



WorldCat® Registry

Data Fields Quick Reference

Introduction

The **WorldCat Registry™** is a free Web service for information professionals and administrators at libraries and other knowledge-based institutions, both inside and outside the OCLC cooperative. The Registry gives you a single, centralized and Web-accessible location where you can maintain a profile that defines your institutional identity.

The *WorldCat Registry Data Fields Quick Reference* is a guide to detailed descriptions and examples required for data input via the web interface.

Name and Location

Directory-style information about your institution, such as physical and business street addresses, Web sites and main telephone numbers.

Field Name	Description and Example
Institution Name*	Name describing your institution. Include identifying information, such as consortium or branch name. examples: Seattle Public Library; BANK OF CHINA, LAW AFFAIRS DEPT
Alias	"Also called" name, common name, abbreviation, or English version of a non-English name, if applicable. example: Detroit Area Library Network Also Called: DALNET
Institution Type*	Select your institution type from the drop-down list.
Privacy Preferences*	Choose public to make your institution's profile public, or private to only have your institution's name and address publicly available.
Phone	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Fax	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
E-mail Address	Institution's general e-mail address. example: test@spl.org
Home Page	Institution or library's main Web site address. example: www.spl.org
Information Page	Address of the institution's Web page which lists locations, department, hours, and contact information. example: www.spl.org/default.asp?pageID=branch
Library Card Form Page	Address of the institution's Web page to sign up for a library card. example: http://web19.columbuslibrary.org/dpcard/contract.cfm
Wifi Access	Check the Yes check box if Wifi Access is available.

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Street Address 1	Institution's physical address.
Street Address 2	Other address information, such as P.O. Box, Suite, etc.
City	City of institution's physical location.
State or Province	Select your state or province from the drop-down list, if applicable. Drop-down values are available for the United States, Canada and Australia. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Zip or Postal Code	Postal or zip code of institution's physical location.
Country	Select your country from the drop-down list. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Geoinformation	Your institution's latitude and longitude (editable by OCLC staff only). It is a set of data derived from an institution's physical address. example: 40.017075,-83.066376
Business Address 1	Use this address for billing address or mailing address, if different from the street address. Check the check box if the business address is the same as the street address.
Business Address 2	Other address information, such as P.O. Box, Suite, etc.
City	City of institution's business address.
State or Province	Select your state or province from the drop-down list, if applicable. Drop-down values are available for the United States, Canada and Australia. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Zip or Postal Code	Postal or zip code of institution's business address.
Country	Select your country from the drop-down list. ISO standard names, see: http://www.iso.org/iso/english_country_names_and_code_elements
Geoinformation	Your institution's latitude and longitude (editable by OCLC staff only). It is a set of data derived from an institution's business or mailing address. example: 40.017075,-83.066376

Identifiers

List of identifying codes assigned by OCLC and other industry and standards organizations, if applicable. (The ID assigned by the WorldCat Registry is included.)

Field Name	Description and Example
WorldCat Registry ID	The unique ID assigned by the WorldCat Registry (not editable). example: 21274
OCLC Symbol	Alpha-numeric identifier issued by OCLC to member institutions (editable by OCLC staff only). example: OCL See: http://www.oclc.org/contacts/libraries/default.asp To learn more about the OCLC symbol rendered as ISIL, see: http://www.worldcat.org/webservices/registry/xsl/identifiers
OCLC Account Name	Account name issued by OCLC to member institutions. This name will be used as your Institution Name unless you want to change it. Note: The name can only be changed by an administrator. example: OCLC, Inc.

