

2 Select a Batchload Project Type and Output

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2.1 List of batchload project and output types

Click a link to go directly to a description of a project type: [Reclamation](#) | [Retrospective](#) | [Symbol flip](#) | [Cancel holdings only](#) | [Ongoing batchload](#) | [Other MARC \(non-MARC21\) formatted data](#) | [Non-MARC "patterned" bibliographic data](#) | [List of numeric search keys](#) | [Group batchload](#)

Click a link to go directly to a description of an output type: [Cross Reference Report](#) | [Library's own records returned with OCLC numbers](#) | [OCLC-MARC records returned](#)

See more about: [Ways to keep your holdings in sync](#)

Note: One-time no-charge reclamation or retrospective project. Since July 1, 2005, OCLC has offered a first-time no-charge reclamation or retrospective project to synchronize a library's holdings with WorldCat. The only requirement is that following the completion of the batchload project:

The library **must continue to keep holdings up-to-date in WorldCat**. This constant follow-up is critical to maximizing your library's use of OCLC services.

How? You can continue to use batchload, or you can use other OCLC services. See more in section 2.9 below.

2.2 Project types

Select a project type based on the status of your records in relation to WorldCat and the type of records/data your library can provide. (Batchload uses MARC-formatted records for processing but can also use or convert other types of data; see [chapter 4](#), section 4.9 "More about record and data formats for batchload" for more information.)

See section [2.7](#) below for a checklist of questions to help you select the type(s) of batchload projects you may need. You may need more than one type.

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.

Reclamation (including a scan/delete process)

Matches your records in WorldCat to set (add) holdings; time-stamps them; and then cancels (deletes) holdings on records that were set earlier than the time of the batchload transaction. This type of project can bring your holdings up-to-date if you have not consistently maintained them and cannot easily isolate only the records that need to be updated. The following is how a reclamation project works:

- You send all of your library's records. As they are matched in WorldCat and holdings are set for items you hold, the current date is "stamped" on each record.
- After batchload is complete, OCLC runs a Scan/Delete to remove your holdings from records with a date stamp earlier than the date of the batchload transaction (typically the date when you extracted your records for submittal to OCLC).

Note: Before performing the scan/delete, Batch Services always contacts you to confirm the date on which canceling holdings will be based. You must approve the date before OCLC will run the scan/delete.

- Holdings set after the date of the scan/delete are retained in WorldCat. Therefore, you can continue online cataloging while your records are processed. OCLC recommends, however, that you stop deleting holdings until the reclamation project is complete.
- By default, scan/deletes are processed to skip any holding set on a record that has a local holdings record (LHR) attached. The LHR itself will remain, and the holding will remain set on the record, regardless of date stamp. However, you can request to remove the LHR and related holding (use the free-text box in the order form question “Do you have more information for your project?”)..

Note: You can also request a scan/delete only. See instructions in [chapter 3](#), section 3.4 “How to request a scan/delete-only or symbol flip project.”

To select a reclamation project when you order:

1. In the Bibliographic Batchload order form question, “Select a Batchload project type,” select **One time**, and then select **Reclamation**. (See complete ordering instructions in
2. In “How should holdings be set or canceled,” select:
 - **Cancel for all**
 - Or
 - **Set for all**
 - Or
 - **Set or cancel based on value of Rec Stat** ([Rec Stat](#) = record status, Leader/05)

See details for these choices in [chapter 5](#), section 5.1.5 “Setting and canceling holdings.”

Retrospective

Matches your records in WorldCat to set holdings if you are new to OCLC cataloging or have not previously set holdings in WorldCat. Also used to set, cancel, or set and cancel holdings as appropriate to fill a gap in your collection or to catch up after periods of inactivity.

- You send all of your records or a subset of records to set or cancel holdings in WorldCat and obtain OCLC control numbers for records in your local system if you choose.
- A retrospective project does not include scan/deletes.
- It is usually a one-time project (see more about ongoing projects below).

To select a retrospective project when you order:

1. In the Bibliographic Batchload order form question, "Select a Batchload project type," select **One time**, and then select **Retrospective**.
2. In "How should holdings be set or canceled," select:
 - **Cancel for all**
 - Or
 - **Set for all**
 - Or
 - **Set or cancel based on value of Rec Stat** ([Rec Stat](#) = record status, Leader/05)

See details for these choices in [chapter 5](#), section 5.1.5 "Setting and canceling holdings."

