Best Practice Recommendations for Cataloging DVD-Video and Blu-Ray Discs Using RDA and MARC 21 (OLAC Catalogers Network)

**Type of Description (RDA 1.5) RDA provides three methods to describe a manifestation. Choose a method that is most appropriate for the type of manifestation and situation: ● Comprehensive description (RDA 1.5.2) ● Analytical description (RDA 1.5.3) ● Hierarchical description (RDA 1.5.4)**

* Best Practice Recommendation: Follow LC-PCC PS 1.5.4 and generally do not create hierarchical descriptions.

**RDA requires that a preferred source of information be chosen. For moving image materials, the preferred source of information is the title frame or frames (or title screen or screens). If the title frames or title screens have no title that covers the manifestation as a whole, look for the first applicable source that is part of the manifestation for a formally-presented collective title**

* Best Practice Recommendation: Follow LC-PCC PS 2.2.4 and use square brackets to indicate where information is supplied from a source outside the manifestation itself.
* Best Practice Recommendation: Follow LC-PCC PS 2.2.4 and apply the exception to not use square brackets to indicate that the information is supplied from a source outside the manifestation itself for manifestations that do not normally carry identifying information (e.g., an assembled collection).

**Mode of Issuance (RDA 2.13) (MARC LDR/07)**

* Best Practice Recommendation: Follow LC-PCC PS 2.13.1.3 and record the mode of issuance in the MARC LDR/07 of the bibliographic record.

**Running Time (MARC 008/18-20)**

* Best Practice Recommendation: Record the running time of only the feature content in MARC 008/18-20.

**Target Audience (MARC 088/22)**

* Best Practice Recommendation: Include coded Target Audience information when applicable or feasible (regardless of presence of the MARC 521 field).

**Fixed-Length Data Elements—Additional Material Characteristics (MARC 006)**

* Best Practice Recommendation: Do not routinely provide MARC 006 for accompanying textual materials (e.g., inserts, booklets, etc.) unless substantial in nature.
* Best Practice Recommendation: Provide MARC 006 and 007 fields to describe additional characteristics when multiple formats are present in a resource and access to the additional characteristics is deemed important.

**Cataloging Source (MARC 040)**

Records created with RDA should be coded rda in MARC field 040 subfield e. Subfield e follows subfield b (“Language of Cataloging”) in the subfield string. “Hybrid” records (i.e., records constructed with AACR2 cataloging rules but with some RDA elements present) should NOT be coded rda in subfield e.

**Language Code (MARC 041)**

* Best Practice Recommendation: Follow the recommendations in OLAC’s Video Language Coding Best Practices (http://olacinc.org/sites/capc\_files/VideoLangCoding2012-09.pdf) for coding language information.
* Best Practice Recommendation: Always include the original language in MARC 041 subfield h when that information is known.

**Special Coded Dates (MARC 046)**

* Best Practice Recommendation: Always encode the date of film production (if unknown, the date of original film release) in MARC 046 $k. For compilations, use a separate MARC 046 field for the date of each film if feasible, otherwise encode a single or starting date of the content in MARC 046 $o and an ending date of the content in $p. Give the information in a “History of the Work” (MARC 500) note when that information is present. Follow LC-PCC-PS 9.3.1.3 and use the Extended Date/Time Format (EDTF) when supplying dates in MARC 046.

**Identifier for Manifestation (RDA 2.15) (MARC 020, 024, 028, 037)**

* Best Practice Recommendation: Record identifiers (especially ISBN and publisher numbers), along with any applicable qualifying information, when present. Enclose the qualifying information in parentheses. Consult LC-PCC PS 2.15.1.5 (Alternative) for guidance on selecting and formatting multiple identifiers.

**Title (RDA 2.3)**

**Titles of Parts, Sections, Supplements (RDA 2.3.1.7)**

* Best Practice Recommendation: Use cataloger’s judgement in the application of this instruction, LC-PCC PS 6.27.1.9 App. 1, RDA 2.3.1.7, and RDA 2.3.2. Generally prefer the application of LC-PCC PS 6.27.1.9 App. 1 (See Section V, Recording Relationships, Part C. Recording Authorized Access Points Representing Works/Expressions: Preferred Title).31 Also consult “Franchise titles” in the Title Proper (RDA 2.3.2) section below.

**Title Proper (RDA 2.3.2) (MARC 245)**

* Best Practice Recommendation: Always record the source of the title in a note when the title is not taken from the title frame(s) or screen(s).

**Franchise Titles**

* Best Practice Recommendation: Record the franchise title and the number and/or specific title as part of the title proper (245 subfield a), adding a colon after the franchise title for clarity. Do not put a space in front of the colon. Only record a title as other title information if it is clearly secondary to the title information and is not necessary to distinguish the title from other titles in the franchise.

**Resources without a Collective Title**

* Best Practice Recommendation: For a resource without a collective title (comprehensive description), follow LC-PCC PS 2.3.2.9 and record the titles of individual parts in the order they appear on the resource. Do not apply the alternative.