International Standard Identifier for Libraries (ISIL)	A unique identifier issued by the ISIL Agency to create an identifier to enable unique identification of a library or related institution. An ISIL is made up by two components: a prefix and a library identifier, in that order, separated by a hyphen. The hyphen is a mandatory character in the ISIL string. examples: CA-QMCB, OCLC-ABCDE To learn more about the standard see: http://www.bs.dk/isil/scope.htm and http://www.iso.org/iso/catalogue_detail?csnumber=27979 . To learn more about the OCLC symbol rendered as ISIL, see: http://www.worldcat.org/webservices/registry/xsl/identifiers
MARC Organization Code (NUC)	Alphabetic identifier used in Library of Congress National Union Catalog. example: TxLbAMS; RiEpGSL See: http://www.loc.gov/marc/organizations/
RLG ID (OCLC staff only)	Alphabetic identifier issued by Research Libraries Group. examples: TXIC; UKBW; ILRC
SAN Identifier	The Standard Address Number (SAN) is a seven-digit numeric identifier used to identify organizations and businesses interacting with the publishing industry (including book and serial manufacturers, libraries, publishers.) example: 0348277 http://www.niso.org/kst/reports/standards?step=2&gid=&project_key=97d7bef1a7fda9d9979b2bb1d58812284426eec7
Federal Employer Identification Number (FEIN) Identifier	A unique nine-digit numeric identifier assigned by the Internal Revenue Service to businesses in the United States. example: 88-1234567
NCES Identifiers (US records only): See: http://nces.ed.gov/	
NCES IPEDS ID/UnitID	Numeric identifier issued by the National Center for Educational Statistics (U.S.) for Academic Institutions. example: 164924
NCES Organization Code/FSCS ID	Alpha-numeric organization code issued by the National Center for Educational Statistics (U.S.) for Public Libraries. example: OH0057
NCES Library Code/LIBID	Alpha-numeric identifier issued by the National Center for Educational Statistics (U.S.) identifying branch level information for Public Libraries. example: 157B08
Australia Identifiers (Australian records only):	
Australian National Union Catalog	A unique identifier issued by the National Library of Australia for organizations which contribute information to the Australian National Bibliographic Database (ANBD). Australian National Union Catalog symbol has been recognized as an International Standard Identifier for Libraries (ISIL). example: ANL (National Library of Australia) See: http://www.nla.gov.au/ilrs/
Australian Business Number	11-digit unique identifier issued by the Australian Taxation Office that is used by business entities when dealing with the Australian government. example: 48 004 146 338 See: http://www.ato.gov.au/
New Zealand Library Symbol (New Zealand records only)	A unique library identifier issued by the National Library of New Zealand. Its primary purpose is to facilitate interloan. New Zealand Library Symbol has been recognized as an International Standard Identifier for Libraries (ISIL). example: WN (National Library of New Zealand, Wellington) See more about ISIL: http://www.bs.dk/isil/index.htm See: http://www.natlib.govt.nz/catalogues/directory-of-libraries

Relationships

Field Name	Description and Example
Branches	Institutions that are subordinate to or serve as extensions of your institution. (To be associated, a branch must have its own Registry profile.) example: West Branch; Main Street Branch Note: These associations can be made only by a superior parent or consortium within its own Registry profile.
Affiliations	Parent (main) institutions, and consortia or group memberships. Note: These associations can be made only by a superior parent or consortium within its own Registry profile.

Services

Field Name	Description and Example
IP Addresses	Internet Protocol addresses of your institution's computer network. (WorldCat Registry does not make this information publicly available.) examples: 132.174.95.5 OR 132.174.95.5-60 OR 132.174.95-98.* OR 132.174.95.* OR 132.174.*.*
Online Catalog	Your institution's Web-accessible catalog.
Automatic suggestions	Get automatic suggestions for your online catalog information. Paste a sample URL from your Web catalog in the box, then click Suggest Links to have WorldCat Registry suggest values for the fields on the Online Catalog screen. Click <u>test</u> next to the suggested link to check if it displays a holding in your local online catalog. To clear the suggestions, click the <u>Clear Suggested</u> link. For OCLC member libraries, the online catalog links will be available in WorldCat.org within 24 hours.
Library System Used	Select your vendor from the drop-down list.
Base URL	Main URL for your library's catalog. Note: Only one link can be used per profile. example: http://vtls.ualibrary.org/cgi-bin/gw/chameleon
Online Catalog Direct to ISBN	URL for the screen that displays the results of an ISBN search of your catalog. Click the <u>test</u> link to test your URL. It will open in a new window. example: http://vtls.ualibrary.org/cgi-bin/gw/chameleon?host=localhost+1111+DEFAULT&u1=7&search=KEYWORD&function=INITREQ&t1=
Online Catalog Direct to ISSN	URL for the screen that displays the results of an ISSN search of your catalog. Click the <u>test</u> link to test your URL. It will open in a new window. example: http://vtls.ualibrary.org/cgi-bin/gw/chameleon?host=localhost+1111+DEFAULT&u1=8&search=KEYWORD&function=INITREQ&t1=
e-Serial ISSN Search	URL for the screen that displays the results of an ISSN search of your catalog for electronic serials. Click the <u>test</u> link to test your URL in a new window. example: http://library.institution.edu/search/i?SEARCH=
Online Catalog direct to OCLC Number	URL for the screen that displays the results of an OCLC Number search of your catalog. Click the <u>test</u> link to test your URL. It will open in a new browser window. example: http://vtls.ualibrary.org/cgi-bin/gw/chameleon?host=localhost+1111+DEFAULT&u1=6001&search=KEYWORD&function=INITREQ&t1=

