



# Batchload Solutions: WorldCat Local

## Introduction

To make your WorldCat Local and WorldCat Local “quick start” successful:

- Your library’s bibliographic records must have holdings that are current in WorldCat.

### And

- The corresponding OCLC control numbers must be consistently indexed and formatted in your library’s local system.

This document briefly describes how batchloading can help you synchronize your library’s records with WorldCat.

## Synchronize Your Holdings with WorldCat

There are **three common options** for synchronizing your holdings with WorldCat:

- **Order a reclamation project**
- **Order a retrospective batchload project**
- **Request symbol flips**

Each of these options is discussed in more detail below.

## Reclamation project

If your institution's holdings have not been fully maintained in WorldCat, you may have no easy way of identifying the records for which you need to cancel or set holdings. When this occurs, you can order a reclamation project.

### For a reclamation project:

- You send all the records from your local system to OCLC to set your library’s holdings in WorldCat.
- As your institution’s holdings are set, the date of this batchload transaction is “stamped” on each record.
- After batch processing is complete, a Scan/Delete is performed that removes your holdings from records with a date stamp earlier than the date of the batchload transaction (typically the date when you extracted your records for submittal to OCLC).
- Any holdings set after the date of the Scan/Delete are not removed from WorldCat. Therefore, you can continue online cataloging while your records are processed. OCLC recommends, however, that you stop deleting holdings until the reclamation project is complete.
- By default, Scan/Deletes are processed to skip any holding set on a record that has a Local Holdings Record (LHR) attached. The LHR will remain and the holding will remain set on the record, regardless of date stamp. However, you can request to remove the LHR and the related holding.

When you order a reclamation project, you can also request to add records to WorldCat that do not match any existing WorldCat records.

## Retrospective Batchload Project

If you are a new OCLC member, or you have gaps either in your WorldCat holdings or in the OCLC numbers in your local system records, you can order a retrospective project.

### For a retrospective project

- You send all of your records or a subset of records to set holdings in WorldCat and obtain OCLC control numbers for records in your local system.
- A retrospective project does not include Scan/Deletes and is usually a one-time project.

When you order a retrospective project, you can also request to add records to WorldCat that do not match any existing WorldCat records.

## Symbol flips

Sometimes an institution’s holdings are represented in WorldCat by more than one OCLC institution symbol, but the institution prefers holdings to be combined under fewer symbols. OCLC can perform a scan to “flip” all occurrences of one institution symbol to another institution symbol.

You do not need to send records from your library; simply send a written request to OCLC Batch Services at [batchload@oclc.org](mailto:batchload@oclc.org).

## Get OCLC Control Numbers for Your Records

When you order a WorldCat Local Batchload project, you can get the OCLC numbers as output from the batch processing in **three ways**:

- **Cross Reference (XREF) Report**
- **Your records returned with the OCLC number**
- **Copies of matching full OCLC-MARC records**

These choices are discussed in more detail below.

## Cross Reference (XREF) report

Batch processing generates a two-column text file that lists the OCLC number (without prefix) across from the unique local record ID from the 001 field. If your local record numbers were not in the 001 field when you sent them to OCLC, batch pre-processing moved them to the 001.

Example of the format of an XREF Report:

OCLC Control #	Submitted 001 Field
48110776	.b21361198
179104583	.b21512760
229024760	.b21512772

You can download this report from the [OCLC Product Services Web](#) as the files in your project are completed.

Libraries use the Cross Reference Report to match and merge the OCLC numbers into the bibliographic records in the local system. If no one at your library can perform this task, you may need to work with

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your local system provider or choose another option for obtaining the OCLC number.

### Your records returned with the OCLC number

Batch processing can merge matching OCLC control numbers back into the records that you sent to OCLC for processing. By default, the OCLC numbers are merged into field 035 \$a with the (OCoLC) prefix.

If you prefer, you can select a different location and/or format of the OCLC number when you place your order. For example you may want the OCLC number merged in field 001, with the *ocm* or *ocn* prefix.

Your files of records containing the OCLC number will be available for pick-up on the [OCLC Product Services Web](#) as soon as each file in your project completes batch processing.

### Full OCLC-MARC records

You can receive copies of matching OCLC-MARC records from batch processing. OCLC can merge local data—for example, your local system control number or other local fields (notes, call numbers) into the copies of the OCLC-MARC records.

