

Introduction

The **WorldCat Registry™** is a free Web service for information professionals and administrators at libraries and other knowledge-based institutions, both inside and outside the OCLC cooperative. Settings are now configurable in OCLC Service Configuration at <http://worldcat.org/config/>.

The *WorldCat Registry Data Fields Quick Reference* is a guide to detailed descriptions and examples required for data input via the web interface.

Note: Required fields are marked with an asterisk (*).

Name and Location fields

Enter or revise your institution's information, such as physical and postal street addresses, Web sites and telephone numbers.

Field Name	Description and Example
Institution Name*	Name describing your institution. Include identifying information, such as consortium or branch name. Note: This field is used in record creation. examples: Seattle Public Library; BANK OF CHINA, LAW AFFAIRS DEPT
Also Called	Alias name, common name, abbreviation, or English version of a non-English name, if applicable. example: Detroit Area Library Network Also Called: DALNET
Institution Type*	Select your institution type from the drop-down list.
Privacy Preferences*	Choose Make information public to make your institution's profile public, or Make information private to only have your institution's name and address publicly available.
Address fields	
Type*	You can enter up to four addresses: <ul style="list-style-type: none"> • Main address • Business address • Shipping address • Other address
Address 1*	Institution's physical address.
Address 2	Other address information, such as P.O. Box, Suite, etc.
City*	City of institution's physical location.
State or Province	Select your state or province from the drop-down list, if applicable. Drop-down values are available for the United States, Canada and Australia. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Zip or Postal Code	Postal or zip code of institution's physical location.

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Country*	Select your country from the drop-down list. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Latitude	Your institution's latitude. It is a set of data derived from an institution's business or mailing address. example: 40.017075,-83.066376 Note: Entering Latitude and Longitude will enable advanced features like a map and auto-detection of your time zone.
Longitude	Your institution's longitude. It is a set of data derived from an institution's business or mailing address. example: 40.017075,-83.066376 Note: Entering Latitude and Longitude will enable advanced features like a map and auto-detection of your time zone.
Email Address	Email address(es) associated with the account.
Phone/Web fields	
Phone	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Fax	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Home Page	Institution or library's main Web site address. example: www.spl.org
Information Page	Address of the institution's Web page which lists locations, department, hours, and contact information. example: www.spl.org/default.asp?pageID=branch
Library Card Form Page	Address of the institution's Web page to sign up for a library card. example: http://web19.columbuslibrary.org/dpcard/contract.cfm
Wifi Access	Check the check box if Wifi Access is available.

Open Hours fields

Set your hours of operation.

Field Name	Description and Example
Time Zone	Select a time zone from the drop-down list, or click Auto-Detect Time Zone to automatically set your time zone. Note: This is based on the institution's address, so you must have an address with geolocation selected on the Map page.
Normal Hours	
Open Status	Select a status from the drop-down list.
Opening Time	List the time in hour and minutes. Select AM or PM.
Closing Time	List the time in hour and minutes. Select AM or PM.
Special Hours	
Description	Type a description of your special hours. example: Summer Vacation 2011
Date From/Thru	Choose dates from the calendars provided.

Branches and Affiliations

Set up institutions that are subordinate to or serve as extensions of your institution. Current Branch and Affiliate associations are listed on the screen.

Note: To be associated, a branch must have its own Registry profile.

Field Name	Description and Example
Branches	Institutions that are subordinate to or serve as extensions of your institution. (To be associated, a branch must have its own Registry profile.) example: West Branch; Main Street Branch Note: These associations can be made only by a superior parent or consortium within its own Registry profile.
Affiliations	Parent (main) institutions, and consortia or group memberships. Note: These associations can be made only by a superior parent or consortium within its own Registry profile.

Contacts fields

Contact information for key administrative and departmental personnel.

Note: The WorldCat Registry will allow you to make this information publicly available. You can also enter personnel who would be of interest only to parties with whom your profile will be shared.

Field Name	Description and Example
Role*	Select a role from the drop-down list.
Name*	Contact's name, first and last name (surname). Note: Name must be at least two characters.
E-mail Address	Contact's e-mail address.

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Phone	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Fax	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Visible to All	Click the check box to allow a contact to be visible to anyone. Note: If you do not make the choice, contact information will be hidden to general public and available only to parties with whom you share your profile.

Identifier Types

List of identifying codes assigned by OCLC and other industry and standards organizations, if applicable. (The ID assigned by the WorldCat Registry is included.)