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Add Leading Zeroes to the OCLC search Term	Check the Yes check box to add leading zeros to the search term if your library configures its catalog to retain the leading zeros on OCLC numbers.
OCLC Number Prefix	Select which option you prefer for adding a prefix to the OCLC Number. example: OCM
Custom Prefix	Custom prefix to all OCLC numbers.
OpenURL Resolvers	"Link resolver" servers that deliver appropriate electronic resources to a Web user. See more at http://www.oclc.org/productworks/schema.doc .
Base URL*	URL of the OpenURL resolver to be used. example: http://olinks.ohiolink.edu/olinks.php .
IP Address*	The Internet Protocol addresses of your institution's computer network. (WorldCat Registry does not make this information publicly available.) examples: 132.174.95.5 OR 132.174.95.5-60 OR 132.174.95-98.* OR 132.174.95.* OR 132.174.*.*
Resolver Link Text*	Specify the text that will display as a link leading to the designated OpenURL server.
Resolver Image Location	Specify the URL for an icon that will display as a link leading to the designated OpenURL server.
Institution Domain	The domain name associated with the Institution. example: spl.org
Vendor	Select your vendor from the drop-down list.
Vendor Product Version	Version number of your vendor's product.
OpenURL Version*	Select the version of your OpenURL Resolver.
Z39.88-2004 Community Profiles	Select your profile. The optional repeating Z39.88-2004_CommunityProfile element describes which community profiles the Resolver supports for any entity. If this element is omitted, OCLC will assume that no community profiles are supported. These identifiers must be in the pattern of info:ofi/pro:.*
Advanced Settings	Check the check box to display Advanced Settings.
Virtual Reference	Your institution's virtual reference service (such as "Ask a Librarian") on the Web. (At present, your profile can list only one service.) Select a vendor from the drop-down list and type a URL. See: http://liswiki.org/wiki/Virtual_reference

Administrative Information

Figures and statistics regarding the institution's budget, staff expertise, online services and Internet access.

Note: Administrative data has been pre-loaded for US public institutions from NCES at <http://nces.ed.gov/surveys/libraries/public.asp>.

Field Name	Description and Example
Currency	Select your currency from the drop-down list. ISO standards, see: http://www.iso.org/iso/support/currency_codes_list-1.htm
Staff Expenditures	Dollar amount of institution's annual staff expenditures, without any punctuation, decimals, or dollar, euro, yen, pound or other signs. example: 3000000
Collection Expenditures	Dollar amount of institution's annual collection expenditures, without any punctuation, decimals, or dollar, euro, yen, pound or other signs. example: 400000
Operating Expenditures	Dollar amount of institution's annual operating expenditures, without any punctuation, decimals, or dollar, euro, yen, pound or other signs. example: 5000000
Capital Outlay Expenditures	Dollar amount of institution's annual capital outlay expenditures, without any punctuation, decimals, or dollar, euro, yen, pound or other signs. example: 500000
Other Expenditures	Dollar amount of institution's other expenditures, without any punctuation, decimals, or dollar, euro, yen, pound or other signs. example: 200000
Number of Librarians with Accredited MLS	MLS is defined as a librarian with a master's degree (MLS) from a graduate library education program accredited by the American Library Association (ALA).
Number of Librarians without MLS	Number of librarians without MLS (see above).
Number of Other Staff	Number of staff members besides librarians.
Total Visits	Amount of annual total visits to the institution, without any punctuation. example: 1200000
Total Circulation	Institution's annual total circulation, without any punctuation. example: 1500000
Reference Transactions	Number of annual reference transactions, without any punctuation. example: 150000
Interlibrary Loans Provided	Number of annual interlibrary loans provided, without any punctuation. example: 3000
Interlibrary Loans Received	Number of annual interlibrary loans received, without any punctuation. example: 800
Number of Public Internet Terminals	Number of terminals devoted to public internet service.
Population Served/Full Time Equivalents	The number of people in the geographic area for which a public library has been established to offer services, and from which (or on behalf of which) the library derives income, plus any areas served under contract for which the library is the primary service provider. example: 50000

Contacts

Who are the key administrative and departmental personnel? Please list them here. (WorldCat Registry will allow you to make this information publicly available. You can also enter personnel who would be of interest only to parties with whom your profile will be shared.)

Field Name	Description and Example
Role*	Select your role from the drop-down list.
Name*	Main contact's name, first and last name (surname). Note: Name must be at least two characters.
E-mail Address	Contact's e-mail address. example: jsmith@spl.org
Phone	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Fax	Preferred format as it is displayed in your country. examples: +1 (614) 764 6000 (US and Canada) + 33 4 55 33 66 77 (France) + 31 71 500 2500 (Netherlands)
Visible to All	Click the check box to allow a contact to be visible to anyone. If you do not make the choice, contact information will be hidden to general public and available only to parties with whom you share your profile.

Global Policies

A global policy is a generic Resource Sharing policy viewable by all users of the WorldCat Registry. The global policy allows an institution to state whether than loan or copy within their county or outside of their home country, and to indicate whether a fee is charge for use of their materials.

All institutions in the WorldCat Registry can define global policies. A user authorized to modify an institution's settings can create or modify that institution's global policies. See more information on [How to Create, View and Modify Global Policies](#).

Field Name	Description
Copy Policy	Select the check box for the policies that apply. You can select only one button for each fee.
Loan Policy	Select the check box for the policies that apply. You can select only one button for each fee.

Required fields are marked with an asterisk (*).

Additional Resources

Registry data set is also accessible via web services. XML schemas for the WorldCat Registry results set can be found at <http://worldcat.org/wcpa/content/affiliate/default.jsp>.