



Library Identifiers for Group Bibliographic Batchload Orders

Introduction

Information in this document is for those who order a group batchload project for bibliographic records. Group projects provide a way for resource-sharing groups, libraries with shared local systems, or processing centers to have holdings set or canceled using their consolidated record file(s).

Before processing your group's bibliographic records, OCLC Batch Services needs a translation table to "translate" the local library identifiers in your records into corresponding OCLC institution symbols in order to set or cancel holdings accurately for each member of your group.

In the order form for a group batchload project, you indicate the field and subfield where your library identifiers can be found. You also enter a list of the OCLC institution symbols for the libraries in your group. Before processing your files, we need to correlate the library identifiers with the OCLC institution symbols.

Please create and email a three-column table to Batch Services. Instructions are below, including the Batch Services email address to use.

Create a three-column table

After you order your group batchload project and receive a confirmation email with your assigned project ID, create a table with three columns containing the following information:

- Column 1: Library identifiers in your MARC records from the field/subfield you specified in your batchload order.
- Column 2: OCLC institution symbol that corresponds to each library identifier in column 1.
- Column 3: Institution name that corresponds to each library identifier in column 1.

Guidelines for creating your translation table

- **Format.** Create the table in Excel, Word or a tab-delimited text file.
- **Usable library identifiers.** Library identifiers can be the local codes you store in your system, or they may be the actual OCLC institution symbol for which you want to set or cancel holdings, if you've created a conversion table for internal purposes. Either will work, but in either case, a translation table is required for group processing. Regardless of what you use, the identifiers must be in your records in the location you specified.
- **One to one, many to one.** List each library identifier in column 1 only once in the table. Batch preprocessing **cannot translate** one library identifier into many OCLC symbols.

Example: If a local identifier **xyz** is translated to OCLC symbol **ABC**, it cannot also be translated to **BBB**). Note that case is not a distinguishable attribute: **x** and **X** are equal.

However, preprocessing **can translate** multiple library identifiers into the same OCLC institution symbol.

Example: Both library identifiers **xyz** and **WWXBC** can be translated to one OCLC symbol **ABC**).

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- **Wildcards (optional).** As an alternative to listing all library identifiers that begin with the same characters but have varied ending characters, you can use an asterisk (*) as a wildcard to make one entry to translate them all to the same OCLC institution symbol. Enter only the consistent beginning characters of the identifiers and add an asterisk at the end to represent the varied ending characters.

Example: Instead of entering multiple rows in the table for translating **xyz** to **ABC** and **xyz123** to **ABC** and **xyz456** to **ABC**, you can enter only one row for **xyz*** to translate all iterations of identifiers beginning with “xyz” to **ABC**.

Note: Be sure to indicate that you are using the asterisk as a wildcard, if you do so, since some library identifiers may include the asterisk as a special character.

- **No corresponding OCLC symbols.** If any of your library identifiers have no corresponding OCLC institution symbols but **you want to set holdings** for them in WorldCat, please contact OCLC Customer Support at support@oclc.org to get an OCLC institution symbol profiled for that library. Please do this **before** sending the translation table and **before** sending your records to OCLC for processing.

If you include library identifiers that do not have corresponding OCLC institution symbols but **you do not want to set holdings** for them, please enter the word “ignore” in column 2 next to those identifiers in place of an OCLC institution symbol.

Example of a translation table:

Library identifier (* = wildcard)	OCLC institution symbol	Institution name
XYZ*	ABC	Alphabet Soup School of Reading
BRLLT	ignore	
CCMNXT	BBBCC	Area Community College

Email the table to OCLC Batch Services

Please email the table you create to Batch Services at batchinfo@oclc.org .

Caution: Be sure to add your Project ID in the Subject line. Please include your Project ID in the **Subject** line of the email to ensure that Batch Services can identify the project for which to use the translation table. The Project ID is the “P” number sent to you in the “Bibliographic Batchload Order Received” email message from OCLC Batch Services that confirmed your order.

Example:

To: batchinfo@oclc.org

Subject: Translation table for [OCL] - P012345

(replace “[OCL]” above with the OCLC institution symbol you use to place your order)

Support

If you have questions or need further information, please contact OCLC Customer Support at support@oclc.org.