

## Part 1: Ordering the project

# Batchload Process for Texas Libraries

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# Agenda

- Welcome and Introductions
- Review Batchload Project Types
- Explore Batchload Output Options
- Outline the Batchload Process & Timeline
- Where to direct your questions

# Welcome

Welcome to OCLC and to the  
Texas Resource Sharing Project.

# Why Batchload is Important

- Add OCLC #s to records in your library system
- Displays your library information in WorldCat
- Makes your items searchable in Navigator
- Supports the Texas Navigator program
  - Helps libraries locate materials held by other Texas libraries and elsewhere for the purpose of interlibrary borrowing and lending

# Objectives

- Identify the project type for my library
- Identify the output option(s) for my library
- Follow the basic OCLC Batchload process
- Submit a Batchload Order Form to OCLC
- Access Batchload documentation

# Timeline for Holdings Maintenance

- Plan 8 to 10 weeks to complete the batchload process
- **Week 1** = Submit batchload order form
- **Week 2** = Submit data files to OCLC
- **Weeks 3 – 7** = OCLC processes data and returns files
- **Week 8** = Update your local system with OCLC numbers
  - Reload records back into local system to add OCLC numbers
- **Weeks 9 – 10** = Decide how to maintain holdings
  - Submit ongoing batchload order forms
  - Submit CatExpress order form

# OCLC Symbol – key to your identity

One of the ways OCLC tracks and manages the work we do with your library is by using your OCLC symbol.

Use *Directory of OCLC Libraries* to locate your library's OCLC symbol. Enter whatever you know; part of a name, city, etc.

<http://oclc.org/en-US/contacts/libraries.html>

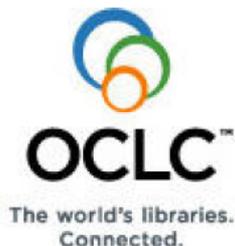
# Steps to Batchload

- The basic steps are:
  - **Submit the batchload order form**
  - Send your bibliographic records to OCLC
  - OCLC matches them with records in WorldCat
  - OCLC puts the OCLC number into your records
  - OCLC returns records to you
  - You re-load records and index the OCLC numbers

# Project Types

Type	When to use . . .
<b>Reclamation -</b> If you DO have holdings in WorldCat	<ul style="list-style-type: none"><li>• Holdings <i>not</i> fully maintained in WorldCat</li><li>• Cannot identify when to set/cancel holdings</li><li>• Need to sync WorldCat &amp; local holdings</li></ul>
<b>Retrospective -</b> If you do NOT have holdings in WorldCat	<ul style="list-style-type: none"><li>• No holdings in WorldCat</li><li>• Holdings gaps in WorldCat</li><li>• OCLC control-number gaps in local OPAC</li></ul>

# Order Checklist for Bibliographic Batchload



## Order Checklist for Bibliographic Batchload

Use this checklist to write down information you will need to supply for the Bibliographic Batchload order form (estimated time to complete the checklist: 20–30 minutes).

This checklist reproduces the content of the electronic order form as exactly as possible to help you prepare.

If you print the checklist, you may also want to keep this electronic PDF version open for access to links to get supporting information.

After you complete the checklist, log on to the Online Service Center to order (see logon [details](#) on this page).

**Please note:** Many order form questions dynamically open more questions, depending on your selections and entries. Below is a simple list of the topmost questions. Click a link to see details for a specific question.

<http://www.oclc.org/content/dam/support/batchload/documentation/using/checklistfororderingBib.pdf>

# The Online Service Center

The OCLC Online Service Center is a secure, Web-based tool that you can use to manage your OCLC account and purchase some OCLC products and services.



[Log on](#)  
[Create an account](#)

[OCLC : Online Service Center](#)

[Log on](#)

[Log on](#)

[Create an account](#)

[Order OCLC products and services](#)

[Membership reports](#)

[Gear and logo items](#)

[Documentation](#)

[Dewey Services and Publications](#)

[Digital Collection Gateway](#)

## Welcome to the OCLC Online Service Center

### At a Tipping Point: Education, Learning and Libraries

OCLC's new study explores how online learning platforms and MOOCs are resetting expectations for education and libraries. The report explores online learners' motivations—and how they perceive the library.

