

## **Cataloging: Use Bibliographic Institution Records**

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## Revision History

Date	Section title	Description of changes
January 2008	4 IR indexes	<ul style="list-style-type: none"><li>• Updated example for IR index sy: (system control number)</li><li>• Two IR-specific indexes now also cover Hand Press Book searching (Hand Press Book database is available only to OCLC-authorized Consortium of European Research Libraries catalogers)</li></ul>
June 2007	New Connexion client guide	<p data-bbox="651 590 1451 684">Bibliographic institution records (IRs) in WorldCat are the result of incorporating bibliographic "cluster" records from the RLG Union Catalog into WorldCat during the integration of RLG into OCLC.</p> <p data-bbox="651 716 1040 743">This guide provides the following:</p> <ul style="list-style-type: none"><li>• Explains more about institution records and how to retrieve them.</li><li>• Gives instructions for creating, deleting, and taking actions on IRs, for those who have institution records included in their logon authorization.</li><li>• Provides a list of new IR indexes that cover IRs. There are:<ul style="list-style-type: none"><li>— Four new IR-specific indexes</li><li>— New fields and subfields added to WorldCat indexes to index IRs.</li><li>— Also, existing WorldCat indexes cover IRs</li></ul></li></ul>

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## 1 About bibliographic institution records

### RLG Union Catalog concept interpreted for WorldCat

Bibliographic institution records (IRs) in WorldCat are the result of incorporating bibliographic "cluster" records from the RLG Union Catalog into WorldCat during the integration of RLG into OCLC. This topic covers procedures for saving records to both the online and local save files.

### Differences between RLG Union Catalog and WorldCat records

- WorldCat stores a single "master" bibliographic record for a library item. OCLC cataloging members can modify the record with local information for use in their own library catalogs without changing the integrity of the master record.
- The RLG Union Catalog stored every bibliographic record contributed by individual source institutions for the same item in a "cluster."
  - One record in a cluster was designated a "primary cluster member" (PCM) because it represented a "best" record, based on characteristics such as cataloging source, level or fullness of cataloging, and presence of non-Latin scripts.
  - All other records in the cluster were designated "secondary cluster members" (SCM).

### Process for adding RLG cluster records to WorldCat

- Primary cluster records were compared to WorldCat master records.
- If a match was found, data from the PCM that would enhance the master record was merged into the WorldCat master record.
- If no match was found, any local data was removed from the PCM, and a WorldCat master record was created based on data in the PCM.
- If no match was found for a single cluster record (PCM by default), and the contributing institution wanted IRs, a new master record was created based on the PCM, and the PCM was attached and retained as an institution record.
- All members of a cluster, PCM and SCMs, were added to WorldCat as institution records and were "attached" to the master record, if institution records were requested by the record owners.

### Identifying numbers

- Like bibliographic master records, bibliographic institution records are assigned unique OCLC control numbers in WorldCat. A new index (**ir:**) is available to search specifically for IR OCLC numbers.
- The master record to which institution records correspond is identified in the IR by the master record OCLC number, which the system supplies in field 079 Ꞥa.

### Purpose of institution records

- These records contain additional cataloging data, such as local call numbers, holdings locations within the institution, or local or copy-specific notes.

### Who can use bibliographic institution records?

- Other OCLC member catalogers besides the source institution that contributed the record have access to the additional data.
- If your OCLC cataloging profile (determined by your logon authorization) includes institution records, you can create, add, delete, move and take other actions on your own institution records. Otherwise, you have read-only access to institution records of other libraries.
- All other OCLC member catalogers have read-only access to all institution records.
- With read-only access, you can retrieve, copy and paste, export, or print institution records. You can also derive bibliographic master records or bibliographic constant data records from IRs.
- To check whether your authorization includes working on your library's institution records:
  - a. Open **View > User Information**.
  - b. In the User Information window, check to see if the value in **Profiled for Institution Records** is **Yes** or **No**.
- To add IR functionality to your authorization, contact your regional service provider.

### Access to institution records

All institution records are attached to master records. Anyone can access IRs from the master records.

If you have an option set, your WorldCat searches will be matched against both master record data and unique data in IRs. The search retrieves only the master records, from which you can navigate to the IRs.

Another option opens an attached IR or list of IRs automatically when you retrieve a single WorldCat master record.

See "Find bibliographic institution records" for more about setting the options.

Institution records cannot be saved. If you retrieve attached IR(s) from a save file master record, the client retrieves the IR(s) from the online system.

### How to tell if master bibliographic records have institution record(s) attached

#### Bibliographic record

- **Record information area.** When you open a WorldCat record or a save file record (online or local) that has IRs attached, information about the IRs displays at the top of the record, along with local holdings information.

#### Example:

*OCLC 123456789 Held by ZMY/IR/LHR - 37 other holdings; 34 other IRs*

The information indicates that for a record with OCLC number 123456789:

- The institution with OCLC symbol ZMY has contributed IR record(s) for this master record and also has local holdings record(s) (LHRs) attached.
- 34 more IRs contributed by other libraries are attached and there are 37 additional holdings on the master record.

- **Field 079.** Contains the OCLC number of the master record to which the IR is attached.

### WorldCat lists

- **Brief list:** Each entry shows:
  - A notation, *IR*, if your library contributed attached institution record(s)
  - The number of attached IRs contributed by other libraries

**Example:** *IR (Others: 18)*

Indicates that you have IR(s) attached and that 18 more IRs, contributed by other libraries, are attached.

