

Exchange Media and Methods of File Transfer

Overview

How you send data depends on the format of the file and your local system capabilities. In many cases, the size of the file determines the method of transfer. If you are unsure what types of files your local system produces, contact your local system vendor.

Exchange media for batch LHR Updating and methods of file transfer

Electronic files of MARC 21 holdings data	Can be submitted via		
	FTP	Product Services Web	E-mail
	✓	✓	✓

Source file format of non-MARC holdings data	FTP	Product Services Web	E-mail
Spreadsheet			✓
Text file			✓
Database file			✓

Exchange Media and Methods of File Transfer (continued)

FTP information

Institutions can submit data to OCLC for batch LHR Updating via Internet FTP. Those planning to submit data this way must establish an Electronic Data Exchange (EDX) account. If you are not a subscriber to other OCLC products using EDX, you must complete an [EDX Assessment form](#).

For details about preparing files for electronic transfer and instructions for using your EDX account, see the [Electronic Data Exchange \(EDX\) Service User Guide](#).

PS WEB

Institutions can submit data to OCLC for batch LHR Updating via OCLC Product Services Web. Those planning to submit data this way may use their Cataloging, FirstSearch or ILL authorization and password.

E-mail information

Send e-mail messages with file attachments to Batchload@oclc.org.

Include your OCLC institution symbol in the subject line of the message and indicate that the data is for an LHR Updating project. Include your project ID number if known.