[Learn more »](#)



**As a guest, you can browse and order a variety of items**, including OCLC reports to its membership, tools that can help you market library services to patrons, and great OCLC logo items. Simply begin browsing for the items you'd like, add them to your cart, then purchase any billable items using your credit card (as you could in the old OCLC Shop).

**Registered users have many more benefits available to them.** When you [Create an account](#) and [Log on](#), you will be able to order all of the items above as well as OCLC professional services for libraries. *All libraries outside of the U.S., Canada, and Latin America can also use the Online Service Center to order Batchload Services and Digital Collection Gateway. Additional products and services will be available for ordering in the Online Service Center soon. Please contact [OCLC](#) to purchase all other OCLC services in other regions.*

<https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051>

# The Online Service Center

- Go to: [www.oclc.org](http://www.oclc.org) – Link to Online Service Center
  - <https://www.oclc.org/webapp/wcs/stores/servlet/OSCPortal?storeId=10051>
- Select
  - Create an Account –
    - Select Institution Account
    - Enter your OCLC Symbol in the space provided
    - Click **CONTINUE**

# Create an OSC Account

- Follow screen directions to enter
  - User ID
  - Password
  - Contact information
- Click “Create Account”
- OCLC will set up the account (24 hours to complete)
- You will receive Email confirmation when logon is active

# Welcome Screen

[OCLC](#) : Online Service Center

## Order OCLC products and services

[OCLC services](#)

[Membership reports](#)

[Gear and logo items](#)

[Documentation](#)

[OCLC Price List](#)

## Manage my institution account

[OCLC Subscriptions](#)

[Service Requests](#)

[Billing information](#)

[Addresses](#)

[Contacts](#)

[Roles](#)

[Authorizations](#)

[Search For Institution](#)

[Search Institution Results](#)

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[Learn more >>](#)



### [Order OCLC products and services](#)

Now you can order OCLC membership reports and promotional materials in the same place you order your OCLC online services such as CatExpress, EZproxy, and FirstSearch.

### [Manage my institution account](#)

Manage contact information for people at your institution and what roles people serve in your institution. You can also update the addresses for your institution's locations, as well as check your order history and retrieve saved orders.

# OCLC Services

[OCLC](#) : [Online Service Center](#) : [Order OCLC products and services](#) : OCLC services

## OCLC services

[Batchload for Bibliographic Records](#)

[Batchload for Local Holdings Records](#)

[CatExpress](#)

[Dewey Services and Publications](#)

[Digital Collection Gateway](#)

[EZproxy](#)

[FirstSearch](#)

[WorldCat Cataloging Partners](#)

[WorldShare Analytics Collection Evaluation](#)

[OCLC Price List](#)

## OCLC services

### Make your library more visible on the Web

People discover your content through Google, Yahoo! and WorldCat.org when you [subscribe to WorldCat](#).



### Featured OCLC services



#### [Batchload for Bibliographic Records](#)

Synchronize your library's catalog information in WorldCat bibliographic records.



#### [Batchload for Local Holdings Records](#)

Update item-specific holdings information in [local holdings records \(LHRs\)](#).



# Batch load Order Form

OCLC : Online Service Center : Order OCLC products and services : Batchload for Bibliographic Records

## Order OCLC products and services

[OCLC services](#)

[Membership reports](#)

[Gear and logo items](#)

[Documentation](#)

[OCLC Price List](#)

## Order Batchload for Bibliographic Records

Batchloading for bibliographic records



**Batchload for bibliographic records synchronizes your library's records with WorldCat.** Send your records to OCLC once or send them on an ongoing basis to match with WorldCat records. Your library's holdings will be added (updated) or deleted (canceled) in WorldCat when your records are matched. If you choose, your unmatched records can be added to WorldCat.