- **Truncated list.** The **Held** column for each entry shows whether your library holds the item, has local holdings records, and/or has contributed IR(s) attached; also shows whether IRs contributed by other libraries are attached and how many.

### Examples:

—*Held*

(Your library holds the item but contributed no IRs for the record)

—*Held/IR*

(Your library holds the item and has contributed IR(s))

—*Held/LHR/IR (Others: 21)*

(Your library holds the item and has both local holdings records and IR(s); also, 21 IRs contributed by other libraries are attached)

—blank (no data)

(Your library does not hold the item and did not contribute IRs for the record; also, there are no other IRs attached)

### Local save file list of bibliographic records

The **Held** column for each entry shows whether your library holds the item, has local holdings records, and/or has contributed IR(s) attached; also shows whether IRs contributed by other libraries are attached and how many (same information as WorldCat truncated lists). See examples above.

**Note: Online save lists** do not display either holdings information or institution record information.

## 2 Find bibliographic institution records

### Notes on finding institution records

- **Set an option to include institution record indexes in WorldCat searches.**

Set an option in **Search > WorldCat** (click **Settings**) to facilitate retrieving master records based on unique data in attached institution records for WorldCat searches. If selected, the option applies indexing you specify in a search to both master records and attached institution records (IRs).

—If the option is set, the system matches your search against data in master records and also against unique data in attached IRs.

—If the option is cleared (default), the system matches against data in master records only.

—Whether or not you set the option to include IR indexes, any IRs attached to master records are always accessible from the master records. See previous section of this guide for more about what you can or cannot do with IRs.

- **Institution record search indexes.**

All existing WorldCat indexes also apply to IRs when you have the option set to include IR indexes. See the comprehensive *Searching WorldCat Indexes* for WorldCat index details at <http://support/documentation/worldcat/searching/searchworldcatindexes/default.htm>. Also, new indexes have been added and additional fields/subfields added to existing indexes specifically to help retrieve master records by searching for unique data in their attached IRs (see the "Search indexes for institution records" section in this guide).

- **WorldCat searches do not display institution records.**

—You cannot search for IRs directly and receive a list of IRs.

—WorldCat search results always display only the master records retrieved.

—IRs are accessible only from the master records to which they are attached.

**Caution:** If the option to include IR indexes is set, you may retrieve a master record because of matched data which occurs only in an attached IR. If this is the case, since search results display only the master records, it will not be obvious why the master record was retrieved until you display the IR.

**Example:** If you search for the OCLC number of an IR, using the new index **ir:**, the master record to which the IR is attached is retrieved. You will not see the OCLC number of the IR until you access the IR from the master record.

- **Access institution records from master records.**

—Use **Cataloging > Show** commands specifically for retrieving IRs attached to a displayed master record.

Or

—Set an option in **Search > WorldCat** (click **Settings**) to automatically display any institution record(s) that your library contributed that are attached to a single retrieved master record.

- **General notes on WorldCat searching - also apply to institution records.**
  - The format of labels for WorldCat indexes indicates whether the index is a word, phrase or whole phrase index.
  - Both Latin script data and non-Latin script data in records are indexed. See guidelines for non-Latin script searching in Cataloging, International Cataloging "Use non-Latin scripts for cataloging" at: [http://www.oclc.org/support/documentation/connexion/client/international/#internatl\\_use\\_non-Latin\\_scripts.fm](http://www.oclc.org/support/documentation/connexion/client/international/#internatl_use_non-Latin_scripts.fm).

**Set WorldCat search options for institution records**

To set or change option(s) for searching both WorldCat master record indexes and institution record indexes and for viewing your library's IR(s) automatically for a single master record retrieved:

	Action
1	<p>On the Cataloging menu, click <b>Search &gt; WorldCat</b>.</p> <p>If you are not already logged on, the client prompts you to log on.</p>
2	<p>In the lower left of the Search WorldCat window, click <b>Settings</b>.</p>
3	<p>In the Search WorldCat Settings window, select or clear two options:</p> <ol style="list-style-type: none"> <li>1. Under <b>Access to Specialized Records</b>, click the <b>Include Institution Record indexes when searching WorldCat</b> check box.                     <p><b>Default:</b> Check box is cleared. Institution record indexes are not included in WorldCat searches.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>— When this option is selected, the system searches both master record and institution record indexes.</li> <li>— Only the master record(s) retrieved by the search are displayed. See caution above about potentially mysterious results.</li> <li>— You can access institution record(s) only from a master record using <b>Cataloging &gt; Show</b> commands to display your IRs or selecting the option described next in the next step of this procedure.</li> <li>— If this option is not selected, your search will not find any unique data in IRs. However, whether or not the option is selected, any IRs attached to master records retrieved are accessible.</li> </ul> </li> <li>2. Under <b>Search Results</b>, click the <b>Display Institution Record(s) for single record</b> check box.                     <p><b>Default:</b> Check box is cleared. Institution records your library contributed do not display automatically for a single master record retrieved.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>— When a WorldCat search retrieves a single master record, or when you open a master record from a WorldCat search list, and the master record has attached IR(s) that your library contributed, the IR or list of IRs opens automatically in a separate window.</li> <li>— If this option is not selected, you can use <b>Cataloging &gt; Show &gt; My Institution Records</b> to display your IRs.</li> </ul> <p><b>Note:</b> A check mark in a box indicates the the option is selected.</p> </li> </ol>

	<b>Action</b>
4	Click <b>OK</b> to save the setting(s) and close the window. The client keeps the settings each time you open or update the software until you change them.  You are returned to the Search WorldCat window.
5	Click <b>Cancel</b> to close the window. Or Enter a WorldCat search.

