

December 13, 2013

## Using GMDs

Important points to consider:

- GMDs are never to be applied to regular print books
- If you are unsure which GMD should be applied to your item, or if you would like to propose a new GMD, ***please contact me.***
- GMD (245 |h) is not controlled in any way. Therefore, please make sure you are entering the GMD ***exactly as it appears in this tip sheet.***

The following list specifies the GMDs for the most popular formats you will encounter when cataloguing items in your library:

Tag 245 Subfield  h	
Material	GMD
DVD	[videorecording (DVD)]
Blu-ray	[videorecording (Blu-ray)]
Audiobook on CD	[sound recording (CD book)]
Large print book	[text (large print)]
DAISY book	[sound recording (DAISY)]

Audiobook on Playaway	[sound recording (Playaway)]
Audio CD	[sound recording (CD)]
Equipment	[equipment]
CD-ROM	[electronic resource (CD-ROM)]
Video on Playaway View	[videorecording (Playaway)]

You will occasionally work with formats that do not match the above list. The following GMDs are for rarer formats:

<b>Tag 245 Subfield   h</b>	
<b>Material</b>	<b>GMD</b>
Book, cassette package	[sound recording (book and cassette)]
Book, CD package	[sound recording (book and CD)]
Audiobook on cassette	[sound recording (cassette book)]
Braille book	[braille]
Described DVD	[described videorecording (DVD)]
Described videocassette	[described videorecording (VHS)]
Diskettes	[electronic resource (diskette)]
Internet resource	[internet resource]
Audio cassette	[sound recording (cassette)]
VHS video	[videorecording (VHS)]
Website	[electronic resource (website)]
Kit	[kit]
Microform	[microform]

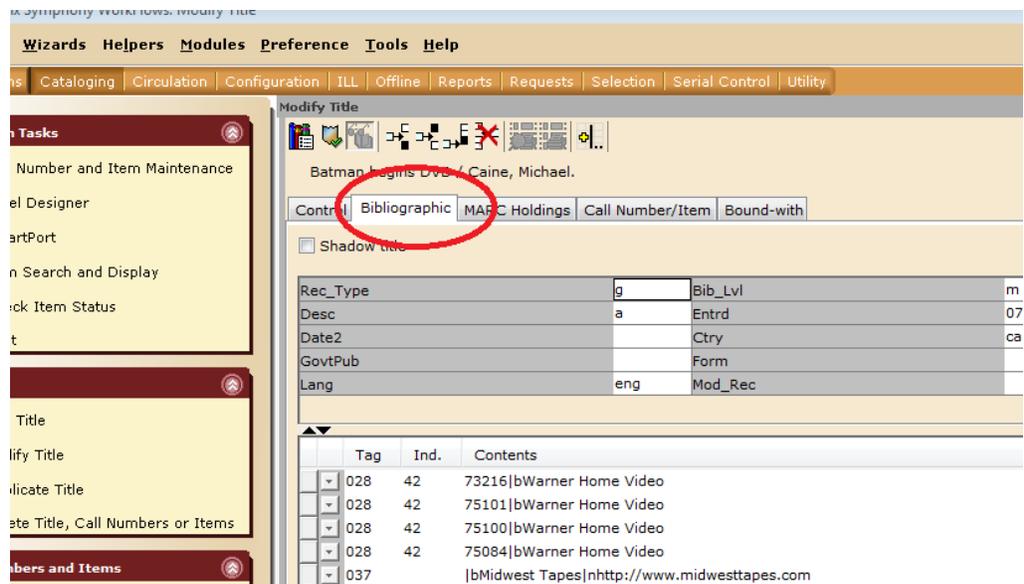
Map	[map]
French audio recording	[enregistrement sonore]
French VHS video	[enregistrement video (VHS)]

