Order Checklist for Bibliographic Batchload

Use this checklist to write down information you will need to supply for the Bibliographic Batchload order form (estimated time to complete the checklist: 20–30 minutes).

This checklist reproduces the content of the electronic order form as exactly as possible to help you prepare.

If you print the checklist, you may also want to keep this electronic PDF version open for access to links to get supporting information.

After you complete the checklist, log on to the Online Service Center to order (see logon **details** on this page).

Please note: Many order form questions dynamically open more questions, depending on your selections and entries. Below is a simple list of the topmost questions. Click a link to see details for a specific question.

- Is your project for a single institution or a group (multiple institutions)?
- What OCLC product(s) will be supported by your project?
- Identify the format of the data you are submitting for this project?
- What is the location and format of your unique local system bibliographic number?
- What is the location of the OCLC control number in your records?
- Do you want to qualify the OCLC control number for record matching?
- Select a Batchload project type.
- Do you want to display local bibliographic data to your users via WorldCat Local or Web-scale [now called WorldShare] Management Services?
- Should we add your records when they do not match existing WorldCat records?
- What output do you want to receive when your project is completed?
- How many records do you estimate will be in the project you submit?
- How will you submit your records and who will submit them?
- Do you need a PSWeb-only authorization and password?
- Do you have more information to add about your project?

Information for logging on to the Online Service Center for ordering

Use the OCLC Online Service Center (OSC) to order a batchload project for bibliographic records.

- Do you have an OSC institution account? If so, **log on** using your:

  Online Service Center user ID: _____

  Online Service Center password: _____

  Caution: If you order for a group (multiple institutions), you must log on using an **OCLC group project symbol**. If you do not have an OCLC group project symbol, contact OCLC Customer Support at **support@oclc.org**.

- If you do not have an OSC account, it is easy to create an account from the **OSC Welcome page**.

  Notes:
  - It may take several business days to receive your new OSC account. Until then, you can log on as a guest only.
  - If you log on but cannot access the order form, contact OCLC at: **support@oclc.org**.
  - Terms and Conditions: Accepting OCLC Batchload Terms and Conditions is required when you place an order. Click **here** to preview the Terms and Conditions.

Questions for completing Bibliographic Batchload Order form

Is your project for a single institution or a group (multiple libraries)?

☐ Single institution

☐ Group

If Group:

What is the OCLC institution symbol for billing? _____
Enter only one symbol

What is the OCLC group project symbol? _____

Caution: You must be logged on using a OCLC group project symbol to order for the group. If you do not have an OCLC group symbol, contact **support@oclc.org**.

Where in the group records are the internal identifiers specified for the shared local system?

Field _____ Subfield _____

If Group: Enter all OCLC institution symbols of libraries in your group (up to 500 symbols separated by commas, spaces, or semicolons):

Enter up to 500 symbols separated by commas, spaces, or semicolons

Notes:

- To look up OCLC institution symbols, open the **Find an OCLC library** service.
- After you order for a group, you will work with an OCLC database specialist to set up a table that correlates each library identifier with the library's OCLC institution symbol for setting holdings in WorldCat. See **more details** about data you will need to provide.

Which OCLC product(s) will be supported by your project?

☐ Web-scale [now called WorldShare] Management Services

☐ WorldShare Collection Evaluation

☐ WorldCat Local

Note: You can request information in the order form on branch level scoping for implementing WorldCat Local, or you can get that information here. Click this link: **Local Holdings Record Batchload for Branch Level Scoping**.

☐ An OCLC Group Catalog

What is the Group Catalog name? _____

☐ Project not for specific OCLC product(s)

Notes:

- If you are implementing **WorldCat Navigator**, select WorldCat Local or Group Catalog, depending on your contract.
- If you are batchloading for **WorldCat.org**, select "Project not for specific OCLC product(s)".

What is the format of the data you are submitting for this project?

Note: You can select MARC **or** Non-MARC. If you have both data types, you will need to order separate projects.

- ☐ MARC
  - ☐ MARC 21
  - ☐ UNIMARC
  - ☐ INTERMARC
  - ☐ IBERMARC
  - ☐ Local standard (non-MARC-21
    - Other _____
    - Character encoding
      - ☐ MARC-8
      - ☐ UTF-8 Unicode
- ☐ Non-MARC
  - Format
    - ☐ Spreadsheet
    - ☐ Delimited text
    - ☐ Labeled data
    - ☐ Other _____
  - Type of data
    - ☐ Bibliographic
    - ☐ List of numeric search keys
      (Note that the numeric search keys option is unavailable for group batchload orders.)

What is the location and format of your unique local system bibliographic number?

Note: You will not see this question if you are sending non-MARC data for your project.

Location in MARC records

- ☐ 001
- ☐ 035 $a
- ☐ 907 $a
- ☐ Other: Field _____ Subfield _____

Example _____ Enter an example of your system's local bibliographic number.

Note: Starting February 16, 2011, your unique local system bibliographic numbers will be stored at OCLC for use in subsequent batchload matching. **See more** about the importance of these numbers.

What is the location of the OCLC control number in your records?

Note: You will not see this question if you are sending non-MARC data for your project.