**Institution records and results of WorldCat searching**

**If you do not use institution records:**

- WorldCat search results remain the same. The only change is that you will notice indicators of attached institution records in master records and in lists of master records.
- Any institution records attached to master records are always accessible to all catalogers. Your logon authorization determines the extent of your access—either full capabilities to work on IRs contributed by your library or read-only access.

**If you do use institution records:**

• **Guidelines:**

—Browsing WorldCat does not include IR indexing, even if you have the option selected. However, records you open from browse lists include access to any attached IRs.

One newly added WorldCat index is available for browsing: Action note (**io:**).

—Batch searching does not include IR indexing, but records retrieved include access to any attached IRs.

—You cannot save IRs directly, but IRs can be displayed from master records in both online and local bibliographic save files (you need to log on to the system first, or the client prompts you to log on).

• **WorldCat search results:**

—If the result of a search displays a single WorldCat master record, the client automatically opens a separate window displaying any attached IR or list of IRs contributed by your library—if you select the IR display option. Otherwise, from the master record display, navigate to attached IR(s) using **Cataloging > Show** commands.

—If the search results display a list of WorldCat master records, open a record from the list and use **Cataloging > Show** commands to navigate to attached IRs.

Use Cataloging >  
Show commands to  
navigate to institution  
records

To display institution records:

	Action
1	Retrieve a single bibliographic master record using a WorldCat search. Or Select or open a master record in a truncated or brief list of WorldCat records. Or Display a bibliographic online or local save file master record. <b>Note:</b> A displayed record must be an existing record (has an OCLC control number). Institution records cannot be attached to workforms (new records not yet added to WorldCat).
2	Click <b>Cataloging &gt; Show</b> , and then click one of the following: <ul style="list-style-type: none"> <li>• <b>All Institution Records</b> (retrieves all IRs attached to the displayed bibliographic record)</li> <li>• <b>My Institution Records</b> (retrieves only attached IRs that your library contributed)</li> <li>• <b>Institution Records for</b> (the client prompts you to enter an OCLC symbol; when you click OK, the client displays any attached IR(s) for that institution)</li> </ul>

**Tip:** If you close the master record but keep an attached IR record open, and then want to re-open the master record, click **Cataloging > Show > Master Record**. Otherwise, use existing navigation among records and lists.

Features of institution  
records

- **Title bar.** The title bar identifies the record type, shows the contributing institution symbol, and gives data from field 245.  
**Example:**  
*OCLC Connexion - [Online Institution Record (ZMY): Atomic energy]*
- Unless your logon authorization includes IRs and you open an IR contributed by your library, the record contents are read only. You cannot edit or take actions on the record, but you can select, copy, and paste; export; print; or derive a bibliographic master record.
- **Identifying numbers.** Each institution record has:
  - Its own OCLC number, assigned when uploaded to WorldCat or assigned as you create and add IRs to WorldCat
  - A read-only 079 field containing the OCLC number of the bibliographic master record to which the IR is attached.
- Open multiple records. In the client, institution records and lists are treated as unique window types for purposes of displaying simultaneously.

For example, a WorldCat master record and/or list remains open simultaneously with an institution record and/or list.

But when you open another record of the same type (for example, two existing IRs), the new record replaces the first in the window, unless you "pin" the first record open:

Action
Click <b>View &gt; Pinned</b> . A check mark next to <b>Pinned</b> on the View menu indicates that the record currently displayed is pinned. Then open another record of the same type. The two records of the same type display simultaneously in separate windows.

For more information, see Cataloging, Edit Bibliographic Records, "Edit bibliographic records/Open and view multiple records...."

### Features of institution record lists

The title bar identifies the type of list: *Online Bibliographic Institution Record List*

For each record, columns in IR lists display the following information:

- Column 1 - **Record**  
Sequential number assigned by the system when the list is assembled
- Column 2 - **Inst**  
OCLC institution symbol of the contributing library
- Column 3 - **Enc Level**  
Encoding level from Leader/17  
**Details:**
  - *Full* (if Leader/17 is blank)
  - *Full, not ex.* (if value in Leader 17 is 1)
  - *Less-than-full* (if value is 2)
  - *Abbrev* (if value is 3)
  - *Core* (if value is 4)
  - *Partial* (if value is 5)
  - *Minimal* (if value is 7)
  - *Prepub* (if value is 8)
  - *Full, OCLC member* (if value is I)
  - *Less-than-full, OCLC member* (if value is K)
  - *Full, batch* (if value is L)
  - *Less-than-full, batch* (if value is M)
  - *Validation error, batch* (if value is E)
  - *Deleted Record* (if value is J)
  - *Other* (if value is none of the above)
- Column 4 - **Class Scheme**  
Abbreviation(s) for all classification scheme(s) present, from various fields for specific classification schemes  
**Details:**
  - *LCC* if field 050 is present
  - *NLM* if field 060 is present

- NAL* if field 070 is present
- UDC* if field 080 is present
- DDC* if field 082 is present
- Other* if field 084 is present
- GovDoc* if field 086 is present
- Local LC* if field 090 is present
- Local DDC* if field 092 is present
- Local NLM* if field 096 is present
- Local Other* if field 098 is present
- Local Free Text* if field 099 is present

- Column 5 - **Scripts**

Name(s) of script(s), if present, from field 066 c

**Details:**

- CJK* - if value in 066c is \$1)
- Arabic* - if value is (3 or (4
- Cyrillic* - if value is (N or (Q
- Greek* - if value is (S
- Hebrew* - if value is (2
- Beng, Deva, Taml, or Thai* - if one of these values is in 066c

