

# Video recordings Processing (LTS Procedure #25)

**Scope:** *This procedure summarizes instructions for processing videos, video CDs, and DVDs for individual libraries.*

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**Unit:** Cataloging

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## Standard convention for Accession type call numbers:

**Videocassettes:**      Use **Video**

**NB:** As of July 2014, all VHS tapes housed in the former Olin Media Center, and many of the unit libraries VHS collections, were moved to the Annex. See the section for each library for more detailed information.

**DVDs/Videodiscs/Blu-ray discs:** Use **Videodisc**

**DVDs:** *As a theft protection measure, Physical Processing staff will write the call number on the disk label in indelible ink, when space permits.*

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## General Notes:

### Placement of barcodes

**For videocassettes, videodiscs, and Blu-ray discs:** -- Place the barcode near the upper right corner of the container. Try not to cover title. Exception: [African video recordings](#).

**Containers** -- Catalogers should not barcode, or create item records, for CD jewel cases that contain DVDs, unless they are going to the Annex. DVDs (for Annex see below) should be housed in an actual DVD container, available from the department supplies area. Do write the call number on the flyer, which should be securely attached to the piece, then put them on the Physical Processing truck. Physical Processing staff will tattle tape the item, write the call number on the item and send directly to Uris Library, Dean Room.

**Annex containers** -- DVDs going directly to the Annex do not need to be put in the larger black DVD cases if they arrive housed in a jewel case; if they arrive in a paper sleeve, it is also preferred a jewel case be used. DVDs arriving in the manufacturer's case may remain in that case along with any inserts. Accompanying DVDs separated from their book(s) when routed to the Annex should go in jewel cases. Summary: don't change the case; if it doesn't have a case, use a jewel case. Do write the call number on the flyer, which should be securely attached to the piece, then put them on the Physical Processing truck.

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### Added copies

Use same CLAMSS number as first copy. Add appropriate copy number.

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### Blu-ray discs

Blu-ray discs should be cataloged on a bibliographic record for a Blu-ray disc, not a conventional DVD record. However, they are shelved with conventional DVDs, so they will be given a number in the same "alphabet". That is, choose "videodisc" for selecting the next accession number for your Blu-ray disc in CLAMSS. [See [exception for Music](#).]

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### Special instructions: Single-boxed, multi-part videocassettes:

*When processing a two-cassette set that is distributed in one container:*

- Place the barcode near the upper right hand corner of the container
  - Use **pt.1-2** in *Enum* area of Item record
  - Use **2** in *Pieces* area of Item record
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### Multi-part sets, each in secure container

- Barcode each cassette or disc container
  - If a caption is lacking, but must be supplied for enumeration, use the term "tape" or "disc"
  - For Dean Room (Uris and Asia) : House the discs in as few cases as possible, and label as concisely as possible. Use 2-, 3-, or 4- disc on containers, as appropriate
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## Inserts (Guides, Booklets, Pamphlets, etc.) laid in DVD containers

Inserts inside the DVD container, e.g. a single a single or folded sheet, are not considered accompanying material, and should not be considered for item record creation nor piece counts. Catalogers should leave them in place for handling by public services staff. For more substantial accompanying material such as guides, booklets, pamphlets, see library specific instructions.

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## Missing DVDs or missing booklets/guides, etc.

When DVD or CD is missing from the book or booklet/guide/miscellaneous material is missing from the DVD, write a note on flyer so that Physical Processing staff know that we did not receive the item. In the Holdings, add appropriate Holdings note e.g., Library copy lacks booklet.

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## Discs that don't play

When handling a disc that may not play in all American players (i.e. Region 2-6 or DVD-R), write a note indicating the appropriate information on the flyer for the Public Services staff/Access Services who will attach an informational sticker if appropriate (i.e. PAL sticker).

