

Original Cataloging - DVD / VideoTemplate

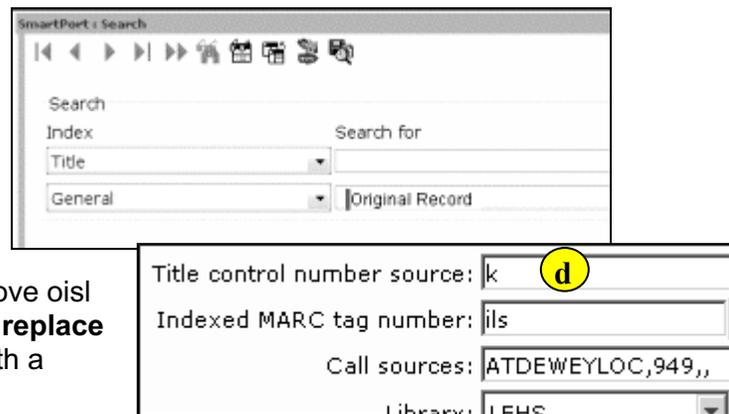
This template is to be used for commercially produced materials. Use it if you are unable to locate a record in any of the SmartPort databases.

NOTE: *If you are cataloging a DVD that you have created or copied (ie. copy of a PBS broadcast), use the Local School DVD Template.*

NOTE: *Be sure to select the correct template when in SmartPort. DVDs and Videos have different leaders. The rest of the information is the same for both formats except the 300 – physical description.*

1. **Export** the template using SmartPort.

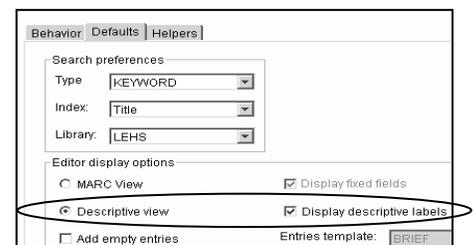
- a. **Select** the TEMPL (template) database.
- b. **Search** for the template using General for the search index and ORIGINAL RECORD for the search term.
- c. **Select** the appropriate template for your item.
- d. **Capture and save** as a NEW record, remove oisl from the Title Control Number Source and **replace it with “k”**. The record will load as new with a unique Title Control number.



NOTE: *It is recommended that templates be downloaded as needed, as they may be updated from time to time by INFOhio and they could become corrupted if left to reside in a local catalog.*

2. **Select** the Modify Title Wizard. If you haven't done so already, change the properties (right click on the Modify Title wizard).

- **Bullet** Descriptive View.
- **Check** Display descriptive labels.



3. **Display** your template. The template you exported will be the Current Title.

When completing the template, keep in mind:

- Fields in **Bold and starred (*245)** should be completed if the information is available.
- Records can be as detailed or as simple as you desire. If you do not want a tag or field, use the delete a field helper to remove it. (Put your cursor in the unwanted box and click the delete helper.) Be sure to delete **ALL** tags and fields you do not want. A completed record should not have any XXXXs in it.



- If you do not want some of the subfields in a tag, you must remove the punctuation preceding it, the pipe, subfield letter, and its text.

Physical descrip 300 1 VIDEODISC (XX min.) :|bsd., col. ;|c4 1/2 in. +|eACCOMPANYING MATERIAL.

Physical descrip 300 1 VIDEODISC (XX min.) :|bsd., col. ;|c4 1/2 in.

- You may find it helpful to use any or all of the tip sheets in this section of the Sirsi manual. They are color coded making it easier to spot punctuation and mandatory fields.
- If these directions are followed carefully, title, author, subject and series fields will hyperlink correctly.

Fixed Fields

VD TEMPLATE [videorecording] : REMAINDER OF TITLE / PERSON'S LAST NAME, FIRST NAME, DATES.

Control Bibliographic | Call Number/Item | Bound-with |

Shadow title

c_Type	g	Bib_Lvl	m	TypeCtrl		Enc_Lvl	
sc	a	Entrd	040403	Dat_Tp	s	Date1	
te2		Ctry		Time	---	Audience	
vtPub		Form of item		Type_Mat	v	Tech	l
ng	eng	Mod_Rec		Source	d		

***Date entered on file (Entrd):** This date must be replaced with the current date.
Enter as YYMMDD

- *Date 1:** Enter publication date.
- If there is not a publication date but a copyright date is available, you may use the copyright date.
 - If there is no date at all, you must estimate a date or replace the unknown digits with the letter 'u.' EXAMPLE: 19uu.

Variable Fields

Edit the remainder of the tags as appropriate for your item.

001 – Do nothing!
005 – Do nothing!
007 – Do nothing!

***010 – LCCN** – Library of Congress
Control number

Delete "LCCN" and **replace** with the number if appropriate or else delete the tag.

Delete "STATEMENT OF RESPONSIBILITY" and **replace** with the author, illustrator, translator, editor, etc. Or delete " /|cSTATEMENT OF RESPONSIBILITY."

Example: 245 04 The Presidents|h[videorecording] :|bthe lives and legacies of the 43
leaders of the United States /|cHistory Channel ; a Greystone
production ; executive producers, Craig Haffner, Donna E. Lusitana.

246 – Variant title

This is most commonly used for items that have numbers or abbreviations in the title and is needed so either format will yield results in a search. If the title of your item has variations, **delete** "VARYING FORM OF THE TITLE" and **replace** with the alternate title. If there is no variant title, delete the tag.

Example:

245 One Hundred and One Dalmatians.
246 101 Dalmatians

250 – Edition Statement

Delete "EDITION STATEMENT" and **replace** with the edition. If there is no edition statement, delete the tag.

Example: 250 Widescreen format.