Identifier Type	Description and Example
WorldCat Registry ID	The unique ID assigned by the WorldCat Registry (not editable). example: 21274
Australian Business Number	11-digit unique identifier issued by the Australian Taxation Office that is used by business entities when dealing with the Australian government. example: 48 004 146 338 See: http://www.ato.gov.au/
Australian National Union Catalog (NUC)	A unique identifier issued by the National Library of Australia for organizations which contribute information to the Australian National Bibliographic Database (ANBD). Australian National Union Catalog symbol has been recognized as an International Standard Identifier for Libraries (ISIL). example: ANL (National Library of Australia) See: http://www.nla.gov.au/ilrs/
BIBSYS Library Code (Norway records) (editable by OCLC staff only)	A unique library identifier issued by BIBSYS which is a key supplier of products and services for higher educational institutions, other research institutions in Norway, public administrative institutions and the National Library of Norway. example: xu
British Library Code (UK records)	An internal unique identifier for British Libraries indicating the physical location of the material. Enables British Library customers to convert into names and addresses the library codes they are given in response to location searches. It also indicates each library's supply and charging policies. example: ED/N-2, DB/N-2 See: http://www.bl.uk/reshelp/atyourdesk/docsupply/help/replycodes/dirlibcodes/
Federal Employer Identification Number (FEIN) Identifier	A unique nine-digit numeric identifier assigned by the Internal Revenue Service to businesses in the United States. example: 88-1234567

International Standard Identifier for Libraries (ISIL)	<p>A unique identifier issued by the ISIL Agency to create an identifier to enable unique identification of a library or related institution. An ISIL is made up by two components: a prefix and a library identifier, in that order, separated by a mandatory hyphen. An OCLC symbol can be rendered as ISIL by the addition of the prefix "OCLC" or "O" for technical encoding in cases such as RFID tags.</p> <p>examples: CA-QMCB, OCLC-ABCDE</p> <p>To learn more about the standard see: http://bibstandard.dk/isil/ and http://www.iso.org/iso/catalogue_detail?csnumber=27979</p> <p>To learn more about the OCLC symbol rendered as ISIL, see: http://www.worldcat.org/webservices/registry/xsl/identifiers</p>
MARC Organization Code (NUC)	<p>Alphabetic identifier used in Library of Congress National Union Catalog.</p> <p>example: TxLbAMS; RiEpGSL</p> <p>See: http://www.loc.gov/marc/organizations/</p>
NCES Library Code/LIBID	<p>Alpha-numeric identifier issued by the National Center for Educational Statistics (U.S.) identifying branch level information for Public Libraries.</p> <p>example: 157B08</p> <p>See: http://nces.ed.gov/</p>
NCES Organization Code/FSCS ID	<p>Alpha-numeric organization code issued by the National Center for Educational Statistics (U.S.) for Public Libraries.</p> <p>example: OH0057</p> <p>See: http://nces.ed.gov/</p>
NCES IPEDS ID/UnitID	<p>Numeric identifier issued by the National Center for Educational Statistics (U.S.) for Academic Institutions.</p> <p>example: 164924</p> <p>See: http://nces.ed.gov/</p>
New Zealand Library Symbol (New Zealand records)	<p>A unique library identifier issued by the National Library of New Zealand. Its primary purpose is to facilitate interloan. New Zealand Library Symbol has been recognized as an International Standard Identifier for Libraries (ISIL).</p> <p>example: WN (National Library of New Zealand, Wellington)</p> <p>See more about ISIL: http://www.bs.dk/isil/index.htm</p> <p>See: http://www.natlib.govt.nz/catalogues/directory-of-libraries</p>
New Zealand Union Catalog Name (editable by OCLC staff only)	<p>A unique library identifier issued by the National Library of New Zealand.</p> <p>example: Porirua Public Library</p>
OCLC Account Name (editable by OCLC staff only)	<p>Account name issued by OCLC to member institutions. This name will be used as your Institution Name unless you want to change it.</p> <p>example: OCLC, Inc.</p>
OCLC Symbol (editable by OCLC staff only)	<p>Alpha-numeric identifier issued by OCLC to member institutions.</p> <p>example: OCL</p> <p>See: http://www.oclc.org/contacts/libraries/default.asp</p> <p>To learn more about the OCLC symbol rendered as ISIL, see: http://www.worldcat.org/webservices/registry/xsl/identifiers</p>
RCR Code (France records) (editable by OCLC	<p>A unique numeric library identifier issued by ABES (Agence Bibliographique de l'Enseignement Supérieur) the agency in charge of SUDOC (Système Universitaire de documentation), the Library Union Catalogue for the academic, specialist and Higher</p>

staff only)	Education in France. example: 974112202
SAN Identifier	The Standard Address Number (SAN) is a seven-digit numeric identifier used to identify organizations and businesses interacting with the publishing industry (including book and serial manufacturers, libraries, publishers.) example: 0348277 http://www.niso.org/kst/reports/standards?step=2&gid=&project_key=97d7bef1a7fda9d9979b2bb1d58812284426eec7

Online Catalog fields

Information about your Web-accessible catalog, and choices for selecting an availability option (Available Online, Not Available, or Available on Intranet only) for your online catalog.

