

## Matching an OCLC Record to Your Video or Sound Recording

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Compare the fields in the chart below for the OCLC record and your video or sound recording. **The most important fields to compare between the record and your item are in bold.**

<u>FIELD</u>	<u>FUNCTION</u>
<b>ELvl (OCLC)</b> or <b>Enc_Lvl (WorkFlows)</b>	<p><b>Encoding Level</b> This field should always be present on the record.</p> <p>The encoding level indicates the level of detail used in the record's bibliographic description.</p> <p>Avoid using a record with an encoding level value of 3, which indicates a "bare bones" record with minimal bibliographic description. Catalog your book on the level 3 record if it is the only match available. Then submit an RSA cataloging request to report the level 3 record to RSA so it can be improved.</p>
040 DLC	<p>Library of Congress as Cataloging Source This field may or may not be present on the record.</p> <p>When possible, use a record created by the Library of Congress, indicated by DLC in its 040 field. The Library of Congress, however, does not create a record for every video and sound recording published in the United States.</p>
<b>040  b eng</b>	<p><b>English Language Records</b> This field may or may not be present on the record.</p> <p>If present, the 040 subfield  b should contain eng, or the 040  b will not be present at all. 040  b eng and the lack of it both indicate certain fields on the record, such as the physical description in the 300 field, will appear in English.</p> <p>If you are unable to find an English language record that matches your video or sound recording, please submit an RSA cataloging request.</p>

020	<p><b>ISBN</b> This field may or may not be present on the record.</p> <p>When comparing a record to your video or sound recording, check the ISBN printed on the back of the container.</p> <p>ISBN should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p> <p>Submit an RSA cataloging request to add the ISBN from your video or sound recording to the record if it matches, but it lacks your item's ISBN.</p>
024	<p><b>UPC Number</b> This field may or may not be present on the record.</p> <p>Check the back of the video or sound recording's container for a 12-digit UPC number, located beneath a scannable barcode.</p> <p>Example: 191329133934</p> <p>The UPC barcode differs from your library's RSA barcode that begins with "A."</p> <p>UPC should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p>
028	<p><b>Publisher Number</b> This field may or may not be present on the record.</p> <p>Check for this variable length of letters and numbers printed on the surface of the disc or cassette, or on the container, including the spine.</p> <p>Example for a DVD: 46211076 Example for a music CD: 19439717442 Example for a book on CD: PRHA 10007</p> <p>Publisher number should <i>not</i> be the only field considered. Be sure to look at the rest of the fields in bold in this chart.</p>
245	<p><b>Title</b> This field should always be present on the record.</p> <p>Compare the title on the record to the title printed on the surface of the disc or cassette. Do not use the title on the container as the point of comparison unless there is no title on the disc or cassette.</p>

<p><b>260</b></p>	<p><b>Publication Information</b> This field may or may not be present on the record.</p> <p>Check the surface of the disc or cassette to see if publisher location, publisher name, or publication year are printed on it.</p> <p>Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc or cassette.</p>
<p><b>264</b></p> <p><b>264 _0</b> <b>264 _1</b> <b>264 _2</b> <b>264 _3</b> <b>264 _4</b></p>	<p><b>Production, Publication, Distribution, Manufacture, or Copyright Information</b> This field may or may not be present on the record.</p> <p>The 264 field only appears on records created according to the RDA (Resource Description &amp; Access) cataloging rules. The second number (or “indicator”) that appears to the right of the 264 on the record specifies the type of information described by that 264 field:</p> <p>Production information Publication information Distribution information Manufacture information Copyright notice date</p> <p>Check the surface of the disc or cassette to see if publisher location, publisher name, or publication year are printed on it.</p> <p>Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc or cassette.</p>
<p><b>300</b></p>	<p><b>Physical Description</b> This field should always be present on the record.</p> <p>Check the number of discs or cassettes in your item to the number on the record.</p> <p>Prefer records that describe each disc separately if you purchase Blu-ray/DVD or Blu-ray/4K Ultra HD Blu-ray combination packages, and if your library barcodes and circulates each disc separately.</p> <p>Prefer a single comprehensive record that describes a complete season of a TV series, with the multi-disc set assigned a single item ID, rather than each disc in the set assigned its own item ID.</p> <p>Ensure the run time on the OCLC record matches the run time printed on the container. The run time from the container may be an approximation of the actual run time.</p>

