

CHEAT SHEET EXAMPLE:

Central Technical Services | Media Cataloguing
Training Documentation | November 2005

Some general guidelines:

- Use the title frames of the film as the chief source of information
- Always include GMD with [videorecording] for VHS and DVD
- Main entry is almost always given to the title

What fields are new or different?

- **028 Publisher's number:** usually appears on spine of container or on cassette/disc
- **245 Statement of Responsibility:** include production companies and individuals with overall responsibility e.g. director, producer, writer
- **538 Systems details note:** provide systems details e.g. VHS or DVD
- **546 Language:** follow normal rules for 246 and also include a 546 note "Closed captioned for the hearing impaired" if applicable
- **500 Source of title proper:** Include if title taken from source other than title frame
- **511 Cast:** provide a brief list of cast members as they appear in the opening credits
- **508 Production credits:** briefly list those responsible for a segment of the production such as music, editors, photographers, animators
- **500 Edition and history note:** provide notes relating to the history of the videorecording
- **500 Other notes as required**
- **521 Target audience note:** this note can be used when material is intended for a particular audience
- **520 Abstract or summary:** provide a brief description of the film
- **505 Contents note:** provide when needed
- **540 Terms governing use and reproduction note:** the note depends on our rights, could be 'home use only' or 'public performance rights included'