**Resources Without Title**

* Best Practice Recommendation: When a resource has no title in any source of information, devise a title in the predominant language presented in the resource; if that is not possible or practicable, follow the alternative in LC-PCC PS 2.3.2.11 and devise a title in English.

**Parallel Title Proper (RDA 2.3.3) (MARC 245 $b Remainder of title, MARC 246 X1)**

* Best Practice Recommendation: Record all parallel titles proper that appear on the resource; if a parallel title proper is taken from a different source than the title proper, record the source of the parallel title proper.

**Variant Title (RDA 2.3.6) (MARC 246, 730, 740)**

* Best Practice Recommendation: Follow LC-PCC PS 2.3.6.3 and encode most variant titles in MARC field 246. Record individual titles in a compilation in MARC field 730. Use MARC field 740 for title access points when an authorized access point is not needed.

**Statement of Responsibility Relating to Title Proper (RDA 2.4.2) (MARC 245 $c Statement of responsibility, etc.)**

* Best Practice Recommendation: Generally, record work-level roles (e.g., creators and individuals or groups associated with a work from RDA Appendix I) in the statement of responsibility. Use cataloger’s judgment to determine the significance of their involvement in the creation of artistic and intellectual content of the work being cataloged.
* RDA offers an option to abridge a statement of responsibility (RDA 2.4.1.4), however LC/PCC practice is not to do so. If a statement is abridged, do not omit the first name. Best Practice Recommendation: Follow LC-PCC PS 2.4.1.4 for the optional omission and generally do not abridge the statement of responsibility.

**Edition Statement (RDA 2.5) (MARC 250)**

**Designation of Edition (RDA 2.5.2) (MARC 250)**

* Best Practice Recommendation: Encode each edition statement in a separate MARC 250 field.
* Best Practice Recommendation: Record aspect ratio as a separate element (i.e., as a MARC 500 note) and also as an edition statement when presented as an edition statement on the manifestation.

250 $a Widescreen edition. 500 $a Wide screen (1.78:1). (The word “edition” and the numeric ratio is present on the manifestation) **but** 500 $a Wide screen (1.78:1). (Aspect ratio not presented as an edition statement on the manifestation)

**Parallel Designation of Edition (RDA 2.5.3) (MARC 250 $b Remainder of edition statement)**

* Best Practice Recommendation: Record all parallel designations of edition if feasible.

250 \_\_\_ $a Limited edition = $b Edición limitada

**Statement of Responsibility Relating to the Edition (RDA 2.5.4) (MARC 250 $b Remainder of edition statement)**

* Best Practice Recommendation: Record all statements of responsibility if feasible.

250 \_\_\_ $a Revised version / $b by James Smith.

**Designation of a Named Revision of an Edition (RDA 2.5.6) (MARC 250)**

* Best Practices Recommendation: Record named revisions of editions; use a single 250 field that contains the edition statement and the designation of a named revision of edition if necessary for clarity. Separate the statements with a comma.

250 \_\_\_ $a Special release, newly corrected. (Edition statement and named revision of edition)

**Production, Publication, Distribution, Manufacture, Copyright (RDA 2.7-RDA 2.11)**

**Production Statement (RDA 2.7) (MARC 264, second indicator 0)**

A production statement identifies the place of production, producer, and date of production of an unpublished manifestation, and is not a “production” as is usually associated with moving image materials. Only the date of production is a core element; optionally record the place of production and producer’s name. Record a production statement in MARC field 264, second indicator 0.

**Place of Production (RDA 2.7.2)**

* Best Practice Recommendation: Record the place of production and producer’s name when this information is readily available.

**No Place of Production Can Be Determined**

* Best Practice Recommendation: Follow LC practice/PCC practice and supply a probable place of production whenever possible rather than using “[Place of production not identified].”

**Producer’s Name (RDA 2.7.4)**

* Best Practice Recommendation: Follow LC/PCC practice and do not omit levels of hierarchy.
* Record any words or phrases that describe the function of the producer, if present on the manifestation. Optionally, this information may be supplied (in square brackets) if the function is unclear (RDA 2.7.4.4). LC/PCC practice is to generally not supply this information (LC-PCC PS 2.7.4.4).
* Best Practice Recommendation: Follow LC/PCC practice and only supply this information when the function is unclear.

**No Producer Identified**

* If no producer is found on the manifestation or any other source, record the standard phrase “producer not identified” in square brackets. Note that RDA does not use the Latin abbreviation [s.n.] (“sine nomine”) used in AACR2 cataloging for this purpose.

**Date of Production (RDA 2.7.5)**

* Date of production is an RDA core element for unpublished manifestations. Take the date of production from any source. If no date of production can be identified, supply a production date or an approximate production date. If no production date can be determined, record “[date of production not identified]” in square brackets. Date of production is recorded in MARC field 264, second indicator 0, subfield c.

