

# Cataloguing Service



Powerful cataloguing solutions

The OCLC **Cataloguing Service** is the largest online, shared cataloguing system in the world. Whether you prefer to perform your cataloguing online or offline, OCLC can help you increase your cataloguing productivity and lower your costs. With OCLC, you can share bibliographic records with librarians both locally and around the world. You'll provide quality records for materials, so users can quickly find the resources they seek.

*Increase your library's productivity  
with economical cataloguing*

# OCLC Cataloguing

## *Efficient cataloguing solutions for libraries worldwide*

The OCLC Cataloguing Service is the answer to the question faced by many libraries: How can we do more with less? Libraries face a growing flow of new materials in an ever-increasing number of formats. Yet budgets and staff are shrinking. OCLC Cataloguing helps you make the most of your technical services resources.

By cataloguing with OCLC, you have access to the culmination of 30 years of cataloguing expertise. At the core of the service is WorldCat®, the world's most comprehensive bibliographic database. Built and maintained collectively by librarians, WorldCat provides the foundation for the OCLC Cataloguing service and the benefits it provides. You can use the service for both original and copy cataloguing. It saves you time and ensures that your catalogue is consistent with the rest of the bibliographic world.

### Create and maintain records more efficiently

Immediate benefits from cataloguing with OCLC include:

**Increased productivity**—with many materials already catalogued in WorldCat, your staff can concentrate on more difficult cataloguing tasks.

**Economies of scale** with prices to meet the needs of your library—big or small.

**Streamlined workflows** to keep records up-to-date.

**Increased ability** to handle various formats and languages.

**High hit rates** for high-quality MARC records.

**Instant promotion** of your library's holdings to more than 54,000 libraries worldwide.

**Faster availability** for your users to new items in your collection.

**Ability to locate and access** materials from around the globe.

### Features and options for increased productivity

OCLC offers several features and options that tailors the service to meet your library's specific cataloguing needs.

You can catalogue online using the Cataloguing interface to WorldCat, or set the system to save records in a local file for cataloguing offline. With either method, you also have the ability to:

- Export records directly to your local system.
- Receive the most current bibliographic and authority records through automated updating services.
- Use detailed system usage reports to keep you informed about your cataloguing activity and help evaluate your system usage and staff workflow.
- Import, display, edit and print labels with the OCLC Cataloguing Label Program.
- Access to online documentation, tutorials and context-sensitive help.

## A Closer Look

OCLC Cataloguing connects your library with the cataloguing resources of more than 9,000 other libraries around the world. Librarians work together to share the responsibility of keeping new materials properly catalogued and therefore accessible. OCLC Cataloguing makes it easy to do and efficient for staff.

Books		Rec stat	c	Entered	20040803	Replaced	20060519090702.9				
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040	020	050	082	090	049	100	245	260	300	440	504
	DPL #c DPL #d PL# #d OCLCQ #d OCL #d BAKER #d TEF										
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	1 4	PS3552.R685434 #b Z4582 2004									
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	1 4	Las claves del código Da Vinci : #b la estirpe secreta de Jesús y otros misterios / #c Mariano Fernández Urresti, Lore									
		Madrid : #b Ediciones Nowtilus, #c c2004.									
		230 p. : #b ill. ; #c 20 cm.									
	0	Investigación abierta									
		Includes bibliographical references (p. 166-160).									

### Simple record view

Entering additional local bibliographic information is easy with the cataloguing fields and subfields clearly identified.

OCLC 56079672 No holdings in LTN - 119 other holdings											
Books		Rec stat	c	Entered	20040803	Replaced	20060519090702.9				
Type	a	ELvl	l	Srcce	d	Audn		Ctrl		Lang	spa
BLvl	m	Form		Conf	0	Biog		MRec		Ctry	sp
		Cont	b	GPub		LitF	0	Indx	0		
Desc	a	Ills	a	Fest	0	DtSt	s	Dates	2004		

### Quick-click icons

Technical services workflows become even more efficient with the most-used OCLC Cataloguing icons available from every screen.

## The collective power of WorldCat®

WorldCat® consists of original cataloguing records added by libraries from more than 9,000 OCLC member institutions worldwide. After one library catalogues an item, all other OCLC libraries can share the record.