- Column 6 - **Contents, Summary**

*Contents* and/or *Summary*, if present, from fields 505 and/or 520

- Column 7 - **Authen Code**

Authentication code(s), if present, from field 042 (see a list of codes and definitions in *OCLC Bibliographic Formats and Standards* at <http://www.oclc.org/bibformats/default.htm>)

- Column 8 - **Replaced Date**

Most recent date the record was replaced, in the format *yyyymmdd*, from 005/00-07

- Column 9 - **Other**

Various types of information, if present in the record

**Details:**

- Archival control*, if Type of Control = a
- Type(s) of generated microform, from 007/11; displays one of the following, if a value is present:

*Master microform* (if value in 007/11 is a)

*Printing master microform* (if value is b)

*Service copy microform* (if value is c)

*Mixed generation microform* (if value is m)

—Reformatting quality for digitized materials from electronic resources, from 007/13; displays one of the following if value is present:

*Access* (if value in 007/13 is *a*)

*Preservation* (if value is *p*)

*Replacement* (if value is *r*)

—*Lang. of cat.*: [followed by MARC language code, if not English; non-English language of cataloging, if present, from field 040  $\ddot{b}$

—*URI for Electronic Access*, if  $\ddot{u}$  is present in field 505, 506, 514, 520, 530, 538, 540, 545, 555, 563, 583, or 856

—*Action*: [followed by the value in field 583  $\ddot{a}$ , if present]

### Notes:

- A 10th column, labeled **Control #** (shows the OCLC number of the institution record), is hidden by default. To display it:

Right-click in an IR list, and in the popup menu, click **List Settings**. In the Column Settings window, select the check box next to **Control #**. (Right-click in any list to customize the way the list displays.)

- See more about resizing or re-sorting columns in a list to optimize viewing the displayed data in Basics, Use Client Interface, "Record lists."

### More about how to search WorldCat

For WorldCat search methods, strategies, guidelines, and examples, see Cataloging, Searching WorldCat at <http://www.oclc.org/support/documentation/connexion/client/cataloging/searchworldcat>.

### 3 Create, delete, or take other actions on bibliographic institution records

**Institution record authorization required**

The cataloging profile associated with your logon authorization must include institution records (IRs) in order to create, edit, delete or take other actions on IRs contributed by your library.

If your authorization does not include IRs, or if you open IRs contributed by other libraries, access to IRs is read-only. See functions allowed for read-only access in the first section of this guide.

To add IR functionality to your authorization, contact your regional service provider.

**Create a new institution record**

There are several ways to create a new institution record:

- **Derive an IR:** Use **Edit > Derive > New Institution Record** to open a new record workform (template), based on a displayed existing record, and automatically transfer data from the existing record. You can derive an IR from an existing WorldCat master record or from an institution record.

**Notes:**

- **Optional.** Select fields to transfer to the IR.
- You can also use an institution record to derive a new WorldCat record or a new bibliographic constant data record, whether or not institution record capabilities are included in your logon authorization.
- **Take an action:** Take one of the following actions that automatically creates an IR based on an existing master record and adds the IR to WorldCat:
  - **Action > Holdings > Update and Add Institution Record**
  - **Action > Holdings > Produce and Add Institution Record**
  - **Action > Holdings > Alternate Produce and Add Institution Record**
  - **Action > Replace Update and Add Institution Record**

To derive a new institution record:

	Action
1	Check or set options for variable fields you want to transfer from the existing record to a new IR record.
2	Retrieve a master record or navigate to an attached institution record from which you want to derive a new IR.
3	Click <b>Edit &gt; Derive &gt; New Institution Record</b> (or press <Alt><E><I>).

	<b>Action</b>
4	<p>When the client asks if you want to transfer fixed field values to the new record:</p> <p>Click <b>Yes</b> or press &lt;Enter&gt; to transfer the fixed field values.                      Or                      Click <b>No</b> to derive the new record without transferring the fixed field values.                      Or                      Click <b>Cancel</b> to cancel deriving a new record.</p> <p><b>Results:</b>                      When you click <b>Yes</b>:</p> <ul style="list-style-type: none"> <li>• The client displays a workform in a new window.</li> <li>• The workform has the word <i>NEW</i> in place of an OCLC control number in the record information area. (The system assigns an OCLC number when you add the IR workform to WorldCat.)</li> <li>• The title bar of the derived record identifies it as a workform and shows the OCLC number of the master record (from 001 if derived from the master record, from the 079 if derived from an IR) and data from the 245 field of the original record.</li> </ul> <p><b>Example:</b>  <i>OCLC Connexion [Institution Record Workform (999000021): Future welcome.]</i>                      See "Content transferred to derived record" below.</p>
5	Add data, edit, and review the record.
6	<p>Add the record to WorldCat.</p> <p><b>Caution:</b> If you log off without adding the new record, your record is lost. You cannot save institution record workforms.</p>

**Content transferred to a derived institution record**

By default, the client transfers data in MARC fields with tag numbers 006, 007, 01X to 09X, and 1XX to 9XX (X = any number). See procedure below for customizing fields to transfer.

**Other default information transferred to derived records includes:**

- A read-only 079 field containing:
  - In ‡a (not repeatable):
    - **If IR is derived from master:** The OCLC control number from field 001 of the original master record, preceded by the prefix *ocm* or *ocn*
    - Or
    - **If IR is derived from IR:** The OCLC control number of the master record from field 079 of the original IR
  - In ‡z (repeatable): Any deleted OCLC master record number(s) from field 019 if derived from a master record or from field 079 if derived from an existing IR.
- MARC field 040: The system supplies your institution symbol in read-only c. Data in other subfields—‡a, ‡b, ‡d, and ‡e—transfers from the original record.