By default OCLC-MARC Records contain the OCLC number in these fields:

- 001 prefixed by ocm or ocn
- 035 \$a prefixed by (OCoLC)

Custom post-processing can be applied to the OCLC-MARC records if the default formatting is not desirable. For example, many institutions prefer to have their unique system control number in the 001 field. In this case, post-processing can replace data in field 001 with the local system number.

## Order Batchload for WorldCat Local

Depending on characteristics of your batchload project and options you select, you have **two choices** for ordering your batchload project for WorldCat Local:

- **Use the WorldCat Local Batchload Order form.**
- **Use the standard Batchload Order form.**

Details for choosing between the two are given below.

### WorldCat Local Batchload ordering

You can use the OCLC Online Service Center (OSC) to order batchload processing specifically for WorldCat Local and WorldCat Local “quick start” if your project and your records meet criteria listed below.

Once it is processed and OCLC receives your data, the project is set up and batchloading begins immediately. No review by an OCLC batchload specialist is necessary.

This order process requires that:

- You are setting holdings for a single OCLC institution symbol.
- Your records are in MARC 21 format.

- Character encoding in the records is MARC-8 or UTF-8 Unicode.
- The project is limited to 10,000,000 records or fewer.
- You do not need to receive full OCLC-MARC records as the output of your batch project.

#### To start the order process:

1. Go to <http://www.oclc.org/us/en/ordering/default.htm> and click **OCLC Online Service Center**.
2. In the navigation list on the left, click **Log on** if you already have an OSC account, or click **Create a new account**.
3. Once in the OSC, navigate to the list of **OCLC services** and click **Batchload Processing for WorldCat Local**. Follow directions to complete and submit the form.

#### Results:

You receive several separate e-mail messages to confirm that:

- The OSC completed your order (provides your OSC order number).
- Your EDX account has been set up automatically, **if** you selected FTP as the method of sending your records **and** you did not already have an EDX account (see details below).
- Batchload services received your order. The message:
  - Gives you the unique Project ID number for your project (used to track your files throughout batch processing).
  - Repeats your order data for one last check.
  - Gives links to instructions for sending your data to OCLC.

These messages are also copied to the OCLC support partner specified in your order.

### Standard Batchload ordering

Standard Batchload ordering is not subject to the same limitations as the OSC order form and can include more options for processing your records.

A standard order is always reviewed and set up by an OCLC batchload specialist.

Use the standard Batchload Order form in the following circumstances:

- You are implementing WorldCat Local as a group using multiple OCLC symbols.
- Your records are not in MARC 21 record format or the character encoding in the records is not MARC-8/UTF-8 Unicode.
- You want to receive full OCLC-MARC records as the output of your batch project.
- You will send records to OCLC in non-electronic media.
- You will send more than 10,000,000 records for processing.

An order form is needed for each type of project. For example, your library may order a reclamation project for your overall collection and get the OCLC numbers back with a standard Cross Reference report. If

you also want to get full OCLC-MARC records to replace a number of brief records in your local system, you must order a separate project.

#### To start the order process:

1. Go to: <https://www3.oclc.org/app/batchload/>.
2. Follow directions to complete and submit the form.

#### Results

- OCLC Batchload Services sends a confirmation e-mail containing the unique Project ID number that is assigned by the system to track your files throughout the project, along with additional information about submitting your records.
- A batchload specialist is assigned to your project and will work with you as needed throughout processing.

#### Summary: Choose a batchload order form

The following table shows criteria for choosing which form to use to order your WorldCat Local or WorldCat Local "quick start" batchload project:

Criteria	WC Local form	Standard form
Records are in MARC 21 format	X	X
Records are in non-MARC format		X
Character encoding is MARC-8 or UTF-8 Unicode	X	X
Character encoding is not MARC-8 or UTF-8 Unicode		X
Project is for a single OCLC institution symbol	X	X
Project is for multiple symbols		X
Project is for 10,000,000 records or fewer	X	X
Project is for more than 10,000,000 records		X
You will send records to OCLC electronically	X	X
You will send records via non-electronic media		X
You want to order a Reclamation or retrospective project (each with the option of adding unmatched records)	X	X
You want to order different or additional types of processing		X
You want to receive an XREF report and/or your records returned with OCLC numbers inserted	X	X
You want to receive full OCLC-MARC records		X
You do not need project review by an OCLC batchload specialist before processing starts	X	

## Send Your Records to OCLC Electronically

Once you receive the Project ID number, you can send your records in one or multiple files using one of the following **two methods**:

- **Transfer via FTP (file transfer protocol) to your OCLC Electronic Data Exchange (EDX) account.**

**Note:** If you have an Innovative Interfaces local system, you must use an FTP feature within Innovative to transfer your records.