**Publication Statement (RDA 2.8) (MARC 264, second indicator 1)**

The publication statement identifies the place of publication, the publisher, and the date of publication of a manifestation. The data recorded in the publication statement should always reflect manifestation-level information that corresponds to the item in hand. Data relating to the original production is work-/expression-level information and should generally not be recorded here. Place of publication, publisher’s name, and date of publication are core elements.

**Place of Publication (RDA 2.8.2)**

* Best Practice Recommendation: Follow LC practice/PCC practice and supply a probable place of publication if easily determined rather than using “[Place of publication not identified].”

**More than One Place of Publication**

* Best Practice Recommendation: Record the first place of publication as required; optionally record additional places of publication as deemed important.

**Publisher Name (RDA 2.8.4)**

* Best Practice Recommendation: If there is doubt as to whether a person, corporate body or family is functioning as a publisher or distributor, treat the name as a publisher.
* RDA offers an alternative to omit levels of hierarchy, if present. However, LC/PCC practice is not to do so (LC-PCC PS 2.8.4.3). Best Practice Recommendation: Follow LC/PCC practice and do not omit levels of hierarchy.
* Record any words or phrases describing any function other than publishing, if present on the manifestation. Optionally, this information may be supplied (in square brackets) if the function is unclear (RDA 2.8.4.4). LC/PCC practice is to generally not supply this information (LC-PCC PS 2.8.4.4). Best Practice Recommendation: Follow LC/PCC practice and only supply this information when the function is unclear.
* Best Practice Recommendation: Record the first publisher name found on the manifestation as required; optionally record additional publisher names if deemed important.

**No Publisher Name Identified**

* If there is no publisher name available from the manifestation or any other source, record the standard phrase “publisher not identified.” Use brackets to show that this information was taken from outside the manifestation. Note that RDA does not use the Latin abbreviation [s.n.] (“sine nomine”) used in AACR2 cataloging for this purpose.

**Date of Publication (RDA 2.8.6)**

* Best Practice Recommendation: Record the copyright date when a publication date is not present on a manifestation.
* Best Practice Recommendation: Follow LC/PCC practice and supply a probable date of publication, if possible, rather than “[date of publication not identified].”

264 \_1 $c [not before 2010] **rather than**  264 \_1 $c [date of publication not identified]

**Distribution Statement (RDA 2.9) (MARC 264, second indicator 2)**

RDA 2.9.4.4 provides an optional addition for a term indicating function if the distribution statement is not clear. LC practice is to generally not apply the option, unless a more specific function than the MARC 264 second indicator is deemed important. Enclose the term in brackets.

* Best Practice Recommendation: Follow LC practice and only apply the option when a more specific function term is deemed important.

**Manufacture Statement (RDA 2.10) (MARC 264, second indicator 3)**

RDA 2.10.4.4 provides an optional addition for a term indicating function if the manufacture statement is not clear. LC practice is to generally not apply the option, unless a more specific function than the MARC 264 second indicator is deemed important. Enclose the term in brackets.

* Best Practice Recommendation: Follow LC practice and only apply the option when a more specific function term is deemed important.

**Copyright Date (RDA 2.11) (MARC 264, second indicator 4 $c Date of production, publication, distribution, manufacture, or copyright notice)**

The copyright date is always preceded by the copyright (or phonogram) symbol. If these symbols are not available, the words “copyright” or “phonogram” are spelled out. A lowercase “c” or “p” before the date is no longer used to indicate copyright or phonogram. The field has no ending punctuation.

264 \_4 $c ©2014 264 \_4 $c copyright 2014

When multiple copyright dates apply to the same aspect of the manifestation, record only the latest copyright date. Multiple copyright dates that apply to different aspects (e.g., sound, text, etc.) are optionally recorded if deemed important, or may be explained in a note (RDA 2.17.10).

Multiple copyright dates are entered in a single MARC 264 (2nd indicator 4) field, but in separate instances of subfield c. Each subfield c is separated by a comma.

264 \_4 $c ©2014, $c ℗2008 (DVD + audio CD set; each date refers to a different aspect - video and sound)

* Best Practice Recommendation: Record the copyright date when the publication date or distribution date is not present or supplied.

264 \_1 $c [date of publication not identified] 264 \_4 $c ©2013 (No date of publication, copyright date added)

264 \_1 $c [2003?] 264 \_4 $c ©2003 (Supplied date of publication, copyright date added)

**Country of Producing Entity (MARC 257)**

* Best Practice Recommendation: Use the full name of the country of production in the form found in the LC/NACO Authority File. Encode the source of the term in subfield 2.

**Carrier Description Extent (RDA 3.4) (MARC 300 $a Extent)**

* Best Practice Recommendation: Do not apply the alternative at RDA 3.4.1.3; that is, use the carrier type “videodisc” for DVD or Blu-ray Discs rather than a term in common usage (e.g., DVD) for shared cataloging.
* Best Practice Recommendation: Record information about the physical description of the manifestation using MARC 344 and 347 fields.
* Best Practice Recommendation: In general, follow LC-PCC PS 3.1.4 and treat multiple carrier types as follows:

1. Bibliographically significant additional carriers: Record the primary carrier type in MARC 300 subfield a and all other significant carrier types in MARC 300 subfield e if a detailed description of the additional carrier(s) is desired. Separate occurrences of MARC field 300 (rather than 300 subfields a and e) may be used if needed for clarity.
2. If a detailed description of the additional carrier(s) is not desired, record only the extent in MARC 300 subfield e.
3. Additional carriers with no bibliographical significance: Record information about the extent or content only in a note.

