The DVD Classification Discussion Group consisted of Pauline Rodriguez-Atkins, CAT/ILL, Chair; Jenny Bodenhamer, CAT; Morris Crisp, CAT; Vickie Dixon, DN; Crystal Easley, DC; Alice Fielding, CAT; Paula Hannapel, CAT; Abigail Stout, DN; Jonathan Tolle, CH.

*History*

When feature films were first added to MLS collections as videotapes, it was decided to classify all such materials in Dewey classification 791.43/J791.43. Call numbers were formulated by adding Cutter numbers based on the film’s title; a unique call number was thus assigned to each feature film. Later, it was decided to extend the practice to entertainment television materials, using Dewey classification 791.45/J791.45. These classification/call number practices continued when MLS transitioned to DVDs.

Over time, a number of problems with use of this classification scheme have been discovered.

* Cataloging staff spend a disproportionate amount of time developing a unique call number for each title that fits within the parameters of the MLS spine label.
* Library staff may spend an excessive amount of staff time shelving by call number, due to the similarity in call numbers and the fact that the entire call number is often not visible on the spine. Most MLS libraries choose to shelve these materials in alphabetical order based on title, rather than by call number.
* Locating and/or selecting DVDs is difficult for members because shelving is not consistent across MLS libraries; browsing DVDs shelved by call number is difficult for the same reasons that shelving requirs more time.

To correct these issues, MLS needs a new system for assigning call numbers to entertainment DVDs. The timing is right to develop this system because:

* Due to the decision to begin adding full catalog records for all materials currently added to browsing mass-market collections:
	+ Different Cataloging staff are being trained to add records for entertainment DVDs. It’s preferable to train those staff in a new call number system rather than train them in the old system only to have them relearn a new one;
	+ Adding full catalog records for browsing collection materials will increase Cataloging’s overall workload. A simplified system of call numbers for entertainment DVDs will require less staff time per record, helping to free time to absorb the additional work.
* One goal in Cataloging’s current business plan is to increase the number of catalog records added to the MLS catalog daily. One objective in achieving this goal is to “Simplify classification/cutter scheme for feature film and entertainment television videorecordings to reduce overall staff time per record.”

*Process*

The DVD Classification Discussion Group was formed in mid-January 2017 and consisted of staff members from Cataloging and various MLS libraries. The group’s stated goal was to draft a simplified classification scheme for entertainment DVDs that addresses the issues caused by the original scheme.

Library managers were asked to recommend staff members to participate in the group. The group met on January 18, January 17, and February 1.

The group followed a discussion group format. Individual members were asked to bring information and feedback to each meeting, based on the previous week’s discussion.

*Considerations*

The group’s initial discussions focused on defining parameters for the scheme. Members provided input based on their experiences and knowledge of other organizations’ processes. Topics discussed included:

* Ways that MLS libraries currently shelve entertainment DVDs.
	+ Most libraries shelve alphabetically instead of by call number.
	+ Some libraries shelve juvenile DVDs in a separate area than adult DVDs, but not all do so.
	+ Most libraries do not differentiate between feature films and television programming when shelving.
* Ways that library members search for DVDs to check out.
	+ Most members tend to browse instead of searching the catalog.
	+ Even if a member wants a specific title, s/he is more likely to simply look for it on the shelf than to search the catalog.
* Limitations imposed by spine label printing software. These limitations include:
	+ No more than 5 lines of print per label.
	+ No more than 10 characters per line on the label.
	+ No more than 32 total characters per label.
	+ No spaces within any line on the label. Terms may be separated by hyphens or slashes.

*Ideas and Questions*

The group developed a series of questions that would be addressed in the design of a new classification/call number system, including:

* How would call numbers would best be structured?
* What are the benefits and drawbacks of placing feature films and television programming be in separate classifications?
* What are the benefits and drawbacks of placing television programming be in separate classifications (i.e., television features, television series, television min-series, etc.)?
* What are the benefits and drawbacks of additional classifications specifically for juvenile DVDs? How might this impact member usage?
* What are the benefits and drawbacks of classifying feature films by genre, similar to the way that fiction materials and music CDs are?
* What are the best location codes for entertainment DVDs? Currently, these titles are placed in location code ANF or JNF. Some libraries utilize the location code FF (for Feature Film), but this is not universal.

*Consensus/Recommendations*

At subsequent meetings, the group addressed each question and came to consensus as to responses.

* Entertainment DVDs are best classified in “word” classifications such as those used for fiction materials. Some classifications considered were: MOVIE, FEATURE, TV/SHOW, TV/SERIES, TV/MOVIE.
* Separate classifications for feature films and television programming is an investment in the long term. Currently, MLS does not purchase a large number of television programming DVDs, but it is possible that this will change in the future. The selected classifications are MOVIE and TV/SHOW. (See *Implemention* for information as to how each classification is applied.)
	+ Separating television programming DVDs into multiple classifications creates an unnecessarily complicated system that requires users to check multiple locations for desired materials.
	+ Stand-alone television features have more in common with feature films than with series-type programming. Television features are best shelved with feature films; mini-series, seasons of regularly broadcast series, and short television specials are best shelved together.
* Juvenile-level entertainment DVDs are separated from adult-level titles, because many libraries shelve juvenile DVDs in the juvenile area, not with other DVDs.
	+ Classifications for juvenile entertainment DVDs follow the pattern of adult materials. A J appears as the first character of the classification (JMOVIE, JTV/SHOW).
	+ Television programming intended for preschoolers is not included in the entertainment DVD classifications. These materials will remain part of the EASY or READER collections.
* Genre classification for feature films is a good idea, but not feasible within the time allotted for this project. The group recommends that the idea be revisited in six months to one year.
* Assign all entertainment DVDs to location code FF (Feature Film) or JFF (Juvenile Feature Film). IT has created the JFF location code and it is ready for use.

All MLS libraries are expected to follow a consistent shelving pattern.

* Shelve all DVDs classified MOVIE or TV/SHOW together, alphabetically by title
* Shelve all DVDs classified JMOVIE or JTV/SHOW together, alphabetically by title
	+ If preferred, all DVDs classified MOVIE, JMOVIE, TV/SHOW, and JTV/SHOW together, alphabetically by title
* Shelve all entertainment DVDs (adult classifications 791.43 and 791.45; juvenile classifications J791.43 and J791.45) alphabetically by title along with other enterainment DVDs.