**Note:** Field 040 always transfers whether or not you have field 04X selected to transfer in **Tools > Options > Derive Record** (see selections for fields to transfer under **Bibliographic Institution Records**).

- MARC fixed field default values appropriate for the type of record (unless you respond **Yes** to the prompt to transfer fixed field values from the original record—see step 4 in the procedure above).
- The following fields based on the cataloging profile associated with your logon authorization:
  - Empty call number field appropriate for your profiled classification scheme: 055, 070, 080, 086, 090, 092, or 096
  - Field 049 containing your default holding library code

**Information that does not transfer to derived records**

- Field 001: The word *NEW* replaces the control number in the record information area. The system supplies a unique OCLC control number for the new IR when you add it to WorldCat.
- Holdings data
- The following fields (even if the tag category in which they are included is selected to transfer):
  - 012 (Library of Congress use only)
  - 019 (any OCLC number(s) in this field are transferred to subfield Ꞥz(s) in field 079)
  - 029

**Check or set options for variable fields to transfer to derived institution records**

To customize the selection of fields that transfer from the existing record (master or IR) to the new, derived IR workform:

	<b>Action</b>
1	Click <b>Tools &gt; Options</b> (or press <Alt><T><O>), and then click <b>Derive Record</b> .
2	<p>Under Bibliographic Institution Records, click check box(es) next to any of the following tag numbers to select or clear fields to transfer to derived IRs:</p> <p>006, 007, 01X through 09X, 1XX through 9XX (X = any number)</p> <p>A check mark in a box indicates that the fields (for example, the 9XX fields) are selected to transfer. <b>Default selection:</b> All check boxes are selected.</p> <p>See lists above of data that transfers automatically and data that does not, no matter which fields are selected to transfer.</p> <p><b>Note:</b> This window also contains a customizable list of fields to transfer when you derive bibliographic master records or constant data.</p>

	Action
3	<b>Optional.</b> To reset the default selections, under <b>Bibliographic Institution Records</b> , click <b>Reset</b> .
4	When finished, click <b>Apply</b> to apply your changes without closing the Options window. Or Click <b>OK</b> or press <Enter> to apply your changes and close the Options window.

**Derive a new master record or constant data record from an IR**

Action
With an institution record open, click <b>Edit &gt; Derive &gt; New Master Record</b> (or press <Ctrl><Alt><C>, or click <b>Edit &gt; Derive &gt; New Constant Data</b> (or press <Ctrl><I>).
<b>Result:</b> The client transfers fields selected in <b>Tools &gt; Options &gt; Derive Records</b> , under <b>Bibliographic and Constant Data Records</b> . See more about deriving master records and deriving constant data records in Cataloging, Create Bibliographic Records and Use Bibliographic Constant Data.

**Take actions on institution records**

**Create and add an institution record**

**Add derived IRs.** You must add an institution record you derived before closing it or logging off, since institution records cannot be saved.

**Tip:** Since IR workforms cannot be saved to change or finish later, as you can for master bibliographic workforms, add the IR (make the workform a record), retrieve it when you are ready to work on it again, complete your edits, and replace it.

To add a displayed institution workform you derived (make it a record):

Action
<p>Click <b>Action &gt; Holdings &gt; Update and Add Institution Record</b>, or press &lt;Alt&gt;&lt;A&gt;&lt;H&gt;&lt;I&gt;.</p> <p><b>Note:</b> This is the only action available from the Action menu when an IR workform is displayed.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"><li>• If the action is successful:<ul style="list-style-type: none"><li>— The client first updates holdings for the associated master record and then adds the institution record (retaining all local fields).</li><li>— You receive a confirmation message giving the OCLC control number assigned to the newly added institution record.</li><li>— When you click <b>OK</b> in the message, the IR redisplay shows the OCLC number assigned.</li></ul></li><li>• If the Update action on the WorldCat master record is successful, but the institution record was not added, you receive a message that only the institution record action failed.</li><li>• If the Update action on the master record fails, you receive a list of errors for the master record. The institution record is not added.</li><li>• See more about validating institution records below.</li></ul>

**Create IR from master record and add.** To automatically create an institution record based on a displayed master record and add the IR to WorldCat (make it a record), use one of the following commands:

Action
<p>With a master record displayed, click:</p> <ul style="list-style-type: none"><li>• <b>Action &gt; Holdings &gt; Update and Add Institution Record</b> If the action is successful, the client updates holdings for the master record and then creates and adds an institution record (retaining all local fields). Or</li><li>• <b>Action &gt; Holdings &gt; Produce and Add Institution Record</b> If the action is successful, the client updates holdings and produces output as described in your OCLC cataloging profile (for example, cataloging cards) for the master record, and then creates and adds an IR. Output (such as cataloging cards) is not produced from an IR, unless you subscribe to MARC Subscription. Or</li><li>• <b>Action &gt; Holdings &gt; Alternate Produce and Add Institution Record</b> If the action is successful, the client updates holdings, produces output, and lets you select Produce options not in your cataloging profile for the master record, and then creates and adds the IR. Output is not produced from an IR, unless you subscribe to MARC Subscription. Or</li><li>• <b>Action &gt; Replace Update and Add Institution Record</b> If the action is successful, the client replaces the modified master record, updates holdings for the master record, and then creates and adds the institution record.</li></ul> <p><b>Results:</b></p> <ul style="list-style-type: none"><li>• If the actions are successful:<ul style="list-style-type: none"><li>— You receive a confirmation message giving the OCLC control number for the newly added institution record.</li><li>— When you click <b>OK</b>, the master record redisplay shows the updated holdings information and, if you replaced the master record, the replaced data.</li></ul></li><li>• If the Update, Produce, or Replace action on the WorldCat master record is successful (your OCLC symbol added, output produced, or record replaced), but the institution record was not added to WorldCat, you receive a message that only the institution record action failed.</li><li>• If the action on the master record fails, you receive a list of errors for the master record. The institution record is not added.</li><li>• See more about validating institution records below.</li></ul>

