

# Attaching to DVD and Blu-ray Records

## Searching Workflows

- To search by ISBN and UPC, use the General search index
- To search by both ISBN (or UPC) and title, use the Advanced Search option

## General Reminders about Blu-ray DVD Combo Packs

- Blu-ray DVD combo packs should be split
- Attach the Blu-ray disc to the Blu-ray record
- Attach the DVD to the DVD record
- Do not attach copies to older combo pack records
- Create a request record for the Blu-ray disc and a separate request record for the DVD if there are no matching records

## Attaching a Copy

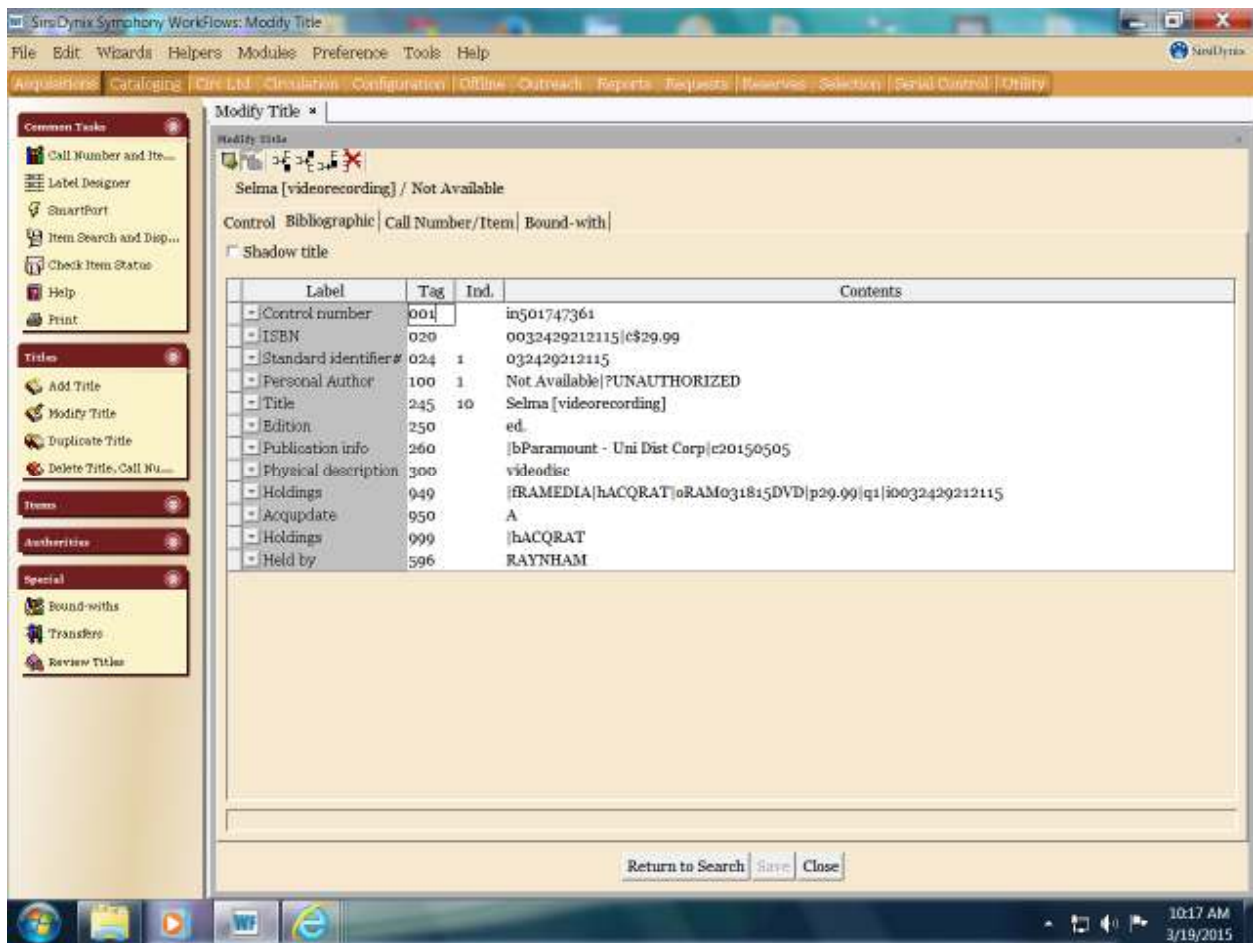
- Search by ISBN, UPC, and title
- Choose the record that most closely matches your copy
- Verify title matches; if not, create a request record
  - ISBN and UPC may vary so go to next step
  - When everything matches except your copy's ISBN and UPC, fill out an error reporting form on the SAILS website so that SAILS can add those numbers
- If title matches, verify edition matches (if listed in record or copy); if not, create a request record
  - Do not attach a Blu-ray disc to a DVD record
  - Do not attach a widescreen DVD to a full screen record
- If edition matches, verify publisher name and date match; if not, create a request record
  - Date may vary so go to next step
  - When everything matches except your copy's date, fill out an error reporting form so that SAILS can update the record
- If publisher name and date match, verify physical description matches; if it matches, attach your copy

Note: If any information needs to be added or updated to a record (ISBN, UPC, title, edition, date), fill out an error reporting form.

