
GAMES COLLECTION CATALOGING WORKFLOW

Cataloging and Metadata Services, Dartmouth College Library, November 2015 (version 6, last updated December 2022)

SCOPE

Items comprising the Jones Media Center games collections, including tabletop games (e.g. board, card, etc.), games on computer disc or chip cartridge, and online games.

WORKFLOW

This workflow is intended to be compatible with the existing procedures defined in the "I-Level Cataloging" section of the ["Cataloging Best Practices"](#) document.

WORLDCAT SEARCH TIPS

In Connexion, these search parameters may help identify applicable records.

Tabletop Games

Format: Visual Materials

Material Type: Game (gam)

Discs, Cartridges, and Online Games

Format: Computer Files

Material Type: Computer game (cgm)

CHECKING AND MODIFYING OR CREATING COPY

Accept OCLC copy that meets the following standards. Reject copy with 040 | b [any code other than 'eng'].

Prefer modification of OCLC copy for local use to creating a new master record, **except** where instructions with the  icon direct record derivation. If acceptable copy cannot be found or derived, use the following standards for original cataloging in RDA.

Icons present in the table below indicate to which game formats each restriction applies:



Tabletop games



Games on disc



Games on chip
cartridge



Online games



Game pieces

For sets of game pieces and other items that are not themselves games, follow the procedures for tabletop games below, **except** where the  icon appears.

Adapted from the "video-recordings-ilevel-rda" document and the "[Checking and modifying I-level copy](#)" document for books. These guidelines are in part designed to anticipate records created according to the OLAC "[Best Practices for Cataloging Video Games – Using RDA and MARC21](#)" (2015).

Applicable Formats	Field	Checking (or Creating Originals)	Modifying
   	008, Leader	<p> Required: Type = r ELvl = Blank, I, K, L, M TMat = g Desc = a, i Lang (verify)</p> <p> Optional: Tech = n Time = nnn Date (verify; see 260 c or 264 c) Ctry (verify; see 260 a or 264 a) Form (verify if not blank) DtSt (verify)</p> <p> Optional: TMat = r</p> <p> Required: Type = m ELvl = Blank, I, K, L, M File = g Desc = a, i BLvl = m, i Lang (verify)</p> <p> Optional: Form = q</p>	<p>Reject copy if required fields do not match.</p> <p>Reject copy if Form is present and wrong.</p> <p>Correct other optional fields if present and wrong.</p>

 **Required:**
Type = m
ELvl = Blank, I, K, L, M
File = g
Desc = a, i
BLvl = m, i
Lang (verify)

 **Optional:**
Form = q

 **Required:**
Type = m
ELvl = Blank, I, K, L, M
File = g
Desc = a, i
BLvl = m, i
Lang (verify)

 **Optional:**
Form = o



007



 **Required**

Reject copy if does not match piece.

Make sure information matches the piece.

 Should include | a **c** | b **o**.

 Should include | a **c** | b **b**.

 Should include | a **c** | b **r**.



020

Make sure it matches the piece.

Accept as is if no ISBN on the piece, and all other fields match.

Change to match the piece if all other transcription fields match.

			024	Make sure it matches the piece.	Accept as is if no UPC, IAN, or other qualifying identifier on the piece, and all other fields match.	
					Change to match the piece if all other transcription fields match.	
			028	Make sure it matches the piece.	Question if unable to verify.	
				041	    Required if in multiple languages Make sure it matches the piece. In particular: a Main language(s) of the work g Language(s) of accompanying material h Original language(s) of the work	Question or reject if unsure. If missing, add all applicable subfields. Also adding a 546 note is recommended but not required.  If information does not match the piece, a new record may be derived.
				100, 110	    Required if applicable Make sure all creators (personal/corporate headings) that appear prominently in the piece are traced in the cataloging. They are more likely to appear in 7XX than 1XX fields.	Accept relationship designators (1XX e) as is.
				245 a and b	    Required Make sure information matches the piece; wording should be exact, though punctuation and case may vary. Make sure all prominent title information appears in the record.	Change only obvious typos; if you have any doubts whether a difference is a typo or not, question it. Reject copy if 245 does not match piece.

