

# Local Holdings Offline Product Quick Reference

## Overview

The Local Holdings Offline Product is a tab-delimited text file of your library's local holdings records. Use it to review your holdings data and identify necessary changes.

You can order it at no charge using its online order form. You receive an e-mail notice when the file is ready. Then you can download the file and import it into Microsoft Office Excel or another spreadsheet program so you can view, sort, format, and print the data.

## Order the offline product

To order the Local Holdings Offline Product:

Step	Action
1	Go to the order form at <a href="http://oc.lc/L0qfui">http://oc.lc/L0qfui</a>
2	Provide the information requested on the form: <ul style="list-style-type: none"> <li>Your name</li> <li>Your institution name</li> <li>Your OCLC® symbol</li> <li>Your regional service provider</li> <li>Your e-mail address</li> <li>Your telephone number</li> <li>Any comments or questions about your order</li> </ul>
3	Click <b>Submit</b> . The system displays a confirmation message. You will receive an e-mail message when the file is ready.

## Download the file

When you receive the e-mail notice that the file is ready:

Step	Action
1	In the WorldShare interface, navigate to <b>Metadata &gt; My Files</b> .
2	Click <b>Downloads</b> .
3	Select <b>Reports</b> from the Filter by drop-down list.
4	Locate the file you want to download. The file name format is metacoll.[user-symbol].Ihop.D[date processed].T[time processed].csv. <b>Example</b> metacoll.OCWMS.Ihop.D20170213.T183013.csv
5	In the Action column, click <b>Download</b> . The file will automatically download to your workstation.
6	Save the file to your computer in its original format type. Do not change the file extension.

## Import the file into Excel

### One file (20,000 or fewer records)

To import one downloaded file into Microsoft Office Excel:

Step	Action
1	Open Microsoft Office Excel.
2	Open the downloaded file in Excel (File > Open). An Import Wizard appears.
3	Choose <b>Delimited</b> file type and click <b>Next</b> .
4	Choose <b>Tab</b> delimiter and click <b>Next</b> .
5	Change the Column data format to <b>Text</b> for the <b>LHR Summary</b> and <b>LHR 008/26-31</b> columns.
6	Click <b>Finish</b> . Excel imports and displays the data.
7	Click <b>Save As</b> (File > Save As) and save the file as an Excel workbook.

### Multiple files (more than 20,000 records)

To import multiple downloaded files into Excel, follow the one-file instructions to save each downloaded file as a separate Excel workbook. Then copy and paste the rows from each workbook into one of the workbooks and save it.

## Reminders/tips

You receive an e-mail message when the file that you order is ready. The file will be ready within three weeks after you order it. The time needed to produce the file depends on the current volume of orders for offline products.

## Resources

The Documentation page and the Training (online tutorials) page for Local Holdings are available at <http://www.oclc.org/localholdings/support/default.htm>

Information about the fields and codes used in local holdings records is available in the "OCLC-MARC Local Holdings Format Tag Chart" available on the Documentation page and in the help for Local Holdings fields available in the Connexion® browser interface.

## Support

**OCLC support staff:**

E-mail: [support@oclc.org](mailto:support@oclc.org)

Telephone: 1-800-848-5800 (USA) or +1-614-793-8682 (7:00 a.m. to 9:00 p.m., U.S. Eastern time, Monday–Friday)

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### Columns and data in the Local Holdings Offline Product

The columns in the tab-delimited text file appear in the order listed in the following table. If a local holdings record (LHR) does not contain information for a particular column, that cell is left blank. Each heading in the table applies to a single column, except the last heading (LHR Miscellaneous Fields), which applies to multiple columns. In the file, each subfield delimiter appears as \$. For more information about fields and codes, see the Resources section of this quick reference.

Heading	Description	Example
OCLC No.	OCLC number of the bibliographic record to which the LHR is attached.	1081160
Title	Title (245 \$a, \$b) of the Item, from the bibliographic record.	Smart computing in plain English.
ISBN/ISSN	ISBN (020 \$a) or ISSN (022 \$a) from the bibliographic record, preceded by an identifying label. Only the first ISSN and/or first ISBN is included.	ISSN 1093-4170
Place of Publication	Publication information (260 \$a, \$b) from the bibliographic record.	Bridgehampton, N.Y. :Dan Rattiner,
BLvl	Bibliographic Level Code (BLvl) from the fixed field of the bibliographic record. Represents the relationship between the item cataloged and its constituent parts.	s
Form	Form of Item Code (Form) from the fixed field of the bibliographic record. Represents the form of material described.	a
SrTp	Type of Serials Code (SrTp) from the fixed field of the bibliographic record. Indicates whether the item is a periodical, monographic series or newspaper.	n
LHR Summary	Summary information from the LHR. There is one summary per bibliographic record regardless of the number of LHRs that your library has attached to the bibliographic record. If a library has multiple LHRs attached to a single bibliographic record, each LHR appears as a separate row in the file and the summary field is repeated in each row.	1972-1979
LHR Leader	Leader information from the Leader field of the LHR. Each element from the leader has an identifying label.	Type of Record y, Record Status n, Item Info n, Encoding Level 3
LHR 007	Form of item codes (007) from the LHR that describe the physical characteristics of the copy of the bibliographic item for which holdings are recorded.	hd u     c
LHR 008 - Complete Field	Fixed-Length Data Elements General Information codes (008, complete set of 32 characters related to coded values in Z39.71).	0604075u 8 0001abeng0060615
LHR 008/20	Lending Policy code (008/20) from the LHR that represents the Lending Policy for the bibliographic item for which holdings are recorded.	a
LHR 008/21	Reproduction policy code (008/21) from the LHR that represents the Reproduction Policy for the bibliographic item for which holdings are recorded.	b
LHR 008/26-31	Date of Report (008/26-31) from the LHR. The date the LHR was last updated.	060615
LHR 852	Location information (852) from the LHR that identifies the location of the item. Includes the field tag, indicators, and all subfields. Subfield delimiters appear as \$.	852 \$a SEU\$b SEUA\$z Retains current eighteen months.
LHR Miscellaneous Fields	Holdings Information fields from the LHR that describe the library's holdings including Electronic Location (856) and Holdings Data (853-878). Each field appears in a separate column and includes the field tag, indicators, and all subfields from the field. Repeatable fields appear in separate columns. For example: if there are two 863 fields, each 863 field appears in a separate column. Subfield delimiters appear as \$.	856 41 \$u http://www.foreignaffairs.org/ backissues/ 853 33 \$8 1\$a (*)\$i (year) 863 3 \$8 1.1\$a 1-24\$i 1958-1981 866 37 \$8 0\$2 usnp\$a s=<1810:10:19> <1811:7:24, 12:4> <1812:7:10> <1814:7:27> <1820:11:1>



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Product Code REF3445  
0802/2000321W - M, OCLC