**Dimensions (RDA 3.5) (MARC 300 $c Dimensions) (MARC 340 $b Physical Medium, Dimensions)**

* Best Practice Recommendation: Follow LC practice as specified in LC-PCC PS 3.5.1.3 and 3.5.1.4.4, applying the alternative to give the dimensions of DVD and Blu-ray Discs in inches (using the abbreviation “in.” for “inches” per RDA Appendix B).

**Production Method (RDA 3.9) (MARC 340 $d)**

Production method is “the process used to produce a manifestation” (RDA 3.9.1.1). Production method may be recorded in a general MARC field 340 subfield d if it is deemed important. Use a term from the list given at RDA 3.9.1.3:

● burning – for most recordable discs (e.g. DVD-R)

● stamping – for most commercially produced discs

* Best Practice Recommendation: Do not generally record production method for commercially produced discs.

**Sound Content (RDA 7.18) (MARC 300 $b Other physical details, 007/05)**

Sound content refers to the “presence or absence of sound in an expression.” (RDA 7.18.1.1). Sound content is recorded in MARC field 300 subfield b, using a term given in RDA 7.18.1.3:

● sound

● silent

The sound content precedes the color content in MARC field 300 subfield b. Details on the sound characteristics are recorded in MARC field 344. If any music or sound has been added to a silent film, record the sound content as “sound.” Add a note to explain or clarify the details of the sound content if necessary.

**Color Content (RDA 7.17) (MARC 300 $b Other physical details)**

* Best Practice Recommendation: Follow the alternative given in RDA 7.17.1.3 and LC practice (as noted in LC-PCC PS 7.17.1.3) and use substitute terms such as “black and white, “color,” and/or “sepia45” when recording color content.
* Best Practice Recommendation: Use terms from a substitute vocabulary to record tinting and/or toning of the color content (e.g., terms in the above table). Make a note regarding the details of the color content as needed.

**Sound Characteristic (RDA 3.16) (MARC 344 $a Type of recording $b Recording medium $g Configuration of playback channels $h Special playback characteristic)**

* Best Practice Recommendation: Use separate occurrences of MARC field 344 when a combination of RDA and non-RDA vocabulary terms apply to a manifestation. Add subfield 2 to denote the source of the term. Do not add subfield 2 when non-RDA vocabulary terms are used (e.g., Special Playback Characteristics).
* Best Practice Recommendation: Always record the type of recording, recording medium, configuration of playback channels and special playback characteristics (when known) for the primary soundtrack of the primary feature on a DVD or Blu-ray Disc. Optionally provide sound characteristics of other features present on the disc. If recording multiple sets of playback characteristics associated with multiples types of discs, use separate instances of MARC 344 (with subfield 3 if necessary to provide clarity).

**Projection Characteristic of Motion Picture Film (RDA 3.17)**

Projection characteristic of motion picture film applies only to actual motion picture film. This element does not apply to DVD or Blu-ray Discs.

If information about the original motion picture film is deemed important, it should be given in a note.

500 \_\_\_ $a “Filmed in Technicolor.” (Information is quoted from the title frames)

**Video Characteristic (RDA 3.18) (MARC 346 $b Broadcast standard)**

**Video Format (RDA 3.18.2)**

This sub-element does not apply to DVD or Blu-ray Discs.

Video format refers to the standard that encodes analog video content of a manifestation (RDA 3.18.2.1). Although “laser optical” is included in the list of video encoding formats given at RDA 3.18.2.3, this term actually refers to discs commonly known as “Laser Discs” that contain analog video. DVD and Blu-ray Discs are digital; do not record anything in MARC 346 subfield a

**Broadcast Standard (RDA 3.18.3)**

There are three different format systems for television broadcasting:

● NTSC (National Television Systems Committee) - the TV format used in Canada, Japan, Mexico, Philippines, Taiwan, the United States and other countries

● PAL (Phase Alternate Line) - the TV format used in most of Europe, most of Africa, China, India, Australia, New Zealand, Israel, North Korea, and other countries

● SECAM (Sequential Color with Memory) - the TV format used in eastern Europe and France

* Best Practice Recommendation: Record broadcast standards in MARC 346 subfield b; optionally repeat this information in MARC 538.

**Digital File Characteristic (RDA 3.19) (MARC 347 $a File Type $b Encoding Format $e Regional Encoding)**

* Best Practice Recommendation: Use separate occurrences of MARC field 347 when a combination of RDA and non-RDA vocabulary terms apply to a manifestation. Add subfield 2 to denote terms from the RDA vocabulary. Do not add subfield 2 when non-RDA vocabulary terms are used (e.g., Encoding Format).