### Replace an institution record

To replace an institution record that your library contributed:

Action
When you are finished editing a displayed existing IR, click <b>Action &gt; Replace Record</b> (or press <Alt><F10>).

**Caution:** If you modify and replace a master record using **Action > Replace Record**, the system does not update your attached institution record(s) with the

changes made in the replaced master record. If you want to keep your existing attached IR(s) updated, you must edit the IR manually to match the replaced master record, and then replace the IR.

### Export institution records

Anyone, including those with read-only access to institution records, can export existing institution records (those that have their own OCLC numbers). Export is unavailable for institution record workforms.

<b>Action</b>
<p>Display an existing institution record that you want to export, and click <b>Action &gt; Export</b> (or press &lt;F5&gt;).</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Export occurs immediately. Because you cannot save institution records, batch export is unavailable for institution records.</li> <li>• By default, the system does not validate exported IRs (see the procedure below for checking or changing validation level for exported IRs).</li> <li>• Encoding level changes to <b>k</b>.</li> <li>• The export process uses the same export destination, setting for fields to delete from exported records, and selection of character set for exported records that you set up for other bibliographic records in <b>Tools &gt; Options &gt; Export</b></li> </ul>

**Caution:** If the IR you want to export was not contributed by your library, be sure to turn off validation before exporting; otherwise, validation fails, since the system-supplied 040 ¢c does not contain your institution symbol. See procedure below for setting a validation level for exporting IRs.

### Validate institution records

	<b>Action</b>
1	Click <b>Tools &gt; Options</b> (or press <Alt><T><O>). Click <b>General</b> , and then click <b>Validation Options</b> .
2	<p>In the Validation Levels Options window under <b>Bibliographic Institution Records</b>, select:</p> <ol style="list-style-type: none"> <li>1. One of the following options from the drop-down list under <b>Add or Replace</b>: <ul style="list-style-type: none"> <li>— <b>Structure (default)</b> (Minimum validation level: Verifies that indicators, if present, are a single character; that BLvl and Type are correct; and that the following fields are present (for some, also checks for valid data): Leader, 001, 005, 008, 040 c, 049, and 245 a or 245 k.)</li> <li>— <b>Basic</b>(Checks for the validity of elements, length, repeatability, type of data or codes, etc.)</li> <li>— <b>Full</b> (in addition to basic level checking, checks for relationships between elements)</li> </ul> </li> <li>2. One of the following options from the list under Export. <ul style="list-style-type: none"> <li>— <b>None (default)</b></li> <li>— <b>Basic</b></li> <li>— <b>Full</b></li> </ul> </li> </ol>

	Action
3	When finished, click <b>OK</b> to save the settings, or click <b>Cancel</b> . You are returned to the Options/General tab.
4	Click <b>Apply</b> to apply your changes without closing the Options window. Or Click <b>OK</b> or press <Enter> to apply your changes and close the Options window.

When the system automatically validates records before taking actions that include adding IRs—such as Update and Add, Produce and Add, or Update, Replace and Add—the validation level settings are applied separately: the master record setting is applied to master record, and the IR setting to the IR.

**Manual validation.** The system always applies full validation when you validate an institution record manually:

Action
With an institution record open, click <b>Edit &gt; Validate</b> (or press <Shift><F5>)

**Move an institution record to another master record**

If your institution record is attached to the wrong WorldCat master record, you can move it to the correct master record:

	Action
1	With an existing institution record open (has its own OCLC number), click <b>Action &gt; Holdings &gt; Move Institution Record</b> (or press <Alt><A><H><M>).
2	When prompted, enter the OCLC control number of the master record to which you want to move the institution record and click <b>OK</b> .  <b>Result:</b> The institution record re-displays with the updated OCLC number in field 079.  <b>Note:</b> If no correct master record exists, derive a master record from the institution record, add it to WorldCat, and then move the IR to the new WorldCat master record.

### Delete institution records

To delete institution records your library has contributed:

Action
<p><b>Delete a single institution record.</b></p> <ol style="list-style-type: none"> <li>1. Open the existing institution record you want to delete from its associated master record, and click <b>Action &gt; Delete Record</b> (or press &lt;Ctrl&gt;&lt;Alt&gt;&lt;D&gt;).</li> <li>2. If the institution record is the last one your library has attached to the master bibliographic record, the client asks if you also want to delete holdings:                     <p>Click <b>Yes</b> to delete the institution record and remove your library symbol (holdings indication) from the associated master record.</p> <p>Or</p> <p>Click <b>No</b> to delete the institution record but retain your library symbol in the master record.</p> <p>Or</p> <p>Click <b>Cancel</b> to cancel deleting the institution record and retain your symbol in the master record.</p> </li> </ol> <p><b>Note:</b> To delete an IR workform, simply log off the system without adding the IR.</p> <p><b>Delete all institution records.</b></p> <p>Open the master bibliographic record for which your library contributed IRs, and click <b>Action &gt; Holdings &gt; Delete All Institution Records</b> (or press &lt;A&gt;&lt;H&gt;&lt;L&gt;).</p>

**Delete holdings on master records - respond to prompt or set an option for institution records**

### Delete holding interactively

When you delete holdings interactively on a master record that has institution records attached, the client prompts you to also delete the IRs. You must delete the IRs in order to delete holdings. However, you can delete all IRs for a master record without deleting holdings.

