

# Patterned Non-MARC Holdings Data

---

## Introduction

OCLC Local Holdings Record Updating Service processes holdings records that are compliant with the *MARC21 Format for Holdings Data*. Since not all libraries maintain MARC holdings data or are capable of producing MARC holdings record output, OCLC has developed tools to make non-MARC data usable for processing. This chapter describes patterned non-MARC holdings data that can be submitted.

## Guidelines

OCLC may be able to create usable MARC holdings records from patterned data received in non-MARC formats. This MARC data can then be processed through LHRUS. In order to achieve this, field descriptions and their content must be associated in a simple, consistent, discernible and predictable way across the entire file. Non-MARC data is unusable if the description/content relationship varies or has to be derived on a record-by-record basis.

There are three basic patterned data types that can meet the above guidelines:

- **Delimited Data**--Fields are separated by a unique character or series of characters (for example, tab delimited files or columns of data in a spreadsheet).
- **Labeled Data**--Field descriptions immediately precede their content (for example, LOCATION: Main)
- **Positional Data**--Field descriptions and their content are related by record position (for example, fixed length formatted records).

These data formats are not mutually exclusive. Records may be a composite of all three of these basic data types. Commonly used non-MARC data formats are Microsoft Excel spreadsheets, Microsoft Access databases and Microsoft Word documents.

## General requirements

Since the goal is to build MARC holdings records for use in LHRUS, the specific data elements needed are the same as any local holdings record; however, they will simply be in a different format.

It is unlikely that your patterned data contains every element that can be included in the local holdings record and OCLC may be able to supply default values for certain fields. Do not include unnecessary bibliographic information in your file.

Each holdings record, regardless of format, **must include the OCLC control number** of its corresponding bibliographic record.