Note: WorldCat Registry automatically suggests values for the fields based on a sample search from your catalog. For OCLC member libraries, the online catalog links will be available within 24 hours.

Field Name	Description and Example
Library System Used	Select your vendor from the drop-down list.
Base URL	Main URL for your library's catalog. Note: Only one link can be used per profile. example: http://catalog.columbuslibrary.org/
Online Catalog Direct to ISBN	URL for the screen that displays the results of an ISBN search of your catalog. example: http://catalog.columbuslibrary.org/?q=isbn:
Online Catalog Direct to ISSN	URL for the screen that displays the results of an ISSN search of your catalog. example: http://catalog.columbuslibrary.org/?q=issn:
e-Serial ISSN Search	URL for the screen that displays the results of an ISSN search of your catalog for electronic serials. example: http://library.institution.edu/search/i?SEARCH=
Online Catalog Direct to OCLC Number	URL for the screen that displays the results of an OCLC Number search of your catalog. example: http://vtls.ualibrary.org/cgi-bin/gw/chameleon?host=localhost+1111+DEFAULT&u1=6001&search=KEYWORD&function=INITREQ&t1=
Add Leading Zeroes to the OCLC search Term	Click the check box to add leading zeros to the search term if your library configures its catalog to retain the leading zeros on OCLC numbers.
OCLC Number Prefix	Select which option you prefer for adding a prefix to the OCLC Number. example: OCM
Custom Prefix	Custom prefix to add to all OCLC Numbers.

IP Addresses

Set Internet Protocol (IP) addresses for your institution's computer network.

Note: WorldCat Registry does not make this information publicly available.

Field Name	Description and Example
IP Addresses	Internet Protocol addresses of your institution's computer network. (WorldCat Registry does not make this information publicly available.) examples: 132.174.95.5 OR 132.174.95.5-60 OR 132.174.95-98.* OR 132.174.95.* OR 132.174.*.*

OpenURL Resolver fields

Link resolvers that deliver appropriate electronic resources to a Web user. For more information, please see <http://www.oclc.org/productworks/schema.doc>.

Field Name	Description and Example
Base URL*	URL of the OpenURL resolver to be used. example: http://olinks.ohiolink.edu/olinks.php
IP Address*	Your institution's IP address is listed, as you have indicated under IP Addresses .
Resolver Link Text*	Specify the text that will display as a link leading to the designated OpenURL server.
Resolver Image Location	Specify the URL for an icon that will display as a link leading to the designated OpenURL server.
Institution Domain	The domain name associated with the Institution. example: spl.org
Vendor	Your OpenURL Resolver vendor.
Vendor Product Version	The version of your vendor's product.
OpenURL Version*	Select the version of your OpenURL Resolver.
Z39.88-2004 Community Profiles	Select your profile. The optional repeating Z39.88-2004_CommunityProfile element describes which community profiles the Resolver supports for any entity. If this element is omitted, OCLC will assume that no community profiles are supported. These identifiers must be in the pattern of info:ofi/pro:.*

Virtual Reference fields

List any virtual reference service (such as "Ask a Librarian") offered by the institution.

Note: At present, your profile can list only one service.

For more information, please see: http://liswiki.org/wiki/Virtual_reference.

Field Name	Description and Example
Vendor	Select a vendor from the drop-down list.
URL	The URL of your institution's virtual reference service.

Tax Rate

Field Name	Description and Example
Tax Rate	Enter the local tax rate for your institution.

Additional Resources

Registry data set is also accessible via web services. XML schemas for the WorldCat Registry results set can be found at <http://worldcat.org/wcpa/content/affiliate/default.jsp>.

Global Policies

Set your resource sharing policies. Select the options to indicate information about your resource sharing policies and charges.

Note: These general policies may not apply for all inter-lending and are subject to change.

Field Name	Description and Example
Copy Policy	Choose the check box for each policy that applies. You may select only one button for fees. Note: The default setting is A fee is charged.
Loan Policy	Choose the check box for each policy that applies. You may select only one button for fees. Note: The default setting is A fee is charged.