- **Upload to the OCLC Product Services Web (PSWeb).**

File size determines the recommended method:

File size	Recommended method
40,000 or more total records	FTP to EDX account
40,000 or fewer total records	FTP to EDX account or PSWeb <a href="http://psw.oclc.org/frames.aspx">http://psw.oclc.org/frames.aspx</a>

Depending on the method you use to send your records, click one of the following links to see detailed instructions that include strict guidelines for file naming conventions:

- [Send Records for Batchload Using PSWeb](#)
- [Send Records for Batchload Using FTP](#)
- [Send Records for Batchload Using Your Innovative \(III\) Local System](#)

**Note:** If you plan to send your data by other methods, you must use the standard Batchload Order form

#### Results

Files successfully sent to OCLC are picked up by an internal process (EBSCAN) at approximately 2:00 a.m. U.S. Eastern Time each day. Within 3 to 5 hours after files are picked up, you receive an "EDX batch input notification" e-mail. If you do not receive this e-mail, contact OCLC Batch Services at [batchload@oclc.org](mailto:batchload@oclc.org) to investigate.

## Record Processing

The following explains how records in your project will be processed:

#### Unique Key Matching

**OCLC number.** Properly formatted OCLC control numbers are mapped to field 035 \$a and prefixed with (OCoLC) for use by batchload software. The match is qualified by derived title (3,2,2,1) in field 245 and by material type.

**Other unique keys.** The following unique keys used for matching are qualified by: date (008/07-10), derived title (3,2,2,1) in 245 \$a, material type, and language of cataloging:

- 010 \$a (LCCN)
- 020 \$a (ISBN)
- 022 \$a (ISSN)
- 016 \$a (National bibliographic control number)
- 024 \$a (Other standard number)
- 027 \$a; \$z and 088 \$a; \$z (Report number)

028 \$a and 262 \$c (Publisher number)  
029 \$a (Other system control number)  
030 \$a (CODEN)  
856 \$u (Uniform resource identifier)

### Extended matching

When an OCLC control number is not available or when a single match is not retrieved by the other unique keys, the system uses extended matching based on additional data in the body of the record (author, title, publisher, and more).

### Enriching WorldCat automatically

LC call numbers and subject headings in your records will be merged into matching WorldCat records that lack these numbers and headings.

### Unmatched records

- If you requested in your order to add unmatched records to WorldCat:

Records that do not find a match and/or cannot be added to WorldCat as new records, due to sparseness of data or MARC validation errors, will be unresolved and written to an .UNRES file available for pick-up on the [OCLC Product Services Web](#). Or, you can log on to your EDX account and change the directory to **EDX.EBSB[OCLC symbol].RECORDS**.

- If you did not request to add unmatched records to WorldCat:

Any unmatched records in your project will be examined, and problems that may have interfered with matching will be resolved

if possible. Resolved records will be further processed. Unresolved records will be written to an .UNRES file, available for pick-up on the [OCLC Product Services Web](#) or via your EDX account (see instruction in the bullet point above).

See more information about managing unresolved records in [Import Records from OCLC Services and Resolve Batch Records in Connexion](#).

## Pick Up Your Records and Reports

As each file in your project completes processing, a Batchload Processing Summary will be e-mailed to you, with statistics on the number of records processed, duplicates dropped, holdings set, and more.

XREF Reports are made available for pick-up on the [OCLC Product Services Web](#). They may also be e-mailed to you upon request.

Depending on your requested output, copies of your records with the OCLC numbers in them or full OCLC-MARC records are posted on the [OCLC Product Services Web](#) for pick up as your project files finish processing.

## Support

If you have questions, please contact OCLC Consultative Services at [consult-svcs@oclc.org](mailto:consult-svcs@oclc.org).