Binghamton University

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Guidelines for Cataloging Unpublished Screenplays

Laura N. Evans
Binghamton University--SUNY, evans@binghamton.edu

Recommended Citation

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Leader/008:

        Type: t (Manuscript)
        BLvl: m (Monograph/item)
        Desc: i (RDA)
        ELvl: I (full description)
        DtSt: s (Single date) or n (unknown date, only if the script is not dated and unproduced)
        Dates: enter year
        Lang: eng
        Country: xx

Title:

Search for the title of the script in IMDb. Then use the date, screenwriter, summary, and other information to verify that the film described in IMDb matches the script in hand.

If you can't find the film in IMDb using the title on the script, search using the authors, producers, and date, or whatever information you have, since it is likely that the film was released under a different title. If you can't find it by any means, search Google before determining it is an unproduced screenplay.

Alternative title:

If the title of the film has been handwritten on the script (the printed title may or may not have been crossed out), use a 246 and make a note.

        245 10 $a Follow the sun.
        246 1_ $i Handwritten title : $a Road to Singapore
        500 __ $a The film was released under the title : Road to Singapore.

Also use a 246 for the title under which the film was released even if it is not represented on the script, and make a note.

        245 14 $a The sourdoughs.
        246 1_ $a Lost in Alaska
        500 __ $a The film was released under the title : Lost in Alaska.

Uniform title:

Make a 730 for all films that were produced, according to LCRI 25.5B Appendix I. (Check the Title authority in Connexion to see if one's already been established).

TV movies get qualifier (Television program).

Film serials get qualifier (Motion picture).

730 0_ $a Brenda Starr, reporter (Motion picture)

If the script is an individual chapter of a film serial, number and part are included as $n and $p in 730.

730 0_ $a Gordon of Ghost City (Motion picture). $n Chapter seven, $p Entombed in the tunnel.

If the script consists of more than one chapter but not the whole, make multiple 730s with numbers and parts.

730 0_ $a Green Hornet strikes again! (Motion picture). $n Chapter one, $p Flaming havoc.
730 0_ $a Green Hornet strikes again! (Motion picture). $n Chapter two, $p The plunge of peril.
730 0_ $a Green Hornet strikes again! (Motion picture). $n Chapter three, $p The avenging heavens.

Responsibility/creators:

If screenwriters are indicated in the statement of responsibility, make 100 for first author and 700s for additional authors. Use relationship designator $e screenwriter.

If the screenwriters are not identified on the script, use an outside resource (i.e., IMDb) to determine authorship and make a 500 note. Since the cataloger cannot in this case determine principle responsibility, use the title as the main access point and the screenwriters as 700s.

Make 710 access points for studios/production companies named on the script. It is common for the production company's name to be printed on the cover. Use relationship designator $e productionCompany.

Make 700 access points for actors named in the title of the script, e.g. Abbott and Costello. Use relationship designator $e actor.

Make 700 access points for persons whose names are handwritten on the script indicating possession. Use relationship designator appropriate for the person's role (could be producer, actor, etc.) if it can be determined.

Make an author/title added entry for the author of a novel or play on which the film is based if that author is included in the statement of responsibility. If the title of the novel is not mentioned, find out. If based on a character rather than a specific work, make an author added entry for the creator of the character without a title.

If it is a "continuity & dialogue" or equivalent post-production screenplay, use a title main entry, since it is not the original screenplay as the authors wrote it. These usually include the title credits that appear at the beginning of the film from which you can take the production company and authors for the statement of responsibility. Use 700s for their access points.

245 04 $a The Invisible Man's revenge : $b continuity & dialogue / $c Universal presents ; original screenplay by Bertram Millhauser ; suggested by The Invisible Man by H.G. Wells.
700 1_ $a Millhauser, Bertram, $d 1892-1958, $e screenwriter.
700 1_ $a Wells, H. G.(Herbert George), $d 1866-1946. $t Invisible man.
710 2_ $a Universal Pictures Corporation, $e productionCompany.

If a film editor is named in the statement of responsibility of a "cutting continuity", make a 700 for that individual as well as the authors, and use the title as the main access point.

Date:

Use 264 _0 $c for the date, with no name or place. Use year only and make a note with the full date as it appears on the item.

264 _0 $c 1958.
500 __ $a "March 20, 1958."

If there is no date on the item, use [date of film release?], and make a 500 note.

264 _0 $c [1958?]
500 __ $a Script not dated; the film was released in 1958.

Extent:

Most scripts have leaves rather than pages (only printed on one side).

If you notice repeating page numbers or pages with A, B, etc. after one number (50A, 50B), but the pages numbers are in consecutive order, use "approximately # leaves".

If the numbering is irregular, i.e., starts and stops then starts over many times, or there are out of order pages of revisions in the back, etc., use "1 volume of leaves in various foliations".

Content/media/Carrier:

Since we're using RDA, don't forget:

336 $a text $2 rdacontent
337 $a unmediated $2 rdamedia
338 $a volume $2 rdacarrier

500 Notes:

Use quoted notes for information presented on the cover or title page including information about draft and production company.

Cover (or other) title.

Quoted date, or, if the item is not dated, "Script is not dated; the film was released in yyyy."

If no authors are listed on the item, note the writers according to IMDb thusly: "Written by xxxx (IMDb)."

"Handwritten on cover: xxxx".

"Stamped on cover: xxxx".

"Contains handwritten annotations [or revisions, etc.]".

"Includes shooting schedule [etc.]" for unusual content bound within the script.

"Accompanied by shooting schedule (1 leaf), photographs [etc.]" for unusual content loose in the folder.

"This screenplay was never produced as a motion picture."

"This film was released under the title : Title."

Other notes as appropriate.

Local fields:

490 0_ $a [John McLaughlin collection of movie scripts]

599 1_ $a Gift of Mr. John McLaughlin.

Subjects:

Screenplays for films should have the subject heading

650 _0 $a Motion picture plays.

Generally do not add other subjects, but you may add well known characters, ex. :

600 10 $a Sherlock Holmes $v Drama.

Holding:

852 4_ $b BINSP

$c RLAUS

$h Box number

$i Folder number