Symbol flip

Scans WorldCat for an OCLC institution symbol in bibliographic records and replaces all occurrences with another institution symbol, or scans for multiple institution symbols and replaces them with a single institution symbol (for example, to merge collections from multiple libraries or to form a consortium under one symbol).

- You do **not** need to use the Bibliographic Batchload order form **or** send records to OCLC.

To order a symbol flip project:

- ▶ Send a written request in an e-mail to OCLC Batch Services at batchload@oclc.org.

For complete instructions, see [chapter 3](#), section 3.4 "How to request a scan/delete-only or a symbol flip project."

Cancel holdings only (on records sent)

Matches your records in WorldCat to cancel holdings, for example, for discarded items.

- Send only records for items your library no longer holds.
- Your holdings are removed WorldCat for all of the records you send that match WorldCat records.

To select a cancel holdings project when you order:

Do this

1. In the Bibliographic Batchload order form question, "Select a Batchload project type," select **One time**, and then select **Cancels**.

2. In “How should holdings be set or canceled,” the only selection available is **Cancel for all**.

Or do this

- ▶ Choose **Ongoing**, and then choose **Cancels only**.

Ongoing batchload

Once your holdings are up-to-date in WorldCat, you can order an ongoing (open-ended) project to continue processing records to update holdings as your library acquires and catalogs items or weeds the collection and de-acquisitions items.

You continue to send your records. OCLC continues to process them as set up in your project whenever they come in. OCLC returns your batchload output for each file of records as the records finish processing.

Note: You may need one or more ongoing projects. The way your local system identifies items removed from your collection—that is, whether batch processing can use or force the value **d** in record status ([Rec Stat](#); Leader/05) in your bibliographic records to delete holdings—determines whether you would need one or more ongoing batchload projects. See [chapter 5](#), section 5.1.5 “Setting and deleting holdings” for details.

To select an ongoing project when you order:

1. In the Bibliographic Batchload order form question, “Select a Batchload project type,” select **Ongoing**.
2. In “What type of project will it be,” select:
 - **Cancels only**
 - Or
 - **Sets only**
 - Or
 - **Set or cancel per record status** ([Rec Stat](#), Leader/05)

See details for these choices in [chapter 5](#), section 5.1.5 “Setting and canceling holdings.”

Other non-U.S.-based MARC formatted data

You send records in other non-U.S.-based MARC formats, such as UNIMARC, INTERMARC, and IBERMARK for Batch Services to convert to MARC 21 for processing.

Non-MARC “patterned” bibliographic data

For libraries that cannot provide MARC-formatted data, OCLC has its own tools to converting non-MARC “patterned” bibliographic data for batchload.

- You send non-MARC data that has discernible elements, such as author and title, in a consistent format, such as in a spreadsheet or a tab-key-delimited text file.
- The data is converted to MARC records and matched against WorldCat for setting or canceling your holdings.

- You can get matching full OCLC-MARC records for records that have holdings set to load into your local system if you want to upgrade your records.

To select a non-MARC “patterned” bibliographic data project, first select the data type:

1. In the Bibliographic Batchload order form question “Identify the format of the data you are submitting...,” select **Non-MARC**.
2. Under “Format,” select:
 - **Spreadsheet**
 - Or
 - **Delimited text**
 - Or
 - **Labeled data**
 - Or
 - Other** (enter a description in the adjacent text box)

(Continued on next page)

3. Under “Type of data,” select **Bibliographic**.

Then select the project type:

4. For the order form question “Select a Batchload project type,” select **One time** or **Ongoing**.
5. Select **Cancel**, **Reclamation**, or **Retrospective**, and then select **Set for all** or **Cancel for all**.

Non-MARC—List of numeric search keys

OCLC can use a simple list of numeric data to match against WorldCat records for setting or canceling holdings.

- You send a list of one of the following numbers from the numeric data in your records: LCCNs, ISBNs, ISSNs, or OCLC control numbers. You can send one file per number type; you cannot, for example, mix OCLC numbers and LCCNs in a single file. You can, however, send multiple files, each based on a single number type—for example, a file of OCLC numbers for one set of records and a file of ISBNs for another set of records.

Caution: The match rate for lists of LCCNs, ISBNs, and ISSNs tends to be very low. If possible, please provide OCLC numbers for your numeric search key project.

