**Processing Videocassettes** (VHS, Beta, U-matic)

**Notes**

- Most videocassettes made and sold in the United States have NTSC encoding, and they can be played in a standard VCR. However, if the video comes from Europe or other parts of the world, the video encoding is likely PAL or SECAM. This information is often printed somewhere on the cassette or container. Add a note to the bibliographic record, as this will alert Media staff and patrons that a special VCR is needed to play it. (A special sticker will also be applied to the container, and this is described in Section C.) In case of doubt, ask the Performing Arts Librarian.

- Also make a note if the format is other than VHS (i.e., Beta or U-matic).

- Boxed sets of non-standard sizes will normally be processed as kits so that the original packaging may be retained. In case of doubt, consult the Performing Arts Librarian.

**Classification**

All videocassettes are LC classed, with the exception of U of A concert recordings. The latter receive an accession number with the prefix “CCV” (assigned by Media staff at the point of initial processing).

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A. **Item Record Fixed Field.** Change or verify the following:

<table>
<thead>
<tr>
<th>Copy</th>
<th>1 (2, etc.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status</td>
<td>—</td>
</tr>
<tr>
<td>Icode2</td>
<td>— new acquisitions</td>
</tr>
<tr>
<td></td>
<td>g gifts</td>
</tr>
<tr>
<td>Location</td>
<td>mdvid default for most materials</td>
</tr>
<tr>
<td></td>
<td>mdcdr used for any audio, video, or computer media (whether stand-alone or part of a kit) that 1) requires user mediation or 2) cannot leave the building. Also used for supplements to “gold dot” and “mdref” materials.</td>
</tr>
<tr>
<td>Itype</td>
<td>10 videocassette</td>
</tr>
<tr>
<td></td>
<td>26 recital video</td>
</tr>
</tbody>
</table>
B. Number of Item Records/Barcodes

The number of item records depends on how many tapes and whether or not they are all housed in one collective box.

1. **Single Videotape.** These get one item record.
   
a. Insert the barcode number (tag “b”).
   
b. Add an “Imessage” (tag “m”) if a supplemental booklet or leaflet is inserted in the box. For example:
   
   1 bklt.
   1 Iflt.
   1 prgrm.
   
   Refer to “Terms and Abbreviations for InfoLinks Item Records” as needed.
   
c. For “mdcdr” materials, give information about license agreements, activation cards, and other materials that should not be distributed to patrons in a note (tag “x”). For example:
   
   Activation ID card & license agreement not for circulation

2. **Multiple Videotapes, One Collective Box.** These also get one item record. **Note:** Sometimes items in a collective box are really designed to be used separately. If so, remove them from the collective box and treated under 3 below. In case of doubt, ask the Performing Arts Librarian.
   
a. Insert the number of the barcode (tag “b”), which will be applied to the collective box.
   
b. Add an “Imessage” (tag “m”) with the number of tapes. Also add information about a supplemental booklet or leaflet inserted in the box.
   
   2 VHS + 1 bklt.
   3 VHS
   
   Refer to “Terms and Abbreviations for InfoLinks Item Records” as needed.
   
c. For “mdcdr” materials, give information about license agreements, activation cards, and other materials that should not be distributed to patrons in a note (tag “x”). For example:
   
   Activation ID card & license agreement not for circulation

3. **Multiple Videotapes/Booklets and No Collective Box.** Create one item record for each piece that will sit on the shelf separately. **Note:** Sometimes items without a collective box cannot really be used separately, in which case they should be treated under 2 above. They may be held together with a rubber band or other device. In case of doubt, ask the Performing Arts Librarian.
   
a. For the videos, enter volume fields (tag “v”) with the form of designation found on the pieces (e.g. v.1, v.2, etc. or pt.1, pt.2, etc.). If there is no designation on the pieces, use VHS 1, VHS 2, etc.
   
b. For a separate booklet, enter that term in the volume field of the appropriate item record.
   
c. Barcode each piece and enter the number (tag “b”) in the corresponding item record.
d. For “mdcdr” materials, give information about license agreements, activation cards, and other materials that should not be distributed to patrons in a note (tag “x”). For example:

Activation ID card & license agreement not for circulation

C. Physical Processing.

1. Case. Generally retain the original box. However, if it is a non-standard size, repackage the video. When applicable, cut down the original box and insert the front and back panels into the pockets of the replacement case. If the item is a recital, trim or fold the program to fit the case.

2. Call Number Labels. Note: Each label must have the information in the IMessage, if present.

Print a label for each container and/or booklet that sits on the shelf separately. Place the label on the spine, preferably at the bottom like a book. However, if this will cover information, place it higher on the spine.

3. Barcodes. Barcode the back of each separately-shelved piece. Generally place it in the upper right corner, but avoid covering important information. The barcode may even be placed sideways if need be. Do not place it over the UPC code unless you can cover the barcode portion of it completely.

4. Print additional call number labels for each individual videocassette and/or booklet housed in a collective container. For videos, these should be placed on the upper left corner of the video label and adjusted leftwards onto the tape “window” to avoid covering information. Place booklet labels in the upper left corner also. No barcodes are applied.
5. **Title Label.** If there is no title on the videocassette, make a title label.

6. **Security Strip.** No security strips are applied.

7. **Holds.** Check to see if there is a hold on the item, and if so, flag for staff. Also check to see if the video was purchased for the Middle East program (fund code 1mest in the order record). These are to be put on reserve and should also be flagged for staff.

8. **Format sticker.** If the video has PAL or SECAM encoding, apply the appropriate sticker to the front of the container, preferably not covering information. Examples are reproduced below.

   ![PAL]

   ![SECAM]

   For a map illustrating the usage of these formats worldwide, consult the [Wikipedia](https://en.wikipedia.org/wiki/Video_encoding).