Location in MARC records (select as many as apply)

- ☐ None (records do not contain OCLC numbers)
- ☐ 001, OCLC number with ocn/ocm prefix
- ☐ 001, OCLC number only, no prefix
- ☐ **035** $a (OCoLC)
- ☐ Other: Field_____ Subfield_____

See more about the **OCLC control number**.

Do you want to qualify the OCLC control number for record matching?

Note: You will not see this question if you are sending non-MARC data for your project; you will not see the question if you answered "None" (no OCLC control numbers in your records) to the question directly above.

Select any combination, all, or none of the following:

- ☐ Derived title (245, 246, 247)
- ☐ Date (008/07-10
- ☐ Material type (Leader/06)
- ☐ Language of cataloging (040 $b)
- ☐ Use all qualifiers
- ☐ Do not use any qualifiers

- For more information, see the **Selecting OCLC Number Qualifiers for Bibliographic Batchload** quick reference.
- If the data you are sending for this project is a simple list of numeric search keys, the only available selection is "Do not user any qualifiers."

Select a Batchload project type.

☐ One time

What type of project will it be?

☐ Cancels

Cancels holdings for all records you send.

☐ Reclamation

See **Batchload Solutions for Bibliographic Records** for more information.

☐ Set for all

Sets holdings for all records you send.

☐ Set or cancel based on value of Rec Stat

Sets or cancels holdings based on the value of record status (Leader/05).

☐ Retrospective

See **Batchload Solutions for Bibliographic Records** for more information.

☐ Set for all

Sets holdings for all records you send.

☐ Set or cancel based on value of Rec Stat

Sets or cancels holdings based on the value of record status (Leader/05).

☐ Ongoing

What type of project will it be?

- ☐ Cancels only —Cancels holdings for all records you send.
- ☐ Sets only —Sets holdings for all records you send.
- ☐ Set or cancel based on value of Rec Stat —Sets or cancels holdings based on the value of record status (Leader/05).

Note: "Set or cancel based on Rec Stat" is unavailable if you are sending non-MARC data.

How batch processing determines whether to set or cancel holdings in WorldCat records

- **Holdings are set or canceled based on Rec Stat** (that is, **record status**, the value in Leader/05).
  - When record status (Rec Stat) contains the value **d**, your institution's holding symbol is canceled (deleted) on matching WorldCat records.
  - For any other value, your holding symbol is set (added) on matching WorldCat records.
- **Here is how it works:**
  - **Cancel only:** Batch preprocessing forces the value **d** in record status for all records submitted, regardless of what value is in your record, so that your holdings will be canceled (deleted).
  - **Set for all/Set only:** Batch preprocessing changes any occurrence of **d** in record status to **c** so that your holdings will be set for all matching records.
  - **Set or cancel based on value of Rec Stat:** Batch preprocessing accepts the record status value in your records so that your holdings will be canceled for matched records with record status **d**, and holdings will be set for matched records with any other value in record status.

Caution: When your library's holdings are deleted from OCLC master bibliographic records, any attached local records are also deleted, including local holdings records (LHRs) and local bibliographic data records.

Do you want to display local bibliographic data to your users via WorldCat Local or Web-scale [now called WorldShare] Management Services?

Note: You will see this question:

- **Only if** you selected WorldCat Local or Web-scale [now called WorldShare] Management Services as the OCLC product(s) supported by your project
- **But not if** your project is for canceling holdings only
- **And not if** your project is based on a list of numeric search keys

If needed, OCLC can store local bibliographic data that cannot be extracted from bibliographic or local holdings records in WorldCat for display to users of your OCLC discovery interface.

- To create and maintain local bibliographic data records via batchload, you must
  - Provide a unique, persistent local system bibliographic number in each record you send.
  - Have specified the local system bibliographic number location in the previous question.
- Local bibliographic data you select is stored as an attachment to the associated WorldCat bibliographic record.
- The data is **not** added to WorldCat bibliographic or local holdings records and **cannot be viewed or edited in Connexion**.
- The data you select here is unrelated and separate from local fields transferred to your OCLC batch archive record.

Display local bibliographic data to your users?

☐ Yes ☐ No

If Yes:
Select as many data fields as apply

☐ Uniform title (240)
☐ Non-specialized notes (500, 59X)
☐ "With" notes (501)
☐ Subject added entry – Personal name (600)
☐ Subject added entry – Corporate name (610)
☐ Subject added entry – Meeting name (611)
☐ Subject added entry – Uniform title (630)
☐ Subject added entry – Topical term (650)
☐ Subject added entry – Geographic name (651)
☐ Index term – Genre form (655)
☐ Local subject added entry – Topical term (690)
☐ Local subject added entry – Geographic name (691)
☐ Added class number (695
☐ Local subject added entry – Personal name (696)
☐ Local subject added entry – Corporate name (697)
☐ Local subject added entry – Meeting name (698)
☐ Local subject added entry – Uniform title (699)
☐ Added entry – Personal name (700, 790, 796)
☐ Added entry – Corporate name (710, 791, 797)
☐ Added entry – Meeting name (711, 792, 798)
☐ Added entry – Uniform title (730, 793, 799)

If Yes:
Does your system store the data you want to display in the fields listed above?

