

# JULAC Bibliographic Services Committee

## General Guidelines for Cataloguing Video Recordings

### 1. Source of Reference

Please refer to "General References" for resource links.

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	Remarks
Leader/17 Encoding level [updated Jan 2025]	All original records uploaded to the shared ILS should be catalogued in full level. i.e. use [blank] for full level	
006	<ul style="list-style-type: none"> <li>Additional 006 field for visual materials with accompanying materials in other formats.</li> </ul>	Provide 006 with corresponding 300 subfield e for accompanying materials with substantial contents only.
007	<ul style="list-style-type: none"> <li>007/00 = v</li> <li>007/04 = s for Blu-rays.</li> <li>007/04 = v for both VCDs and DVDs.</li> </ul>	
008/22 Target audience	<ul style="list-style-type: none"> <li>Optional to leave blank or enter code.</li> </ul>	If use, must follow MARC definitions of codes. Local codes are not allowed.
008/28 Government publication	<ul style="list-style-type: none"> <li>Compulsory for Hong Kong Government publications.</li> <li>Optional for non-Hong Kong government publications.</li> </ul>	
020 ISBN	<ul style="list-style-type: none"> <li>Use \$q for qualifying information.</li> <li>Enclose information in \$q in blankets.</li> </ul>	
024	<ul style="list-style-type: none"> <li>Include Other Standard Identifier if relevant.</li> </ul>	
028	<ul style="list-style-type: none"> <li>028 4X for publisher's number.</li> <li>028 6X for distributor number.</li> </ul>	Provide distributor's information when no publisher's information found.

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040 Cataloging source	<ul style="list-style-type: none"> <li>• XXX\$beng\$erda\$cXXX</li> <li>• Only \$beng can be added to the shared ILS.</li> </ul>	
041	<ul style="list-style-type: none"> <li>• Provides codes for languages associated when the language code in field 008/35-37 of the record is insufficient to convey full information.</li> <li>• Provide languages in textual form in field 546.</li> <li>• Subfields: \$a - spoken, sung, and signed languages \$h - language code of original \$i - language of intertitles \$j - language of subtitles \$p - language code of captions \$q - language code of accessible audio</li> <li>• Sequence of subfields in 041: \$j (Language code of subtitles) / \$p (Language code of captions) / \$q (language code of accessible audio) should go before \$h (Language code of original). For example: 041 1#\$aeng\$afre\$aipn\$aatha\$jchi\$jeng\$jfre\$jipn \$jkor\$jpor\$jspa\$jtha\$peng\$qeng\$heng</li> </ul>	
130	<ul style="list-style-type: none"> <li>• Construct authorized access points for motion pictures and television programs.</li> <li>• If title of resource conflicts with the title of another resources, add additional qualifier in the order of: <ul style="list-style-type: none"> <li>- Year first telecast</li> <li>- Production company or network</li> <li>- Country of production</li> </ul> </li> <li>• For example: 130 0# \$aAround the world in 80 days (Television program : 1989 : NBC Television Network)</li> </ul>	For DVD releases of motion pictures that are dubbed into different languages: Please refer to the 730 section.

Elements	Specific Guidelines	Remarks
245 \$a & \$b	<ul style="list-style-type: none"> <li>• Apply Capitalization guideline (RDA Appendix A) instead of transcribing directly from the title page.</li> <li>• Add translated titles, found within the resource being cataloged, with equal signs.</li> </ul>	
245 \$c	<ul style="list-style-type: none"> <li>• Includes the following 4 types of creators:               <ol style="list-style-type: none"> <li>a. Production company</li> <li>b. Screenplay writer</li> <li>c. Producer</li> <li>d. Director</li> </ol> </li> <li>• Transcribe up to 3 creators' names for each category.</li> <li>• If there are more than 3 authors, transcribe only the 1<sup>st</sup> and indicate the omission by summarizing what has been omitted in square brackets, e.g., [and 1 other], [and 4 others] (see RDA 2.4.1.5 Optional Omission)</li> <li>• Should there be any members from the 8 institutions of JULAC be identified, their names should be transcribed regardless of their order of appearance.</li> </ul>	
250	<ul style="list-style-type: none"> <li>• Repeatable only for separate edition statements found on different sources.</li> </ul>	
264 #1	<ul style="list-style-type: none"> <li>• Transcribe place of publication and name(s) of publisher from the preferred source of information.</li> </ul>	Create a separate bib record if 264 information is different.
264 #2	<ul style="list-style-type: none"> <li>• Transcribe place of distributor (of the region relevant to the item) and name(s) of distributor from the preferred source of information.</li> </ul>	Create a separate bib record if 264 information is different.
264 #4	<ul style="list-style-type: none"> <li>• Require only if it is different from 264 1# \$c.</li> </ul>	