See 246 below if there are numbers or symbols, typos, or parallel titles in the 245 field.

   	245 h	    Required if AACR2 (not )  [game], if AACR2 record.    [game] or [electronic resource], if AACR2 record.	If missing from an AACR2 record, add at the end of a (before the colon if there is a b). Reject if present in an RDA record.
   	245 c	Make sure it matches the piece. Square-bracketed information is acceptable as long as you can verify that it is correct.	Reject only if present and wrong, or with square-bracketed information you can't verify.
   	246	    Required if applicable Make sure there are 246/alternate title entries in the following cases: <ul style="list-style-type: none">- When the 245 contains numbers or symbols (including an ampersand), the record should have a 246 with the spelled-out form of the symbol or number in the language of the title proper;- When the 245 contains a typo/error that appears on the piece as well, the record should have a 246 with the corrected form;- For parallel titles.	Leave existing 246 fields as is; add necessary additional titles.



250

Required if applicable

Make sure that edition statements that appear on the piece are present in the 250 field, and match exactly (except for abbreviations).

Edition statements may include the name of the platform (e.g. "Xbox 360").

Terms in 250 should match the piece, and should not be abbreviated unless they are abbreviated on the piece.

Reject copy if the name or number of the edition differs. If the only difference is the form of the statement (i.e., abbreviations), change to match the piece.



260 | a
and | b

Required if AACR2

Make sure information matches the piece.

Square-bracketed information is acceptable as long as you can verify that it is correct.

Accept as is, as long as you can find the information on the piece.

Question records with square-bracketed information you can't verify.

Reject if present in an RDA record.

If information does not match the piece or cannot be verified, a new record may be derived.



260 | c

Required if AACR2

Make sure information matches the piece.

Make sure date in record is the correct date for the edition being cataloged (see date guidelines).

Square-bracketed information is acceptable as long as you can verify that it is correct.

Reject records with square-bracketed information you can't verify.

Reject if present in an RDA record.

Alternatively, if information not in square brackets does not match the piece, a new record may be derived.



264

Required if RDA

Make sure information matches the piece.

Reject record if information not in square brackets does not match the piece.

					<p>Make sure date in record is the correct date for the edition being cataloged (see date guidelines).</p> <p>Square-bracketed information is acceptable as long as you can verify that it is correct.</p>	<p>Reject if present in an AACR2 record.</p> <p> Alternatively, if information not in square brackets does not match the piece, a new record may be derived.</p>
				300	<p>    Required</p> <p>Make sure information matches the piece.</p>	<p>If extent information is functionally accurate, but appears different in wording or grouping, change to match the piece. See Appendix 1 for examples.</p> <p>Otherwise, change only obvious typos; if you have any doubts whether a difference is a typo or not, question it.</p> <p> If missing, add parenthetical extent note enumerating types of pieces, cards, etc. Source information from container and/or rules booklet.</p> <p> If extent information differs in actual count, not simply wording or grouping, a new record may be derived.</p>
				336	<p>    Required if RDA</p> <p>For all formats, make sure it matches the piece. May have multiple types.</p> <p>   Either two-dimensional moving image or three-dimensional moving image, and computer program.</p>	<p>If RDA, add a and 2 if not present.</p> <p>Question if present and wrong.</p>
				337	<p>    Required if RDA</p>	<p>If RDA, add a and 2 if not present.</p>

Question if present and wrong.

 **unmediated**

   **computer**



338

    **Required if RDA**

If RDA, add |a and |2 if not present.

For all formats, make sure it matches the piece. May have multiple types.

Question if present and wrong.

 Should include **computer disc**.

 Should include **computer chip cartridge**.

 Should include **online resource**.



344

Do not check.

Accept as is.



346

Make sure |b ("Broadcast standard") matches the piece.

Question or reject copy if unsure. Do not add if missing.



347

Make sure |e ("Regional encoding") matches the piece.

Question or reject copy if unsure. Do not add if missing.



490

Make sure information matches the piece. Franchise titles should not be treated as series.

Reject records with 490 fields that do not match the piece.

