

GMD section of SEO Website

Adding and Editing GMDs

Policy:

The records we get from CatExpress have broad GMDs, such as [sound recording] and [videorecording]. To make identifying audiovisual and special materials easier for patrons, the SEO Consortium uses more specific GMDs.

It is every cataloger's responsibility to add or edit GMDs. The first library to attach holdings to a record should check that the GMD matches the GMD list, and change it if it does not.

See also: [GMD List](#)
[Cataloging in Horizon](#)

Where to put the GMD

The GMD goes in the 245 field, after the main title. It comes before the subtitle and statement of responsibility.

When adding or editing GMDs, the GMD must be enclosed in brackets.
See examples below.

Ex: 245 00 Title \$h [GMD].
245 00 Animal colors \$h [board book].
245 00 Top hits of the seventies \$h [compact disc].

245 10 Title \$h [GMD] / \$c Author.
245 10 Skipping Christmas \$h [book on CD] / \$c John Grisham.
245 04 The Polar express \$h [DVD] / \$c Castle Rock Entertainment

245 10 Title \$h [GMD] : \$b subtitle / \$c Author.
245 10 Amazing Gracie \$h [large print] : \$b a dog's tale / \$c Dan Dye and Mark Beckloff.
245 00 Lady and the tramp 2 \$h [videocassette] : \$b Scamp's adventure / \$c produced by Walt Disney Television ; directed by Darrell Rooney.

Editing a GMD already present in Horizon bib record:

Examples: [videorecording] needs to be edited to [videocassette] or [DVD].
[sound recording] needs to be edited to [compact disc], [book on tape], etc.

1. Get the bibliographic record into MARC format.

2. Highlight the word(s) inside the brackets
3. Type the desired GMD.
4. Save and close.

Adding a GMD to a Horizon bib record:

Some formats need a GMD added from scratch.

Examples:

\$h [large print], \$h [board book], and \$[big book].

1. Get the bib record into MARC format.
2. Place your cursor after the last word in the main title
3. Type **Ctrl + /** This creates a delimiter symbol.
4. Type the letter **h** This is the subfield code needed for GMDs.
5. Type the beginning bracket, the GMD, and the ending bracket.
6. Save and close.

Ex:

Before:

245 10 Amazing Gracie : **\$b** a dog's tale / \$c Dan Dye and Mark Beckloff.

After:

245 10 Amazing Gracie **\$h [large print]** : **\$b** a dog's tale / \$c Dan Dye and Mark Beckloff.