



Send Non-MARC Data for Batchload via E-mail or Physical Media

When to send your data

As soon as you order a batchload project that will use your **non-MARC “patterned” bibliographic data** or **a list of numeric search keys**, and you receive a confirmation e-mail from Batch Services with your assigned project ID (a “P” number; example: “P012345”), you can send your data to OCLC.

Two-step process

Follow these general steps, depending on which type of non-MARC data you specified in your order:

Step 1	Create file(s) of either: a. Patterned bibliographic data Or b. List of numeric search keys
Step 2	Send file(s) via either: a. E-mail Or b. Physical media (CD or DVD)

Step 1a. Create file(s) of patterned bibliographic data

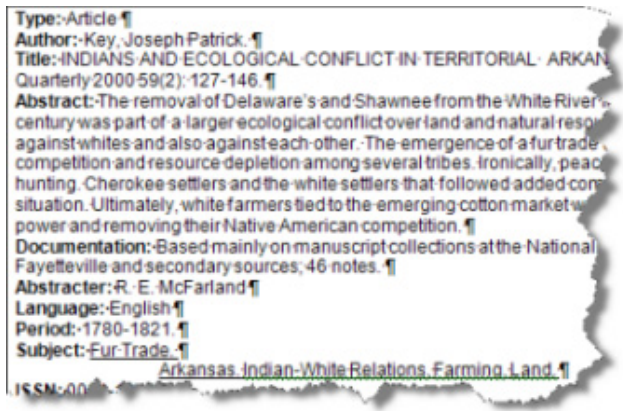
Export data from your local system using a desktop application such as FILEMAKER; Microsoft Access, Excel, or Word; ClarisWorks; or Lotus into the type of file you selected when you ordered (that is, a spreadsheet, a delimited or labeled text file, or another file type that you specified).

Examples

Excel spreadsheet:

BIB-LEVEL#	ISBN#	DDC#	TITLE#	AUTHORS#	PUBLISHER-NAME#
M#	031210281X#	#	The World turned upside down: Indian voices from early America#	Calloway, Colin G.#	Bedford Books of St Martin's Press#
M#	750704322#	371.122#	Passionate enquiry and school development: a story about teacher action research#	Dadds, Marion#	The Falmer Press#
M#	#	792.0954#	A future plan for the development of the modern theater in 2000#	Burshaid, Saad#	#

FILEMAKER (using export utilities):



OR

Step 1b. Create list(s) of numeric search keys

Create list(s) of numeric search keys using the type of file you specified when you ordered (that is, a spreadsheet, a delimited or labeled text file, or another file type that you specified).

Guidelines

- Enter only one type of numeric search key in a single file. If you want to send more than one type of number, create a separate file for each.
You can use a list of LCCNs, ISBNs, ISSN, or OCLC control numbers. See details and the format for entering each type in the table on the next page.
- Enter numeric search keys in a single column, one search key per line.
- Combine smaller files for the same index into one. **Limit:** 80,000 search keys per file.
- Be sure to remove any duplicate entries, blank lines, invalid numbers, and/or spurious data from the files.

Use one of the following types of numeric data, in the format shown, to create your search keys (a list of one type of numeric search keys per file):

Numeric data	Formatting	Example
LCCN—Library of Congress	Include hyphens	84-23765
ISBN—International Standard Book Number	Omit hyphens	0818903457
ISSN—International Standard Serial Number	Include hyphens	1060-0396
OCLC control number	Include one of these prefixes: • # (pound sign) • * (asterisk) • ocm/ocn	<ul style="list-style-type: none"> • #1299 • *13713166 • ocm32551273/ocn141381273

Step 2a. E-mail your files

1. Create an e-mail message. In the **Subject** line, include your:
 - OCLC institution symbol
 - Batchload project ID (“P” number)

Example:
Subject: OCL, Project ID P012345
2. Attach your non-MARC bibliographic data file(s) or your numeric search key file(s) to the e-mail and send to Batch Services at batchload@oclc.org.

OR

Step 2b. Mail your files on CD or DVD

1. Copy your non-MARC bibliographic data file(s) or your numeric search key file(s) to a CD or DVD.
2. Label both the CD or DVD and its case with:
 - Name of your library
 - OCLC institution symbol
 - Batchload project ID (“P” number)

Example:
Project ID P012345

 - Record count or number of search keys
 - Contact person’s name, phone number, and e-mail address
3. Mail the CD or DVD to Batch Services:

OCLC
6565 Kilgour Place
Dublin, OH 43017-3395 USA
Attention: Batch Services MC 139

More information

- [Batchload Solutions for Bibliographic Records](#)
- [Local Holdings Record Updating Service User Guide](#)

Support

Contact OCLC Customer Support by phone at 1-800-848-5800 or by e-mail at support@oclc.org, if you have questions or need help.