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## Materials requested for course reserves

Starting in 2020, digitized versions are created for course reserves. DVDs to be digitized for reserves are placed in the box for Jessa **after receipt and before cataloging**. Jessa will usually mark the flyer "digitized" before returning the discs to LTS. ***By the time a DVD that was ordered for course reserves reaches a cataloger, it has been digitized and is no longer considered a rush.***

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## Instructions for individual libraries:

### A. Africana Library

1. **Location:** afr (for DVDs) or afr,anx for videocassettes
2. **Call number:** Accession number: Use [CLAMSS](#) to assign the accession number. See [instructions](#)  
afr Video 25 afr Videodisc 1
3. **Barcoding:** DVDs: Place barcode on inside cover of the DVD container in upper right corner, just above videodisc tray. Videocassettes: Place barcode on right corner of cassette, just above window of the tape.
4. **Physical Processing:** Annotate location flyer with accession number and brief title and send items to LTS Physical Processing.

### Africana Library: Accompanying VHS & DVDs

If manageable, DVD may be housed in pocket of hardcover text with appropriate Holding statements; otherwise:

- **Location (create separate holding records):** afr for main item ; afr for videodisc
- **Call number:** LC-type for main item Accession number for video
- **Holdings note: on main item:** Request accompanying video at Circulation Desk ; **on video:** Accompanying text shelved in stacks
- **Barcoding:** use single barcode on each piece if shelved separately; otherwise, use appropriate piece count. See also [special instructions](#)
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Be sure to pencil the call number on the main text.

### Africana Library: Video recordings with accompanying printed material

- **Location:** afr
- **Call number:** Accession number for both items, using appropriate term for accompanying printed material. Use [CLAMSS](#) to assign the accession number. See instructions
- **Barcoding:** use single barcode on each piece  
See also [special instructions](#)
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Be sure to pencil the call number on the printed text.

### B. Annex

1. **Location:** ---,anx
2. **Call number:** LC-type, or Accession number (using [CLAMSS](#)).
3. **Special Holdings instructions when processing a storage master:** Suppress Holdings record from public display, add **Holdings note:** Storage Master--Not for public use
4. **Barcoding:** See [general notes](#). See container instructions above for the [Annex](#).
5. **Physical Processing:** Use [CLAMSS](#) to assign the accession number. See [instructions](#). Annotate location flyer with call number and brief title and send items to LTS Physical Processing.
6. **Accompanying DVDs:** Any accompanying DVDs designated for any Annex location will be stored separately in a jewel case with its own item record.

### C. Math and Vet

1. **Location:** math

2. **Call number:** Use [CLAMSS](#) to assign the accession number. See [instructions](#)
3. **Holdings notes:** *No note necessary for Math.*
4. **Barcoding:** see [general notes](#)
5. **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Pencil the call number on the cassette label and on a press-apply label on the container.

#### Math Library: Accompanying videos

- **Location (create separate holdings records):** math (for text) math (for video)
- **Call number:** LC-type for text ; Accession for video
- **Holdings note (for text):** Accompanying video (accession #) available at Circulation Desk
- **Barcoding:** see [general notes](#)
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Be sure to pencil the call number in main text.

#### Veterinary Library

- **Location:** Videocassettes: **vet**
- Videodiscs: **vet,res**
- **Call number:** LC-type
- **Call number suffix (Videocassettes):** **Audio-visual**

Videodiscs: **Call number prefix: Disk**

- **Barcoding:** see [general notes](#)
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.

#### Veterinary Library: Accompanying videos/DVDs

- **Location:** vet
- **Barcoding:** When there is accompanying material, or when a DVD accompanies a book, barcode main piece and change piece count accordingly. Vet staff will handle how to house additional pieces and add Holdings notes to accommodate their decision.
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Call number labels will need to be made for each physical piece

### D. Conservation

1. **Location:** cons
2. **Call number:** LC-type
3. **Barcoding:** see [general notes](#)
4. **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.

### E. Fine Arts Library

#### Videocassettes and Videodiscs:

- **Location:** fine (for DVDs) or fine,anx (for videocassettes)
- **Call number:** Accession number (e.g. for videocassettes: fine / Video 105). Use [CLAMSS](#) to assign the accession number. See [instructions](#)
- **Barcoding:** see [general notes](#)
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.

