



TRANSLATION TABLE REQUEST GROUP BATCHLOAD

TO Batch Services Department, MC 639	DATE REQUESTED	PAGE OF
--	----------------	--------------

INSTRUCTIONS

Use this form for setting up initial translation tables for new groups and modifying translation tables for existing groups. Keep a copy of each form that you submit. Send completed forms to OCLC Batch Services Department, MC 639, OCLC, Inc., 6565 Frantz Rd., Dublin, OH 43017-3395.

The OCLC Profiling Section must install all necessary profiling before translation tables may be requested. If ongoing symbol manipulation is being performed from OCLC-MARC Subscription Service Tapes, check the tape production schedule. Allow at least 2 weeks for installation of translation table change requests.

DATA SOURCE

GROUP SYMBOL	SOURCE OF DATA	NAME OF GROUP
--------------	----------------	---------------

<input type="checkbox"/> Initial translation table request for new group	<input type="checkbox"/> Change to existing translation table for existing group
--	--

LIBRARY CODE	SET SYMBOL	INST NUMBER	INSTITUTION NAME
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

COMMENTS

INSTITUTION APPROVAL	NETWORK APPROVAL
Signature _____ Date _____ Title _____	Signature _____ Date _____

OCLC USE ONLY

DATE INSTALLED	INSTALLER INITIALS
----------------	--------------------