

Overview of LHRUS

OCLC LHR Updating The OCLC Local Holdings Record Updating Service (LHRUS) provides automated batch record processing that allows OCLC members and participants to maintain local holdings information in WorldCat®.

**Ongoing service/
One-time project** OCLC LHRUS is intended to be an ongoing service. Regular updates are suggested, but the schedule varies according to individual needs. You may also update with a one-time project and then maintain local holdings records (LHRs) online through the [OCLC Connexion browser](#).

Project duration Starting a project, testing, evaluation and processing the first file of records generally takes up to 90 days, depending on the complexity of the data. The evaluation and processing time may be longer if you are submitting non-MARC patterned holdings data. Files for ongoing projects are generally processed within seven days of receipt, once the project is set up.

Scan/delete processing Sometimes an institution may have LHRs in its local system that have not been maintained in WorldCat. If so, an LHR [scan/delete](#) may be requested to sync the institution's WorldCat local holdings with its local system. Scan/delete deletes all local holdings prior to a certain date. The LHRUS project then reprocesses the correct local holdings in WorldCat. Scan/delete is a one-time solution. Include LHR scan/delete requests as special instructions on the [LHR Updating order form](#). The institution should specify whether it wants to:

- a) delete LHRs only
- b) delete LHRs **and** remove the institution's holding symbol on the associated bibliographic record

Note: The scan/delete request must also include a date parameter; all LHRs created prior to the date specified are deleted.

Note: Scan/delete is a **permanent process that cannot be reversed** once it has been performed.

Note: There is no additional charge for this service.

Overview of LHRUS (continued)

General requirements The following table lists general requirements for OCLC to be able to process records:

Requirement	Description
Library	Your library must have a valid OCLC institution symbol.
Data standards	<p>Holdings statements should meet the standards for identification, recording, and display of holdings data according to <i>Holdings Statements for Bibliographic Items</i> (ANSI/NISO Z39.71).</p> <p>Holdings statements should use Latin alphabet abbreviations as found in Appendix B of <i>Anglo-American Cataloguing Rules</i>, second edition, 2002 Revision and the CONSER Guidelines for Input of Caption/Pattern and Holdings Data.</p> <p>Records should meet the standards for representation and exchange of holdings data according to MARC21 Format for Holdings Data.</p> <p>OCLC may be able to convert your non-MARC holdings information to meet the data standards if the data is in an electronic format and contains consistent and discernible patterns.</p>
Complete set of holdings records	If only one holdings record in a set attached to a single bibliographic record has changed, you must send the whole set of holdings records (not just the changed record). OCLC requires all holdings records for a bibliographic record because the LHR Updating software does not match individual holdings records. LHR Updating replaces all LHRs for a bibliographic record with the whole set of holdings records sent.
Single holdings record	Each holdings record sent in the set of records for a specific bibliographic record must represent the holdings data for only one copy. OCLC does not process multiple holdings in one holdings record.
OCLC Control Number in records	The OCLC Control Number must be in each record. The number must be in the same location in each record in a file.

Overview of LHRUS (continued)

Levels of specificity	OCLC local holdings records are recorded at level 2 or above, as defined in <i>Holdings Statements for Bibliographic Items</i> (ANSI/NISO Z39.71) .
Preprocessing evaluation	OCLC provides a file evaluation before any record processing occurs. The <i>LHR Updating Batchload Project Definition</i> defines the project and sets parameters on which you and OCLC agree prior to processing.
Post-processing report	OCLC provides an LHR Batch Processing Summary and Detailed Exception report on the OCLC Product Services Web for you to use as an administrative tool. The information in the report helps you with maintenance of your local holdings data.
Pricing	Initial data evaluation and setup fees may apply; contact your OCLC regional service provider for complete pricing information.
Customized programming	Projects may require various levels of customized programming. If your data requires extensive customized programming, you and OCLC work together to determine whether the data can be successfully processed.
Methods of file delivery	You may send holdings data to OCLC electronically through FTP, OCLC Product Services Web , or e-mail attachment. The method you use to supply data depends upon the format of the file and your local system capabilities. In some 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.