If in doubt about whether a statement on a piece is a series statement, or whether a number belongs in a series statement, check the authority record.



5xx

Make sure notes are accurate. In particular, check 500, 520, 505 (for compilations), 546, and:

Question or reject copy if unsure. Do not add if missing.

 (not ) 508: Design and artistic credits

   521: ESRB rating

   538: System requirements

The 520 and 546 may be changed to match if all transcription fields match.

   521: Remove content warnings. Retain only the rating itself (e.g. "ESRB content rating: M, Mature 17+.", "ESRB rating: E, Everyone.").

				600, 610, 611	Do not check.	Accept as is.
				650, 651	Do not check.	Accept as is.
				655	    Required (not )  At least one of the following, all with second indicator "7": Board games. 2 lcgft Card games. 2 lcgft Dice games. 2 lcgft Alternatively, one or more related terms listed as a Narrower Term for " "Games" " in LCSH or for " "Puzzles and games" " in LCGFT. Question if unsure.    Video games. 2 lcgft with second indicator "7".	Accept any heading using a term described on the left if it is instead coded in one of these ways: 655 0 Board games. 655 7 Board games. 2 lcsH 655 0 Video games. 655 7 Video games. 2 lcsH Otherwise, add one or more headings using terms described on the left. Accept other headings as is.
				700, 710, 711	    Required if applicable Make sure all creators	Reject records w/ 700, 710, or 711 fields with t that do not appear in an authority record. Accept relationship designators (7XX e) as is.

(personal/corporate headings) that appear prominently in the piece are traced in the cataloging.

Check all fields with |t against authority file.
Check the entire field, all subfields.

				730	Check authority file—authority record must match complete 730 field (all subfields, except x).	Reject record if no authority record found that matches entire field.
				740	If an analytical entry (second indicator "2"), make sure it matches a game contained as a component of the piece.	Question any other 740 fields. Question or reject if unsure.
				753	   Required Make sure it matches the piece and is one of the "Preferred Label" values defined by The Game Metadata and Citation Project (GAMECIP) platform list (e.g., "Microsoft Xbox One", "Sony PlayStation 4", " Nintendo Wii U (NTSC-U/C) "). "gcipplatform" should be recorded in 2 as the source of the term.	If missing, add an appropriate term or terms selected from "Preferred Label" values of the GAMECIP list. Record "gcipplatform" in 2 as the source of the term. If a term is listed, but 2 is missing, verify that the term is a "Preferred Label" value in the GAMECIP list and record "gcipplatform" in 2 as the source of the term. Report any pieces for which an appropriate term is not available in the GAMECIP list. Repeat this field with either a (hardware) or c (operating system) as needed.
				800, 810, 830		If the 490 field matches the piece, accept the 8XX as is. Control 8XX field in Connexion if it is not already controlled.



856

Verify the link in |u and the text of any accompanying subfields.

Change only obvious typos; if you have any doubts whether a difference is a typo or not, question it.



856

Required if applicable (not)

Add a new field with first indicator "4" and second indicator "2" containing the following data for each game contained within the item. Report any games for which BoardGameGeek or Giant Bomb records are not available.

|z **Game information at BoardGameGeek** |u ***BoardGameGeek URL***

To find the *BoardGameGeek URL*, search the game at <https://boardgamegeek.com>, and copy the URL of the game's record page. The URL should be of the form "https://boardgamegeek.com/boardgame/identifier/name".

856 42 |z Game information at BoardGameGeek |u
https://boardgamegeek.com/boardgame/65244/forbidden-island

|z **Game information at Giant Bomb** |u ***Giant Bomb URL***

To find the *Giant Bomb URL*, search the game at <http://www.giantbomb.com/>, and copy the URL of the game's record page. The URL should be of the form "http://www.giantbomb.com/name/identifier".