	<p>If there is a sizeable discrepancy -- more than 10 minutes -- between the run time listed on the container and the run time on the OCLC record, please submit an RSA cataloging request and send the video or sound recording to RSA cataloging staff in RAILS delivery. RSA will use the video or sound recording to check the actual run time and advise you on the best record to use to catalog it.</p>
338	<p><b>Carrier Type</b> This field may or may not be present on the record.</p> <p>The carrier type indicates the physical format of the resource. Carrier type only appears on records created according to the RDA (Resource Description &amp; Access) cataloging rules or hybrid records that use both the AACR2 (Anglo American Cataloging Rules) and RDA cataloging rules.</p> <p>Examples of frequently used carrier terms and their corresponding codes for video and sound recordings:</p> <p>Term: audio disc      code: sd Term: audiocassette   code: ss Term: videocassette   code: vf Term: videodisc        code: vd</p>
347	<p><b>Digital File Characteristics</b> This field may or may not be present on the record.</p> <p>Compare the 347 field to your video or sound recording to verify that the record describes the DVD, Blu-ray, or CD format.</p> <p>The 347 field also contains other details that are helpful, but not required, to compare to your item.</p> <p>Examples:</p> <p>347 video file bBlu-ray d1080p eregion A 2rda 347 video file b4K Ultra HD Blu-ray 2rda 347 video file bDVD video 2rda 347 audio file bCD audio 2rda</p>
505	<p><b>Contents Note</b> This field may or may not be present on the record.</p> <p>Check this field to verify the songs on the record match those of your sound recording.</p> <p>Example:</p> <p>505 00  tGirls like you / r(Maroon 5) g(3:35) -- tPsycho / r(Post Malone, featuring Ty Dolla Sign) g(3:41) -- tin my blood / r(Shawn Mendes) g(3:31) -- tDelicate / r(Taylor Swift) g(3:52) -- tIDGAF / r(Dua Lipa) g(3:36) -- tBack to you / r(Selena Gomez) g(3:25) -- tGrowing pains / r(Alessia Cara) g(3:11) -- tBoo'd up / r(Ella Mai) g(4:16).</p>

538	<p><b>System Details Note</b> This field may or may not be present on the record.</p> <p>Compare the 538 field to your video recording to verify that the record describes the DVD or Blu-ray format and the widescreen or full screen aspect ratio.</p> <p>The 538 field also contains other details that are helpful, but not required, to check against your item.</p> <p>Examples: 538 DVD ; widescreen (1.85:1) presentation ; Dolby digital 5.1 surround.</p> <p>538 Blu-ray, 1080p high definition ; 16x9 widescreen (1.37:1) ; Dolby digital 1.0; requires Blu-ray player.</p> <p>538 4K Ultra HD disc; widescreen 2.39:1; English DTS-HD Master Audio 7.1, English descriptive audio 5.1, Spanish Dolby digital 5.1, French DTS 5.1; requires 4K Ultra HD TV and Ultra HD Blu-ray player.</p>
6XX (usually 650 or 651)	<p><b>Subject Headings</b> These fields may or may not be present on the record.</p> <p>Subject headings indicate what the video or sound recording is about. Retain all subject headings regardless of their source.</p> <p>Examples: 650 _0 Olympics vJuvenile films. 650 _0 Human-animal relationships vDrama.</p>
655	<p><b>Genre Headings</b> These fields may or may not be present on the record.</p> <p>Genre headings indicate what kind of video or sound recording it <i>is</i>, not what it is <i>about</i>. Retain all genre headings regardless of their source.</p> <p>Examples: 655 _7 Feature films. \$2 lcgft 655 _7 Film adaptations. \$2 lcgft 655 _7 Biographical films. \$ lcgft 655 _7 Historical films. 2lcgft</p>