### Delete holdings via batch processing

When you batch delete holdings on a master record, you must set an option to also delete IRs, just as you must set an option to also delete local holdings records (LHRs), or the batch action will fail. To set the option:

	Action
1	Click <b>Tools &gt; Options &gt; Batch</b> .
2	Under <b>Record Actions</b> , click the check box next to <b>Delete Institution Records when Deleting Holdings</b> . A check mark indicates that the option is selected.
3	Click <b>Apply</b> to apply your changes without closing the Options window. Or Click <b>OK</b> or press <Enter> to apply your changes and close the Options window.

**Other actions - supported or unsupported for institution records**

- Other actions supported for institution records:
  - Open the local holdings maintenance screen for the master record to which a displayed institution record is attached (Tools > Launch Local Holdings Maintenance); IRs do not have local holdings records.
  - Open the master record in the Find in a Library view from a displayed institution record attached to the master (Tools > Find in a Library); Find in a Library never displays IRs.
  - Use View > OCLC Usage Statistics to see statistics on your use of online cataloging, including separate statistics for institution records.
- **Actions not supported for institution records:**
  - Batch processing searches that include IR indexes
  - Batch processing actions on IRs
  - Controlling headings
  - Attaching digital content
  - Saving IRs
  - Importing IRs

## 4 Search indexes for institution records

### Notes on indexing for institution records

To include indexing for institution record (IR) data:

- Set an option in **Cataloging > Search > WorldCat** (click **Settings**) to include indexing for IRs. The default setting for the option is cleared (empty check box); the added indexing is not included in WorldCat searches.
- When the added indexing is included in WorldCat searches, you retrieve only the master records to which IRs with matching data are attached; you do not retrieve the IRs directly. You may not see the data that matches the search until you navigate to the attached IRs from the master record.

About IR indexing listed in this topic:

- Index lists below include only new indexes and new fields/subfields added to existing WorldCat indexes to facilitate retrieving master records based on unique data in attached institution records (IRs).
- Existing fields/subfields for indexing master records are not listed here, but they also include IRs. See *Searching WorldCat Indexes* at <http://www.oclc.org/support/documentation/worldcat/searching/searchworldcatindexes/default.htm> for comprehensive information on:
  - Existing fields/subfields indexed
  - Search guidelines for each index

### New WorldCat indexes for institution records

Index	Label	Fields/subfields indexed	Notes
General call number	<b>nu:</b> or <b>nu=</b>	852 h i j	Indexes IRs and records in the Hand Press Book database only  <b>Note:</b> The Hand Press Book database is available only to OCLC-authorized Consortium of European Research Libraries catalogers)
IR control number	<b>ir:</b>	001	Indexes IRs only
System control number	<b>sy:</b>	035 a	Indexes IRs and records in the Hand Press Book database only  Omit parentheses  <b>Example:</b> To search for: (CStRLIN)MASVAH0402-A Type <b>sy:CStRLINMASVAH0402-A</b>  Same <b>Note</b> above for the general call number index applies to this index.

Existing indexes expanded to include unique data in attached institution records

Existing WorldCat index	Label	Extended fields/subfields indexed
Canadian subject	<b>he:</b> or <b>he=</b> or <b>hew=</b>	If indicator 2 = 5, indexes: 690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
Cataloging source	<b>cs=</b>	040 a c  <b>Note:</b> Also, existing indexed fields/subfields for the cataloging source index now cover symbols in the Admin field of IRs.
Corporate/ Conference name	<b>cn:</b> or <b>cn=</b> or <b>cnw=</b>	For <b>cn:</b> 791 a-e n 792 a c-e n q 797 a-e n 798 a c-e n q  For <b>cn=</b> and <b>cnw=</b> 791 a-d n 792 a c-e n q 797 a-d n 798 a c-e n q
Corporate/ Conference subject	<b>nc:</b> or <b>nc=</b>	697 a-d n p 698 a c-e n p q
Derived corporate/ conference name	<b>cd:</b>	791 a b 792 a n 797 a b 798 a n
Derived name/title	<b>nd:</b>	790 a combined with 245 a k **791 a b combined with 245 a k **792 a n combined with 245 a k 793 a combined with 245 a k 796 a combined with 245 a k **797 a b combined with 245 a k **798 a n combined with 245 a k 799 a combined with 245 a k  **Stopwords are applied to the name portion of a corporate/conference name in these fields/subfields. See a list of stopwords in the section on derived searches in: Cataloging, <i>Search WorldCat</i> , "Keyword, numeric, and derived search syntax and examples."
Derived personal name	<b>pd:</b>	790 a b c j 796 a b c j