**File Type (RDA 3.19.2)**

* Best Practice Recommendation: When multiple file types are present in the manifestation, use separate occurrences of MARC field 347 to record this information.

**Encoding Format (RDA 3.19.3)**

* Encoding format is the “schema, standard, etc., used to encode the digital content of a manifestation” (RDA 3.19.3.1). Record the encoding format in MARC field 347 subfield b.

**Regional Encoding (RDA 3.19.6)**

* Best Practice Recommendation: Record the regional encoding as prescribed in RDA 3.19.6; use the term “all regions” as instructed for “region 0” or “region free” designations.

**Content, Media, Carrier Types (Recorded in subfield a of MARC 336, 337, and 338, respectively)**

* Best Practice Recommendation: Always record Content, Media, and Carrier Type terms along with the appropriate term source code. Additionally, record the coded form of the term in subfield b. Encode both the term and the code in the same MARC field with the source code “rdacontent,” “rdamedia,” or “rdacarrier” as appropriate. Alternatively, record the term and the coded form of the code in separate MARC fields, each with an appropriate term/code source code.
* Best Practice Recommendation: Do not record a content type, media type, or carrier type for most DVD or Blu-ray booklets, unless substantial in nature.
* Best Practice Recommendation: Do not enter any General Material Designation (GMD) in MARC field 245 subfield h (i.e., [videorecording]) when creating a full-RDA catalog record.

**Content Type (RDA 6.9) (MARC 336)**

* Best Practice Recommendation: For DVD/Blu-ray Discs that contain musical performances, always include content types for both the moving image content and the musical content.

**Media Type (RDA 3.2) (MARC 337)**

* Record multiple media types in separate MARC 337 fields.
* The media type for DVD and Blu-ray Discs is video.

**Carrier Type (RDA 3.3) (MARC 338)**

* Record each carrier type in a separate MARC 338 field.
* The carrier type for DVD and Blu-ray Discs is videodisc.

**Form of Work (RDA 6.3) (MARC 380)**

* Best Practice Recommendation: Provide a high-level term for the form of work if readily ascertainable. Take the term from a controlled vocabulary (e.g., LCGFT, LCSH, etc.) and capitalize the first word to provide consistency.

**Series Statement (RDA 2.12) (MARC 490 and 8XX)**

The series statement identifies a series to which a manifestation belongs. The series statement may include subseries information, numbering, and a statement of responsibility. Information about a series and subseries is contained in a single series statement. Series information is usually found on the container. Core elements include the series title proper, numbering, subseries title proper and numbering. Record series statements in MARC field 490 (in addition, include the authorized form of the series title in the appropriate 8XX field if access to the authorized series title is desired).

It is important to note that only publisher series are recorded here. Franchise titles for movies or television are not considered to be series. See LC-PCC PS 6.27.1.9 for guidelines on recording television series.

**Title Proper of Series (RDA 2.12.2) (MARC 490 and authorized form of series title in MARC 830 if available)**

Transcribe the series title proper as it appears on the manifestation. Take the information from (in order of preference) the series title page, another source within the manifestation, or a source specified at RDA 2.2.4. Record an alternative title proper of series as part of the title proper of series.

**Numbering Within Series (RDA 2.12.9) (MARC 490 and authorized form of series title in MARC 830 if available)**

Series numbering (if present) is a core element. Numbering can include a numeral, a letter, any other character, or the combination of these. Numbering is often accompanied by a caption (e.g., volume, number, etc.) and/or a chronological designation.

**Notes (MARC 5XX and 7XX)**

* Best Practice Recommendation: If a specified order for notes is desired, use ISBD order, AACR2 order, or a locally devised order. If a particular note is of local importance, it may be given first.
* Best Practice Recommendation: In general, make a separate note for each RDA element. Do not combine notes about multiple RDA elements into a single note unless necessary for clarity (e.g., for musical content, combining the Nature of the Content note with the Medium of Performance note, e.g., “Suite for flute and piano.”)
* Best Practice Recommendation: When constructing note fields, it is advisable to use information exactly as stated on the source whenever possible if that makes the information more clearly understood or conveyed.

**See Pages 131 & 132 for List of Notes Applicable to DVD/Blu-ray Discs in ISBD Order (RDA Appendix D.1.1)**

**Equipment or System Requirements (RDA 3.20) (MARC 538)**

Many of the characteristics formerly recorded in MARC field 538 field in AACR2 cataloging (e.g. sound characteristics, broadcast standard, region coding etc.) are recorded elsewhere.

* Best Practice Recommendation: Use MARC fields 344 (Sound Characteristics), 346 $b (Broadcast Standard), 347 (Digital File Characteristics-File Type, and Encoding Method), and 500 (Aspect Ratio) to record these RDA elements.
* Best Practice Recommendation: Record equipment or system requirements that are not recorded elsewhere and that are considered important for identification and/or selection. Record the requirements in the order suggested in RDA 3.20.1.3. Use a quoted note if that provides the clearest explanation.

