

3 Order a Batchload Project

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3.1	Ordering.....	2
3.2	Guidelines for using the order form	4
3.3	How to order group projects, including guidelines and options.....	11
3.4	How to request a scan/delete-only or symbol flip project.....	14

3.1 Ordering

Before you order:

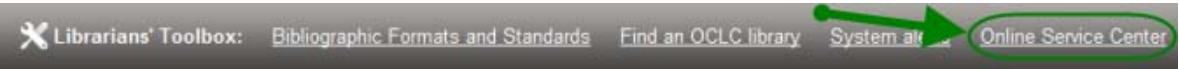
You are limited to 60 min. to complete the order (see [Session timeout](#) below). Please prepare your information ahead of time by filling out the [Order Checklist for Bibliographic Batchload](#) to be sure you have the information you need. The checklist simulates the order form questions.

Notes:

- See [3.3](#) below for guidelines specifically for group (non-single institution) orders.
- See [3.4](#) below for more about ordering scan/delete-only or symbol flip projects, which do **not** require submitting an order or sending records.

3.1.1 How to order

Use the Online Service Center (OSC) on the OCLC Web site to place all batchload orders:

	Action
1	<p>Go to the OSC logon page. (https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051)</p> <p>Tip: If you are on the OCLC home page at http://www.oclc.org, scroll to the bottom of the screen. In the Librarian’s Toolbox bar, click Online Service Center.</p> 
2	<p>In the navigation list on the left of the Welcome page, click Log on.</p>
3	<p>On the Log on page:</p> <p>a) In the ACCOUNT INFO box, enter your OSC account User ID and Password. Or If you have no OSC account but you do have a WorldCat.org, FirstSearch, or WebJunction account, enter the user name and password for your account. Or If you have none of the accounts listed above, click Create a new account, follow instructions to set up an OSC account, and then log on.</p> <p>b) In the PROFILE box, be sure that My institution is selected.</p> <p>c) Click Log On.</p>
4	<p>On the OSC Welcome page, click Order OCLC products and services.</p>
5	<p>On the Order page, click OCLC services.</p>
6	<p>On the OCLC services page, click Batchload for Bibliographic Records, or click the associated Order button.</p>
7	<p>A “gateway” page opens with information to help ensure that you are prepared for ordering. When you are ready, click the link I am ready to order a bibliographic batchload project. Continue to next step.</p>

	Action
8	<p>If asked for a contact, select one from the list for your institution, if available, or follow directions to add a contact. Then click Continue. (This contact is for OSC tracking only and is not used for any Batchload purposes.)</p>
9	<p>Complete the Bibliographic Batchload Order form. See Guidelines for ordering below for more details about:</p> <ul style="list-style-type: none"> • Ordering for a group • Fixing order errors • Vendor records, restricted use, and adding your unmatched records to WorldCat • Storing local bibliographic data at OCLC to display in WorldCat Local or WMS • Session timeout for ordering • Warning: Do not use the browser Back or Refresh buttons • Dynamic drop-down questions • Required order data • Dynamic inline help • Links to follow-up information for some selections <p>Notes on completing and submitting the order successfully:</p> <ul style="list-style-type: none"> • Important! Be sure to review the order checklist and prepare for completing the order form questions before you log on to order. • If the order form does not capture any special considerations you need or questions you have about your project, use the final question, “Do you have more information to add about your project,” to clarify or provide more instructions to Batch Services.
10	<p>When finished, click Continue to start the process of submitting your order.</p> <p>If you have errors in the order, the order form re-displays with an error list at the top. See instructions for correcting the errors in Order data errors below. When errors are corrected, click Continue again.</p>
11	<p>Your order re-displays for checking. To edit data you entered, click the Edit button next to a question.</p> <p>When finished checking and editing your order, click Continue (or press <Alt><X>).</p> <p>Or</p> <p>Click Cancel (or press <Alt><S>) or log off the OSC at any time to cancel your order (see 3.1.1 below).</p> <p>Note: Each time you edit the data you entered and click Continue, the order form re-displays the data you entered until you make no more changes and there are no more errors.</p>
12	<p>On the OSC Review page, scroll down to the Batchload Order Form Terms and Conditions. Click the button next to I Accept, and then click Submit Order.</p> <p>You must accept the terms and conditions to place your order.</p> <p>An OSC Receipt screen displays. You can log off the OSC.</p>

3.1.2 Problems with your order?

If you cancel your order, a form opens to give you the option of commenting on any problems you had. If you complete and submit this form, an OCLC support staff person will contact you within two business days to help you resolve the problem and place your order successfully.