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300	<ul style="list-style-type: none"> <li>Do not use common terms.</li> <li>Use 300\$a for accompanying materials.</li> <li>For example: 300 ## \$a1 videodisc (54 min.) ; \$c4 3/4 in. + \$e1 computer disc (sound, color ; 4 3/4 in.)</li> </ul>	
336/337/338	<ul style="list-style-type: none"> <li>Includes \$a \$b \$2.</li> <li>For examples: 336 ## \$atwo-dimensional moving image\$btdi\$2rdacontent 337 ## \$avideo\$bv\$2rdamedia 338 ## \$avideodisc\$bvd\$2rdacarrier</li> </ul>	
340	<ul style="list-style-type: none"> <li>Prefer use of a separate field for each unique term and include \$2</li> <li>Recommended subfields \$b Dimensions \$d Information recording technique \$g Color content</li> <li>For examples: 340 ## \$b4 3/4 in. 340 ## \$dstamping\$2rdapm 340 ## \$g monochrome\$2rdacc 340 ## \$g polychrome\$2rdacc</li> </ul>	
341	<ul style="list-style-type: none"> <li>Supply when information found and include \$2.</li> <li>For examples: 341 0# \$aauditory\$bcaptions\$2[code for accessibility feature] 341 0# \$avisual\$daudioDescription\$2[code identifying the source of accessibility feature terms]</li> </ul>	
344	<ul style="list-style-type: none"> <li>Supply when information found and include \$2.</li> <li>Prefer use of a separate field for each unique term</li> <li>For examples: 300 ## 1 videodisc (118 min.) :\$b sound, color ;\$c 4 3/4 in. 344 ## \$adigital \$2rdatr</li> </ul>	

Elements	Specific Guidelines	Remarks
	344 ## \$boptical \$2rdarm 344 ## \$gsurround \$2rdacpc 344 ## \$tgmmono \$2rdacpc 344 ## \$h Dolby Digital 2.0 344 ## \$h Dolby Digital 1.0	
345	<ul style="list-style-type: none"> <li>Supply when information found and include \$2.</li> <li>Prefer use of a separate field for each unique term</li> <li>For examples:  345 ## \$c 1.78:1 (RDA 7.19.1.3 instruction)  345 ## \$c 16:9  345 ## \$c 1.33:1 (RDA 7.19.1.3 instruction)  345 ## \$c 4:3  345 ## \$d wide screen\$2rdaar </li> </ul>	Copy cataloguing practice: Accept as it is, can use e.g. 16:9 Original cataloguing practice: follow RDA instruction e.g. use 1.78:1
346	<ul style="list-style-type: none"> <li>Supply when information found and include \$2.</li> <li>Prefer use of a separate field for each unique term.</li> <li>For examples:  300 ## \$a2 videodiscs (125 min.) :\$b sound, color ; \$c4 3/4 in.  346 ## \$bNTSC \$2rdabs   300 ## \$a1 videocassette (29 min.) :\$b sound, color ; \$c1/2 in.  346 ## \$aVHS \$2rdavf  346 ## \$bPAL \$2rdabs </li> </ul>	
347	<ul style="list-style-type: none"> <li>Prefer use of a separate field for each unique term and include \$2</li> <li>For examples:  347 ## \$a video file \$2rdaft  347 ## \$b DVD video </li> <li>Record multiple regional encoding in separate fields.</li> <li>For examples:  347 ## \$eregion A\$2rdare  347 ## \$eregion B\$2rdare </li> </ul>	

