



# Send MARC Records for Batchload Using FTP

## When to send your records

As soon as you order a batchload project for MARC **bibliographic records** or MARC (**MFHD**) **local holdings records** (LHRs) **and** receive a confirmation e-mail from Batch Services with your assigned project ID (a “P” number; example “P012345”), you can send your library’s records to OCLC.

**Caution:** Please be sure to inform Batch Services first if you are sending your records using an OCLC EDX account created for an OCLC institution symbol other than the OCLC symbol you used to order your batchload project.

## Three-step process

To transfer your records via FTP (file transfer protocol) using your OCLC Electronic Data Exchange (EDX) account, follow these general steps:

Step 1	Create DATA file(s) for your records.
Step 2	Create a LABEL file for each DATA file, with required information about the DATA file.
Step 3	Transfer the DATA and LABEL files via FTP to your EDX account.

See [special instructions](#) for sending bibliographic records via an Innovative Interfaces local system.

### What you need:

- Plain text editor such as NotePad (**do not** use Word)
- An FTP client such as WS\_FTP\_Professional or Blue Zone (**do not** use Internet Explorer or FireFox)
- OCLC EDX account (when you ordered, the system checked and created an EDX account for you if you did not already have one)

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**Caution:** Please read all detailed instructions before proceeding, especially those for file naming and for creating LABEL files. Inaccurate data, file naming, or LABEL file content can delay record processing and project completion.

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## Step 1. Create DATA file(s)

1. Copy your MARC records to one or more files.  
**Caution:** Please follow [recommended limits](#) on the next page for file size and number of files to submit per day.
2. Follow these conventions to name the file to ensure that OCLC software can accept the file:
  - Use alphanumeric characters only. No hyphens, dashes, pound signs or other non- alphanumeric characters.
  - Use no more than eight characters between periods (.).
  - Use the following required naming convention to match the corresponding LABEL file name:
    - Type **DATA.D** followed by the current date in the format *yymmdd*.  
**Example: DATA.D090328**
    - If you submit multiple DATA files, use the same name but add the extension **.FILE** followed by a unique number for each file.  
**Example: DATA.D090328.FILE1, DATA.D090328.FILE2, DATA.D090328.FILE3,** and so on
  - **If you ordered a one time batch project:**

For the last file you send for your project, **replace the .FILE extension with the extension .LAST**. The **.LAST** extension signals Batch Services that you have sent all of your records and that, for bibliographic record projects, OCLC can complete your project and generate summary reporting.  
**Example: DATA.D090328.LAST**

**Note:** If your project consists of only one file, add only the extension **.LAST** to the file name.

### Examples of complete DATA file names:

**DATA.D090328.FILE1,**  
**DATA.D090328.FILE2** (project with multiple files)  
Or  
**DATA.D090328.LAST** (last or only file in a one time project)

3. Repeat steps to create as many DATA files as needed for your records and remain within the 90,000 records per file limit (approximately 100 MB) (see notes on limits on the next page).

**Recommended limits on file size and number of files to submit per day**

OCLC Batch Services recommends a file size limit of 100 megabytes (MB) and a limit of submitting 19 sets of DATA and LABEL files per day. This file size accommodates:

- Up to 90,000 MARC bibliographic records
- Up to 300,000 MARC holdings records ([MFHD](#)) for LHRUS projects only
- If you are submitting a large number of files via either PSWeb or FTP, OCLC highly recommends sending only one or two sets of DATA and LABEL files the first day; any problems in your LABEL file data or in file naming conventions can be corrected before you send other files.

**Step 2. Create a LABEL file for each DATA file**

1. Open a new document in a text editor such as NotePad (do not use Word).
2. Type each of the five field labels listed in the table below on separate lines, each followed by two blank spaces and then the specified data. Follow guidelines below the table and see a LABEL file example in the next column.

Type label	Enter two blank spaces and then this data
DAT	Date the DATA file was compiled, in format <i>yyyymmdd</i> , followed by <b>000000.0</b> , no spaces
RBF	Number of records in the DATA file, no comma
DSN	DATA file name
ORS	OCLC institution symbol
FDI	OCLC Batch Services-assigned project ID; that is, the "P" number that you receive in your Batch Services order confirmation e-mail. <b>Example: P012345</b> <b>Caution: Do not use the WEB-xxxxxx</b> number sent by the Online Services Center that confirms your order was transmitted.