3.1.3 Immediate results of submitting your order

- You receive an e-mail message from the OSC with a *WEB-xxxxx* number confirming that your order was transmitted from the OSC to Batch Services. **Do not use this “WEB” number** for any communications about your batchload project. Instead use the project ID described in the next bullet point.

- You receive a separate email confirmation from Batch Services that provides:

- Your unique batchload project ID in the format *Pxxxxxx* (example: **P012345**).

Do use this project ID (“P” number) to identify your project when you submit your records and each time you communicate with OCLC about your project.

In turn, OCLC always uses your project ID in any communications or reports you receive for your project.

- Your order data for a final check

Note: You can reply to this order confirmation e-mail if you have corrections to your order. The e-mail goes directly to database specialists in Batch Services.

- A link to file submittal instructions for the method you chose in your order.

- Your project is set up automatically based on your order data, and for many project types, your project begins processing immediately when OCLC receives your records. See details in [chapter 4](#), Send Records/Data for Batchload.

3.2 Guidelines for using the order form

The following guidelines do not cover every feature of this order form. See a list of all order form questions and information references in the [Order Checklist for Bibliographic Batchload](#). The requirements and guidelines below are supplementary.

See these topics:

- [Ordering for a group](#)
- [Fixing order errors](#)
- [Batchload for vendor-supplied records \(can you add them to WorldCat if unmatched?\)](#)
- [Select local bibliographic data to display in WorldCat Local or WMS](#)
- [Order session timer](#)
- [Navigation](#)
- [Dynamic drop-down questions](#)
- [Required order data](#)
- [Dynamic inline help](#)
- [Links in the order form to follow-up information for some selections](#)

Ordering for a group (multiple institutions)

See instructions, requirements, guidelines, and options for ordering for a group in [3.3](#) below.

After you order for a group and receive your batchload project ID (a “P” number), you need to provide Batch Services with a “translation” table that correlates the library identifier for each library in the group with the library’s OCLC institution symbol for setting holdings in WorldCat. See detailed instructions in [Library Identifiers for Group Batchload Orders](#).

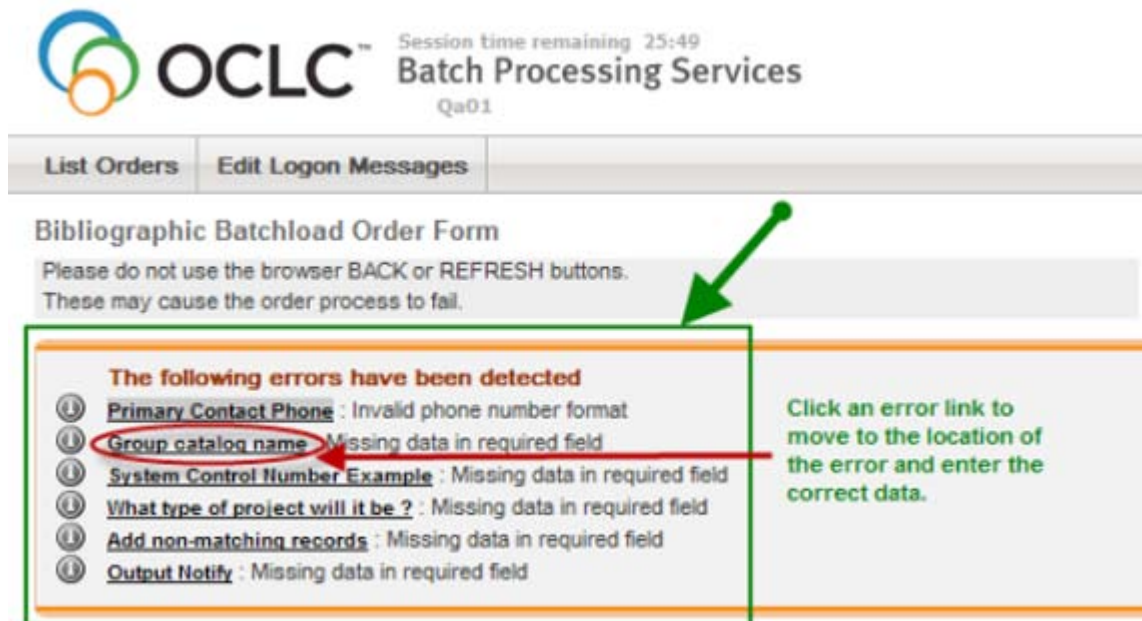
Fixing order errors

[Step 9](#) in the ordering instructions above describes what happens when there are errors in your completed order form. To fix an error:

Either

(1) Click a link in the error list to automatically move to the location of the error and fix it.

