OCLC

TRANSLATION TABLE REQUEST
GROUP BATCHLOAD

TO	DATE REQUESTED	PAGE OF
Batch Services Department, MC 639		

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

☐ Initial translation table request for new group

☐ Change to existing translation table for existing group

LIBRARY CODE	SET SYMBOL	INST NUMBER	INSTITUTION NAME

COMMENTS

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

OCLC USE ONLY

DATE INSTALLED	INSTALLER INITIALS

Send to: BSD, D & OPD, Network, and keep copy for your records