856 42 |z Game information at Giant Bomb |u http://www.giantbomb.com/super-mario-3d-world/3030-42931/

856 42 |z Game information at Giant Bomb (Mass effect) |u http://
www.giantbomb.com/mass-effect/3030-16909/

856 42 |z Game information at Giant Bomb (Mass effect 2) |u http://
www.giantbomb.com/mass-effect-2/3030-21590/

856 42 |z Game information at Giant Bomb (Mass effect 3) |u http://
www.giantbomb.com/mass-effect-3/3030-29935/

LOCAL DATA FIELDS

Add this data to the 928 in Alma, based on existing data or what appears on the piece. Create an additional 928 field for each game contained within the item. Do not add spaces or end punctuation to any subfield.

Applicable Formats	Subfield	Definition and Examples
   	a	    Required if applicable (not ) Work-level identifier  BoardGameGeek identifier. Extract the numeric identifier from the game's record page, where it is listed as an "ObjectID" and included in the record page's URL. 245 00 Forbidden Island : b adventure ... if you dare. 856 42 z Game information at BoardGameGeek u https://boardgamegeek.com/boardgame/65244/forbidden-island 928 65244 d 1    Giant Bomb identifier. Extract the identifier as the numeric string following "3030-" in the record page's URL. 245 00 Super Mario 3D world. 856 42 z Game information at Giant Bomb u http://www.giantbomb.com/super-mario-3d-world/3030-42931/ 928 42931 d 1
   	b	    Required (not ) Number of players Express as a single integer, or as a range of two integers separated by a hyphen. A plus sign may be added after the integer or range to indicate no required maximum.    Repeat subfield if piece indicates a separate player range as part of various multiplayer modes. Describe mode in parenthetical after the range.

245 04 The settlers of Catan |h [game] / |c Klaus Teuber.
500 For 3-4 players.
928 13 |b 3-4 |d 0

245 00 Assassin's creed IV : |b black flag.
500 1 player; network players: online multiplayer 2-8, co-op 2-4.
928 41518 |b 1 |b 2-8 (online multiplayer) |b 2-4 (co-op) |d 1

245 00 Cards against humanity : |b a party game for horrible people.
500 For 4 to 20+ players.
928 50381 |b 4-20+ |c 30-90 |d 0



|c

Duration

If available from piece, record in minutes. Express as a single integer, or as a range of two integers separated by a hyphen. If there is no minimum or maximum, leave the start or end of the range blank.

245 00 Cards against humanity : |b a party game for horrible people.
500 Duration of play: 30 to 90 minutes.
928 50381 |b 4-20 |c 30-90 |d 0



|d



Required

Game format

 0

  1

 2

 3

SHELVING AND PROCESSING

Use this information in all records for tabletop games and games on disc or cartridge.

Format	Library/Location Code	Item Material Type	Call Number
	JONES/BOARDGAME	Board Game	Use accession number from "Board games shelflist".
 	JONES/VIDEOGAME	Video Game	Use accession number from "Video games shelflist".

STATISTICS

Record tabletop games cataloged under "Visual Materials" and digital games under "Computer Files".

RECORD EXAMPLES

These records have been color-coded to indicate the following types of data:

Data accepted in record or system-generated

Data added to record

Data removed from record

[Comments]

1. Forbidden Island, tabletop game, Gamewright, 2010

OCLC 760982078 No holdings in DRB - 26 other holdings

No DRB holdings in GLIMIR cluster; 26 other holdings in GLIMIR cluster of 1

Rec stat c	Entered 20111006	Replaced 20150915			
Type r	ELvl I	Srce d	Audn	Ctrl	Lang eng
BLvl m	Form	GPub	Time nnn	MRec	Ctry mau
Desc a	TMat g	Tech n	DtSt s	Dates 2010	,

040 EYM †c EYM †d MR0 †d OCLCF †d OCL †d IUL

020 9781936011155 [Found on piece]

