

Local Videocassette Template

1. Use SmartPORT (TEMPLATE database) to **locate** the record. Do a Title Search for “Local School Videocassette Template”.
2. **Import** the record (See Handbook, Cataloging, Basic Cataloging/SmartPort guides for specific directions).
3.  **Modify Title** **Click** on Modify Title Wizard - record should be “current”.
4. **Make** the following changes and additions to the record:

Fixed Fields:

- Entrd** -- change to current date in format YYMMDD.
- Date1** -- Enter publication date.
- 007** -- Do **not** make any changes! Do **not** delete!

Bibliographic Info:

- 245** -- EDIT
Delete “Local School Videocassette Template.”
Enter Title of video.
Do not delete |h[videorecording]

NOTE: 2nd indicator contains the number of non-filing characters for the leading article in title.

The = 4 An= 3 A = 2 If there is no initial article, leave the zero (0).

Examples: **245 04** The Nutcracker
245 00 Dumbo Makes a Splash!

- 260** |c EDIT -- Replace “DATE” with date of publication. This should be the same as Date1.
Example: |c1998.
- 300** EDIT – Replace XX with number of minutes.
|e Replace XXXX with any accompanying materials or DELETE +|eXXXX.
- 500** Replace XXXX with a note on creator(s) or DELETE.

Rec_Type	g	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070207	Dat_Tp	s	Date1	
Date2		Ctry	ohu	Time		Audience	

	Label	Tag	Ind.	Contents
	Fixed field data	007		vf* b o
	Local system #	035		UC105-2123936
	Title	245	00	LOCAL SCHOOL VIDEOCASSETTE TEMPLATE h[videorecording]
	Publication info	260		cDATE.
	Physical descrip	300		1 videocassette (XX min.) : bsd., col. ; c1/2 in. + eXXXX.
	General Note	500		Prepared by XXXX.
	Summary	520		XXXXXXXXXXXXXX
	Technical details	538		VHS format
	Issuing body	550		Issued by XXXX.
	Personal subject	600	14	xxxx
	Subject term	650	0	XXXX
	Geographic term	651	4	XXXXXXXX
	Added author	710	2	XXXX
	Added author	710	2	XXXX
	INFOhio template	989		Local Publication

- ❑ **520** Replace XXXX with a summary or DELETE.
- ❑ **600** Replace XXXX with name of a personal subject (last name first) or DELETE.
- ❑ **650** Replace XXXX with any subjects or DELETE.
Use Library of Congress to locate correct subject headings.
<http://authorities.loc.gov/>
- ❑ **651** Replace XXXX with a subject if it's a geographical location or DELETE.
- ❑ **710** EDIT -- Replace XXXX with the name of the school and location if applicable or DELETE.
Example: Misty Middle School (Utopia, OH)
- ❑ **710** EDIT -- Replace XXXX with the name of the school **district** and location.
Example: Utopia Local Schools (Utopia, OH)
- ❑ **989** – Do not delete!

5. **Click** Save when done.

6.  Call Number/Item Maint **Click** on the Call Number / Item Maintenance Wizard. **Add** item and call number information to complete the cataloging process. (See *Handbook, Cataloging, Call Number/Item Maintenance guide for detailed directions.*)

Completed Record:

Rec_Type	g	Bib_Lvl	m	TypeCtrl		Enc_Lvl	u
Desc	a	Entrd	070112	Dat_Tp	s	Date1	2006
Date2		Ctry	ohu	Time		Audience	
Accomp		GovtPub		ConfPub		Type_Mat	v

Label	Tag	Ind.	Contents
key	001		105-2123942
Date/time stamp	005		20070208074256.0
Fixed field data	007		vf* b o
Local system #	035		UC105-2123936
Title	245	00	Fantasy High School graduation,June 3, 2006 h[videorecording].
Publication info	260		c2006.
Physical descrip	300		1 videocassette (120 min.) : bsd., col. ; c1/2 in. + eprogram booklet.
General Note	500		Prepared by Fantasy High School Video Club.
Summary	520		Records the ceremony, speeches,and diploma distribution to 350 graduates of Class of 2006.Senator John Jones gave the commencement address.
Technical details	538		VHS format
Personal subject	600	14	Jones, John
Subject term	650	0	Commencement ceremonies
Added author	710	2	Fantasy High School (Utopia, OH)
Added author	710	2	Utopia Local Schools (Utopia, OH)
INFOhio template	989		Local Publication