Synchronizing your library's records with WorldCat helps maximize your use of Web-scale Management Services, WorldCat Local, Group Catalog and other OCLC services for resource sharing, collection development, and acquisition activities.

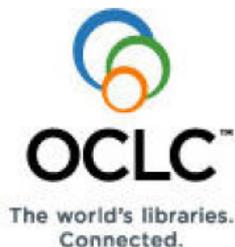
You can order either a single-institution project for your library only or a project for a group (multiple institutions). If you order for a group, **please note:**

- You must use an OCLC institution symbol that is profiled for your group project to place an order for the group, not a symbol for an individual OCLC institution. If your group does not have a symbol, please contact [OCLC Customer Support](#) for help. Order your project after you have the symbol.
- The order form requires that you enter a list of the OCLC institution symbols for the members of the group (maximum of 500 symbols separated by commas, spaces, or semicolons). If your list is long, you may want to prepare it ahead of time and

**Use this order form to order any kind of batchload project for bibliographic records.** Order batchload for the Local Holdings Record Updating service (LHRUS) separately.

**I am ready to order a bibliographic batchload project. Continue to next step.**

# Order Checklist for Bibliographic Batchload



## Order Checklist for Bibliographic Batchload

Use this checklist to write down information you will need to supply for the Bibliographic Batchload order form (estimated time to complete the checklist: 20–30 minutes).

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If you print the checklist, you may also want to keep this electronic PDF version open for access to links to get supporting information.

After you complete the checklist, log on to the Online Service Center to order (see logon [details](#) on this page).

**Please note:** Many order form questions dynamically open more questions, depending on your selections and entries. Below is a simple list of the topmost questions. Click a link to see details for a specific question.

- 
- [Is your project for a single institution or a group \(multiple](#)
  - [Do you want to display local bibliographic data to your](#)

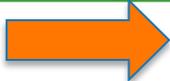
<http://www.oclc.org/content/dam/support/batchload/documentation/using/checklistfororderingBib.pdf>

# Complete the Order Checklist

- Page 2:
- Institution Information:
- Supplied automatically after you logon
  - OCLC Symbol : [xxxxx]
    - May be 3 or 5 characters

# Order Checklist – Page 2

## Is your project for a single institution or a group (multiple libraries)?



- Single institution
- Group

If Group:

What is the OCLC institution symbol for billing?

\_\_\_\_\_ Enter only one symbol

What is the OCLC group project symbol?

**Caution:** You must be logged on using a OCLC group project symbol to order for the group. If you do not have an OCLC group symbol, contact [support@oclc.org](mailto:support@oclc.org).

Where in the group records are the internal identifiers specified for the shared local system?

Field \_\_\_\_\_ Subfield \_\_\_\_\_

If Group: Enter all OCLC institution symbols of libraries in your group (up to 500 symbols separated by commas, spaces, or semicolons):

Enter up to 500 symbols separated by commas, spaces, or semicolons

Select  
Single  
Institution

# Order Checklist – Page 2

## Which OCLC product(s) will be supported by your project?

- Web-scale [now called WorldShare] Management Services
- WorldCat Collection Analysis
- WorldCat Local

**Note:** You can request information in the order form on branch level scoping for implementing WorldCat Local, or you can get that information here. Click this link:

[Local Holdings Record Batchload for Branch Level Scoping.](#)

- An OCLC Group Catalog  
What is the Group Catalog name? Texas group catalog
- Project not for specific OCLC product(s)

**Notes:**

- If you are implementing [WorldCat Navigator](#), select WorldCat Local or Group Catalog, depending on your contract.
- If you are batchloading for [WorldCat.org](#), select “Project not for specific OCLC product(s)”.

