

Institution	OCLC Regional Service Provider	OCLC Symbol
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Contact Person	Phone Number	E-mail	Date Submitted
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Type of Request			AUTHORIZATION REQUEST (See instructions on the back of this form)				Cataloging													ILL		Union List			Other							
Add New	Change	Delete	Authorization Number For deletes and changes only  Example: xxx-xxx-xxx				Item No	Operator Name	Logon Greeting (Up to 8 characters)	Password (Up to 9 alphanumeric characters)	Default Service	Default Class Scheme	Default Subject Heading	FULL	LTD	SCH	RCON	CON	ENH*	ENN*	NAN	NAR	AGNT	**WebDewey access with this autho?	FULL	REF	AGNT	FULL	SRCH			
						1																										
						2																										
						3																										
						4																										
						5																										
						6																										
						7																										

**\*\* Include WebDewey access with this Cataloging authorization. For current WebDewey subscribers only.**

Additional Classification Schemes (Cataloging ONLY)	Additional Subject Headings (Cataloging ONLY)	*Authorized Formats (Use with ENH or ENN Cataloging ONLY- Your institution must be approved for ENHANCE status)
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Comments

Institution Contact Signature	OCLC Service Provider	Service Provider Authorizing Signature
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## INSTRUCTIONS

### INSTITUTION INFORMATION.

Institution Name, OCLC Regional Service Provider, OCLC Symbol, Contact Person's name, Phone number, E-mail address and Date you submit this form.

### TYPE OF REQUEST

**Add New:** To authorize a new operator (to add a new authorization number), check ADD.

**Change:** To change a logon greeting, password, default class scheme, default subject heading, or service. Specify the type of change in COMMENTS, using ITEM NO. to identify the line to which the change applies.

**Delete:** If the request is to delete an authorization number, check DELETE. (When deleting existing authorization numbers and replacing them with new numbers, request new numbers at least one week before requesting the deletions.)

**AUTHORIZATION NUMBER:** To change or delete an existing authorization number, enter the authorization number. If the request is for a new authorization number, leave this area blank; OCLC will assign the number. If adding additional functions to an existing authorization number (e.g., adding ILL to a Cataloging number), please provide your current authorization number.

### AUTHORIZATION REQUEST

**Operator Name:** Enter the name of each person to be authorized.

**Logon Greeting:** For each person to be authorized, enter a logon greeting (for example, initials). The logon greeting is limited to eight characters and may include spaces and punctuation.

**Password:** Supply the password you would like to use in logging on to the OCLC Cataloging service. The password can be up to 9 alphanumeric characters only.

### Default Service

Cataloging, Interlibrary Loan (ILL), or Union List (UL). Please indicate a mode of authorization (range of activities).

**Note:** Default Classification Schemes and Default Subject Heading should ONLY be used for Cataloging.

### Default Classification Scheme:

The Classification Scheme determines the call number field that you are authorized to add to the master bibliographic displays. Use the CODES for CLASSIFICATION SCHEME below to indicate the default classification scheme. The default classification scheme determines the local call number field tag displayed immediately after logging on to the OCLC Cataloging service in cataloging workforms and bibliographic records.

### Default Subject Heading:

The Default Subject Heading determines the subject--heading field you are authorized to add to the master bibliographic record under that authorization. Specify the default subject heading for each authorization number; enter the code of the appropriate subject heading (see list below).

### Choose Service:

Cataloging, Interlibrary Loan (ILL), Union List (UL) or Other. Please indicate a mode of authorization (range of activities). WebDewey subscribers may include WebDewey access with their current Cataloging authorization only.

**Additional Classification Schemes And Subject Headings:** These are optional fields. If you would like to be authorized to add other call numbers and/or subject headings to the master bibliographic record in addition to your default choice, please record them in the appropriate box.

**Note:** Additional Classification Schemes, Additional Subject Headings, and Authorized Formats are used for Cataloging only.

**Additional Classification Schemes:** Use codes for classification scheme listed below. Class Scheme determines the local call number field that you are authorized to add to the master bibliographic record, as well as the local field tag that appears in cataloging workforms and bibliographic records.

**Additional Subject Headings:** Use codes for subject headings listed below. Subject Heading Type determines which subject headings the operator is authorized to add to a bibliographic record.

**Authorized Formats:** Your institution must be approved for ENHANCE Status. This area should only be completed for ENHANCE mode authorizations. Use the codes for formats listed below. This data element determines whether an operator is authorized to replace a bibliographic record having a particular format.

**COMMENTS:** Include comments as needed.

### AUTHORIZING SIGNATURE:

To be completed by the Institution contact person and OCLC regional service provider office.

Member libraries submit completed forms to their OCLC regional service provider offices, and OCLC regional service provider submits completed forms to the OCLC Order Services, 6565 Frantz Rd., Dublin, Ohio, 43017-3395.

Independent members should submit completed forms to the Training & Implementation Specialist for Independent Libraries, OCLC.

Classification Scheme (tag values)		NAL	National Agricultural Library (2d ind. 3)	NAN	NACO (National)	Authorized Formats	
CAN	Call Number/Class Number assigned in Canada (055)	NLC/E	National Library of Canada/English (2d ind. 5)	NAR	NACO (Regular)	<b>Use with ENH or ENN Cataloging only.</b> Institution must be approved for ENHANCE status	
DEW	Dewey Decimal System (082, 092)	NLC/F	National Library of Canada/French (2d ind. 6)	AGNT	Agent	BKS	Books
GOV	Government Documents (086, 074, 037)	OTHER	Other (2d ind. 7)			COM	Computer Files
LC	Library of Congress (050, 090)	SEARS	Sears (2d ind. 8)			SCO	Scores
NAL	National Agricultural Library (070, 072)	<b>Cataloging Service Modes</b>				MAP	Maps
NLC	National Library of Medicine (060, 096, 069)	FULL	Full			MIX	Mixed Materials Format
UDC	Universal Decimal Class (080)	LTD	Limited			REC	Sound Recordings
		SCH	Search			VIS	Visual Materials
		RCON	Retrospective Conversion	AGNT	Agent		
		CON	Cooperative Online Serials Program (National)	FULL	Full		
		ENH	Enhanced (Regular)	SRCH	Search		
		ENN	Enhanced (National)				