020 1936011158
 024 30 0759751003173 [Found on piece]
 090 ‡b
 049 DRBB
 245 00 Forbidden Island ‡h [game] : ‡b adventure ... if you dare.
 260 Newton, Mass. : ‡b Gamewright, ‡c c2010.
 300 1 game (58 playing cards ; 24 island tiles ; 6 pawns ; 4 treasure figurines ; 1 water meter ; 1 water level marker) :
 ‡b col. ; ‡c in metal container 22 x 17 x 7 cm. + ‡e 1 rule book (8 p. : ill. ; 21 cm.)
 500 Title from box.
 500 For 2-4 players.
 521 Ages 10+
 500 Duration of play : 30 minutes.
 508 Game by Matt Leacock ; illustrations by C. B. Canga.
 520 Forbidden Island : secluded retreat of the ancient empire of the Archeans, and hiding place of the Archeans' 4 treasures. Your team of adventurers must work together to keep Forbidden Island from sinking in order to have time to capture the 4 treasures.
 650 0 Treasure troves ‡x Games.
 650 0 Islands ‡x Games.
 650 7 Islands. ‡2 fast ‡0 (OCoLC)fst00980104
 650 7 Treasure troves. ‡2 fast ‡0 (OCoLC)fst01431639
 655 7 Puzzles and games. ‡2 fast ‡0 (OCoLC)fst01919958
 655 7 Board games. ‡2 lcgft
 655 7 Games. ‡2 fast ‡0 (OCoLC)fst01726787
 700 10 Leacock, Matt.
 700 10 Canga, C. B.
 710 20 Gamewright (Firm)
 856 42 ‡z Game information at BoardGameGeek ‡u <https://boardgamegeek.com/boardgame/65244/forbidden-island>
 029 10 NZ1 ‡b 15983939
 928 65244 ‡b 2-4 ‡c 30 ‡d 0

i[record number]	Last updated: 10-01-15	Created: 10-01-15	Revision: 1
01 COPY#: 1	07 DUE DATE: - -	13 ODU E DAT: - -	19 LOANRULE: 0
02 ICODE1: 0	08 PATRON#: 0	14 IUSE3: 0	20 STATUS: -
03 ICODE2: -	09 LPATRON: -	15 RECAL DA: - -	21 INTL USE : 0
04 I TYPE: 80	10 LCHKIN: 10-01-15	16 TOT CHKOUT: 0	22 COPY USE: 0
05 PRICE: \$0.00	11 # RENEWALS: 0	17 TOT RENEW: 0	23 IMESSAGE: -
06 OUT DATE: - -	12 # OVERDUE: 0	18 LOC: bajmo	24 OPACMSG:

25 950 04 |b[accession number]
26 950 |z[barcode number]

2. Hyrule Warriors, game on disc for Wii U, Nintendo of America, 2014

OCLC 891574694 No holdings in DRB - 192 other holdings

Rec stat c	Entered 20140929	Replaced 20150205			
Type m	ELvl I	Srcce d	Audn d	Ctrl	Lang eng
BLvl m	Form q	GPub		MRec	Ctry wau
Desc a	File g		DtSt s	Dates 2014	,

007 c †b o †d c †e g †f a
040 JBL †b eng †c JBL †d JBL †d LDL
024 10 045496903435 [Found on piece]
028 52 WUP-P-BWPE-USA-0 †b Nintendo of America
028 52 WUP P BWPE USZ †b Nintendo of America [Found on piece]
028 52 83662A †b Nintendo of America
041 1 eng †a fre †a spa †g eng †g fre †g spa †h eng
050 4 GV1469.37 †b .H97 2014
082 04 793.932 †2 23
090 †b
049 DRBB
245 00 Hyrule warriors †h [electronic resource].
250 Wii U.
260 Redmond, WA : †b Nintendo of America, †c c2014.
300 1 computer optical disc : †b sd., col. ; †c 4 3/4 in. + †e 1 instruction booklet (1 v. (unpaged) : col. ill. ; 19 cm)
538 System requirements: Nintendo Wii U system sold for the Americas only.
546 Game contents and instruction booklet and container text in English, French and Spanish.
500 Title from disc label.
500 "Nintendo Network. Miiverse; Local multiplayer; 1-2 players; downloadable content"--Container.
521 8 ESRB rating: T, Teen (fantasy violence, suggestive themes)
520 "The world of The Legend of Zelda meets the massive-scale action of Dynasty Warriors. Fight as your favorite characters on a battlefield teeming with foes"--Container.
650 0 Imaginary wars and battles †v Computer games.
650 0 Good and evil †v Computer games.
650 0 Monsters †v Computer games.