Example:



Or

(2) Scroll through the order form to locate and fix errors shown with a dark red background. In the sample error on the next page, the phone number and group catalog name (green boxes and arrows) are required but were left blank.

Example:

Contact Information

Institution **OC LC INC (OCL #1)**
 Service partner **NONMEMBERS (OCLC)**
 Primary contact

Name (Required)
 Title
 Address1
 Address2
 City State
 Postal code
 Country (Required)
 Email (Required)
 Phone (Required) Fax

Is this project for a single institution or a group (multiple institutions) ?
 To look up OCLC institution symbols, open the [Find an OCLC library](#) service.
 Single institution or group (Required)

Which OCLC product(s) will be supported by this project ? [More information](#)

Note : If you are implementing [WorldCat Navigator](#), select WorldCat Local or Group Catalog, depending on your contract.

Product(s) (Required)
 WorldCat Collection Analysis
 WorldCat Local
An OCLC Group Catalog
 Project not for specific OCLC product(s)

If this order applies to more than one product, click and hold the control key (Ctrl) to make multiple selections. Selections remain highlighted. Undo a selection the same way, by holding Ctrl.

Group catalog name

Batchload for vendor-supplied records (can you add them to WorldCat if unmatched?)

Caution: You can include records that you receive from vendors in a batchload project to set your library’s holdings. However, to add them to WorldCat if unmatched, your library or OCLC must have permission from the vendor to redistribute the records.

Please check permissions in your contract with the vendor who provides records that you want to batchload.

You can also check a list of vendors who have contracted with OCLC to allow their records to be added to WorldCat:

1. Open the “Vendor record licensing” Web page at: <http://www.oclc.org/worldcatlocal/support/vendor.htm>
2. Click the first link—**Vendor record sets accessible through WorldCat Local.**
3. Click **Download the *Databases and Collections* list.**
4. In the File Download window, click **Open.**
5. In the Excel spreadsheet, click the second tab, labeled **[Current date] Content List**, at the lower left to see the alphabetized list of OCLC vendor permissions.

If neither you nor OCLC has permission to redistribute records, you can request permission directly from the vendor. Some vendors will grant permission.

Restricted use records. For any records from vendors who have not given you or OCLC permission to redistribute, the records you receive from them are considered to be “restricted-use” records; that is, they cannot be added to WorldCat.

How to order batchload for restricted-use records:

You can order a separate batchload project for your restricted-use records to set holdings only. When you order, in the order form:

1. For the question, “Select a batchload project type,” select the type you want and then choose **Set for all**.
2. For the question, “Should we add your records when they do not match existing WorldCat records?” select **No**.

Select local bibliographic data to display in WorldCat Local or WMS

If you are ordering a project to support WorldCat Local or Web-scale [now called WorldShare] Management Services (WMS), you can select local bibliographic data to be stored at OCLC for display to your WorldCat Local or WMS users.

- Local bibliographic data you select is stored as an attachment to the associated WorldCat bibliographic record.
- The data is **not** added to WorldCat bibliographic or local holdings records and **cannot be viewed or edited in Connexion**. You can change or maintain the data through batchloading.
- The data you select is unrelated and separate from local fields transferred to your OCLC batch archive record.

To select local bibliographic data to keep for display to users when you order:

1. In the order form question “What OCLC product(s) will be supported by your project,” select **WorldCat Local** and/or **Web-scale** [now called WorldShare] **Management Services**.
2. In the question “Do you want to display local bibliographic data to your users via WorldCat Local or Web-scale [now called WorldShare] Management Services,” select **Yes**.
3. Select one or more check boxes for the local bibliographic data you want to keep:

<input type="checkbox"/> ..Uniform title (240)	<input type="checkbox"/> Local subject added entry – Corporate name (697)
<input type="checkbox"/> Non-specialized notes (500, 59X)	<input type="checkbox"/> Local subject added entry – Meeting name (698)
<input type="checkbox"/> “With” notes (501)	<input type="checkbox"/> Local subject added entry – Uniform title (699)
<input type="checkbox"/> Index term – Genre form (655)	<input type="checkbox"/> Added entry – Personal name (700, 790, 796)
<input type="checkbox"/> Local subject added entry – Topical term (690)	<input type="checkbox"/> Added entry – Corporate name (710, 791, 797)
<input type="checkbox"/> Local subject added entry – Geographic name (691)	<input type="checkbox"/> Added entry – Meeting name (711, 792, 798)
<input type="checkbox"/> Added class number (695)	<input type="checkbox"/> Added entry – Uniform title (730, 793, 799)
<input type="checkbox"/> Local subject added entry – Personal name (696)	
4. Select **Yes** or **No** to the question “Does your system store the data you want to display in the fields listed above?”

Important! If you select **No**, you will need to send a mapping table to Batch Services at batchload@oclc.org **after** receiving your order confirmation e-mail with your project ID (“P” number), and **after** you send your records for processing, so that the data can be re-mapped for display.

See more information and, if needed, instructions for creating and sending a mapping table in [Storing Local Bibliographic Data via Batchload for WorldCat Local or WMS](#).

Note: You will see this question in the order form:

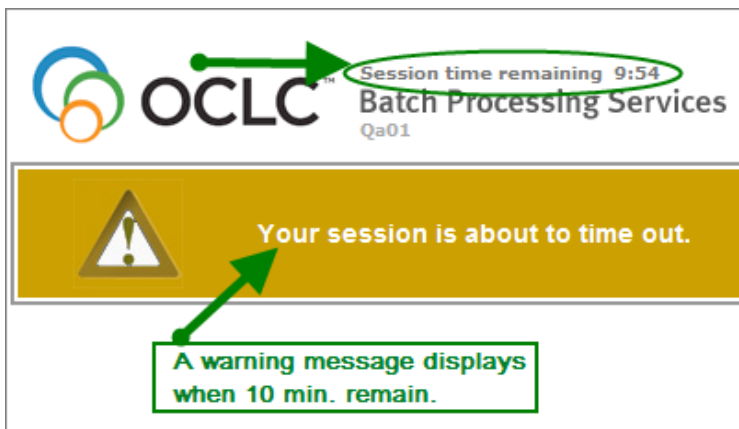
- **Only if** you select WorldCat Local or WMS as the OCLC product(s) supported by your project.
- **But not if** your project is for canceling holdings only.
- **And not if** your project is based on a list of numeric search keys.

Order session timeout

A session timer displays at the top of the order form showing a running account of time remaining (in *min:sec*) to complete your order. The timer automatically ends your session after 60 minutes. It displays a warning when 10 minutes remain (see an example on the next page). You cannot save data you entered; if your session times out, you must start the order over.

OCLC highly recommends using the [order checklist](#) to review the questions and prepare your information beforehand.

Example:



Warning: Do not use the browser Back or Refresh buttons

Note the warning that appears at the top of the order form:

Please do not use the browser BACK or REFRESH buttons. These may cause the order process to fail.

Dynamic drop-down questions

For some questions, the order form may change as you fill it out. Depending on the information you enter, additional questions may open dynamically.

Example:

For the question about where the OCLC number is located in your records, if you select **Other** as shown in the illustration on the next page, drop-down boxes open for entering the field and subfield location (green arrows).

What is the location of the OCLC control number in your records ? [More Information](#)

- If you store properly formatted OCLC control numbers in 035 \$a with (OCoLC), batchload uses that number as a default for matching.
- If you store your OCLC control numbers in another location, indicate the location of the OCLC number in your records so they can also be used for matching.

Location(s)

Field and subfield entry boxes display only if you select "Other."

Select as many locations as apply (Required)

- None (records do not contain OCLC numbers)
- 001, OCLC number with ocm/ocn prefix
- 001, OCLC number only, no prefix
- 035 \$a (OCoLC)
- Other

If your library stores the number in multiple locations, click and hold the control key (Ctrl) to make multiple selections. Selections remain highlighted. Undo a selection the same way, by holding Ctrl.

Other

Field (Required) Subfield (Required if field >= 010)

Required order data

Data that you must enter is marked (Required), as shown in the illustration directly above (orange arrows).

Dynamic inline help

Some questions in the order form have a [More information](#) link as shown below (green arrow).