**Guidelines for the LABEL file:**

- Type all content in capital letters.
- Do not add any other data or notes.
- Entering the two spaces between each label and the data is critical to successfully transmitting your files.
- Preferably, use a fixed-length font, such as *Courier New*, rather than a variable-length font, so that you can clearly see and fix any spacing errors.  
**Example:** To change the font in NotePad, click **Format > Font**. In the **Font** list, select **Courier-New**.
- Press <Enter> to enter the next field.

**Example of LABEL file content.** Replace each ■ with a blank space. Note that the font in this example is *Courier New*.

```
DAT ■ ■ 20090328000000 . 0
RBF ■ ■ 75000
DSN ■ ■ DATA.D090328
ORS ■ ■ OCL
FDI ■ ■ P011871
```

3. Click **File > Save** to name and save the file:

- a. In the **File name** box of the **Save As** window, type **LABEL.D** followed by the current date in the format *yyymmdd*.  
**Example: LABEL.D090328**
- b. Add the **.FILE** extension if you create multiple LABEL files, followed by the same number as the DATA file it describes.  
**Examples: LABEL.D090328.FILE1, LABEL.D090328.FILE2,** and so on
- c. **If you ordered a one time batch project:** For the LABEL file that corresponds to the last DATA file you send, **replace the .FILE extension with the extension .LAST**.  
**Note:** If your project consists of only one file, add only the extension **.LAST** to the name.
- d. In the **Encoding** list, select **ANSI** if not already selected. Other encoding types may cause file errors.

**Examples of complete LABEL file names:**

**LABEL.D090328.FILE1,**  
**LABEL.D090328.FILE2** (project with multiple files)  
Or  
**LABEL.D090328.LAST** (last or only file in a one time project)

**Step 3. Log on to EDX and transfer your files**

1. Using an FTP client such as WSFTP\_Pro or Blue Zone, enter the FTP address **edx.oclc.org**.
2. Enter your EDX account user name in this format: **t[xxx]1**  
(Replace [xxx] with your OCLC institution symbol and enter a **1**, the number one, not the letter "ell.")  
**Example: tOCL1**
3. Enter your password.  
The first time you use your account, you must change the initial default password, which is the same as your user name (**example: tOCL1**):
  - a. In the password box, type a single string with your initial default password and your

new password twice, separating each password with a slash: *[initial default password]/[new password]/[new password]*.

**Example:**

**tOCL1/blue1234/blue1234**

**Note:** The new password must be eight characters (A-Z, #, \$, or @) and must include at least one number. **Example: blue1234**

a. Click **OK**.

**Note:** The next time you log on, you may get a password error if you happened to save the initial "change password" command string. Simply enter your new password only once (**example: blue1234**) and save your connection session.

See also [Electronic Batchload Service \(EBSB\)](#) in the *EDX Service User Guide*.

4. Change the default directory to '**edx.ebsb.[xxx].ftp**' (replace *[xxx]* with your OCLC institution symbol).

**Note:** Always include the single quotation marks.

5. Verify that the transfer type is set to binary mode (**bin**).

Send the DATA file first:

Type **put** [file name].

**Example:**

**put DATA.D090328.FILE1** (first of multiple files)

Or

**put DATA.D090328.LAST** (last or only file for a one time project)

7. Send the corresponding LABEL file next:  
Type **put** [filename].

**Example:**

**put LABEL.D090328.FILE1**

Or

**put LABEL.D090328.LAST**

8. Repeat steps 6 and 7 to transfer more files as needed, following the recommended limits described above.

9. Click **Quit**.

**Result:** Files successfully sent to OCLC are picked up by an internal process at approximately 2:00 a.m. U.S. Eastern Time each day. Shortly after OCLC pickup, you will receive an e-mail notification that OCLC received your file. If you do not receive the e-mail, please contact OCLC Batch Services at [batchload@oclc.org](mailto:batchload@oclc.org) to investigate.

### More information

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

See separate instructions for sending MARC records [using the OCLC PSWeb](#).

### Support

Contact OCLC Customer Support by phone at 1-800-848-5800 or by e-mail at [support@oclc.org](mailto:support@oclc.org) if you have questions or need help.