#### Accompanying Videocassettes

- **Location:** fine
- **Call number:** LC-type for main item ; *No call number for video*
- **Holdings note:** For accompanying video ask at Circulation Desk
- **Barcoding:** see [general notes](#)
- **Physical Processing:** Send items to LTS Physical Processing

#### Accompanying Videodiscs: DVDs + Hardcover book (*whether book accompanies DVD or DVD accompanies book*)

- **Location:** fine
- **Call number:** LC-type
- **Holdings details:**
  - Book with accompanying DVD
    - **Holdings statement:** text
    - **Holdings statement for supplements:** 1 DVD / **Holdings statement for supplements note:** <in pocket of text>
  - DVD with accompanying book
    - **Holdings statement:** 1 DVD / **Holdings statement note:** <in pocket of text>
    - **Holdings statement for supplements:** 1 text
- **Barcoding:** Barcode text only, create item record, and change piece count as appropriate. Include note on flyer that volume includes DVD in pocket.
- **Physical Processing:** Call number labels will need to be made for each physical piece

**Note:** *If more than 2 DVDs are received or if DVDs are too big to put in pockets in book, do not create item records. Send to Conservation Dept. with note that box should be made to handle all pieces and that completed box should be returned to cataloger for barcoding.*

## Videodiscs: DVDs + Paperback book (*whether book accompanies DVD or DVD accompanies book*)

- **Location:** fine
- **Call number:** LC-type
- **Holdings details:**
  - Book with accompanying DVD
    - Holdings statement: text
    - Holdings statement for supplements: 1 DVD / Holdings statement for supplements public note: <in pocket of text>
  - DVD with accompanying book
    - Holdings statement: 1 DVD / Holdings statement public note: <in pocket of text>
    - Holdings statement for supplements: 1 text
- **Barcoding:**
  - Barcode book, create item record, and change piece count as appropriate
  - Send book and DVD to Conservation Dept. Include note on flyer that volume includes DVD in pocket.
- **Physical Processing:** Call number labels will need to be made for each physical piece

**Note:** *If more than 2 DVDs are received or if DVDs are too big to put in pockets in book, do not create item records. Send to Conservation Dept. with note that box should be made to handle all pieces and that completed box should be returned to cataloger for barcoding.*

## F. Icelandic

1. **Location:** rmc,icer
2. **Call number:** LC-type
3. **Barcoding:** *Do not barcode*
4. **Physical Processing:** Items will be housed in Rare and will not circulate. They need no physical processing. Send directly to Rare.

## G. Hotel/ILR /JGSM

1. **Location:** hote (for DVDs) or hote,anx (for videocassettes)  
ilr (for DVDs) or ilr,anx (for videocassettes)  
jgsm (for DVDs) or jgsm,anx (for videocassettes)
2. **Call number:** LC-type  
**Holdings note** (Videos and DVDs): Request at Main Circulation Desk.
3. **Barcoding:** see [general notes](#)
4. **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.

### Hotel/ILR/JGSM Libraries: Accompanying video recordings or Video recordings w/accompanying guides

- **Location:** hote ; ilr ; jgsm
- **Call number:** LC-type for both items
- **Holdings note:** Request accompanying video [DVD] at Main Circulation Desk , **or:** Request video [DVD] and guide at Main Circulation Desk
- **Barcoding:** *Barcode each piece regardless of which is the main piece* Text: use single barcode Videocassette: single barcode on container Videodisc: single barcode on container
- **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Use separate container for cassette or DVD and rubber band items together. Be sure to pencil the call number in main text.

