



OCLC PromptCat Workflow Comparison Chart

Thanks to Margaret Maurer, Cataloging Manager, Kent State University Libraries and Media Services, for creating this chart on May 12, 2000.

Library type / Types of records	Still checking Each Series Authority for Classification Variances	DLC Cataloging - What level of checking?	Non-DLC Cataloging - What level of checking?	Item Records?	Delay Holdings Set?	Physical Processing
Large State University / Approval only, take DLC, Member and UK	Yes. They have a lot of local variations in their class numbers. Submitted a list of standing orders & this blocked some titles.	Para-Professional checks. If sees something odd, bumps it up to professional. Because getting record early in process get greater proportion of CIP.	Professional cataloger checks. PromptCat doesn't pick records that are any better or worse than staff do. "Records have to be manipulated more than you would think."	Only get one vanilla item record per title. If multiple volumes or added copies must fix by hand.		Not done by vendor.
Large State University / All approval & Fair amount of firm		Look quickly at all records to verify they received a true record match.	Don't get Non-DLC	Done by staff.	Yes	Not done by vendor.
Large State University / Only Approval Books		Looking at all DLC records. Thinking about not looking at DLC Cataloging. (90% of her Approval books are DLC Copy.)	Looking at all member records and adjusting. Plan to do so into the future.	Arrive as generic item records with a location of general stacks and no barcodes. Requires manual adjustment	No	No. Receive file of labels which are adjusted locally.
Private University / Approval Books	No - not for DLC (Only get DLC) but they do some post cataloging authority work.	Verify that the call # and title on the record match the book and look for typos. Complete CIP records. Acquisitions Staff.	Don't get non-DLC.	Can do it with Endeavor system	"The biggest advantage for us has been having PromptCat set holdings on OCLC for us."	Yes. Items come in completely processed with spine labels.
Small State University	Depend upon the Reference Department to alert them to titles classed contrary to DLC practice. Order these via separate "non-PromptCat" account.	Has experienced clerk check records using spec list.	Don't get non-DLC	Geac is vendor		



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Private College / Approval and Firm orders	No. Abandoned long ago because of time. "This has resulted in a lot of series problems in our database ... If you have the time to continue checking series, it is probably best to do it."	Experienced copy cataloging staff review each record		Yes based on information from YBP Yankee Book Peddler, a division of Baker and Taylor, Inc.		
Large Private University	In anticipation of this, the university standardized their series classification practices in the summer of 1999. Still working on it.	Graduate student or bibliographic searcher in acquisitions checks title, edition and publisher against the title page.	Don't get non-DLC			
Law School Library	Do not check for series. So far (1 year) there have been no problems.	Each bib record is checked by a trained staff member. "According to OCLC, the first time an OCLC cataloging record is selected, that record will be sent to subsequent libraries selecting that same title and edition, even if a DLC record is subsequently added to OCLC."		Yes		
Large Private College (2 year customer)	Series are a problem. Use PromptCat reports and eyeball of books to identify potential problems.	Use reports and eyeball to pull out Elvl 8's, Z1040+ call numbers and books "not fitting our profile". Then use barcode on remaining books to verify records are in the DB (student).	Don't get non-DLC	Yes - but not III* * Innovative Interfaces, Inc.	Yes 21 days	Yes



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Small Private College	No. Have noticed very few problems. Stopped doing it because didn't have adequate personnel.	Trained acquisitions staff check and edit each record.		Yes.		
Large State University / All types of records	Yes. "We do front end checking [in the Promptcat Save File] for each series title"	They look at all the records in the PromptCat Save File before downloading, using experienced student and/or graduate assistants. Oddities get referred to catalogers. "We get all records and use the same standards we would use if we searched OCLC for the copy."		Can do		
Large State University	Create III* review file (based on .b# range) and search series entries against the series authority records. Only look at the book if there's a question or problem. * Innovative Interfaces, Inc.	Checked carefully at first, not much now. Few errors	Don't get non-DLC	Yes. Location and barcode number added by vendor.		
Small University / Not all materials	Yes	They check each record using experienced acquisitions / copy catalogers. Would do it with clerical staff under guidance. Mostly get DLC because of nature of titles.		No		

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