc/bibliographic/bd651.html>

**655 \7 \$a Index Term - Genre/Form**

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is "7"

A period follows \$a before \$2 unless it ends with a parenthetical.

No period after \$2

-ex 1: =655 \7 \$a Detective and mystery films.\$2lcgft

-ex 2: =655 \7 \$a Thrillers (Motion picture)\$2lcgft

Approved lcgft (Library of Congress Genre and Form Term) genre forms see link below.

<http://id.loc.gov/authorities/genreForms.html>

**690 \4 \$a Local Subject Added Entry - Topical Term**

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator is "4"

Currently there are eight approved local subject headings and state/local notable persons

Book with CD

Consortial kits

Manga

Program packs

STEAM (Science, technology, engineer, art, mathematics)

STEM (Science, technology, engineer, mathematics)

STEAM fiction (Science, technology, engineer, art, mathematics)

STEM fiction (Science, technology, engineer, mathematics)

## 700 \_ \ \$aAdded Entry - Personal Name

1<sup>st</sup> indicator (type of personal name)

0 = Forename with birth year

-ex: =100 0\ \$aRihanna,\$d1988-\$vJuvenile films

1 = Surname with birth and death year

-ex: =100 1\ \$aTwain, Mark,\$d1835-1910,\$vDrama

1 = Surname with no birth and death year

-ex: =100 1\ \$aRansom, James,\$vDrama

2<sup>nd</sup> indicator is blank

Include directors, writers, producers, actors, etc., with relator information in \$e.  
Follow 600 field guidelines, replace \$v with \$e relator term.

Relator terms: <https://www.loc.gov/marc/relators/relaterm.html>

-ex. 1 \ \$aBurger, Neil,\$efilm director

-ex. 1 \ \$aKravitz, Zoë,\$d1988-\$eactor

When film is based on a book or other source, add a 700 field beginning with a subfield "i" showing the relationship information

-ex. 1 \ \$iMotion picture adaptation of (work)\* \$aRoth, Veronica,\$tDivergent

## 730 0 \ \$a Uniform title

-ex. 2 \ \$aThomas the tank engine\*(Television program)

Local decision:

Use the 730 in place of the 490 or 830 fields for television programs.

Do not include season/series/volume numbers.

## 830 \\_ \$aTraced series

1<sup>st</sup> indicator is blank

2<sup>nd</sup> indicator shows nonfiling characters. Refer to 245 field for further explanation

-ex: 830 \0 \$aHarry Potter\*,\$v02

**901 \ \ \$a Local Note** This field populates upon Z39.50 import by the Evergreen software.  
Keep if Native Evergreen record

**905 \ \ \$u Local Note** This field populates when vendor records are imported or records have gone through authority work.

Keep if Native Evergreen record

**900, 902-904, 906-907** *Delete*

If the MARC record is an “On Order”, add

**990 \ \ \$a**ON ORDER BRIEF RECORD