## Editing incorrect GMDs in bib records already in the local database (including those imported from SmartPort)

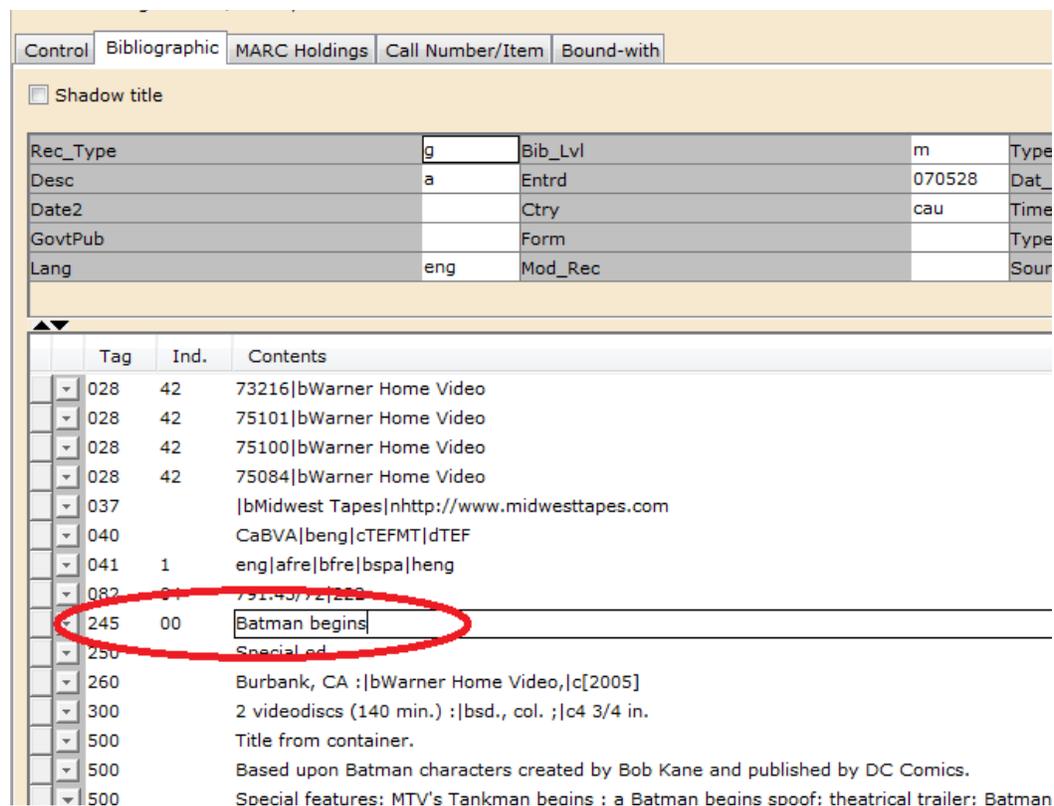
- If GMD in bib record does not match approved GMDs listed above, follow the following steps:
  - Open Modify Title wizard



- Locate appropriate bib record by searching by Item ID or ISBN
- Click on **Modify** at the bottom of the page. This will bring you to a screen where you will be able to see the bib record and edit it. **If you do not see the bib record, click on the Bibliographic tab at the top of the page**



- o Locate MARC field 245 (title field)



- o Apply appropriate GMD from above list. Make sure to first enter the subfield symbol (|) by holding down the SHIFT key while pressing \ :



Also, keep in mind that the subfield symbol | takes the place of a space, so there should be no space between the title or subtitle and the |h.

- Your GMD should be set up like this:

	Tag	Ind.	Contents
	028	42	73216 bWarner Home Video
	028	42	75101 bWarner Home Video
	028	42	75100 bWarner Home Video
	028	42	75084 bWarner Home Video
	037		bMidwest Tapes nhttp://www.midwesttapes.com
	040		CaBVA beng cTEFMT dTEF
	041	1	eng afre bfre bspa heng
	082	04	791.43/.72(Z22)
	245	00	Batman begins h[videorecording (DVD)]
	250		Special ed.
	260		Burbank, CA : bWarner Home Video, c[2005]
	300		2 videodiscs (140 min.) : bsd., col. ; c4 3/4 in.
	500		Title from container.
	500		Based upon Batman characters created by Bob Kane and published by DC Com
	500		Special features: MTV's Tankman begins : a Batman begins spoof; theatrical tra
	500		Gotham City: Genesis of the hat: confidential files.

## Applying GMDs to original bib records

- Identical process, but use **Add Title** wizard to create a new record.

Acquisitions | Cataloging | Circulation | Configuration | ILL | O

**Common Tasks**

- Call Number and Item Maintenance
- Label Designer
- SmartPort
- Item Search and Display
- Check Item Status
- Print

**Titles**

- Add Title**
- Modify Title
- Duplicate Title
- Delete Title, Call Numbers or Items

**Call Numbers and Items**

- Add Item

**Add Title : Set I**

Behavior D

**Format:**

- Shad
- Add i

**Editor dis**

- MARC
- Desc

**Call num**

**Library:**

**Class sc**

**Item req**

**Type:**

**Home lo**