*260 – PUBLICATION INFORMATION

Delete "LOCATION" and **replace** with the place of publication

Delete "PUBLISHER" and **replace** with the name of the publisher or distributor

Delete "PUBLICATION DATE" and **replace** with publication or distribution date.

NOTE: This MUST match the date entered in the leader in the Date1 field.

Example: 260 Silver Spring, MD :|bDiscovery Education,|c2006.

*300 – PHYSICAL DESCRIPTION

Replace any XXXXs with the appropriate information. If you do not want some of the subfields in this tag, you must remove the punctuation preceding it, the pipe, subfield letter, and it's text.

Example: 300 2 videodiscs (178 min.) :|bsd., col. ;|c4 3/4 in.
300 1 videocassette (23 min.) :|bsd., col. ;|c1/2 in.

500 – General Note

This tag is for information you want on the record but there isn't a designated field for it. **Delete** the XXXXs and **replace** with your information. If you don't want a general note, delete the tag.

Examples:

500 Liveaction film.
500 Title from disc.
500 Based on The Magic School Bus book series written by Joanna Cole.

505 – Contents Note

This field is used to list titles contained on the DVD. They will display in a title search. **Select** the one format that best fits your item and **delete** the other 505 tags. In all formats, titles are separated by space, dash, dash, space.

NOTE: *If you want to include authors as in the 2nd example below, they will not be searchable by author. You must enter the author's name in a 700 tag to search by author.*

Examples:

- 505 The very hungry caterpillar -- Papa, please get the moon for me -- The very quiet cricket -- The mixed-up chameleon -- I see a song.
- 505 The little drummer boy /by Katherine Davis -- One zillion Valentines /by Frank Modell -- Sam and the lucky money /by Karen Chinn.
- 505 v. 1. Land divided, 1947-56 -- v. 2. The Six Day War, 1967 -- v. 3. Palestinian exiles, 1970-82.

If your item doesn't contain more than one title, **delete** all three 505 tags.

508 – Credits

This field is for the creators of the item – producers, writers, directors, cinematographers, etc. These are searchable by an author search. You can add as many entries as you wish in one tag. Each entry should be formatted:

Job comma first name last name space semicolon space (period after last entry.)

Examples:

- 508 Editor, Aaron Jones ; music, Paul Andrews ; writer, Sue Hosler.
- 508 Special dinosaur effects, Michael Lantieri ; music, John Williams ; editor, Michael Kahn.

511 – Performer(s)

This field is to give credit to actors, singers, narrators, etc. These are searchable by an author search. List major performers separated by commas and a space. Follow last entry with a period.

Examples:

- 511 Sam Neill, Laura Dern, Jeff Goldblum, Richard Attenborough.
- 511 Anne Baxter (Louise), Maria Perschy (Angela), Gustavo Rojo (Bill), Reginald Gilliam (Mr. Johnson).
- 511 Hosted by Hugh Downs.

520 – Summary

Delete the text on template and **replace** with a summary of the contents. If you don't want a summary, delete the tag.

Example:

- 520 When the Chamber of Secrets is opened again at the Hogwarts School for Witchcraft and Wizardry, second-year student Harry Potter finds himself in danger from a dark power that has once more been released on the school.

521 – Audience

Delete the text on the template and **replace** with intended audience.

Examples:

521 Elementary.
521 gr. 7-9.

*** 538 – Technical Details**

This is for the format of your item and is required for nonprint items. Do not delete!

Example: 538 DVD.

***6XX Subject**

You should include at least one subject in your record to facilitate searching in the online catalog. You may include as many as you wish. Determine if your item is about a person, place, or something else and then select the appropriate tag(s) below to enter the subject(s). If you wish to add more subjects, put your cursor in the 6XX tag and click the Add a Field helper. **Delete** any unused 6XX tags.

***600 – Personal Subject**

If your item is about a person, **delete** the text, and **replace** with the name (last name first). If your item is not about a person, delete the 600 tag.

Examples: 600 Lincoln, Abraham.
600 Lincoln, Abraham,|d1809-1865.

***650 – Subject Term**

If your subject is anything other than a person or place, **delete** all the text in the 650 field and **replace** with a subject term. See Sirsi Online Manual 12.6d for help on selecting subject headings.

Examples:

650 United States|xHistory|yCivil War, 1861-1865.
650 Folklore|zUnited States|vJuvenile films.
650 Quantum theory.

***651 – Geographic Term**

If your item is about a geographical location, **delete** all the text in the 651 field and **replace** with the location. If your subject is not a geographical location, delete the tag.

Examples:

651 Paris (France)
651 Columbus (Ohio)|vMaps.

7XX – Added Author

If your item has been written by multiple authors or contributors, **select** the appropriate 7XX tag. Entries in these tags are searchable by author.

700 – Use this for specifically named authors or contributors. You can also use this tag to add authors of titles in a 505 tag. **Delete** “PERSON’S LAST NAME, FIRST NAME” and **replace** with author - last name first. You should add a 700 tag for each author you include. Put your cursor in the 700 tag and click the Add a Field helper. You can add as many authors and 700 tags as you need.

Examples:

700 Steinbeck, John.
700 Hemingway, Ernest.

710 – Use this tag if your item was created by a corporation. **Delete** “CORPORATE NAME” and **replace** with the name of the corporation.

Example:

710 Creative Adventures.
710 Disney Enterprises, Inc.

730 – Uniform Title

Use this tag if your item is commonly known by another title. **Delete** “UNIFORM TITLE” and **replace** with the alternate title. If there is no uniform title, delete the tag.

Example: 730 Bible.

***989 – INFOhio Template**

“Original Record” must be included in your record. Do not make any changes or delete it.



NOTE: *If you have any questions about this document or cataloging in general, please contact your INFOhio Provider.*