Example:

What is the location and format of your unique system control number ? [More Information](#)

Click the link to expand inline help for information relevant to the question. To collapse expanded inline help, click the **Hide** button as shown below (green arrow).

Illustration:

What is the location of the OCLC control number in your records ? [Hide](#)

Examples of OCLC control number formats

001, OCLC number with ocm/ocn prefix	ocm00045678, ocn212555869
001, OCLC number only, no prefix	45678, 212555869
035 \$a (OCoLC)	\$a(OCoLC)12345678
Other	(OCoLC)12345678, (OCoLC)123456789 ocm02345678, ocn023456789 12345678, 123456789

See more about the [OCLC control number](#)

Note: Links in inline help for various order form questions as shown in the illustration above (purple arrows), open supplementary information on the OCLC Web site. For example, the link [035](#) shown above opens the [description of field 035](#) in *Bibliographic Formats and Standards*.

Tip: You can click the same links in the pre-order [checklist](#) to view information **before you order**.

Show all inline help

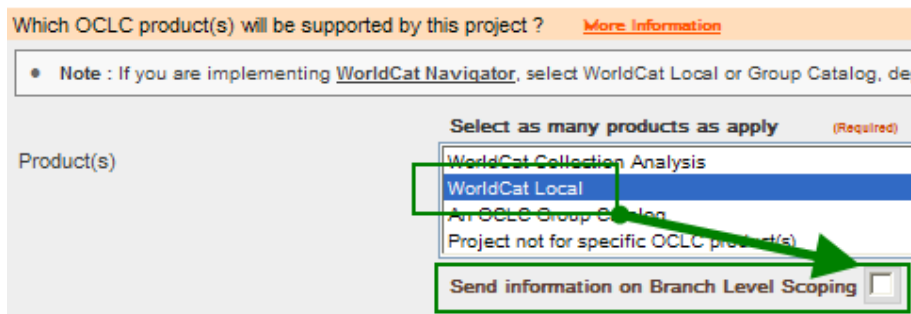
To expand or collapse inline help for all questions, click a link in the top right corner of the order form:

[Show inline help](#) or [Hide inline help](#)

Links in the order form to follow-up information for some selections

If you select **WorldCat Local** as the OCLC product, or one of the products, supported by your batchload project, you can select a check box to receive follow-up information about Branch Level Scoping to support WorldCat Local (see the illustration on the next page). If you select the check box, a link to the following quick reference will be included in your order confirmation e-mail from Batch Services: [Local Holdings Record Batchload for Branch Level Scoping](#).

Illustration:



If you select **Report and OCLC-MARC Records** as the output of your project, as shown in the illustration below, a database specialist will contact you after you receive your order confirmation to determine whether you want to have local data transferred to the OCLC-MARC records and, if so, which data to transfer. The order form links to follow-up information about transferring local data in [OCLC-MARC Record Output Details for Batch Processing](#).

Illustration:

What output do you want to receive when your project is completed ?

Your choices are

- **Report Only**
 - For a project based on MARC records or non-MARC bibliographic data, you receive a Cross Reference (XREF) Report showing the OCLC numbers across from your system control number. XREF reports are available on the OCLC Product Services Web.
 - For a project based on a simple list of numeric search keys, you receive a Batchload File Processing Summary Report.
- **Report and your records (this option is unavailable for projects based on non-MARC data)**
 - For a project based on MARC records, you receive an XREF report. You also receive your records with OCLC numbers added in the location and format you select below.

Please note : If you choose to merge the OCLC control number into the 001 field (see below), any existing 001 in your records will be replaced. If you choose another field, the new field will be added without replacing existing data. However, the new field will not be added if it is an exact duplicate of an existing field.
- **Report and OCLC-MARC records**
 - For a project based on MARC data or non-MARC bibliographic data, you receive an XREF report and OCLC-MARC records.
 - For a project based on a list of numeric search keys, you receive a Batchload File Processing Summary Report and OCLC-MARC records.

Please note : If you make this selection, you can request that local data fields be transferred to your OCLC-MARC output records. [See more details.](#) If you want this option, OCLC will need more information about fields to transfer. **After** you complete this order and receive an order confirmation email with a batch project ID, an OCLC database specialist will work with you to discuss and confirm details for your OCLC-MARC record output. See more about the [OCLC control number](#).

