



WorldCat Local: Send Records for Batchload Using PSWeb

Three-step process

After you order batchload processing from the [OCLC Online Service Center](#), to synchronize your library's records with WorldCat, you can send them to OCLC for processing via the OCLC Product Services Web (PSWeb), using this three-step process:

- Step 1. Create DATA file(s) containing your records.
- Step 2. Create a LABEL file with information about each DATA file.
- Step 3. Upload the DATA and LABEL files via the PSWeb.

What you need:

- * Plain text editor such as NotePad (**do not use Word**)
- * Web browser
- * OCLC authorization and password
Use your existing Cataloging or Resource Sharing authorization and password, or e-mail orders@oclc.org to request a PSWeb authorization. Include a password you want to use (2–9 characters).

Caution: Please read all instructions before proceeding and then follow as closely as possible. Inaccurate data, project information, or file naming can prevent your records from being processed.

Step 1. Create DATA file(s) of records

1. Copy your MARC-21 records to one or more files.
Limits: Records in a file—90,000; records in a project—10,000,000
2. Give the file a name:
 - Use alphanumeric characters only (no hyphens, dashes, or other non-alphanumeric characters).
 - Use no more than 8 characters between periods.
 - Use the following naming convention to match the required format for naming the corresponding LABEL file:
Type **DATA.D** followed by the current date in the format *yyymmdd*.
Example: DATA.D090328
 - If you plan to submit multiple files, add an extension (.FILE) and number the files.
Example: DATA.D090328.FILE1, DATA.D090328.FILE2, DATA.D090328.FILE3.
 - Do not use the .FILE extension if you will send only one file.

Step 2. Create a LABEL file for each DATA file

1. Open a new document in a text editor such as NotePad.
2. Type the five field labels listed in the table below this procedure. Press the <Spacebar> twice (to enter 2 blank spaces), and then type the data. Use guidelines at the top of the next page.
3. Click **File > Save** to name and save the file:
 - a. In the **File name** box of the **Save As** window, type **LABEL.D**, then the current date in the format *yyymmdd*.
Example: LABEL.D090424
 - b. Add the .FILE extension if you create multiple LABEL files, followed by the same number as the DATA file it describes.
Examples: LABEL.D090424.FILE1, LABEL.D090424.FILE2
 - c. Select the file extension *.txt if not already selected.
Examples: LABEL.D-90424.txt
Or
LABEL.D090424.FILE1.txt, LABEL.D090424.FILE2.txt
 - d. In the **Encoding** list, select **ANSI** if not already selected. Other encoding types may cause file errors.

What to type in your LABEL file:

Type this field	Type this data
DAT	Date the DATA file was compiled, in the format <i>yyyymmdd</i> , followed by 000000.0 , no spaces
RBF	Number of records in the DATA file, no comma
DSN	DATA file name
ORS	OCLC institution symbol
FDI	OCLC-assigned project ID number (in your order confirmation e-mail from Batchload Services)

Example of the content of a LABEL file

Each # represents a blank space. Note that the font is Courier New. Complete guidelines are at the top of the next page.

```
DAT##2009032800000.0
RBF##75000
DSN##DATA.D090328
ORS##OCL
FDI##P011871
```

Guidelines for creating the LABEL file:

- Type all content in capital letters.
- Do not add any other data or notes.
- Spacing in the data is critical. 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: In NotePad, click **Format > Font**, and select **Courier-New** in the **Font** list.
- Press <Enter> to enter the next field.

Step 3. Upload the DATA and LABEL files to OCLC

1. In your Web browser, go to <http://psw.oclc.org>.
2. In the list of links on the left, click **File uploads**.
3. On the File Uploads page, click **OCLC Batch Services (Batchload orders with project number Pnnnnnn)**.
4. Enter your OCLC logon authorization and password and click **Enter**.
Note: See "What you need" on page 1 for more information about obtaining an authorization if you do not have one.
5. Under **Data File(s)**, type the full path and file name of your DATA file, or click **Browse** and locate the file.

6. Do the same under **Label File(s)** to enter the LABEL file that describes the DATA file.
7. Enter more pairs of DATA and LABEL files if needed.
Daily limit: If you are sending more than a total of 750,000 records, limit uploads to 10 DATA files of 90,000 records or less and 10 corresponding LABEL files per day.
8. Click **Upload Files**. Your files should appear in the **Current Files** list below the **Upload Files** button.
9. Click **Log Out** below the list of links on the left.

Result: Your DATA and LABEL files are picked up by OCLC software. You will get an e-mail notification when processing begins.

Support

For assistance with creating or sending your files, contact OCLC Consultative Services by e-mail at: consult-svcs@oclc.org.

For assistance with PSWeb, call OCLC support staff at 1-800-848-5800 or send an e-mail to support@oclc.org.