- Your holdings are set or canceled in WorldCat records that have matching numeric data.
- If you are setting holdings, you can order matching full OCLC-MARC records for loading into your local system if you want to upgrade your records.

To select a non-MARC numeric search key project when you order, first select the data format:

1. In the Bibliographic Batchload order form question “Identify the format of the data you are submitting...,” select **Non-MARC**.
2. Under “Format,” select:
 - **Spreadsheet**
 - Or
 - **Delimited text**
 - Or
 - **Labeled data**
 - Or
 - Other** (enter a description in the adjacent text box)
3. Under “Type of data,” select **List of numeric search keys**.

Then select the project type:

4. In the order form question “Select a Batchload project type,” select **One time** or **Ongoing**.
5. Select one of the following types of processing: **Set for all** or **Cancel for all**.

Group project

- You send the consolidated set of records that are shared by a group of libraries for resource sharing or that are produced from a shared local system or a shared processing center.
- Group projects can be one-time or ongoing, and they can be different project types, including reclamation, retrospective, and others.

See instructions for ordering for a group in [chapter 3](#), section 3.3.1, “Order a group project.” There are unique guidelines, options, and results to consider before ordering a group project. See details in section 3.3.2 “Guidelines and options for ordering group projects.”

2.3 Separate batchload orders for each project type

Your library’s local system may have different types of records—such as vendor, locally created, special collection/archive, or digital resource records—which require different types of batch processing or output. To process different record types, you may need to order separate batch projects.

For example, a library may send a file of records to have holdings set, original records added, and full OCLC-MARC records returned to replace brief records. At the same time the library has another file of records which needs only a Cross Reference Report to index OCLC numbers, not full records, since those records are already full MARC format.

Each of these is a separate project and requires two separate orders and submission of two separate sets of records. Each project will have its own project ID for tracking.

2.4 Output types

Select the type of output that meets your library’s needs for:

- Indexing the OCLC control number to integrate your local system with WorldCat
- Upgrading your local system records as needed

OCLC produces the output that you select for each file in your project as it completes processing.

See [2.8](#) below for a checklist of questions to help you select the type of output you need.

Cross Reference Reports

Batchload automatically generates a two-column text file that lists the OCLC number (without prefix) across from the unique local record ID located in the 001 field. If your local record numbers were not in the 001 field when you sent them to OCLC, batch preprocessing moved them to the 001.

Example of a Cross Reference Report:

OCLC control number	Local record ID from 001 field
48110776	.b21361198
179104583	.b21512760
229024760	.b21512772

- You can use this report to match and merge the OCLC numbers into your local system records for indexing. Indexing the OCLC numbers integrates your local system with WorldCat.
- Batchload always produces XREF reports and makes them available, whether or not you use them, **unless** your batchload project was based on a list of numeric search keys. For numeric search key projects, you receive a Batchload File Processing Summary Report.

Note: You may want to check with your local system provider to verify that your system can use the Cross Reference Report for merging OCLC numbers into your records.

To select a Cross Reference (XREF) Report as output when you order:

- ▶ For the Bibliographic Batchload order form question “What output do you want to receive when your project is completed?” select **Report only**.

Note: “Report only” is the only choice when you order a project based on numeric search keys. Instead of an XREF report, you receive a Batchload File Processing Summary Report.

Your records returned with OCLC numbers

Note: This option is unavailable for batchload projects using non-MARC data (either non-MARC bibliographic data or a list of numeric search keys).

Batchload returns your records with OCLC control numbers merged in for those that matched WorldCat records.

- By default, the OCLC control numbers are merged into your records in field 035 \$a with the *(OCoLC)* prefix. You can select a different (or additional) location and format for the merged OCLC number when you order your project. For example, you may want the OCLC number merged in field 001 with the *ocm* or *ocn* prefix.
- This output type is not generated unless you request it in your batchload order.

To select your records returned with OCLC numbers as output when you order:

- ▶ For the Bibliographic Batchload order form question “What output do you want to receive when your project is completed?” select **Report and your records**.

Full OCLC-MARC records returned

Note: This option is unavailable for batchload projects that are based on a list of numeric search keys.

Batchload can provide copies of OCLC-MARC records that matched your records in WorldCat.

