

# MARC Subscription Service Overview

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## E.1 Overview

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**Introduction** By subscribing to the MARC Subscription service, you can receive OCLC-MARC records, by File Transfer Protocol (FTP) via the Internet from an OCLC Electronic Data Exchange (EDX) account or via the OCLC Product Services Web (PSWeb). Complete the MARC Subscription Service Request form or contact your regional service provider to sign up for this service.

**Content of records** In general, OCLC-MARC records contain information that was displayed when you sent the Update, Produce and Update, Delete Holdings, or Replace commands. See OCLC-MARC Records and Bibliographic Formats and Standards for information about record structure, content designation and content of MARC Subscription service records.

**Records from other services** If you subscribe to other OCLC services such as Language sets, or if you have work done for you by a cataloging agent, the records from those services are included in your MARC Subscription, and are subject to the same selection constraints

**Frequency** You may choose to receive your subscription records as follows:

Frequency	Code
Daily	D
Weekly	W
Biweekly	B
Monthly (4 weeks)	M
Quarterly (13 weeks)	Q
Semiannually (26 weeks)	S

For details about dates by frequency, see the Productions Schedule for MARC Subscription Service Output.

To change your subscription frequency or MARC subscription parameters (e.g., include or remove holding libraries), complete the MARC Subscription Service Request form.

**Transaction codes** Subscribers have the option to choose which transaction codes they receive (one code is the minimum). There are four transaction codes:

- Update holdings
- Produce and update holdings
- Delete holdings
- Replace

**Note:** If you have chosen not to receive “Delete Holdings” transactions and take the "Delete Holdings" action on a record, the MARC Subscription service discards the "Delete Holdings" transaction and all previous transactions within your frequency period. Transactions in prior periods are retained.

## E.1 Overview (continued)

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### Examples

Frequency	Time of Update	Time of Delete	Records Delivered
Daily	May 1, 9:00 am	May 1, 3:00 pm	None
Daily	May 1, 9:00 am	May 2, 9:00 am	Only Update
Weekly	Monday	Tuesday	None
Weekly	Tuesday	Sunday	Only Update

**How records are put in electronic files** Sending a Produce, Update, Replace or Delete Holdings command on a displayed record alerts the system to add that record to the electronic file of records.

**Chronological order** Records appear in electronic files in chronological order according to the time you send the Update, Produce and Update, Replace or Delete Holdings command. Records for multiple institution accounts are in chronological order, not partitioned by institution.

**Replace command** The Replace command causes the system to add the displayed record to the electronic file of records. The resulting record contains only data retained in the master record. Therefore, you must send a Produce and Update or Update command to retain local data in the record you receive. See the Cataloging User Guide, section 4.1, Introduction to Replacing Records.

**Field 049** OCLC-MARC records contain holding library codes exactly as entered: uppercase, lowercase, or mixed; in a single subfield ‡a or in multiple subfield ‡a's. Other subfields in field 049 contain holdings information, such as copy number and volumes held. Field 049 of each OCLC-MARC record must contain at least one holding library code.

**Holding library codes and local system record processing** Holding library codes in field 049 of OCLC-MARC records may be used in conjunction with local system processing. Check local guidelines to ensure that holding library codes are in the record when you Produce and Update or Update.

**Call numbers** OCLC-MARC records carry all call numbers present in the record when you Produce and Update. Depending upon how your institution processes records, you may need to delete unwanted call numbers.

**Field 994** OCLC-MARC records contain field 994, which contains the OCLC symbol of the institution that generated the record and the transaction code of the transaction that was used to create the record (i.e., Update, Produce and Update, Replace or Delete Holdings).

In OCLC-MARC records, the transaction type is identified in field 994, subfield a. Subfield b contains the OCLC symbol of the library that initiated the transaction. The transaction code also appears in hexadecimal in Leader byte 22.

Example (transaction is delete holdings)  
‡a 03 ‡b CSL

## E.1 Overview (continued)

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Code	Definition
01	Produce
02	Update holdings
03	Delete holdings
11	Replace

The hexadecimal codes are documented in section 2.4: OCLC-MARC Character Set, in a paragraph titled Hexadecimal codes.

### **Automatic data from card profiles**

Automatic stamps, oversize stamps and print constants that appear on catalog cards are not part of the data in OCLC-MARC records. Data automatically deleted from displayed records for card production is not deleted in OCLC-MARC records.

### **Multiple copies and adding holdings**

Data for copies of an item is not cumulative. For example, if you add copies or change local data on a record, you may need to add all the holdings data for the item so that when you load the latest record into your local system, all your local holdings for the item are retained. Check local guidelines for more information.

## E.2 MARC Subscription File Characteristics

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### MARC subscription file type

OCLC-MARC bibliographic files are unblocked ASCII files of variable-length records in MARC Communications Formats.

### File and directory names

The form of the FTP directory and file name is **EDX.EMSB.XXX.FTP.DYYMMDD**. OCLC's system requires that you enclose the directory name in single quotation marks when you specify it for file transfer.

Directory name	
EDX	Electronic Data Exchange
EMSB	Electronic MARC Subscription Bibliographic
XXX	OCLC symbol
FTP	File Transfer Protocol

File name	
DYYMMDD	Daily frequency with posting date in the format of year, month, date

### STATS Files

OCLC provides a STATS file for each data file placed in your account. The STATS file helps you determine how many records you should receive. It contains information relevant to the file of the bibliographic records for the same day. The STATS file is an ASCII file that contains the number of logical records for the bibliographic data file. OCLC counts logical records based on the number of occurrences of record terminators (X '1D') in the file.

The form of the STATS directory and file name is **EDX.EMSB.XXX.STATS(DYYMMDD)**. OCLC's system requires that you enclose the directory name in single quotation marks when you specify it for file transfer.

Each STATS file contains:

- The name of the corresponding data file
- The date range, which is the range of transactions dates represented in the file
- The logical record count for the data file
- The logical record count for each institution in multiple institution subscriptions

To use the STATS file, transfer it to your local system and print in on your printer.

## E.3 Retrieving Files

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### **Electronic Data Exchange (EDX)**

The first time you log on, you must change your password. You must also change your password every 90 days. If you do not, the system informs you that your password has expired. Keep your password confidential because you are responsible for all activity on your account. If you forget your password, OCLC must reset your account. Passwords must have between 4 and 8 alphanumeric characters. To create a new password, at the password prompt:

Type **[old password]/[newpassword]/[newpassword]** and press **Enter**.

Files are posted between 5:00 and 7:00 am, U.S. Eastern Time, Sunday through Saturday. Contact your regional service provider if you are interested in receiving e-mail confirmation when files are available for downloading. Files are available for download for 90 days. After 90 days, contact your regional service provider to request out-of-warranty files.

### **Product Services Web (PSWeb)**

For information on retrieving records from the Product Services Web, see the Product Services Web Quick Reference.

### **Support**

If you encounter a problem with retrieving and/or transferring a file, contact OCLC by sending the electronic online support form, calling 1-800-848-5800 (USA) or +1-614-793-8682 or e-mailing [support@oclc.org](mailto:support@oclc.org). Hours of OCLC telephone support are 7:00 am to 9:00 pm, U.S. Eastern time, Monday-Friday.