

AV Geeks DVD Collection



NCSU Libraries purchased the complete A/V Geeks DVD collection in 2011. Following are the cataloging guidelines and procedures, which supplement our existing [Videos DVD & VHS](#) and [RDA for DVD](#) cataloging procedures. The complete A/V Geeks DVD Collection contains titles from four different sources:

1. A/V Geeks Present
2. Atomic Age Classics
3. Classical Educational Shorts
4. Educational Archives

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Cataloging Practice for All A/V Geek Collection DVDs

Cataloging Rules

- In accordance with our current RDA Test practice, all new original cataloging is be created using RDA. Any A/V Geek titles requiring original cataloging should be done in RDA.
- Copy cataloging should be evaluated and accepted/updated according to our [RDA Monographic Cataloging Policy](#)

Classification

LB1044.E4

- All titles in the A/V Geeks DVD Collection are classed together under the local education films class number (LB1044.E4)
- Subarranged by title (use the regular LC Cutter table, with expansion if needed)
 - Note: for A/V Geeks Present titles, cutter for the title of the DVD (e.g. Math!, Best of A/V Geeks Vol. 2, etc.) not the phrase "A/V Geeks Present"
- Use 260 \$c (date) as final call number element
- Include classification number in OCLC master record when performing original cataloging

Genre Headings

All titles should include the following two LCGFT Genre headings:

1. 655 #7 Short films. \$2 lcgt
 2. 655 #7 Educational films. \$2 lcgt
- Additional genre headings should be added as appropriate
 - Include genre headings in OCLC master record when performing original cataloging

Call Number/Item Records (Sirsi)

Acquisitions created brief records for all titles. Remember to overlay original and copy cataloging as needed. All A/V Geek titles are going to the Circulating DVD Collection:

- Type = VID-DVD
- Home Location = GROUND-RR

Cataloging Practice for A/V Geeks Present Titles

- Cover states: A/V Geeks Present
- Some titles have OCLC Copy for VHS, which can be used to derive new Master records
 - Note: Derived copy will be in AACR2. The constant data uses RDA. Remember to update: Desc (to "i"), 040 \$e RDA, remove 245 \$h. The constant data should take care of the remaining fields: 260, 300, 33X, 538 and 710.

Connexion Constant Data Form

- AV Geeks Present DVD

Field by Field Instructions

- 040: Add \$e rda
- 090: Complete call number
 - Cutter for title of DVD, not the phrase "A/V Geeks present"
 - e.g. cutter for "BOOM!" or "Bikes, bikes, bikes" not "A/V Geeks Present"
- 245
 - \$a: Complete title field by adding title of DVD
 - e.g. 245 00 \$a A/V Geeks Present: an A/V Geeks Christmas.
 - \$b: Do not add title of DVD as \$b
 - e.g. 245 00 \$a A/V Geeks Present: \$b BOOM!.
 - \$n: Do use a \$n to express volume or part information
 - e.g. 245 00 \$a A/V Geeks Present: televised teen traumas. \$n Vol. 1.
 - \$c: Do not use
- 260
 - \$a, \$b: Place of publication and publisher information is supplied on constant data form. For most titles, neither data element is provided on DVD or container. If container does provide either element, update variable and fixed field(s) as needed. Do not watch DVD to ascertain either data element.
 - \$c: Date of publication is supplied on constant data form. For most titles, date information is not available on the DVD or container. If container does provide date, update variable and fixed field(s) as needed. Do not watch DVD to ascertain date of publication, distribution, production, etc.
- 300
 - \$a: Most A/V Geek Presents titles do not list timing information. For any that readily provide time information on the container:
 - Add timing data to 300 \$a. Remember minutes and seconds (min., sec.) are abbreviated in RDA record in this field
 - Update time fixed field
 - \$b: Most clips are a mix of color with black and white. Do not review DVD.
- 500 - Source of Title: update if title is taken from another source
- 500 - Container note: update if the note "'16mm films from the A/V Geeks Archive" does not appear on the container
- 538: The constant data form uses "DVD video" but not all titles are encoded this way. Examine the DVD label:
 - If the label reads "DVD video" leave the 538 field as-is
 - e.g. 538 ## \$a DVD video.
 - If the label lacks "DVD video" replace this phrase with the following note:
 - e.g. 538 ## \$a DVD-R. This format may not be compatible with all video equipment.
- 505: List all short film titles in 505 field. Include timing and date information when readily available on container. Do not add 740 fields.
- 520: Copy and paste description from A/V Geeks website when available
 - <http://www.avgeeks.com/wp2/all-av-geeks-dvds/>
- 6XX
 - 650: Supply at least one 650 field to express the content of the DVD
 - 655: All records should contain the two genre headings supplied in the constant data (Short films, Educational films). Add additional genre headings if appropriate

Cataloging Practice for Atomic Age Classics Titles

- Copy cataloging should be available for all titles/volumes
- Catalog each volume sep
- 090: Classify as noted above
- 505: Prefer record with date and timing data or enhance with dates and timing information if readily available on container
- 520: Add or enhance. Include description for each short if readily available on container
- 655: Add genre headings noted above

Cataloging Practice for Classic Educational Shorts Titles

- Copy cataloging should be available for all titles
- 037: Delete field
- 090: Classify as noted above
- 505: Prefer record with date and timing data or enhance with dates and timing information if readily available on container
- 520: Add or enhance. Include description for each short if readily available on container
- 655: Add genre headings as noted above

Cataloging Practice for Educational Archives Titles

- Copy cataloging should be available for all titles
- Catalog each volume sep
- 090: Classify as noted above
- 505: Prefer record with date and timing data or enhance with dates and timing information if readily available on container
- 520: Add or enhance. Include description for each short if readily available on container
- 655: Add genre headings as noted above