Existing WorldCat index	Label	Extended fields/subfields indexed
Derived title	<b>td:</b>	793 a n p 799 a n p 899 a n p
Descriptors	<b>de:</b> or <b>de=</b>	690 a b x 691 x 696 x 697 x 698 x 699 x
Genre	<b>de:</b> or <b>ge=</b>	690 v 691 v 696 v 697 v 698 v 699 v
Geographic coverage	<b>gc:</b> or <b>gc=</b>	690 z 691 a z 696 z 697 z 698 z 699 z  <b>Note:</b> This index is available only for command line (full syntax) searching.
Keyword	<b>kw:</b>	Same fields/subfields added to the following indexes listed here:  <ul style="list-style-type: none"> <li>• Name word index (<b>au:</b>)</li> <li>• Title word index (<b>ti:</b>)</li> <li>• Subject word index (<b>su:</b>)</li> <li>• Notes word index (<b>nt:</b>)</li> </ul>
LC children's subject	<b>hc:</b> or <b>hc=</b> or <b>hcw=</b>	If indicator 2 = 1, indexes:  690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
LCSH	<b>hl:</b> or <b>hl=</b> or <b>hlw=</b>	If indicator 2 = 0, indexes  690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z

Existing WorldCat index	Label	Extended fields/subfields indexed
MeSH	<b>hm:</b> or <b>hm=</b> or <b>hmw=</b>	If indicator 2 = 2, indexes 690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
NAL subject	<b>ha:</b> or <b>ha=</b> or <b>haw=</b>	If indicator 2 = 3, indexes: 690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
Name (formerly called Author)	<b>au:</b> or <b>au=</b>	For <b>au:</b> 790 a-d j q u 791 a-e n 792 a c d e n q 796 a-d j q u 797 a-e n 798 a c d e n q 896 a-d q u 897 a-e n 898/a c d e n q  For <b>au=</b> 790 a-d j q 791 a-d n 792 a c d e n q 796 a-d j q 797 a-d n 798 a c d e n q
Notes	<b>nt:</b>	590 a
Other subject	<b>ho:</b> or <b>ho=</b> or <b>how=</b>	If indicator 2 = 7, indexes: 690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z  In word index only ( <b>ho:</b> ), also indexes subfield 2 in fields listed above, if present.

Existing WorldCat index	Label	Extended fields/subfields indexed
Personal name	<b>pn:</b> or <b>pn=</b> or <b>pnw=</b>	For <b>pn:</b> 790 a-d j q u 796 a-d j q u  For <b>pn=</b> and <b>pnw=</b> 790 a-d j q 796 a-d j q
Personal name subject	<b>na:</b> or <b>na=</b>	696 a-d q
RVM subject	<b>hr:</b> or <b>hr=</b> or <b>hrw=</b>	If indicator 2 = 6, indexes:  690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
Sears subject	<b>hs:</b> or <b>hs=</b> or <b>hsw=</b>	If indicator 2 = 8, indexes:  690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z
Series	<b>se:</b> or <b>se=</b> or <b>sew=</b>	896 a-e g k m-t v 897 a-e g k m-p r-t v 898 a c-e g k n p s t v 899 a d f g k m-p r-t v  <b>Note:</b> Existing fields/subfields indexed for the Series index also cover IRs, except that no subfields x or y are covered for IRs.
Standard number	<b>sn:</b> or <b>sn=</b>	790 x 791 x 792 x 793 x 796 x 797 x 798 x 799 x
Subject	<b>su:</b> or <b>su=</b> or <b>suw=</b>	690 a b v x-z 691 a v x-z 696 a-e g j k m-t v x-z 697 a-e g k m-p r-t v x-z 698 a c-e g k n p q t v x-z 699 a d k m-p r-t x-z

Existing WorldCat index	Label	Extended fields/subfields indexed
Title	<b>ti:</b> or <b>ti=</b>	<p>For <b>ti:</b>            790 g k m-p r-t            791 d g k m-p r-t            792 g k n p s t            793 a d f g k m-p r-t            796 g k m-p r-t            797 d g k m-p r-t            798 g k n p s t            799 a d f g k m-p r-t            896 g k m-p r-t            897 d g k m-p r-t            898 g k n p s t            899 a d f g k m-p r-t v</p> <p>For <b>ti=</b>            793 a d f g k m-p r-t            799 a d f g k m-p r-t</p>
Uniform title	<b>ut:</b> or <b>ut=</b> or <b>utw=</b>	<p>For <b>ut:</b> and <b>ut=</b>            790 g k m-p r-t            791 d g k m-p r-t            792 d g k n p s t            793 a d f g k m-p r-t            796 g k m-p r-t            797 d g k m-p r-t            798 d g k n p s t            799 a d f g k m-p r-t</p> <p>For <b>utw=</b>            790 g f k l m-p r-t            791 d f g k-p r-t            792 d f g k l n p s t            793 a d f g k-p r-t            796 g f k-p r-t            797 d f g k-p r-t            798 d f g k l n p s t            799 a d f g k-p r-t</p>

## Cataloging: Use Bibliographic Institution Records

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### Changes in existing WorldCat indexes to accommodate institution records

Field 699 in master records has been converted to field 695 in all WorldCat records to accommodate IRs, where field 699 is defined for a different purpose.

In the following WorldCat indexes, field 695 is indexed rather than 699. Other existing fields/subfields indexed remain the same. See *Searching WorldCat Indexes* for details.

Index (label)	New field 695 indexing (formerly field 699)
Dewey Decimal class number (dd:)	If indicator 2 = 1, indexes: 695 a
LC class number (lc: or lc=)	If indicator 2 = 0, indexes: 695 a
NLM class number (lm: or lm=)	For lm:, if indicator 2 = 2, indexes: 695 a  For lm=, if indicator 2 = 2, indexes: 695 a b
Universal Decimal class number (ud:)	If indicator 2 = 2, indexes: 695 a