It can also be useful to record disc characteristics, such as whether a disc is a recordable disc (often prone to playback problems). These discs can often be identified by the bluish hue on the recorded side of the disc. The production method of these discs (e.g., “burning”) can be recorded in RDA 3.9 Production Method (MARC field 340 $d).

**Title Source Note (RDA 2.17.2.3) (MARC 500)**

Make a note about the source of the title if it has been taken from a source other than the title frame(s) or screen(s) as instructed in RDA 2.20.2.3.

**Nature of the Content (RDA 7.2) (MARC 500) Medium of Performance of Musical Content (7.21)**

* Best Practice Recommendation: Make a note describing the nature of the content if the content is unclear from the description, subject headings, or genre/form headings. For manifestations with musical content, combine the nature of the content and medium of performance notes if that makes the information more clearly understood.

**Capture Information (RDA 7.11) (MARC 518)**

**Formatted MARC field 518**

* Best Practice Recommendation: In MARC field 518, subfield d, record the date (or range of dates) in this order: year, month, day.
* Best Practice Recommendation: Record place and date of capture information (if readily ascertained) in a formatted MARC 518 field. Optionally, also record the information in coded form in the MARC 033 field.

**Unformatted MARC field 518**

* In an unformatted MARC field 518, all information is recorded in a single subfield a. Information about original release or broadcast history is recorded in the History of the Work element (RDA 6.7).

**Language of Content (RDA 7.12) (MARC 546, 500, 041)**

* Best Practice Recommendation: Always record the language of the soundtrack from the primary content in MARC field 546. Also record the original language in MARC 041 subfield h when that information is present. In general, follow LC-PCC PS 7.12.1.3 and supply the languages of secondary content present in the manifestation.

**Accessibility Content (RDA 7.14) (MARC 546)**

Accessibility content includes not only a translation of the dialog but also descriptions of sound effects, musical notes when there is music, and any other sounds that would be missed by someone who cannot hear the audio or see the video. Accessibility is made possible through audio description, captioning, sign language, and/or subtitles. Accessibility content does not include subtitles in a language different from the spoken content unless they also include the contextual information described above. Additional information about captions and subtitles may be found in Video Language Coding: Best Practices (http://olacinc.org/sites/capc\_files/VideoLangCoding2012-09.pdf). Information about accessibility content is recorded in MARC field 546. It may be recorded in the same MARC 546 field as the language of the content.

* Best Practice Recommendation: Always record inaccuracies regarding captioning to the extent possible.
* Best Practice Recommendation: In general, follow LC-PCC PS 7.14 and provide specific information about the sign language present when that information is readily available.

**Supplementary Content (RDA 7.16) (MARC 500)**

* Best Practice Recommendation: Do not record these standard DVD/Blu-ray features: ● Interactive menu ● Scene access ● Scene selection

Optionally, do not record these special features: ● Advertisements ● Preview/trailers

**Performer, Narrator, and/or Presenter (RDA 2.17.3.5, formerly RDA 7.23) (MARC 511)**

Although this element has been deprecated, RDA 2.17.3.5 specifies that notes should be made if this information is not recorded in the statement of responsibility. Encode this information in a MARC 511 field. For musical performers, include the medium of performance. If authorized access points are given for performers, narrators, and/or presenters, use relationship designators to show the relationship to the work or expression.

**Artistic and/or Technical Credit (RDA 2.17.3.5, formerly RDA 7.24) (MARC 508)**

Although this element has been deprecated, RDA 2.17.3.5 specifies that notes should be made if this information is not recorded in the statement of responsibility. Encode this information in MARC field 508. Include a statement of function with each name (or group of names). This statement of function is given in the language of the cataloging agency since this information is supplied rather than transcribed. When authorized access points are given for artistic and/or technical credit, use relationship designators to show the relationship to the work or expression.

**History of the Work (RDA 6.7) (MARC 500)**

* Best Practice Recommendation: Record the date of production (if unknown, the date of original release) in a note (MARC 500) and also in MARC 046 subfield k (prefer use of Extended Date/Time Format).

**Contents Note (RDA 25.1) (MARC 505, 500)**

* Best Practice Recommendation: Provide a contents note (generally following the instructions outlined in LC-PCC PS 25.1 and LC-PCC PS 25.1.1.3) for compilations whenever feasible. Catalogers may go beyond the requirements in the Policy Statements and record authorized access points for all works contained in the manifestation beyond the predominant or first work when judged feasible and/or important for discovery. When there are multiple sets of credits, use cataloger’s judgment to choose between including the credits in the contents note or in separate MARC 511, 508 and/or 500 fields.

**Accompanying Material (RDA 27.1) (MARC 300 $e, 500)**

* Best Practice Recommendation: In general, supply a separate access point if the accompanying material is separately titled.