Output: Report and OCLC-MARC records (Required)

Notify: user@library.org (Required)

3.3 How to order group projects, including guidelines and options

3.3.1 Order a group project

To order a reclamation, retrospective, or ongoing project for a group (multiple institutions) to set or cancel holdings using consolidated files of the group’s records:

	Action
1	<p>Log on and navigate to the Bibliographic Batchload Order form in the Online Service Center. You must use a batchload group project symbol to log on (see guideline below).</p> <p>In the question “Is this project for a single institution or a group (multiple institutions)?” select Group.</p>
2	<p>In the Field and Subfield boxes, enter the field and subfield in the group records where internal identifiers are specified for the shared local system.</p>
3	<p>In the OCLC Batchload group project symbol box, check to be sure that the batchload group project symbol that is automatically supplied from your session logon is correct.</p>
4	<p>In the OCLC institution symbol to be used for billing this project box, enter the OCLC symbol for billing. You can enter the group symbol or a symbol for a library in the group.</p> <p>Optional. Click Check symbol to check that the symbol is valid. If invalid, a message is displayed to the right of the box: Please enter a valid symbol</p>

	Action
5	<p>In the OCLC institution symbols of libraries in the group box, enter a list of symbols separated by commas, spaces, or semicolons. (Limit: 500 symbols)</p> <p>Use the following buttons as described in the order form to help ensure that your list is accurate and complete:</p> <ul style="list-style-type: none"> • Sort symbols (sorts alphabetically) • Check symbols (checks that symbols are valid) (see step 6) • Display names (opens a list of institution names for the symbols you enter)
6	<p>If you click Check symbols, any invalid symbols are listed to the right of the box as red underlined links.</p> <div data-bbox="380 688 586 768" style="border: 1px solid gray; padding: 2px; margin: 10px 0;"> <p style="color: blue; font-weight: bold;">Invalid symbol(s)</p> <p style="color: red; text-decoration: underline;">XXX 1M2</p> </div> <p>Example:</p> <p>Click an invalid symbol link to automatically select the symbol in the box for editing.</p>
7	<p>Complete the order form and submit the order.</p>

3.3.2 Requirements and guidelines for group projects

Required guidelines in the following list are marked [R].

Guideline	Description
Group symbol [R]	<p>If you order for a group, you must log on the Online Service Center to place your order using an OCLC batchload group project symbol rather than an OCLC institution symbol for a single library in the group. Ordering under a group symbol ensures that the group project can be distinguished from any projects that a single institution in the group may order. The group symbol is used for tracking project files.</p>
OCLC institution symbols for libraries in the group [R]	<p>If your group does not have an OCLC batchload group project symbol, contact OCLC Customer Support at support@oclc.org for help.</p>
Project coordinator	<p>Each library in the group must be profiled under an OCLC institution symbol (the symbols are required for setting and canceling holdings accurately).</p>
Library identifiers in records submitted [R]	<p>OCLC needs a primary contact (usually the person who places the order) for communications about the project.</p>
	<p>The group's bibliographic records sent for processing must contain library identifiers representing libraries in the group in a consistent location (field/subfield). Library identifiers in a record indicate which libraries in the group hold the item. Identifiers can be unique local codes (meaningful only internally to the libraries), holding library codes, or the OCLC institution symbols of libraries in the group. See 3.3.5 below for more details. See also Library Identifiers for Group Batchload Orders.</p>

Translation table	Processing for a group is based on a translation table that “translates” the local library identifiers in the records into corresponding OCLC institution symbols in order to set or cancel holdings accurately for each member of the group. See more about setting up the translation table in 3.3.5 below.
Adding the group’s unmatched records to WorldCat	<p>If your group project includes adding the group’s unmatched records to WorldCat as original cataloging, you can choose which symbol to use in the 040 \$c of the added record to indicate the contributing library. Select:</p> <ul style="list-style-type: none"> • The OCLC group project symbol <p>Or</p> <ul style="list-style-type: none"> • The first OCLC institution symbol found in each record

3.3.3 Options for group projects

Option	Description
Retain local system control number	You can opt to retain a local system control number in the 035 or 951 field. No other local data can be retained.
OCLC-MARC record output	<p>Caution: If you order full OCLC-MARC record output from your group project, a copy of the matching WorldCat record is created for each library for which a holding is set. For example, one record containing three library identifiers sets three holdings on the WorldCat record, and three copies of the WorldCat record will appear in the MARC record output file. For one-time no-charge retrospective or reclamation projects, billing will include a charge for each of the three copies of the one WorldCat record. There is no charge for OCLC-MARC records if you have a Cataloging subscription or Group services contract.</p> <p>Billing implications for MARC record output. If you have questions about possible billing implications for ordering OCLC-MARC record output, contact OCLC Customer Support at support@oclc.org to clarify before you order.</p>
Single institution batchload projects	Any single library in the group can also place a separate batchload project independently of the group project.