## H. Kroch Library (ECH, SASA, WAS)

1. **Location:** ech,av ; sasa,av ; was,av
2. **Call number:** Accession number: Use [CLAMSS](#) to assign the accession number. See [instructions](#). **For videodiscs only, accession number will be followed by language/area code :** (SEA), (SA), (CHI), (JPN), or (KOR). For example, ech,av Video 105 (SEA) ; was,av Videodisc 700 (CHI)
3. **Holdings note:** Shelves in Uris Library Dean Room.
4. **Barcoding:** See [general notes](#) ; See also [special instructions](#)
5. **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing
6. **Accompanying materials:** Whether book accompanies videocassette or DVD or videocassette or DVD accompanies book, they should be handled the same as items for Uris, using the appropriate accession number/call number and location (**ECH, SASA, WAS**). See [Uris Dean Room](#) section, being careful to scroll to the section that fits your situation.

## I. Mann Library (including items for Entomology and Ornithology Libraries)

1. **Location:** mann ; orni
2. **Call number:** LC-type
3. **Holdings note for accompanying materials:** No special location notes; items will be shelved in book stacks
4. **Barcoding:** see [general notes](#)
5. **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.
6. **Accompanying materials:** If items can be handled in one physical unit, use appropriate piece count and Holdings statement, accompanied by Holdings notes as needed. Otherwise barcode each piece, using appropriate Holdings statements.

## J. Music Library

1. **Location:** mus,av
2. **Call number:** Accession number: Use [CLAMSS](#) to assign the accession number. See [instructions](#) . **Exception:** Do not use CLAMSS for Blu-ray discs. Music Library staff will assign accession number. mus,av Videotape 1000 mus,av DVD1000
3. **Barcoding:** DO NOT BARCODE. Music Library staff will create item records, barcode, and note piece count.
4. **Physical Processing:** Put disc or cassette in separate case. Note the call no. and Holdings hrid on location flyer or scrap card and send items to Music Library for physical processing. DO NOT TATTLE TAPE. DO NOT ADD CALL NUMBER LABEL. All call number and property marking will be done at the Music Library.

### Music Library: Accompanying DVDs/videocassettes

- **Location (create separate holding records):** mus for main item mus,av for DVD/videocassette
- **Call number:** LC-type for main item Accession number for video
- **Holdings note** (on main item): Accompanying DVD/videocassette shelved in A/V Collection. On video recording: Accompanying text shelved in stacks
- **Barcoding:** Barcode main item only. DO NOT BARCODE DVD/videocassette
- **Physical Processing:** Make call number label for text only. Music Library staff will handle physical processing of DVD /videocassette.

### Music Library: Videos with accompanying printed material

- **Location:** mus,av
- **Physical Processing:** Using guidelines for unaccompanied video recordings [above](#), send all items together to Music Library for physical processing.

## K. Olin Library

The only video recordings that will be cataloged for and housed in Olin are video recordings that accompany monographs, i.e., disks in the pocket of a book.

### DVDs that accompany hardcover (or paperback) books:

- **Location:** olin
- **Call number:** LC-type
- **Holdings details:**
  - **Holdings statement:** text
  - **Holdings statement for supplements:** 2 DVDs (or videodiscs) / **Holdings statement for supplements note:** <in pockets of text>
- **Barcoding:** Barcode text only, create item record, and change piece count as appropriate. Include note on flyer that volume includes DVD in pocket.
- **Physical Processing:** Send items to LTS Physical Processing.

**Note:** If more than 2 DVDs are received or if DVDs are too big to put in pockets in book, do not create item records. Send to Conservation Dept. with note that box should be made to handle all pieces and that completed box should be returned to cataloger for barcoding.

### Videocassettes that accompany books:

- **Location:** olin,anx
- **Call number:** LC-type
- **Holdings details:**
  - **Holdings statement:** text
  - **Holdings statement for supplements:** 1 videocassette
- **Barcoding:** Barcode both items as they will be shelved separately at the Annex.
- **Physical Processing:** Send items (rubber-banded together) to LTS Physical Processing. Call number labels will need to be made for each physical piece

## L. Uris Library Dean Room

### DVDs with or without accompanying material (if that material can fit in container):

1. **Location:** uris
2. **Call number:** Accession number for both items, using appropriate term for accompanying printed material. Use [CLAMSS](#) to assign the accession number. See [instructions](#)

uris,anx call number: **Video 25**

uris call number prefix: **Dean Room** / call number: **Videodisc 43**

3. **Barcoding:** Barcode the container and change piece count as appropriate. Add enumeration if more than 1 disc (ex. disc 1-3).