**Aspect Ratio (RDA 7.19) (MARC 500)**

* Best Practice Recommendation: Record a formally-presented aspect ratio using the prescribed numerical ratio format when it is found in ratio format on the manifestation or container. Record aspect ratio designation in addition to the aspect ratio if the designation appears on the manifestation or container. Record aspect ratio designation alone if the aspect ratio in standard numeric form does not appear on the manifestation or container. Record aspect ratio and aspect ratio designation in a MARC 500 field.
* If the aspect ratio designation is presented as an edition statement, also record an edition statement in MARC field 250.
* Do not routinely combine Aspect Ratio or Aspect Ratio Designation with the Equipment or System Requirement note (MARC 538).

**Duration (RDA 7.22) (MARC 300 $a, 306, 505)**

Duration provides information about the playing or running time of a manifestation. Duration information may be taken from any source. Total duration of the primary content of a manifestation (e.g., the duration of the feature film, excluding any “bonus” features) is recorded in MARC 300 subfield a following the extent. Instructions for recording duration are given in RDA 7.22.1.3. Record duration as hours, minutes, and seconds in a format preferred by the cataloging agency. The words “hours,” “minutes,” or “seconds,” should be abbreviated in accordance with RDA Appendix B.5.3. Duration may be optionally recorded in coded form in the MARC 306 field.

* Best Practice Recommendation: Apply the alternative; record the total duration instead of or in addition to the duration of the component parts.

**Summarization of the Content (RDA 7.10) (MARC 520)**

* Best Practice Recommendation: Provide a summary of content whenever possible following the guidelines given in Summary Notes for Catalog Records. If the summary is copied verbatim from the manifestation or an external source, enclose it in quotation marks and attribute the source of the summary.

**Restrictions on Access (RDA 4.4) (MARC 506)**

Restrictions on access describe any limitations imposed on access to a manifestation. Be as specific as possible about the nature of the restrictions to access (e.g., eligible viewers, duration of restriction, etc.). If restrictions on access apply, code MARC field 506 with first indicator 1. Availability of a manifestation, if considered important, can be recorded as well. Code MARC 506 first indicator 0 if no restrictions apply; leave the indicator value blank if no information is provided.

**Restrictions on Use (RDA 4.5) (MARC 540)**

* Best Practice Recommendations: Notes for restrictions on use, such as public performance rights, are generally local, item-specific notes. Do not include local notes in shared cataloging.

**Intended Audience (RDA 7.7) (MARC 521)**

Intended audience in recorded in MARC field 521. The first indicator can be used to indicate a specific audience level or characteristic. When including intended audience information, also code the fixed field 008/22 (Audn) with the appropriate value.

* Best Practice Recommendation: Follow LC-PCC PS 7.7 and record intended audience information for manifestations intended for children. In addition, record intended audience information whenever it is considered important for identification or selection. Record the information using the wording found on the source, if feasible.

**Awards Note (RDA 7.28) (MARC 586)**

Information about formal awards should be recorded in MARC field 586 if considered important. Multiple awards should be recorded in separate MARC 586 fields. The field ends with no punctuation.

**Dissertation or Thesis Information (RDA 7.9) (MARC 502, 500)**

* Best Practice Recommendation: Follow LC-PCC PS 7.9.1.3, recording sub-elements relating to thesis or dissertation information in a formatted MARC 502 field.
* If the manifestation does not contain a formal thesis or dissertation statement, a general note (MARC field 500) may be used.

**Relationship Designators (RDA 18.5) (MARC 1XX, 7XX $e Relationship term $i Relationship information)**

* Best Practice Recommendation: In general, supply a relationship designator for all resource to-agent and resource-to-resource relationships (when those relationships are clear).
* Best Practice Recommendation: Follow LC practice as stated in LC-PCC PS J.1 regarding the placement and presentation of relationship designators in subfield i.
* Best Practice Recommendation: In general, apply guidelines found in the PCC Training Manual for Applying Relationship Designators in Bibliographic Records, in particular, the guidelines listed below: Refer to “OLAC Catalogers Network -- Best Practices for Cataloging DVD/Blu-ray – Version 1.1 (November 2017)”, pages 171-173.

**Recording Authorized Access Points Representing Works/Expressions in the Resource Being Cataloged**

**Works Created by One Agent (RDA 6.27.1.2) (MARC 100)**

When a single agent is solely responsible for creating a work, the authorized access point is formed by combining the authorized access point for the agent plus the preferred title for the work.87 However, it is a relatively rare occurrence for a moving image work to be the product of a single agent.

**Collaborative Works (RDA 6.27.1.3) (MARC 245)**

* Best Practice Recommendation: Apply the exception given in RDA 6.27.1.3 and identify all collaborative moving image works by preferred title alone.

**Compilations of Works by Different Agents (RDA 6.27.1.4) (MARC 245, 700, 730)**

* Best Practice Recommendation: Do not apply the alternative to devise a title for a compilation when there is no collective title available. Record each individual title in MARC 245.