- WorldCat has more than 70 million unique bibliographic records and more than one billion location listings.
- Libraries used Worldcat to catalog and set holdings for 65.8 million items in 2005.
- Every 10 seconds an OCLC member library adds a record to WorldCat.
- WorldCat includes materials that span 4,000 years of knowledge in all formats and 400 languages.
- More than 2.5 million Spanish language items are represented in WorldCat.

Add your records to WorldCat, through the OCLC Cataloguing Service. Watch it grow, at [www.oclc.org/worldcat/](http://www.oclc.org/worldcat/)



## Additional Cataloguing Services

### OCLC Custom Cataloguing

Librarians are always under pressure to increase the richness of their collections. When budgets shrink, it becomes even more challenging. Demand increases, while staff and resources do not. And when you're trying to make the most of everything you own, cataloguing backlogs demand attention.

If your valuable collections are collecting dust because no one has time to catalogue or convert them, we can help. Send them to us, and our Custom Cataloguing Services staff will manage the whole process, creating high-quality records in record time and returning your source materials in perfect condition.

Sound expensive? It isn't. On average we complete cataloguing and conversion tasks for 30 to 40% less than it would cost to do them in-house. And, of course, the records for your materials are added to WorldCat automatically, which gives them instant visibility in your library and worldwide.

If you would like to find out more about OCLC Custom Cataloguing Services, contact OCLC Latin America or read more at [www.oclc.org/americalatina/en/customcataloging/](http://www.oclc.org/americalatina/en/customcataloging/)

# OCLC Cataloguing Service

## *at a glance*

### Benefits

**Maximize processing efficiency** through a strategic combination of online and offline cataloguing

**Higher productivity**, quality MARC records, adherence to international standards

**Promoting your library** collection to the world

### Features

#### Interactive searching and processing

- Search for and export bibliographic records and authorities
- Edit bibliographic records online
- View, update and delete location listings, produce Accessions Lists, report an error in a bibliographic record

#### Batch searching and processing

- Enter batch search keys and process the batch at once
- Edit records offline and send transactions in batch to OCLC
- Review reports of your batch transactions

#### Local files

Store retrieved bibliographic and authority records in a local file for constant access—each stays until you delete it. You can also:

- Create and use multiple bibliographic and authority local files
- Store local files on your Local Area Network (LAN) and share them among staff members
- Print, export, apply constant data on multiple records
- List all records in a local file or search for specific records by indexes such as author or OCLC number
- Verify English text spellings with the Spell Checker feature

#### Label printing

OCLC offers the choice of printing spine and card/pocket labels in any of four supported formats, individually or in batch.

The OCLC Cataloguing Label Program (optional) offers more advanced labeling capabilities.

#### Reports

*OCLC Usage Statistics* is a monthly report based on your authorization number, so you can obtain monthly statistical reports of your cataloguing activity. To access your library's online statistics visit: [www.stats.oclc.org/cusp/nav](http://www.stats.oclc.org/cusp/nav)

### Requirements

- Microsoft® Windows Millennium Edition, Windows 2000 or Windows XP
- 30 MB hard-disk space reserved for use by Cataloging staff
- A printer (if printing spine and card/pocket labels)

For detailed information on the OCLC Cataloguing Service, visit the OCLC Web site at:  
[www.oclc.org/americalatina/en/services/cataloging](http://www.oclc.org/americalatina/en/services/cataloging)

For pricing information and to order the OCLC Cataloguing Service contact OCLC Latin America at (+Int.) 1-614-764-6301.

### *Cataloguing: powered by WorldCat*

With more than 70 million records, WorldCat is the most comprehensive bibliographic database available. WorldCat-related programs, like Open WorldCat, makes records of library-owned materials in the database available to Web users on popular Internet search, bibliographic and bookselling sites. Links to content in library collections—books, serials, digital images and many other formats—appear alongside links to traditional Web content and more, visit:

[www.oclc.org/worldcat](http://www.oclc.org/worldcat).



### *Local service, global resources*

OCLC helps libraries in more than 100 countries provide users with bibliographic, abstract and full-text information when and where they need it. OCLC and its member libraries cooperatively produce and maintain WorldCat, the world's most comprehensive bibliographic database. Please contact us to learn more about OCLC and its services.

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