How to Search for Videorecordings in OCLC

1. Make sure you are in the bibliographic database (OL in upper right-hand corner) rather than the authority file (AF).

2. Search by the following:

   **ISBN**, if present. The 10-digit number is located on the top edge of the UPC barcode. Neither this barcode nor an ISBN is necessarily present on a video. The last digit is sometimes the letter “X” but this doesn’t affect searching.
   
   Search command: type the **ISBN** and send (F11). Do not input spaces or hyphens.

   **Videorecording number/Manufacturer’s number**, if present. The number is usually a combination of letters and numbers a few digits long. It’s usually located on the “spine” of the video container, sometimes on the back of the container.
   
   Search command: **mn:** followed by the first 2 alphabetic letters and up to 10 numeric digits. Example: mn:QV2424.

   **Title of video** with a **sca ti** command (sca ti blah blah blah, leaving out punctuation and the GMD). This will pull up a list of titles that fall around your exact search. Be aware of subtitles both on the piece (that may not appear in a record) or in a record (that may not appear on the piece, or at least on the container).

3. Determine if the record is (more or less) a match. Check the following:


   **245 Title** though this may not necessarily be an exact match. The statement of responsibility ($c$) is especially likely to show discrepancies, but even the title may be a little different. If the record still seems to be describing the same film, continue.

   **250 Edition** should match if present.

   **260 Publication information** should more or less match, but, like the 245, there is room for question here. Don’t reject a record based solely on differences in the 260.

   **300 Physical description.** Certain elements should match your video exactly: the number of pieces (e.g., 5 videos) and the specific format (videocassette rather than videodisc or DVD). Other elements (playing time, tape width, etc.) can be ignored.

4. Print those records that you didn’t eliminate in step 3. Circle the specific problems (e.g., differences in title) and show them to Kate.

kmk9/5/00