- If you choose this option, you also have the option of merging certain local data—for example, your local system control number, notes, or call numbers—into the copies of the OCLC-MARC records. See details in the [OCLC-MARC Record Output Details for Bibliographic Batchload](#) quick reference.

Caution: In certain circumstances, receiving OCLC-MARC records may incur billing charges. See more in [2.6](#) below. Please contact OCLC Customer Support at support@oclc.org if you have questions about implications for billing.

- By default, OCLC-MARC records contain the OCLC number in these fields:
 - 001 prefixed by *ocm* or *ocn*
 - 035 \$a prefixed by *(OCoLC)*
- Custom postprocessing can change the default formatting if needed. For example, if your library prefers to have the local system control number in the 001 field, Batch

Services can postprocess records to replace data in field 001 with the local system number.

- OCLC-MARC record output is not generated unless you request it in your batchload order.

To select OCLC-MARC records as output when you order:

- ▶ For the Bibliographic Batchload order form question “What output do you want to receive when your project is completed?” select **Report and OCLC-MARC records**.

2.5 Output records are produced from batch archive records

Batch output records (your records returned with OCLC numbers or full OCLC-MARC records) are created from OCLC archive records. For every record you send for batchloading that matches a WorldCat record and has holdings set or canceled—called a “batch transaction” or an “offline transaction”—a **batch archive record selection (BARS)** is created in the OCLC batchload archive. BARS are also created for other OCLC products including Cataloging Partners, WorldCat Collection Sets, Language Sets, GovDoc, MARC Subscription, and eSerials Holdings Service.

Local data retention in BARS

Some local data from your records is retained in your batch archive records. When you order OCLC-MARC records as output of your project, you can work with your database specialist to determine whether you want to have local data transferred to the OCLC-MARC records you receive, which data are allowable, and which data to transfer. See details [OCLC-MARC Record Output Details for Batch Processing](#).

Bibliographic Record Snapshot service

When a library is logged into Connexion and performs a transaction on a record in WorldCat, (such as setting or deleting holdings—called an “online transaction”), a **Cataloging Archive Record Selection** (or CARS) is created in the OCLC archive.

BARS and CARS are used to create records for the [Bibliographic Record Snapshot service](#), which is a separate service, not a part of Batchload.

No BARS for scan/delete-only or symbol flip projects

Scan/delete-only and symbol flip projects do **not** create archive records. Therefore, you cannot receive an output file of records for use in your local system, and there are no records that can be included in the OCLC Bibliographic Snapshot service.

See more details about BARS and CARS and information on their impact on batchload reporting in appendix D “Sample Reports.”

2.6 Notes on product codes, tracking, and billing

As noted at the beginning of this chapter, OCLC offers a one-time no-charge reclamation or retrospective project. Most other batchload activity is covered by your library’s Cataloging

subscription or Group services contract. Contact OCLC Customer Support at support@oclc.org for details or for information about getting a Cataloging subscription if you do not have one.

Most batchload projects are assigned product codes that are used internally for tracking and, only if appropriate, for billing.

Notes on batchload output and projects:

- **OCLC-MARC record output.** OCLC-MARC records are free with a Cataloging subscription of Group services contract. If you order OCLC-MARC records as output from a one-time no-charge reclamation or retrospective project, OCLC charges for each MARC record delivered. If your one-time no-charge project is for a group, there is a charge for each MARC record produced for each library in the group for which holdings are set.
- **Scan/delete-only and symbol flip projects.** There are no product codes, tracking, or billing for scan/delete-only projects or for symbol flip projects.

Questions? Please contact OCLC Customer Support at support@oclc.org.

2.7 Checklist of questions for selecting a batchload project type

Use the checklist of questions in this section to help you select project type(s) you need.

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.

Question	Solution
Does your library have holdings set in WorldCat but they have not been consistently maintained? Do you need to bring them up-to-date but cannot easily identify the records that need updating? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answer Yes, consider ordering a one-time reclamation project, which includes a scan/delete.
Are you a new OCLC member? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have gaps in your WorldCat holdings? For example, you have acquired or cataloged a new collection and have not set holdings in WorldCat for items in the collection. <input type="checkbox"/> Yes <input type="checkbox"/> No Do you have some local system records that do not include OCLC numbers? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered Yes to any of these questions, consider ordering a one-time retrospective project.
Are your library’s holdings represented in WorldCat by more than one OCLC institution symbol, but you want the holdings to be combined under fewer symbols? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered Yes, consider requesting a symbol flip project via e-mail.
Do you need to cancel holdings in WorldCat for discarded items? <input type="checkbox"/> Yes <input type="checkbox"/> No	If you answered Yes, consider ordering a cancel-holdings-only project.