3.3.4 Results of group projects

Result	Description
Batchload reports for a group project	Reports contain a list of holdings set or canceled for each OCLC institution symbol of libraries in the group.
Archive records	Archive records are created for transactions on WorldCat records—including setting holdings, canceling holdings, and adding records to WorldCat—for each library in the group (archive records contain the library’s history of local changes to WorldCat master records).

3.3.5 Translation table for group projects

In your batchload order, you provide both (1) the location (field/subfield) of library identifiers in the records you send and (2) a list of the OCLC institution symbols for all libraries in the group. After you order and receive your batchload project ID, construct a translation table to correlate the library identifiers with the OCLC institution symbols. See examples of translation tables below. See detailed instructions in [Library Identifiers for Group Batchload Orders](#).

Translation table example 1

Institution name	Library identifier	OCLC institution symbol
Australian Catholic Univ Canberra	AACU	ATUCC
Australian Taxation Office	AATO	TX4
Australian Bureau of Statistics	ABS	ATABS
Canberra Inst of Tech	ACIT	CANIT
Department of admin services	ADAC	XG\$

Translation table example 2

Institution name	Library identifier	OCLC institution symbol
Hanson Professional Services	spishan	AP5
Illinois Dept of Public Health	spisiph	D91
Phoenix Academy	deceph3	DPSPA
Blue Mound Memorial Library District	blmpblm	GD9
Lovington Public Library District	lovplov	GD7

3.4 How to request a scan/delete-only or symbol flip project

You do not need to use the order form or send any records to OCLC for a scan/delete-only project or for a symbol flip project.

Caution: Symbol flips and scan/deletes are permanent processes that cannot be reversed and do not create archive records (see [chapter 2](#), section 2.5 “Output records are produced from archive records” for more information). There is no charge or related product code for a symbol flip or scan/delete-only.

To request a scan/delete-only or symbol flip project:

Action	
1	<p>Create an e-mail message to request your project. List your:</p> <ul style="list-style-type: none"> • OCLC institution symbol • Institution name • Type of project (“scan/delete only” or “symbol flip”) • Reason for the request (e.g., institution closed, merging with another institution, etc.) • Instructions

	Action
2	<p>For a symbol flip project:</p> <p>Supply the OCLC institution symbol(s) to be flipped and the OCLC symbol that should replace the flipped symbol(s).</p> <p>Note: You can replace a single OCLC symbol or multiple symbols, but you can flip the symbol(s) to only one symbol per request.</p>
3	<p>For a scan/delete-only project—LHRs:</p> <p>If your library has local holdings records (LHRs) attached to WorldCat records, add a description of how you want to process matched records that have your LHRs attached.</p> <p>[Add this text:]</p> <p>For matched records that have my library's LHRs attached</p> <p>[Conclude with one of the following:]</p> <ul style="list-style-type: none"> ○ delete all occurrences of my library's holdings (remove holding from bibliographic record and remove any attached LHRs). ○ delete all LHRs (but do not delete holdings). ○ delete all LHRs and delete the holding set on the associated bibliographic record. ○ delete all bibliographic holdings except bibliographic holdings with LHRs attached (keep LHRs attached) <p>For more information on LHRs, see the Local Holdings Record Updating Service User Guide.</p>
4	<p>For a scan/delete-only project—IRs:</p> <p>If your library has bibliographic institution records (IRs) attached to WorldCat records, add a description of how you want to process matched records that have your IRs attached.</p> <p>[Add this text:]</p> <p>For matched records that have my library's IRs attached</p> <p>[Conclude with one of the following:]</p> <ul style="list-style-type: none"> ○ Delete all occurrences of my library's holdings (remove holding from bibliographic record and remove any attached IRs). ○ Delete all IRs (but do not delete holdings). ○ Delete all IRs and delete the holding set on the associated bibliographic record. ○ Delete all bibliographic holdings except bibliographic holdings with IRs attached (keep IR attached)
5	<p>Send the e-mail to OCLC Batch Services at batchload@oclc.org.</p>