650 0 Magic †v Computer games.
 650 0 Role playing †v Computer games.
 655 0 Computer adventure games.
 655 0 Fantasy games.
 655 7 Video games. †2 lcgft
 753 Nintendo Wii U †2 gcipplatform
 856 42 †z Game information at Giant Bomb †u <http://www.giantbomb.com/hyrule-warriors/3030-44782/>
 928 44782 †b 1-2 †d 1

i[record number]	Last updated: 10-01-15	Created: 10-01-15	Revision: 1
01 COPY#: 1	07 DUE DATE: - -	13 ODUE DAT: - -	19 LOANRULE: 0
02 ICODE1: 0	08 PATRON#: 0	14 IUSE3: 0	20 STATUS: -
03 ICODE2: -	09 LPATRON: -	15 RECAL DA: - -	21 INTL USE : 0
04 I TYPE: 81	10 LCHKIN: 10-01-15	16 TOT CHKOUT: 0	22 COPY USE: 0
05 PRICE: \$0.00	11 # RENEWALS: 0	17 TOT RENEW: 0	23 IMESSAGE: -
06 OUT DATE: - -	12 # OVERDUE: 0	18 LOC: bajmw	24 OPACMSG:
25 950 04 b[accession number]			
26 950 z[barcode number]			

APPENDIX 1: PHYSICAL DESCRIPTION – EXTENT

If copy is found for which extent information in the 300 field is essentially equivalent, in terms of count and type, minor modifications may be made to describe the item in hand without deriving a new record.

Example 1

245 00 Backgammon.
 300 1 game (15 brown pieces, 15 white pieces, 2 brown dice, 2 white dice, 1 doubling die, 2 dice cups, 1 rulebook)
 : †b plastic, felt ; †c in carrying case 24 x 38 x 5 cm.

Piece: 1 game (2 pair dice, doubling cube, 2 dice cups, 30 playing pieces, 1 instruction booklet)

Although they are described differently, the same number and types of pieces are accounted for. Change the 300 to match the piece and accept the record unless there are other issues.

Example 2

245 00 Dungeon roll ꝥh [game] / ꝥc by Chris Darden.

300 1 game (17 custom molded dice, 17 double sided heroes, 4 player aid cards, 1 dragon lair card, 1 graveyard card, 36 treasure tokens, 24 experience tokens, 1 rulebook, 1 book of heroes, 1 ten sided die) ; ꝥc in box 10 x 8 x 8 cm.

Piece: 1 game (14 custom molded dice, 8 double sided heroes, 4 player aid cards, 36 treasure tokens, 24 experience tokens, 1 rulebook, 1 book of heroes, 1 ten sided die)

Since the numbers of dice, double sided heroes, and cards are different, this record should not be used.

Example 3

245 00 Pandemic / ꝥc a game by Matt Leacock ; artwork by Chris Quilliams.

300 1 game (1 game board, 7 pawns, 6 research stations, 4 cure markers, 1 outbreaks marker, 1 infection rate marker, 96 disease cubes (24 black cubes, 24 yellow cubes, 24 red cubes, 24 blue cubes), 59 player cards, 48 infection cards, 7 role cards, 4 reference cards, 1 rulebook) : ꝥb cardboard, wood, plastic, color ; ꝥc in box 30 x 22 x 5 cm.

Piece: 1 game (1 game board, 7 pawns, 6 research stations, 6 markers (4 cure markers, 1 outbreaks marker, 1 infection rate marker), 96 disease cubes (24 black cubes, 24 yellow cubes, 24 red cubes, 24 blue cubes), 59 player cards, 48 infection cards, 7 role cards, 4 reference cards, 1 rulebook)

The piece groups the markers in a way that the copy does not, but the number and type of pieces represented are identical. Change the 300 to match the piece and accept the record unless there are other issues.

REFERENCES

Icons derived from original images by Johan H. W. Basberg, Edward Boatman, Jaclyne Ooi, Thomas Helbig, Rossana Valastro, and Fahmi Ramdani from the Noun Project.