**NB:** If accompanying booklet is too large to set in the DVD container, barcode both the container and the print material.

4. **Holdings details:**

- **Holdings statement:** 2 videodiscs

- **Holdings statement for supplements:** 1 booklet

**Added copies:** Some Holdings show olin,av or the location for earlier copy(ies). When processing a subsequent copy, use Uris location and add c.2 (or c.3, 4, as appropriate).

5 . **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing.

#### Uris Library, Dean Room: Accompanying video cassettes and Video cassettes with accompanying printed material

- **Videocassettes w/accompanying material:**
  - **Location:** uris,anx
  - **Call number:** Accession number for both items, using appropriate term for accompanying printed material. Use [CLAMSS](#) to assign the accession number. See [instructions](#)
  - **Barcoding:** Barcode item(s) as appropriate, depending on whether accompanying material fits in the cassette case, creating item records as necessary. See [special instructions](#)
  - **Holdings details:**
    - **Holdings statement:** text
    - **Holdings statement for supplements:** 1 Booklet
  - **Physical Processing:** Annotate location flyer with call number and brief title and send items (rubber-banded together) to LTS Physical Processing. Call number labels will need to be made for each physical piece
- **Videocassettes that accompany books:**
  - **Location:** olin,anx
  - **Call number:** LC-type
  - Send video and accompanying material to Conservation Dept. w/note that box should be made to handle all pieces and that completed box should be returned to cataloger for cataloging
  - **Barcoding:** Do not barcode until box is made. Barcode box only, and include appropriate piece count in item record
  - **Physical Processing:** Annotate location flyer with call number and brief title (if appropriate) and send items to LTS Physical Processing. Call number labels will need to be made for each physical piece
- **DVDs w/accompanying material:**
  - **Location:** uris
  - **Call number prefix:** Dean Room
  - **Call number:** Accession number for both items, using appropriate term for accompanying printed material. Use [CLAMSS](#) to assign the accession number. See [instructions](#)
  - **Barcoding:** Barcode DVD container only, and include appropriate piece count.
  - **Holdings details:**
    - **Holdings statement:** 1 videodisc
    - **Holdings statement for supplements:** 1 Booklet
  - **Physical Processing:** Annotate location flyer with call number and brief title and send items to LTS Physical Processing. Labels will need to be made for each physical piece
- **DVDs that accompany hardcover (or paperback) books:**
  - **Location:** uris
  - **Call number:** LC-type
  - **Holdings details:**
    - **Holdings statement:** text
    - **Holdings statement for supplements:** 2 DVDs / **Holdings statement for supplements note:** <in pockets of text>
  - **Barcoding:** Barcode text only, create item record, and change piece count as appropriate. Include note on flyer that volume includes DVD in pocket.
  - **Physical Processing:** Send items to LTS Physical Processing. Call number labels will need to be made for each physical piece

**Note:** If more than 2 DVDs are received or if DVDs are too big to put in pockets in book, do not create item records. Send to Conservation Dept. with note that box should be made to handle all pieces and that completed box should be returned to cataloger for barcoding.

## Kroch Library: Special designations

For videodiscs only, items are separated by language category: **SEA** for Echols materials, **SA** for Sasa materials, and **CHI, JPN** or **KOR** to distinguish Chinese, Japanese and Korean languages for Wason materials.

<u>Location</u>	<u>Language/Area code</u>	<u>Example</u>
ech,av	SEA	Videodisc 396 (SEA)
sasa,av	SA	Videodisc 922 (SA)
was,av	CHI	Videodisc 63 (CHI)
was,av	JPN	Videodisc 272 (JPN)
was,av	KOR	Videodisc 314 (KOR)