### Processing DVDs (DVD, DVD-R, DVD+R, DVD-RW, DVD+RW, DVD-ROM)

#### Identifying DVDs

- DVDs can display the following symbols (among others): ![DVD](image.png) ![DVD-R](image.png) ![DVD+R](image.png) ![DVD-RW](image.png) ![DVD+RW](image.png) ![DVD-ROM](image.png)
- For our collections, **content** determines the Itype.
  - If the primary content is musical, process as an audio DVD. The item may display the symbol at right.
  - For movies on DVD (or other materials whose primary content is video), process as a video DVD. The item may display the symbol at right.
  - When the primary content consists of data, text, and/or multimedia material, process as a multimedia DVD (i.e., a DVD-ROM).
- So-called “dual discs” (CD or CD-ROM and part DVD or DVD-ROM) should be treated as DVDs. As stated above, content will determine which DVD Itype. Additionally, some DVDs are actually part DVD and part DVD-ROM, and these should be processed as multimedia DVDs because a computer is required.
- **Audio books** (i.e., spoken-word recordings) on DVD should be processed using the “Audio Books” procedure.
- A stand-alone University of Arkansas thesis or dissertation on DVD (i.e., not a supplement to one) should receive Itype 29 or 28, respectively, and a location of `mdcom`.

#### Notes

- **Boxed sets of non-standard sizes** will either be 1) repackaged, or 2) placed in location `mddvo` if the original packaging is to be retained. They will no longer be processed as kits. In case of doubt, consult the Performing Arts Librarian.
- Most video DVDs made and sold in the United States have a **region code** of “1” (or “0”), and they can be played in a standard DVD player. However, if the disc comes from Europe or other parts of the world, the region code will likely be different. The item may bear a symbol like the one at right. Add a note to the bibliographic record, as this will alert Media staff and patrons that a special DVD player is needed. (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.
- Most video DVDs made and sold in the United States have NTSC encoding, and they can be played in a standard DVD player. However, if the DVD 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 disc or container. Add a note to the bibliographic record, as this will alert Media staff and patrons that a special player is needed. (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.
- Blu-Ray discs also require a special player. Add a note to the bibliographic record, as this will alert Media staff and patrons. (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.
**Classification**

Video and multimedia DVDs are LC-classed, while audio DVDs are given an accession number with prefix "MCD."

Another exception is U of A concert recordings on DVD. Video DVDs receive an accession number with the prefix "CCV," and audio DVDs get prefix "CCD" (assigned by Media staff at the point of initial processing).

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**A. Item Record Fixed Field.** Change or verify the following. Itype is determined by predominant content:

<table>
<thead>
<tr>
<th>Copy</th>
<th>Status</th>
<th>Icode2</th>
<th>Itype</th>
<th>Location</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 (2, etc.)</td>
<td>—</td>
<td>new acquisitions</td>
<td>g gifts</td>
<td>mddvd</td>
<td>standard case</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>mddvo</td>
<td>non-standard case</td>
</tr>
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<td></td>
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<td></td>
<td>mdaud</td>
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<td>mdcom</td>
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<td></td>
<td>mdaud</td>
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<td>mdvid</td>
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<td></td>
<td></td>
<td></td>
<td>mdcdr$^1$</td>
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</tr>
</tbody>
</table>

$^1$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.
B. Number of Item Records/Barcodes

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

1. Single Discs. 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.
      2 lflts.
      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 Discs, One Collective Box. These also get one item record. Note: Sometimes items in a collective box are really designed to be used separately, and if so, they should be removed 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 discs. Also add information about a supplemental booklet or leaflet inserted in the box.

      2 DVDs  + 1 bklt.
      3 DVDs

      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 Discs/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, and if so, 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 discs, 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 DVD 1, DVD 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

Note: An audio or multimedia DVD should be housed in a standard CD case and receive the physical processing treatment for a CD or CD-ROM, respectively. Repackage as necessary, but try to retain as much of the original container (or at least the information) as possible. See the Performing Arts Librarian with questions.

1. Case. For video DVDs, generally retain the original box. However, if the box is a non-standard size (or pasteboard case with side latch), the DVD should either be 1) repackaged, or 2) placed in location “mddvo.” When repackaging, separate the scene index from the front cover and place it as a leaflet inside. Then 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.

If a video DVD is packaged in a standard CD case, repack it in a DVD case if possible. If not, please refer to the “Compact Discs” procedure for physical processing.

2. Call number Labels. Each label must have the information in the IMessage, if present.

Print a label for each container or booklet that sits on the shelf separately. DVDs are shelved on their “tummies” (container latch down), so once you have turned it to this position, place the label in the upper left corner of the front.

3. Barcodes. Place a barcode on the back of each separate piece in the upper right corner. However, if this will cover important information, place the barcode elsewhere (even 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 DVD case or booklet housed in a collective container. These should be placed on the front in the upper left corner. No barcodes are applied.
5. **CD Label.** Place a round CD label in the center of each individual disc, making certain that it is aligned. Write the call number (minus Imessage information) on the 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 it 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. **Region sticker.** If the DVD is has a region code other than “1” or “0,” apply the appropriate sticker to the front of the container, preferably not covering information. Examples are reproduced below.

   2. The Middle East, Western Europe, Central Europe, Baltic States, Egypt, French overseas territories, Greenland, Japan, Lesotho, South Africa and Swaziland

   3. Southeast Asia, Hong Kong, Macau, South Korea and Taiwan

   4. Central America, the Caribbean, Mexico, Oceania, South America

   5. The rest of Africa, Former Soviet Union, the Indian subcontinent, Mongolia, North Korea

   6. Mainland China

9. **Format sticker.** If the disc has PAL encoding, apply a sticker to the front of the container, preferably not covering information. An example is reproduced below.

   PAL

   For a map illustrating the usage of these formats worldwide, consult the [Wikipedia](https://en.wikipedia.org/wiki/DVD_region_coding).
10. **Blu-Ray discs.** Apply a sticker to the front of the container, preferably not covering information. An example is reproduced below.