JULAC Bibliographic Services Committee
General Guidelines for Cataloguing Local TV Programs

1. Source of Reference

Please refer to "General References" for resource links.

Best practices for local TV programs: using RDA and MARC 21
See: OLAC Best Practices for Cataloging DVD-Video and Blu-ray Discs, Objects, Streaming Media and Video Games Using the Original RDA Toolkit and MARC 21 (version 1.1 October 2023)

2. Standardization for Specific Fields

	Elements	Specific Guidelines / Examples	Remarks
1.	Leader/17 Encoding level	All original records uploaded to the shared ILS should be catalogued in full level. i.e. use [blank] for full level	
2.	Leader 06 Type of record	• g – Projected medium	
3.	006	• 006/00 = m • 006/06 = o • 006/09 = c	
4.	007	• Include the field to describe the item's physical characteristics as both video recording and electronic resource. e.g. 007 cr cna 007 vz czazuu	
5.	008	• 008/29 = o	
6.	035 System control number	• Mandatory. • Use OCLC control number if available; if not found, create a local number instead. e.g. 035 ## $a(HkLN)991014913808803413	
7.	033 Date of expression (RDA 6.10.1)	• Include $a (optional) e.g. 033 01$a20180224	
8.	040 Cataloging source	• Include $a, $b, $e and $c. e.g. 040 ## $aXXX$beng$erda$cXXX	

	Elements	Specific Guidelines / Examples	Remarks
9.	245 $a & $b Title (RDA 2.3) [updated Oct 2026]	• Take title proper from the preferred source of information. • Apply Capitalization Guideline (RDA Appendix A) • If multiple programmes share the same title in 245$a and lack other title details, add the broadcasting date to 245$b for each title in [yyyy-mm-dd] format to prevent deduplication and facilitate easier resource identification. When to add e.g. 245 00 $a 第五波疫情 :$b[2022-05-01] 245 00 $a 第五波疫情 :$b[2022-03-26] 245 00 $a 第五波疫情 :$b[2022-03-27] When NOT to add e.g. 245 00 $a 港鐵票價 ; $b 第五波疫情 245 00 $a 第五波疫情 ; $b 全民檢測	
10.	245 $c Statement of responsibility (RDA 2.4)	• Record contributors (except technical credits) of the contents • If a category of responsibility names more than 3 agents, omit any but the 1st and append "[and 1 other]" or "[and x others]"	
11.	264 #1 Publication statement (RDA 2.8)	• Transcribe place of publication and name(s) of publisher from the preferred source of information. e.g. 264 #1 $a[Hong Kong] :$bTelevision Broadcasts Limited,$c[2018]	
12.	300 Extent (RDA 3.4)	• Do not use common terms. e.g. 300 ## $a1 online resource (1 video file (30 min.)) :$bsound, color	
13.	336/337/338 Content type/ Media type/ Carrier type (RDA 6.9/3.2/3.3)	• Include $a, $b and $2. e.g. 336 ## $atwo-dimensional moving image$btdi$2rdacontent 337 ## acomputerbc2rdamedia 338 ## $aonline resource$bcr 2rdacarrier	
14.	340 Color content	• Color content $g e.g. 340 ## $g polychrome $2 rdacc 340 ##$g monochrome $2 rdacc	
15.	347 Digital File Characteristics	• Enter $a and $b in separate 347 field (Because MPEG-4 is not a term found in RDA) e.g. 347 ## $a video file $2 rdaft	

	Elements	Specific Guidelines / Examples	Remarks
	(RDA 3.19)	347 ## $b MPEG-4	
16.	380 Form of Work (RDA 6.3)	• Include $a and $2. e.g. 380 ## $aTelevision programs$2lcgft	
17.	490/830 Series statement (RDA 2.12)	• Record if applicable. • Use the format as [yyyy-mm-dd] e.g. 490 1# $aPearl report ;$v[2018-02-24] 830 #0 $aPearl report ;$v[2018-02-24]	
18.	508 Artistic and/or Technical Credit (RDA 7.24)	• If a category of responsibility names more than 3 agents, omit any but the 1st and append "[and 1 other]" or "[and x others]" • Provide 700 added name entries for names included in 508 (optional) • Optional to add 880 e.g. 508 ## $a Cameramen, Wong Tak Ming [and 4 others] ; video editor, Poon Wai Keung.	
19.	511 Performer, Narrator, and/or Presenter (RDA 7.23)	• Provide 700 added name entries for names included in 511. • Optional to add 880 e.g. 511 0#$aHost: Melissa Gecolea.	
20.	518 Place and date of capture (RDA 6.10.1)	• Record information about the original date/time and/or place of release. • Include free text in $a. e.g. 518 ## $aAuthorized off air recording; originally broadcast by TVB as an episode of Pearl Report on February 24, 2018.	
21.	520 Summarization of content (RDA 7.10)	• Provide if it is available; optional to add if no sources is found • Do not add parallel 880 “Detailed summary in vernacular field only.” • Include both $a and $c. e.g. 520 ## $a”xxxx”—$cTVB website.	

	Elements	Specific Guidelines / Examples	Remarks
22.	041/546 Language of the content (RDA 7.12)	• Record language(s) in both coded and textual form. e.g. 041 0# $aeng$achi$jeng 546 $aIn English and Chinese Cantonese Cantonese) with subtitles in English.	
23.	588 Source of description note (RDA 2.17.2.3)	• Provide a note indicating the date the resource was viewed. e.g. 588 ##$aDescription based on online resource; title from title screen (e-video, viewed February 24, 2018)	
24.	651 #4 Subject headings	Follow Shared Cataloguing Guidelines	
25.	655 Genre/Form	• Provide genre entries. • Include $2 (Source of term) e.g. 655 #7 $a Public affairs television programs. $2 lcgft 655 #7 $a Nonfiction television programs. $2 lcgft	
26.	69x Local subject	Follow Shared Cataloguing Guidelines	
27.	700/710 Added entry	• Apply relationship designators to all access points such as executive producer, producer, visual director, editor, narrator, host, actor, production company. • Optional to provide access points for technical credits such as cameraman, video editor. e.g. 700 1# $a 雍進,$etelevision director. 710 2#$aTelevision Broadcasts Limited (Hong Kong, China).$bPublic Affairs Department,$eproduction company.	
28.	740 Added entries for related or analytical titles	• Provide 740 for resource lacking a collective title, add entry/entries for titles recorded in subfield $b of field 245. e.g. 245 00 $aWeekly wrap ;$bDelivering value ; Head 2 Head 740 02 $aDelivering value. 740 02 $aHead 2 Head.	

	Elements	Specific Guidelines / Examples	Remarks
29.	925 To indicate the collection [updated Oct 2026]	• Add "Local TV Programs" to indicate the collection e.g. 925 ## $aLocal TV Programs	
30.	938 To prevent dedup/FRBR [updated Oct 2026]	• Add "no_frbr" to prevent unnecessary FRBRized records, i.e. no_frbr $bOCLC symbol_yyyymmdd e.g. 938 ## $ano_frbr $bCVU_20261012	

By: Emil Li 29 August 2018
Updated June 2024, January 2025, October 2026