



Matching an OCLC Record to Your Video or Sound Recording Cheat Sheet

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This cheat sheet is posted at <https://support.librariesofrsa.org/project/matching-an-oclc-record-to-your-video-or-sound-recording/>.

If you have questions about this cheat sheet, please contact the RSA Help Desk at help@librariesofrsa.org or 866-940-4083.

Below is a chart of the fields to compare between the OCLC record and your video or sound recording. **The most important fields to compare appear in bold.**

FIELD	FUNCTION
040 DLC	Library of Congress as Cataloging Source This field may or may not be present on the record. When possible, use a record created by the Library of Congress, indicated by DLC in the 040 field. Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF The Library of Congress, however, does not create a record for every video and sound recording published in the United States.
040 b eng	English Language Record This field may or may not be present on the record. If present, the 040 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. Example: 040 __ DLC beng erda cDLC dGMPMT dCCPLG dHRF dGL4 dOCLCF If you are unable to find an English language record that matches your video or sound recording, create a brief record following the instructions in this guide.

020	ISBN This field may or may not be present on the record. When comparing a record to your video or sound recording, check the ISBN printed on the back of the container. The ISBN may appear as 10 or 13 digits or both. Examples: 020 __ 9780792794097 020 __ 0792794095 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. If you find an ISBN on your video or sound recording that needs to be added to the existing record, either brief or OCLC, email help@librariesofrsa.org.
024	UPC Number This field may or may not be present on the record. Check the back of the video or sound recording's container for a 12-digit UPC number, located beneath a scannable barcode. Example: 024 1_ 191329133934 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.
028	Publisher Number This field may or may not be present on the record. Check for this variable length of letters and numbers printed on the surface of the disc or on the container, including the spine. Example for a DVD: 028 42 1000806452 bDreamWorks Animation q(container) Example for a music CD: 028 02 19658-83418-2 bRCA Example for a book on CD: 028 02 PRHA 10007 bRandom House Audio

	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.
1XX (usually 100)	Author This field may or may not be present on the record. For audiobooks, compare the author on the record to the author printed on the surface of the disc. Do not use the author on the audiobook container as the point of comparison unless there is no author on the disc. Example: 100 1_ Roberts, Nora, eauthor.
245	Title This field should always be present on the record. Compare the title on the record to the title printed on the surface of the disc. Do not use the title on the container as the point of comparison unless there is no title on the disc. Examples: 245 10 What the chicken knows : ba new appreciation of the world's most familiar bird / cSy Montgomery. 245 10 Trolls band together / cDreamWorks Animation presents ; directed by Walt Dohrn ; produced by Gina Shay ; co-director, Tim Heitz ; screenplay by Elizabeth Tippet.
260	Publication Information This field may or may not be present on the record. Check the surface of the disc to see if the publisher's location, publisher name, or publication year are printed on it. If there are different copyright dates on the disc versus the container, use the date that is on the disc. Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc.

	If there is no publication date on the disc or container, use copyright date as the implied publication date. Example: 260 __ [Alexandria, Va.] : bPBS Home Video ; aHollywood, CA. : bDistributed by Paramount Home Entertainment, cc2006.
264	Production, Publication, Distribution, Manufacture, or Copyright Information This field may or may not be present on the record. 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: 264 _0 Production information 264 _1 Publication information 264 _2 Distribution information 264 _3 Manufacture information 264 _4 Copyright notice date Check the surface of the disc to see if publisher location, publisher’s name, or publication year are printed on it. If there are different copyright dates on the disc versus the container, use the date that is on the disc. Do not use the publication information on the container as the point of comparison unless there is no publication information on the disc. If there is no publication date on the disc or container, use copyright date as the implied publication date. Examples: 264 _1 [New York] : bRCA, c[2023] 264 _2 [Universal City, CA] : bStudio Distribution Services 264 _4 c©2024
300	Physical Description This field should always be present on the record. Compare the number of discs in your item to the number on the record. Prefer records that describe each disc separately if you purchase Blu-ray/DVD combination packages, and if your library barcodes and circulates each disc separately.

	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. Ensure the run time on the OCLC record matches the run time printed on the container. The run time from the container may approximate the actual run time. 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, create a brief record following the instructions in this guide. Examples: 300 __ 2 videodiscs (1 hr. 31 min.) : bsound, color ; c4 3/4 in. 300 __ 1 audio disc (33 min., 25 sec.) ; c4 3/4 in.
338	Carrier Type This field may or may not be present on the record. The carrier type indicates the physical format of the resource. Examples: 338 __ audio disc bsd 2rdacarrier 338 __ videodisc bvd 2rdacarrier
347	Digital File Characteristics This field may or may not be present on the record. Compare the 347 field to your video or sound recording to verify that the record describes the correct file type and encoding format. The 347 field also contains other details that are helpful, but not required, to compare to your item, such as the regional encoding. Examples: 347 __ video file 2rdaft 347 __ bDVD video 347 __ eregion 1 2rdare 347 __ video file 2rdaft 347 __ bBlu-ray video 347 __ eregion A 2rdare

	347 __ audio file 2rdaft 347 __ bCD audio
505	Contents Note This field may or may not be present on the record. Check this field to verify the songs, episodes, film titles, or bonus content matches that of your item. Examples: 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). 505 00 gDisc 1. tGone to Texas ; tBlue steel ; tThe bounty man ; g Disc 2. tThe bounty killer ; tButch Cassidy and the Sundance Kid ; tThe price of power.
538	System Details Note This field may or may not be present on the record. Compare the 538 field to your video recording to verify that the record describes a DVD or Blu-ray format. The 538 field also contains other details that are helpful, but not required, to compare to your item, such as the widescreen or full screen aspect ratio. Examples: 538 __ DVD, widescreen (1.85:1), Dolby digital 5.1 surround. 538 __ Blu-ray, 1080p high definition, 16x9 widescreen (1.37:1), Dolby digital 1.0, requires Blu-ray player.
546	Language Note This field may or may not be present on the record. This note indicates the language of the dialogue and subtitles. Examples: 546 __ English dialogue; subtitled for the deaf and hard-of-hearing.

	546 __ English, Spanish, or French dialogue; English DVS (descriptive video service); optional Spanish or French subtitles; English SDH (subtitles for the deaf and hard of hearing). 546 __ Text in English, French, and Spanish.
6XX (usually 650 or 651)	Subject Headings These fields may or may not be present on the record. Subject headings indicate what the video or sound recording is about. Retain all subject headings regardless of their source. Examples: 650 _0 Olympics vJuvenile films. 650 _0 Human-animal relationships vDrama. 650 _0 Female friendship vFiction. 651 _0 Normandy (France) xHistory, Military y20th century.
655	Genre Headings These fields may or may not be present on the record. 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. Examples: 655 _7 Feature films. 2lcgft 655 _7 Historical films. 2lcgft 655 _7 Television series. 2lcgft 655 _7 Audiobooks. 2lcgft