

Video games

Summary: Instructions for catalogers working with video games, including games from the Rovi collection.

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Standards

- All MSUL video game cataloging will follow [PDF Video Game Best Practices-April-2018 Revision-a.pdf](#)
- Additional controlled vocabularies applied by MSUL:
 - GAMER Gameplay Genre:
 - [Documentation](#)
 - [Metadata Registry](#)
 - GAMECIP Computer Game Platform:
 - [Metadata Registry](#)

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Copy Cataloging

- Most games will have matching copy in Connexion; many games will have competing matching copy. Select copy based on factors of quality, number of other holding institutions, etc.
- Apply OLAC Best Practices to enhance any selected copy; replace OCLC master records as appropriate, abiding by OCLC's [guidelines](#) for doing so.

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Rovi Video Game Cataloging Procedures

Video games in the Rovi Media Collection were cataloged by automation based on data originally submitted to MSUL by Rovi. MSUL's automated cataloging utilized scripts that referenced constant data for individual gaming platforms. The resulting MARC records (about 13,000) were loaded into Sierra as suppressed records in 2015. This procedure involves enhancing those records via manual cataloging.

Video games in the collection are selected for full manual cataloging according to priorities set by the Gaming Coordinator. They are to be cataloged following the guidance below, the bib records unsuppressed

and the items delivered to the locked Acquisitions closet for retrieval by the Gaming Coordinator for any additional processing, inventorying of accompanying pieces and delivery to the Kline Digital & Multimedia Center for use.

1. Connexion

- a. Log in with EEM authorization
 - i. If you don't have this authorization, contact Head of Cataloging
- b. 049 should be EEMR
- c. Identify matching copy per the steps above, or perform original cataloging

2. Fixed fields

- a. Type = m
- b. Blvl = m
- c. Desc = i (RDA) or a (AACR2)
- d. Elvl = assign as appropriate
- e. Form = q
- f. File = g
- g. Srce = d
- h. DtSt = assign as appropriate
- i. Dates = assign as appropriate
- j. Lang = assign as appropriate
- k. Ctry = assign as appropriate

3. Recording game platform

- a. Per OLAC Best Practices, use the Edition Statement (MARC 250) to transcribe the platform information as it appears on the piece. If item has multiple edition statements (i.e. "special edition," "gold edition," etc.), platform should be in the first 250.
- b. *MSUL Exception*: PC, Mac and PC/Mac hybrid games require MARC 250s of these respective forms in square brackets:
 - i. PC
 - ii. Macintosh
 - iii. PC or Macintosh
- c. In MARC field 753, record a game platform term from the [GAMECIP Computer Game Platform](#) controlled vocabulary as represented in the Metadata Registry. Record the term in its controlled form, followed by the GAMECIP code and appropriate URI. For example:
 - i. 753 __ Microsoft Xbox 360 #2 gcipplatform #0
<https://gamemetadata.soe.ucsc.edu/platform/1012>

4. Call numbers

- a. In bib record:
 - i. 099: append "video game" to the end of the Rovi accession number as necessary to complete the call number.

- ii. Remove the 5 character box number from the beginning of the call number (e.g. G0145).
- b. If item lacks a ROVI accession number:
 - i. Go to the [Video game cataloging new call numbers file](#) in SharePoint..
 1. Go to the appropriate tab for the game console and create an accession number in the next row that sequentially follows the entry above.
 2. Record the accession number, the game's title, console, and loan period in the [DMC Shelf Inventory Active file](#) in SharePoint
 - ii. Record the accession number on a Post-It note and place it on the item.
 - iii. In bib record:
 1. 099: complete ROVI accession number with "video game"
5. Genre
 - a. 655 _7 Add genre term from [GAMER Gameplay Genre](#) controlled vocabulary, the GAMER MARC code for the controlled vocabulary, and accompanying URI. For example:
 - i. 655 _7 Role-Playing #2 vgmsgg #0
<http://metadataregistry.org/uri/gamergenre/1003>
6. Local series
 - a. 830 _0 Rovi Media Collection. #p Games. #5 MiEM
7. Local data, 949 field
 - a. \$a HRID \$b OCLC# \$f rvgam \$m Audio/Visual (includes CD/DVD/Blu-Ray/Games/Software) #v Other scheme #w cmscopycpfmxxx
 - i. Find the HRID from the suppressed record in FOLIO by searching the title.
8. Loan Period
 - a. The loan period (\$q in the 949) will either be 4 hours or 14 day loan depending on the console.
 - i. Unless otherwise noted by the Video Game Coordinator:
 1. PlayStation 3, Nintendo Wii, Xbox 360, and older console games will have a 4-hour checkout.
 2. PlayStation 4-5; Nintendo Wii U and Switch; Xbox One and Series games and newer should have a 14-day checkout.
9. Export the record from Connexion and import into FOLIO
10. Update the record in FOLIO
 - a. For items with a 4 hour loan, enter the statistical code "Inn-Reach Exclude from MeLCat Contribution.
 - b. Add the piece count for the game itself (exclude any ephemera from this count) in the Number of Pieces field.

- c. In the Volume field, add either disc or cartridge depending on the game.
 - d. If there are any ephemera items, count those (exclude the cover insert from the count) and add a new item to the record.
 - i. All ephemera has a loan period of 4 hours, so include the Inn-Reach Exclude from MeLCat Contribution code.
 - ii. Use the same Material Type, Call Number Type, and Call Number as the game.
 - iii. Add the piece count to the Number of Pieces field.
 - iv. Add 'ephemera' to the Volume field.
 - v. Set loan period to 4 hours.
11. Physical processing
- a. Physical processing is handled by CatMan per [these procedures](#).

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Non-Rovi Video Game Cataloging Procedures

The Video Game Coordinator purchases additional games outside of the Rovi collection. The procedures for these games closely mirror that of the handling of Rovi games with a few exceptions:

- 1. Do not include the 830 Rovi Media Collection series access point.
- 2. The location for these games is **dmgam**
- 3. The game's HRID can be found by searching the FOLIO Orders app by PO number and navigating to the linked record in Inventory.

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