**Preferred Title for Work (RDA 6.2.2) (MARC 130, 730)**

The preferred title for a manifestation with a single (or predominant) work is encoded in MARC field 130; for collections with multiple works or expressions preferred titles are encoded in MARC field 730.

* Best Practice Recommendation: In general, follow the instructions given in LC-PCC PS 6.27.1.9 Appendix 1 when constructing authorized access points for motion pictures and television programs. Base the title on the form of the title that appears in a title frame or title screen in the original language whenever possible.

**Constructing Access Points to Represent Musical Works and Expressions (RDA 6.28) (MARC 7XX)**

* Best Practice Recommendation: Always give a name-title authorized access point for the composer and work contained in a filmed musical performance.

**Relationships between a Resource and Associated Agents (MARC 1XX, 7XX $e Relator term)**

**Agents Associated with a Work**

Agents associated with a work are divided into two groups: • Creators of a work • Other agents associated with a work.

* Best Practice Recommendation: Provide authorized access points for additional creators beyond the core requirement when feasible.

**Agents Associated with a Manifestation**

* Best Practice Recommendation: It is not necessary to add a relationship designator to access points for general publisher, distributor, and manufacturer relationships when recorded as RDA elements. Add relationship designators when given as separate access points.

**List of Common Relationship Designators Applicable to Moving Image Materials** Applicable to creator relationships: Works, Expressions, Manifestations and Items. Refer to “OLAC Catalogers Network -- Best Practices for Cataloging DVD/Blu-ray – Version 1.1 (November 2017)”, pages 189-192.

**Relationships between the Resource and Other Related Resources (MARC 505, 7XX; 775/776)**

**Related Works (RDA 25.1)**

Several types of related work relationships are identified in RDA, each with a set of associated relationship designators from RDA Appendix J (selective list): ● Derivative work relationships (RDA J.2.2) ● Whole/part work relationships (RDA J.2.4) ● Accompanying work relationships (RDA J.2.5) ● Sequential work relationships (RDA J.2.6)

**Related Expressions (RDA 26.1)**

Several types of related expression relationships are identified in RDA, again, each with a set of associated relationship designators in RDA Appendix J (selective list): ● Derivative expression relationship (RDA J.3.2) ● Whole/part expression relationship (RDA J.3.4) ● Accompanying expression relationship (RDA J.3.5)

**Related Manifestations (RDA 27.1)**

Among the related manifestation relationships identified in RDA are two relevant to moving image works (with relationship designators given in RDA Appendix J) (selective list): ● Equivalent manifestation relationship (RDA J.4.2) ● Accompanying manifestation relationship (RDA J.4.5)

**Related Manifestations continued next page**

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Related manifestation is a core element for LC and PCC for reproductions. Revised editions represent different expressions and are not treated as reproductions. Use MARC field 775 or 776 to record information about the original resource as follows: • If the carrier is the same type as the original resource, use MARC 775 *Example*: an on-demand DVD reproduced from another DVD • If the carrier is not the same type as the original resource, use MARC 776 *Example*: a copy of a VHS cassette transferred to DVD

* Best Practice Recommendation: Record information about a related manifestation only for a reproduction of a particular manifestation or on-demand discs. Do not routinely record related manifestation information for theatrical films merely reproduced on DVD or Blu-ray Disc. When using a structured description (i.e., MARC 775 or 776) generally follow the guidelines given in LC-PCC PS 27.1.1.3.

If the manifestation is a compilation containing reproductions of works not previously published as a compilation, give a bibliographic history note (MARC 500), rather than using structured MARC 775 or 776 for each work in the compilation.

**Related Items (RDA 28.1)**

There are a couple related item relationships identified in RDA, along with associated relationship designators in RDA Appendix J (selective list): ● Equivalent item relationship (RDA J.5.2) ● Accompanying item relationship (RDA J.5.5)

* Best Practice Recommendation: Follow LC/PCC practice as outlined in LC-PCC PS 28.1.1.3 when creating a separate record for the reproduction, following these guidelines for using MARC 775 and 776 fields: • If the carrier is the same type as the original resource, use MARC 775 • If the carrier is not the same type as the original resource, use MARC 776 • Use the relationship designator “reproduction of (item):”.

If the item is a compilation containing reproductions of works not published earlier as a compilation, give this information in a bibliographic history note (MARC 500) rather than using MARC 775/776.

**Recommended Description and Encoding of DVD/Blu-ray Attributes:**  Refer to “OLAC Catalogers Network -- Best Practices for Cataloging DVD/Blu-ray – Version 1.1 (November 2017)”, pages 202-203.

**List of Resources (DVD and Blu-ray Disc Resources and RDA and Moving Image Cataloging Resources):** Refer to “OLAC Catalogers Network -- Best Practices for Cataloging DVD/Blu-ray – Version 1.1 (November 2017)”, pages 204-207.

**Full MARC Record Examples:** Refer to “OLAC Catalogers Network -- Best Practices for Cataloging DVD/Blu-ray – Version 1.1 (November 2017)”, pages 208-273.