

Processing Video Recordings for Branch Libraries (Excluding Music Library)

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Follow these guidelines when completing cataloging and marking for videocassettes and DVDs for the Architecture Library (TARCH), East Asian Library, and Magrath Library and branches.

Note: Videorecordings for the Music Library (TMUSI) follow separate procedures. Route all TMUSI videorecordings to the In-box in the Music Cataloging Office.

Architecture Library

Library/Location	For all videocassettes and DVDs: TARCH RSV
Call Number Type	All receive an LC call number. It should appear on both bib record (in an 050 field) and holdings record (in the 852)
Form/Size Designator	Use Videoct for all videocassettes Use Videodsc for all videodiscs
852 Example	852 0_ \$\$b TARCH \$\$c RSV \$\$k Videodsc \$\$h TH4819.P7 \$\$i L87 2002
Item Record	Use DVD or Videocassette for Material Type
Barcode	Use a white barcode; place on the upper center portion of the back of the container. Replace the container with a plastic box if necessary.
Marking	Architecture Library videorecordings should be marked on the spine or the upper left-hand corner of the container as if they were books.
Call Number	Write Alma Library/Location and MMS ID on clear inner hub of DVD (or on label of videocassette)

East Asian Library

Library/Location	For all videocassettes and DVDs: TWILS EASF except for oversize items, which are shelved in TWILS EAS
Call Number Type	All receive an LC call number. It should appear on both bib record (in an 050 field) and holdings record (in the 852)
Form/Size Designator	Do not use
852 Example	852 0_ \$\$b TWILS \$\$c EASF \$\$h PN1997 \$\$i .C354 2006
Item Record	Use DVD or Videocassette for Material Type
Barcode	Use a white barcode; place on the upper center portion of the back of the container. Replace the container with a plastic box if necessary.
Marking	East Asian Library videorecordings should be marked on the spine or the upper left-hand corner of the container as if they were books.
Call Number	Write Alma Library/Location and MMS ID on clear inner hub of DVD (or on label of videocassette)

Magrath Library

Library/Location	For all videocassettes and DVDs: TMAGR, GEN
Call Number Type	All receive an LC call number. It should appear on both bib record (in a 050 field) and holdings record (in the 852)
Form/Size Designator	Do not use
852 Example	852 0_ \$\$b TMAGR \$\$c GEN \$\$h F596 \$\$i .R367 2004
Item Record	Use DVD or Videocassette for Material Type
Barcode	Use a white barcode ; place on the upper center of the back of the container. Replace the container with a plastic box if necessary.
Marking	Magrath Library videorecordings should be marked on the spine or the upper left-hand corner of the container as if they were books.
Call Number	Write Alma Library/Location and MMS ID on clear inner hub of DVD (or on label of videocassette)

Natural Resources Library (Formerly Forestry, EFW Libraries)

Library/Location	For all videocassettes and DVDs: TNRL, GEN
Call Number Type	All receive an LC call number. It should appear on both bib record (in a 050 field) and holdings record (in the 852)
Form/Size Designator	Use Videoct for all videocassettes Use Videodsc for all videodiscs
852 Example	852 0_ \$\$b TNRL \$\$c GEN \$\$k Videodsc \$\$h TE304 \$\$i .T734 2008
Item Record	Use DVD or Videocassette for Material Type
Barcode	Use a white barcode ; place on the upper center of the back of the container. Replace the container with a plastic box if necessary.
Marking	Natural Resources Library videorecordings should be marked on the spine or the upper left-hand corner of the container as if they were books.
Call Number	Write Alma Library/Location and MMS ID on clear inner hub of DVD (or on label of videocassette)

Version History:

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Revised 2023-07-18 by Kristi Bergland, Google Drive migration, Reformatted for accessibility

Revised by Christine DeZelar-Tiedman, July 16, 2025: Removed Math Library; Grackle check