Question	Solution
<p>Do you want to keep your holdings up-to-date once they are in sync in WorldCat (beyond or instead of using OCLC cataloging services to maintain holdings)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you been cataloging locally, rather than exporting records from WorldCat (that is, you have non-OCLC records)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Have you been copy-cataloging using records exported from WorldCat but without setting your holdings (that is, you have OCLC-derived records)? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes to any of these questions, consider ordering one or more ongoing batchload projects, depending on library needs (for example, multiple projects to set holdings on various vendor records).</p>
<p>Is your data in a MARC format other than MARC 21? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, order a project based on having OCLC convert another MARC format to MARC 21</p>
<p>Do you have non-MARC “patterned” bibliographic data? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, order a project based on having OCLC convert non-MARC “patterned” data to MARC-21.</p>
<p>Can you provide a list of OCLC numbers for records for which you want to either set or cancel holdings? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, order a numeric search key project based on a simple list of search keys that OCLC can use for matching WorldCat records.</p>
<p>Are you a resource-sharing library group or library group that shares a local catalog or a processing center and you need to update holdings in WorldCat for the group? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, order a group project using the group’s consolidated record files.</p>

2.8 Checklist of questions for selecting batchload output

Use the checklist of questions in this section to help you select the type of output you need from your project:

Question	Solution
<p>Is the OCLC control number stored in the same location—field/subfield—in your records for indexing in your local system? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, consider using a Cross Reference Report.</p>
<p>Are OCLC control numbers missing from a significant number of your local records? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes, consider ordering your own records returned with OCLC control numbers merged in.</p>
<p>Do you have a significant number of minimal-level MARC records? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do you have non-MARC data in your local system and want to upgrade to full OCLC-MARC? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If you answered Yes to either of these questions, consider ordering full OCLC-MARC records returned for matched records.</p>

2.9 Ways to keep your holdings in sync in addition to batchload

Keeping your holdings up-to-date in WorldCat **following** completion of a one-time batchload project is critical to your library's effective use of OCLC services (see more [details](#)).

You can continue to use batchload to update your holdings, or you can use other OCLC services, depending on your library's specific needs. Click a link below to learn more:

- [CatExpress](#)
- [Connexion](#)
- [CONTENTdm](#)
- [Contract Cataloging](#)
- [eSerials Holdings Service](#)
- [GovDoc](#)
- [WorldCat Cataloging Partners](#)
- [WorldCat Collection Sets](#)
- [WorldCat knowledge base](#) ***

*** **WorldCat knowledge base:**

A batchload alternative for long-term management of electronic resources for WorldCat Local and WorldShare Management Services (WMS).

The [WorldCat knowledge base](#) (included at no extra charge in your OCLC Cataloging subscription) is a non-batchload alternative for managing your electronic resources efficiently for the long term.

The knowledge base:

- Combines data about your library's electronic content with linking features that enable access to the content of your e-books, full-text articles and more.
- Sets your holdings in WorldCat automatically.
- Provides a license management feature for managing vendor-supplied data for electronic resources.

For short-term immediate exposure, continue to use batchload.

Just as WorldCat grows from the records created and added by libraries, the knowledge base grows as libraries enter their electronic collections. If your library is not yet using the WorldCat knowledge base and you have resources that you need to make accessible to users immediately via WorldCat Local or WMS, for the short term, do use batchload:

- If you have holdings records (based on MARC21 Format for Holdings Data) with OCLC control numbers, you can use batchload specifically for updating your OCLC local holdings records (LHRs). This type of batchload is called the Local Holdings Record Updating service. Use it for your electronic resources to update or add URLs in field 856.

See the [Local Holdings Record Updating Service User Guide](#) for more information about managing local holdings records.

- If you do not have holdings records, you can use an enhanced bibliographic batchload project to create level-2 LHRs from bibliographic data.

See more information in [Local Holdings Record Batchload for Branch Level Scoping](#) before discussing the details with your WorldCat Local or WML implementation manager.