## Attaching to ACQ/On-Order Records

- ACQ records have very little information and need to be updated when you attach a copy
- Use the Modify Title wizard to update the ACQ record after you have attached your copy
- Fill in any missing information (edition, title/subtitle, pagination, publication information)
- 950 field begins with A; fill in that line so that the field says **ACQ** or **Acq** and click Save

Example of an ACQ Record to be Updated



The screenshot shows the 'Modify Title' window in SinsDyrix Symphony Workflows. The window title is 'Modify Title \*'. The main area displays the record details for 'Selma [videorecording] / Not Available'. The record is currently in the 'Bibliographic' tab. The 'Shadow title' section is expanded, showing a table of fields and their values.

Label	Tag	Ind.	Contents
Control number	001		in501747361
ISBN	020		0032429212115 c\$29.99
Standard identifier#	024	1	032429212115
Personal Author	100	1	Not Available[?UNAUTHORIZED]
Title	245	10	Selma [videorecording]
Edition	250		ed.
Publication info	260		bParamount - Uni Dist Corp e20150505
Physical description	300		videodisc
Holdings	049		fRAMEDIA hACQRAT oRAM031815DVD p29.09 q1 i0032429212115
Acqupdate	950		A
Holdings	099		hACQRAT
Held by	596		RAYNHAM

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The system tray at the bottom right shows the time as 10:17 AM on 3/19/2015.

## Example of an Updated ACQ Record

The screenshot displays the 'Modify Title' window in the SinsDynx Symphony Workflows application. The window title is 'Modify Title \*' and the current title being edited is 'Selma [videorecording]'. The interface includes a menu bar (File, Edit, Wizards, Helpers, Modules, Preference, Tools, Help) and a toolbar with various icons. A left-hand sidebar contains several sections: 'Common Tasks' (Call Number and Its..., Label Designer, Smartport, Item Search and Disp..., Check Item Status, Help, Print), 'Titles' (Add Title, Modify Title, Duplicate Title, Delete Title, Call No...), 'Items', 'Acquisitions', and 'Special'. The main area shows a table with columns for Label, Tag, Ind., and Contents. Below the table are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the system clock as 10:14 AM on 3/27/2015.

Label	Tag	Ind.	Contents
- Control number	001		in501747361
- ISBN	020		0032429212115 c\$29.99
- Standard identifier#	024	1	032429212115
- Title	245	10	Selma [videorecording]
- Edition	250		Widescreen
- Publication info	260		bParamount c2015
- Physical description	300		1 videodisc (128 min.)
- Acqupdate	950		Aeq
- Held by	596		HANSON MANSFIELD RAYNHAM
- Holdings	949		fHAN-LOCAL bACQHAN oDVD42 p29.99 q1 l0032429212115
- Holdings	999		bACQHAN

## Subfield Z in Call Numbers for Multiple Volume Records

- |Z allows copy-specific holds on multiple volume records, such as:
  - DVD sets for TV shows and movie collections
  - Multiple volume print records, including magazines and graphic novels
- Anything can be in the call number before |Z, but there is a 40-character limit
- There are no spaces before or after |Z
- Hold the shift key along with the \ key to enter |Z in the call number
- Information after |Z must follow SAILS standards (as shown in the examples below)
- Holds will not be filled efficiently without this consistent, standard information after |Z

### DVD Sets

Set is kept together for circulation; discs circulate together

- Enter |ZA FULL SET
- Example:  
DVD MYSTERY|ZA FULL SET

Set is split up for circulation; discs circulate separately

- After |Z enter the volume number, disc number, or title on the DVDs
- Examples:  
DVD GAME OF THRONES|ZDISC 1&2  
DVD GAME OF THRONES|ZDISC 3&4  
DVD GAME OF THRONES|ZDISC 5  
DVD SHERLOCK|ZDISC 1  
DVD SHERLOCK|ZDISC 2  
DVD|ZAFTER THE THIN MAN  
914.2 RIC|ZENGLAND AND WALES

