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OCLC MARC records are available for eBook titles that are part of Library Ideas' Freading service.

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Sign-up questions

- ***How does my library sign-up to receive WorldCat records for titles available for Library Ideas' Freading service?***

To set your library up to receive MARC records, please complete the [Cataloging Partners MARC request form](#).

After submitting the Cataloging Partners MARC request form, OCLC will set up your account; set-up may take 3-5 business days.

- ***What editing options are available?***

- 1) Public note information can be added to the end of the 856 field \$z
- 2) Constant data elements can be added in new fields in the record (Please note we cannot add constant data elements to existing fields such as 245 or 246)
- 3) 856 proxy prefix

- ***What is a public note?***

Public notes help your patrons more effectively browse your catalog. You can choose to have public note information displayed at the end of the 856 URL. Some examples of public notes include: Access Title, Click Here to Access Title, Access Digital Title, etc.

- ***What is a proxy prefix?***

A proxy prefix is a sequence of letters/numbers added to the existing URL in the 856 field which causes the URL to point to a proxy server (rather than the server where the electronic resource actually exists) A proxy server acts as an intermediary for requests originating at the library's computer for electronic resources located elsewhere.

- ***How will my library specific 856 URL appear in my OCLC MARC record?***

Your library's specific URL will be provided to OCLC via the order data sent by Library Ideas.

- ***Will there be other vendors URL's in my OCLC MARC record?***

No, during the order fulfillment process, all other vendor specific 856 URL's will be removed and only your library specific 856 URL will remain.

- ***My library is part of a consortium. Are there any special considerations for a consortium?***

The [Cataloging Partners MARC request form](#) should be completed as the consortium itself, rather than by an individual library.

The method of delivery is via the [Product Services Web](#), and files mounted to the Product Services Web are only available to download for 90 days. It is recommended that the consortium liaison maintain archival copies of files of all MARC records sent so that they may be easily distributed to new libraries that join the group.

- ***How will I billed?***

There are no additional direct billings for records from OCLC.

Record questions

- ***What is considered a less-than-full record?***

A less-than-full record can be defined as a record in WorldCat lacking a Dewey call number, LC call number, or an LC subject heading; or as a born-digital record created based on the data provided by Library Ideas.

On the Cataloging Partners MARC request form please indicate if you'd like to receive less-than-full records and if you would like to receive a redelivery of the same record once it's upgraded to a full-level-record. An example of a less-than-full level record is available upon request.

- ***Are the records being created using RDA?***

We're currently creating the records in AACR2 and are working on our implementation of RDA. Announcements will be forthcoming as our implementation nears.

- ***Does a library need to be an OCLC member to receive the records?***

No, any library can receive OCLC records for Library Ideas titles. OCLC membership is not a requirement. Libraries with current cataloging subscriptions will have their holdings set in WorldCat.

Delivery questions

- ***How are the MARC records delivered to a library?***

OCLC receives your record delivery order from the Library Ideas which initiates the delivery of records to your library. When your order has been received and processed, OCLC will confirm via email that your file(s) are ready for download. Using a valid OCLC authorization and password, you can download the file(s) by performing the following steps:

- 1) Go to the [Product Services Web](#)
- 2) Click on “Download records and reports”
- 3) Click “OCLC Contract Cataloging for Publishers and Vendors records and reports”
- 4) Enter in your OCLC authorization number and password
- 5) You will see a list of files for your library available for download

- ***How does a library get an authorization and password for the Product Services Web?***

You can use any existing OCLC authorization/password or a library can contact [Order Services](#) to obtain an authorization/password.

- ***Why did the library’s records disappear from the Product Services Web?***

Records are kept on the [Product Services Web](#) for 90 days. To have deleted files restored to the Product Services Web, contact [OCLC](#) with the library’s OCLC symbol and date of file deleted.

- ***Can more than one contact person receive notifications that records are available for download from the Product Services Web?***

Yes, multiple contacts can be provided to receive notifications about MARC records being made available. If the library has already completed the form, please send a message to [OCLC](#) with your request and please include your OCLC symbol.

Who to contact

- ***How does a library report a record with an error in it?***

Please send a message to [OCLC](#) with the OCLC record number, brief description of the error and the library’s OCLC symbol.

- ***What if I no longer wish to receive OCLC Marc records for Library Ideas titles?***

Please send a message to [OCLC](#), be sure to include your library’s OCLC symbol.

- ***Who should a library contact with questions?***

Libraries can contact OCLC Customer Support at 1-800-848-5800 (USA) or +1 (614) 793-8682 or email them directly at [OCLC Customer Support](#)