Elements	Specific Guidelines	Remarks
380	<ul style="list-style-type: none"> <li>Includes \$2. #2 lclsh, lcgft (original cat)</li> <li>Accept other vocabularies as the source \$2 (copy cat)</li> </ul>	
490/8xx Follow general	<ul style="list-style-type: none"> <li>Record if applicable</li> <li>490 0# Not traced (8xx is not needed)</li> <li>490 1# Traced (8xx is required)</li> <li>For examples: <ul style="list-style-type: none"> <li>Not tracing 490 0# 台語經典修復系列</li> <li>Tracing 490 1# 台語經典修復系列 830 #0 台語經典修復系列</li> </ul> </li> </ul>	
511	<ul style="list-style-type: none"> <li>Include main cast and provide 700 added name entries for names included in 511.</li> </ul>	Local practice for number of 700s added
508	<ul style="list-style-type: none"> <li>Includes non-cast credits not included in 245 \$c.</li> <li>Cataloguer can optionally provide 700 added name entries for names included in 508.</li> </ul>	
521	<ul style="list-style-type: none"> <li>Add Rating authority in 521 if known. Transcribe audience note if found on source.</li> <li>Individual institutes might consider having a local note for local targeted audience note practices.</li> </ul>	Add "Category" for Hong Kong films, and appropriate rating system for films outside Hong Kong (e.g. MPAA rating: Rated xx)
532	<ul style="list-style-type: none"> <li>Accessibility note Supply when information found.</li> <li>For examples: 532 1# \$aClosed captioning in English 532 1# \$aPicture-in-picture signing</li> </ul>	
538	<ul style="list-style-type: none"> <li>Supply when information is found.</li> </ul>	
59X	<ul style="list-style-type: none"> <li>All local notes should be put in 59X.</li> </ul>	
651 #4	Follow Shared Cataloguing Guidelines	

Elements	Specific Guidelines	Remarks
655	<ul style="list-style-type: none"> <li>Provide genre entries and use appropriate LCGFT in \$2.</li> </ul>	Required for video recording cataloguing.
69x	Follow Shared Cataloguing Guidelines	
775/776		Optional.
1XX, 7XX \$e	<ul style="list-style-type: none"> <li>Apply the relations designators for all name heading entries included in the record as of RDA Appendix I and MARC Standards Relator List.</li> </ul>	Seek for standardized list of CJK translation for relator designators (e.g. from CEAL).
7XX \$i	<ul style="list-style-type: none"> <li>Include relationship information when applicable as of RDA Appendix J.</li> </ul>	
730	<ul style="list-style-type: none"> <li>Under RDA, dubbed languages included in DVDs or Blu-rays are treated as translation.</li> <li>Provide analytical authorized access points for translation for all dubbed languages included in 041 subfield a.</li> <li>For example: ... 041 1# \$aeng\$afre\$aajpn\$aatha\$jchi\$jeng\$jfre\$jipn\$jkor\$jpor\$jspa\$jtha\$peng\$heng 245 00 \$aNever back down:\$bno surrender /\$cDestination Films presents a Mandalay Pictures/BMP Inc. production ; produced by Craig Baumgarten and David Zelon ; screenplay by Chris Hauty ; directed by Michael Jai White. ... 546 ## \$aEnglish, French, Japanese or Thai dialogue; Spanish, French, English, Portuguese, Thai, Korean, Japanese or Mandarin subtitles; English subtitled for the deaf and hard of hearing; closed-captioned. ... 730 02 \$iContainer of (work):\$aNever back down, no surrender (Motion picture) 730 02 \$iContainer of (expression):\$aNever back down, no surrender (Motion picture).\$lFrench. 730 02 \$iContainer of (expression):\$aNever back down, no surrender (Motion picture).\$lJapanese. 730 02 \$iContainer of (expression):\$aNever back down, no surrender (Motion picture).\$lThai. (This video recording was originally created in English (subfield h) and dubbed into French, Japanese and Thai. Hence, this manifestation is a</li> </ul>	

Elements	Specific Guidelines	Remarks
	<i>compilation of the original and 3 translations of the same work. Give analytical authorized access points (730) for the original work (without \$l for the language) and each translation (with \$l for the language)).</i>	

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