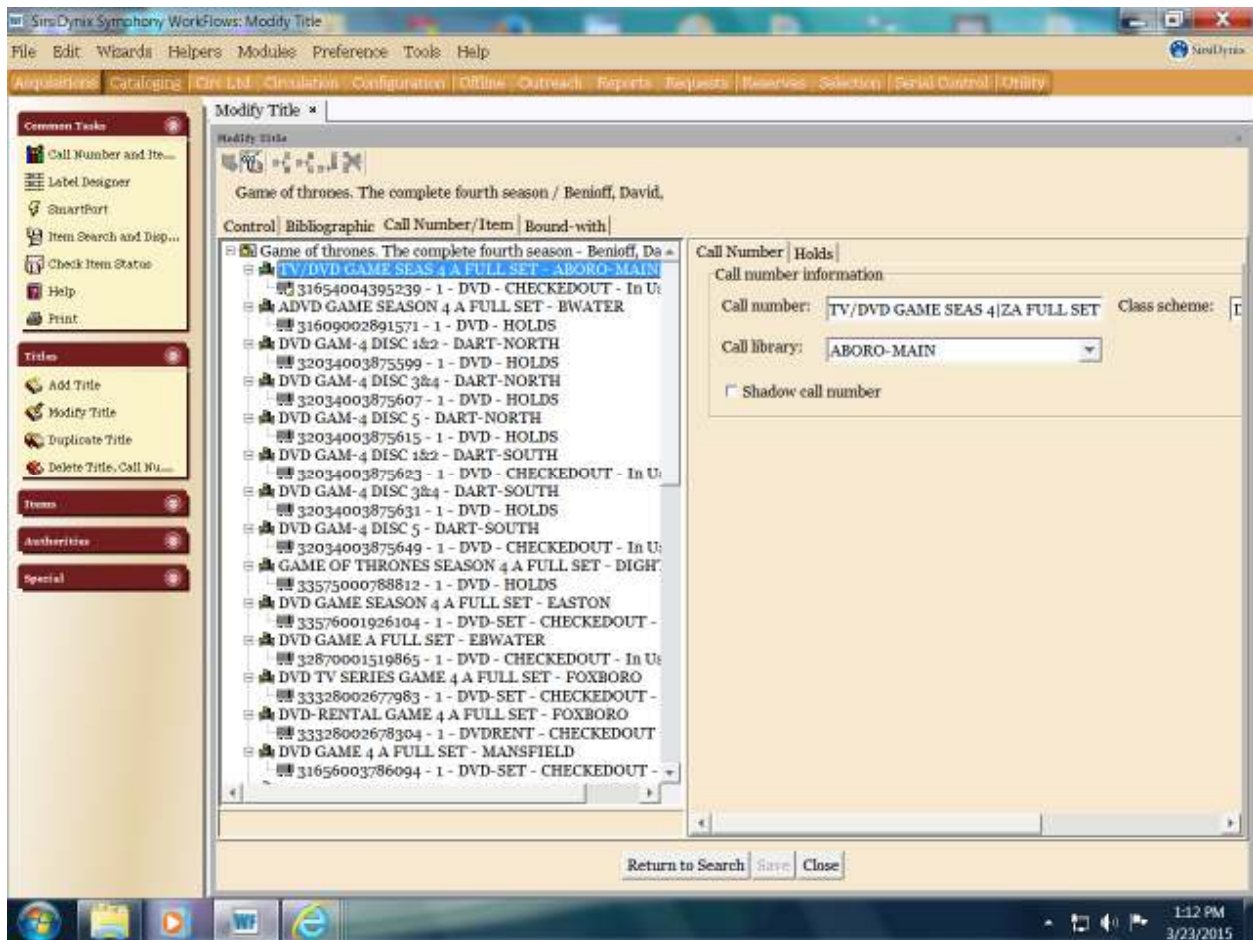
### ACQ/9XX Libraries Only: Acquisition Call Numbers and Subfield Z with DVD Sets

- After running the Load Bibs with Order Info report, you MUST update the call number for DVD set records
- Enter |ZA FULL SET for the complete DVD set
- Example:  
XX(2026582.2)|ZA FULL SET

## Reminders:

- |Z will automatically be added to call numbers with V. and PT. (such as V. 1 and PT. 2) after you click Save
- Double check that |Z has not been added to your call number when you are attaching to a single volume record
- |Z in call numbers for single volume records will create problems with holds being filled
- |Z missing in call numbers for multiple volume records will create problems with holds being filled

## Example of |Z in Call Numbers for TV Show DVD Set Record



Example of |Z in Call Numbers for Movie Collections DVD Set Record

