

About This Manual

Chapter overview

This chapter contains information about how to use *OCLC-MARC Records*. This manual describes records produced since November 1993. It also lists documentation that describes records produced before November 1993.

In this chapter

This chapter includes the following sections:

Section	Page
Overview	vi
Availability	ix

Overview

Scope	<i>OCLC-MARC Records</i> describes the record structure, character sets, and exchange media formatting for OCLC-MARC records via electronic file transfer, and via export. This manual also provides a list of content designators and their names.
Audience for this manual	<i>OCLC-MARC Records</i> assumes familiarity with ANSI (American National Standards Institute) standards associated with MARC record processing. It assumes a general knowledge of computerized data processing and data processing in libraries.
Types of records	<p>OCLC-MARC records can be bibliographic records or authority records. An OCLC-MARC record is composed of three elements:</p> <ul style="list-style-type: none">• The record structure• The content designation• The data content of the record
OCLC-MARC record structure	OCLC-MARC record structure is an implementation of the ANSI <i>Information Interchange Format</i> (ANSI Z39.2). This manual describes OCLC-MARC record structure following the outline of ANSI Z39.2 and indicates the specific choices made for OCLC's implementation of the standard.
OCLC-MARC record content designation	<p>This manual lists tags, fields, indicators, and data elements for OCLC's implementation of ANSI Z39.2. Much of the information in this document is based on information distributed by the Library of Congress in the following publications: <i>MARC 21 Format for Bibliographic Data</i>, <i>MARC 21 Format for Authority Data</i>, and <i>MARC 21 Format for Holdings Data</i>.</p> <ul style="list-style-type: none">• For complete descriptions of content designators in OCLC bibliographic records, see <i>Bibliographic Formats and Standards</i>.• For OCLC authority records, see <i>Authorities: Format and Indexes</i>.
OCLC-MARC record content	For OCLC standards for record content, see <i>Bibliographic Formats and Standards</i> and <i>Authorities: Format and Indexes</i> .

Overview (continued)

Typographical conventions

Throughout this manual, the following typographical conventions are used:

Convention	Description
0	The graphic 0 represents the digit zero. This character must be distinguished from the uppercase alphabet letter O.
∅	The graphic symbol ∅ is used for blank.
‡	The graphic symbol ‡ is used for the delimiter portion of a subfield code.
/	The graphic / is used to specify character positions of the leader, directory, and fields 007 and 008, e.g., leader/06, 007/00, and 008/12.
1	The graphic 1 represents the digit one. This character must be distinguished from the lowercase alphabet letter l (el) and uppercase alphabet letter I (eye).
	The graphic represents a fill character.

Previous editions of documentation

Since record processing specifications change, OCLC makes the following documents available if you need to process OCLC-MARC records produced during the periods listed:

Records Produced	Document
November 1993–December 2000	Tape and Export Record Formats Change Notices 1–9 and Technical Bulletins 221, 228, 231, 232, and 236–241
November 1990–November 1993	<i>OCLC-MARC Tape and Export Record Formats</i>
July 1989–November 1990	<i>OCLC-MARC Tape Format</i> , Second edition
September 1984–July 1989	<i>OCLC-MARC Tape Format</i> , First edition
January 1981–September 1984	<i>OCLC-MARC Subscription Service Documentation</i> , Fourth edition
April 1978–January 1981	<i>OCLC-MARC Subscription Service Documentation</i> , Third edition
December 1976–April 1978	<i>OCLC-MARC Subscription Service Documentation</i> , Second edition
May 1974–December 1976	<i>OCLC-MARC Distribution Service Specifications for Magnetic Tapes containing Catalog Records for Monographs and Serials</i> , First edition

Caution

Each document covers different time periods. New editions do **not** supersede previous editions. Do **not** discard previous editions.

Use of the word *obsolete*

In *OCLC-MARC Records*, any element, value, field, subfield, etc., marked *obsolete* is no longer valid. Current records will **not** contain these invalid codes. However, records supplied from archives (e.g., OCLC Bibliographic Snapshot service records) may contain obsolete MARC coding.

Overview (continued)

OCLC services

In addition to export from OCLC Connexion™, the following OCLC services provide OCLC-MARC records:

OCLC Service	Description
OCLC Bibliographic Record Notification service	Provides upgraded bibliographic records to institutions that have previously received and added holdings to a less-than-full-level bibliographic record in WorldCat® (the OCLC Online Union Catalog).
OCLC GovDoc™ service	Provides subscribers with bibliographic records and/or cards for specified government documents.
OCLC Bibliographic Snapshot service	Provides partial or complete machine-readable archives of bibliographic records. Also can supply out-of-warranty tapes.
OCLC Cataloging Partners service	Provides copy cataloging for non-serial titles. PromptCat links order fulfillment by a book vendor to the delivery of records to the library.
OCLC Contract Cataloging services	Provides customized solutions to help libraries eliminate cataloging backlogs, manage current cataloging, or handle special formats. Libraries receive full OCLC-MARC bibliographic records.
OCLC WorldCat® Collection Sets	Provides bibliographic records via catalog cards, tape and/or electronic files for microform sets cataloged under Major Microforms.
OCLC-MARC Subscription service	Provides subscribers copies of their online OCLC system bibliographic transactions. Multi-institution files, which include records of other OCLC participants, may also be requested.

Availability

Online access

OCLC MARC Records is available on the OCLC Web site at the following location:
<http://www.oclc.org/support/documentation/worldcat/records/subscription/>.