

Creating Request Records for DVDs and Blu-ray Discs

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

ISBN 020 field

- Enter the 10 or 13-digit ISBN from the container
- Enter the set ISBN for DVD sets
- Examples:
9780780672857
0780672852

UPC 024 field

- Enter the 12 numbers listed near the barcode on the container
- Enter the set UPC for DVD sets
- Example:
883929405619

Music No. 028 field

- Enter the number(s) from the container
- Enter the set number(s) for DVD sets
- Examples:
2000042955
AMP-2011
ID3654XADVD

Personal Author 100 field

- Not used for DVD request records

Title 245 field

- Enter the title and subtitle from the container
- Enter the set title for DVD sets
- Use a colon to separate the title and subtitle
- Examples:
The imitation game [videorecording]
Doctor Who: the complete eighth series [videorecording]
Downton Abbey: Season 5 [videorecording]
Poirot: Series 13 [videorecording]
10 family adventure movies [videorecording]

Edition 250 field

- Enter the edition and if the DVD is widescreen or full screen; not every DVD has an edition
- Enter Blu-ray for Blu-ray discs
- Examples:
Widescreen
Full screen
Blu-ray, widescreen, 20th anniversary ed.
Two-disc collector's ed., widescreen and full screen

Publication Info. 260 field

- Enter the publisher's name next to the most recent date on the container
- Enter the most recent date from the container
- Enter the publisher's name and most recent date from the set container for DVD sets
- Examples:
20th Century Fox Home Entertainment 2015
Gaiam Americas no date
No pub. info.

Physical Description 300 field

- Enter the number of DVDs (and running time, if listed)
- Include accompanying material with DVD (CD, CD-ROM, etc.)
- Examples:
1 DVD (129 min.)
6 DVDs (6 hr.)
2 DVDs 2 CDs

Example of a DVD Request Record

The screenshot displays the 'Modify Title' window in the SinsDynax Symphony Workflows application. The window title is 'SinsDynax Symphony Workflows: Modify Title'. The menu bar includes 'File', 'Edit', ' Wizards', 'Helpers', 'Modules', 'Preference', 'Tools', and 'Help'. The main menu bar contains 'Acquisitions', 'Cataloging', 'Circ. L.N.', 'Circulation', 'Configuration', 'Online', 'Outreach', 'Reports', 'Requests', 'Reserves', 'Selection', 'Serial Control', and 'Utility'. The left sidebar has 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', 'Authorities', and 'Special'. The main area shows the title 'Goodnight, darling [videorecording]' and a table with the following data:

	Label	Tag	Ind.	Contents
-	UPC	024	1	815047018372
-	Music No.	028		SKU 16837
-	Title	245	1	Goodnight, darling [videorecording]
-	Edition	250		Widescreen
-	Publication info	260		MHz Network Home Entertainment 2015
-	Physical description	300		2 videodiscs (180 min.)

At the bottom of the window, there are buttons for 'Return to Search', 'Save', and 'Close'. The Windows taskbar at the bottom shows the system clock as 11:58 AM on 3/19/2015.

Example of a Blu-ray Disc Request Record

The screenshot shows the SAILS Moddy Title interface. The main window displays the title "Stranger than Fiction [videorecording]" and a table of its bibliographic details. The table has columns for Label, Tag, Ind., and Contents. The data rows are as follows:

Label	Tag	Ind.	Contents
ISBN	020		1424851394
UPC	024	1	043396184770
Munic No.	028		18477
Title	245	1	Stranger than Fiction [videorecording]
Edition	250		Blu-ray, widescreen
Publication info	260		Sony Pictures Home Entertainment 2007
Physical description	300		1 videodisc (113 min.)

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 12:01 PM on 3/19/2015.

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

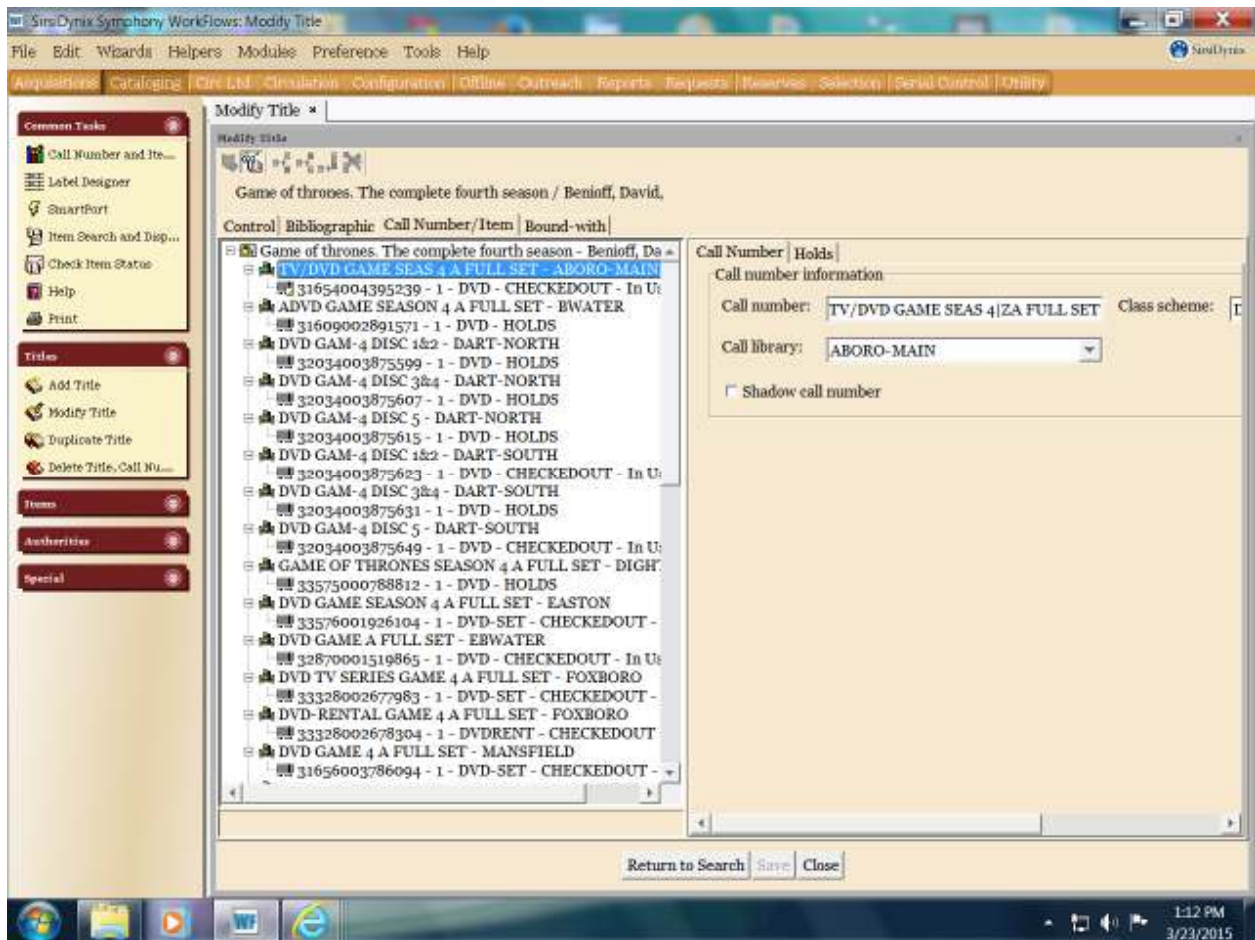
ACQ/9XX Libraries Only: Acquisition Call Numbers and Subfield Z with DVD Sets

- 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