☐ Yes, my system stores this data in exactly those fields
☐ No, my system stores one or more of the data items I have selected in some other field

See **more information** about displaying local bibliographic data.

Should we add your records when they do not match existing WorldCat records?

Note: You will not see this question if you are sending a list of numeric search keys for your project.

☐ Yes ☐ No

For "Yes," if your records are unmatched and they meet standards of quality and completeness, they will be added to WorldCat as original cataloging.
Please see the cautionary note on the next page about vendor-supplied records.

Caution for adding unmatched vendor-supplied records to WorldCat: You can include vendor-supplied records in a batchload project with other records to set your library's holdings. However, if you are adding unmatched records to WorldCat, your library or OCLC must have permission from the vendor to redistribute the records that the vendor supplied.

Please check your vendor contracts. You can also check OCLC vendor licensing permissions. Go to **http://www.oclc.org/support/services/worldcat-local/vendor.en.html** to open the "Vendor record licensing" Web page. Click **Vendor record sets accessible through WorldCat Local**, and then click **WorldCat Local Databases and Collections** Excel spreadsheet. In the File Download window, click **Open**. In the Excel spreadsheet that opens, click the second tab in the lower left to see the list of OCLC vendor permissions.

If you have records from vendors who have not granted permission to redistribute records, you can first ask for permission. If permission is not granted, order a separate batchload project to set your holdings only for those records. For the order, select **No** in the question above about adding records.

What output do you want to receive when your project is completed?

☐ Report only

Ordering reports is available at no charge.

- For a project based on MARC records or non-MARC bibliographic data, you get a Cross Reference (XREF) Report showing the OCLC numbers across from your system control number. XREF reports are available on the OCLC Product Services Web.
- For a project based on a simple list of numeric search keys, you get a Batchload File Processing Report.

☐ Report and your records

Ordering your records returned with OCLC control numbers is available at no charge.

This selection is available only if you are sending MARC data.

- For a project based on MARC records, you get an XREF report. You also get your records with OCLC numbers added in the location and format you select below.
- **Please note:** If you choose below to merge the OCLC control number into the 001 field, any existing 001 in your records will be replaced. If you choose another field, the new field will be added without replacing existing data. However, the new field will not be added if it is an exact duplicate of an existing field.

OCLC control number

Merge location: Select a location:

☐ 001
☐ 035 $a
☐ Other: Field _____ Subfield _____

Format: Select a format:

☐ (OCoLC)1234
☐ (OCoLC)ocm00001234
☐ ocm00001234
☐ 00001234
☐ 1234

☐ Report and OCLC-MARC records

(**Caution:** Ordering OCLC-MARC records incurs a charge. Please ask for details from OCLC Support at **support@oclc.org** before ordering these records.)

- For a project based on MARC records or non-MARC bibliographic data, you get an XREF report and OCLC-MARC records.
- For a project based on a list of numeric search keys, you get a Batchload File Processing Summary Report and OCLC-MARC records.
- If you make this selection, you can request that your library's local data be transferred to the MARC records. See **more details** about this option.

Notify _____

Enter the e-mail address of the person to notify about reports and records. To enter multiple addresses, separate with commas. Limit to 250 characters total.

How many records do you estimate will be in the project you submit?

_____

Note: If you are ordering an ongoing project, please estimate the number of records in your **initial** record load.

How will you submit your records and who will submit them?

Caution: Send your records **after** you receive your project ID number—a "**P**" number in the format "Pxxxxxx"—from Batch Services.

The following FTP and PSWeb methods are available if you are sending MARC data:

☐ FTP to your library's EDX account

See instructions for **transferring records via FTP**.

☐ FTP by a third party

Third-party contact name _____

Third-party contact email address_____

See instructions for **transferring records via FTP**.

☐ Upload to the OCLC Product Services Web (PSWeb)

See instructions for **uploading records to PSWeb**. PSWeb is at: **http://psw.oclc.org**.

The following e-mail and physical media methods are available if you are sending non-MARC data:

☐ Via e-mail attachment

☐…On physical media via mail service

☐ CD

☐ DVD

Innovative Interfaces local system?

☐ Is your local system by Innovative Interfaces?

Note: If you are sending MARC records for your project AND your local system is by Innovative Interfaces, see special guidelines for **transferring records** using an FTP-type feature of Innovative.

Do you need a PSWeb-only authorization and password?

☐

Select the check box above only if you do not already have an authorization that will also work for PSWeb. You can use your authorization for OCLC cataloging, FirstSearch (with an administrative or statistics password), or resource sharing authorization, if you have one of these, to log on to PSWeb.

If you request an authorization, please enter a password.

Preferred password _____

Guidelines for password:

- Use uppercase letters A-Z, digits 0-9, and characters #, @, and %.
- Use a letter or digit as the first character.

Do you have more information to add about your project?

[Enter free text] (Maximum = 1000 characters. The order form displays the number of characters dynamically as you enter them.)

Support

If you have questions, please contact OCLC Customer Support at **support@oclc.org**.