**Select: An OCLC Group Catalog**

# Order Checklist – Page 3

## What is the format of the data you are submitting for this project?

**Note:** You can select MARC or Non-MARC. If you have both data types, you will need to order separate projects.

MARC



MARC 21

UNIMARC

INTERMARC

IBERMARC

Local standard (non-MARC-21

Other \_\_\_\_\_

Character encoding



MARC-8

UTF-8 Unicode

\_\_\_\_\_

**Select: MARC21 (preferred)**

**Character Encoding: MARC-8**

# Order Checklist – Page 3

## What is the location and format of your unique local system bibliographic number?

**Note:** You will not see this question if you are sending non-MARC data for your project.

Location in MARC records



001

907 \$a

035 \$a

Other: Field \_\_\_\_\_ Subfield \_\_\_\_\_



Example \_\_\_\_\_ Enter an example of your system's local bibliographic number.

**Note:** Starting February 16, 2011, your unique local system bibliographic numbers will be stored at OCLC for use in subsequent batchload matching. [See more](#) about the importance of these numbers.

**Local system number used for Cross reference report**  
**Match point for reloading records back to your system**

# Local System Numbers

- Essential match point when re-loading records
- Local system number also known as
  - Title Control Key
  - Bibload Report #
  - Import Source
  - Bib #
- Location (examples)
  - 001 43328

# Order Checklist – Page 3/4

## What is the location of the OCLC control number in your records?

**Note:** You will not see this question if you are sending non-MARC data for your project.

Location in MARC records (select as many as apply)



- None (records do not contain OCLC numbers)
- 001, OCLC number with ocn/ocm prefix
- 001, OCLC number only, no prefix
- [035](#) \$a (OCoLC)
- Other: Field \_\_\_\_\_ Subfield \_\_\_\_\_

See more about the [OCLC control number](#).

**ONLY If you have OCLC #s in records**

## Do you want to qualify the OCLC control number for record matching?

**Note:** You will not see this question if you are sending non-MARC data for your project; you will not see the question if you answered “None” (no OCLC control numbers in your records) to the question directly above.

Select any combination, all, or none of the following:



- Derived title (245, 246, 247)
- Date (008/07-10)
- Material type (Leader/06)
- Language of cataloging (040 \$b)
- Use all qualifiers
- Do not use any qualifiers

- For more information, see the [Selecting OCLC Number Qualifiers for Bibliographic Batchload](#) quick reference.
- If the data you are sending for this project is a simple list of numeric search keys, the only available selection is “Do not use any qualifiers.”

**Derived Title is the default qualifier**

# Order Checklist – Page 4

Select a Batchload project type.

  One time

What type of project will it be?

Cancels  
Cancels holdings for all records you send.

Reclamation  
See [Batchload Solutions for Bibliographic Records](#) for more information.

  Set for all  
Sets holdings for all records you send.

Set or cancel based on value of Rec Stat  
Sets or cancels holdings based on the value of record status (Leader/05).

Retrospective  
See [Batchload Solutions for Bibliographic Records](#) for more information.

Set for all  
Sets holdings for all records you send.

Set or cancel based on value of Rec Stat  
Sets or cancels holdings based on the value of record status (Leader/05).

Select: **One Time / Set for All**

**Reclamation:** if you have holdings to match in WorldCat

Or **Retrospective:** if you do not have holdings in WorldCat

# Order Checklist – Page 5

Should we add your records when they do not match existing WorldCat records?

**Note:** You will not see this question if you are sending a list of numeric search keys for your project.

Yes

No

For “Yes,” if your records are unmatched and they meet standards of quality and completeness, they will be added to WorldCat as original cataloging.  
Please see the **cautionary note** on the next page about vendor-supplied records.

**Select:**

**No - you do **Not** want original records added**

# Order Checklist – Page 6 – Output

Report and your records

Ordering your records returned with OCLC control numbers is available at no charge.

This selection is available only if you are sending MARC data.

- For a project based on MARC records, you get an XREF report. You also get your records with OCLC numbers added in the location and format you select below.
- **Please note:** If you choose below to merge the OCLC control number into the 001 field, any existing 001 in your records will be replaced. If you choose another field, the new field will be added without replacing existing data. However, the new field will not be added if it is an exact duplicate of an existing field.

OCLC control number

Merge location: Select a location:

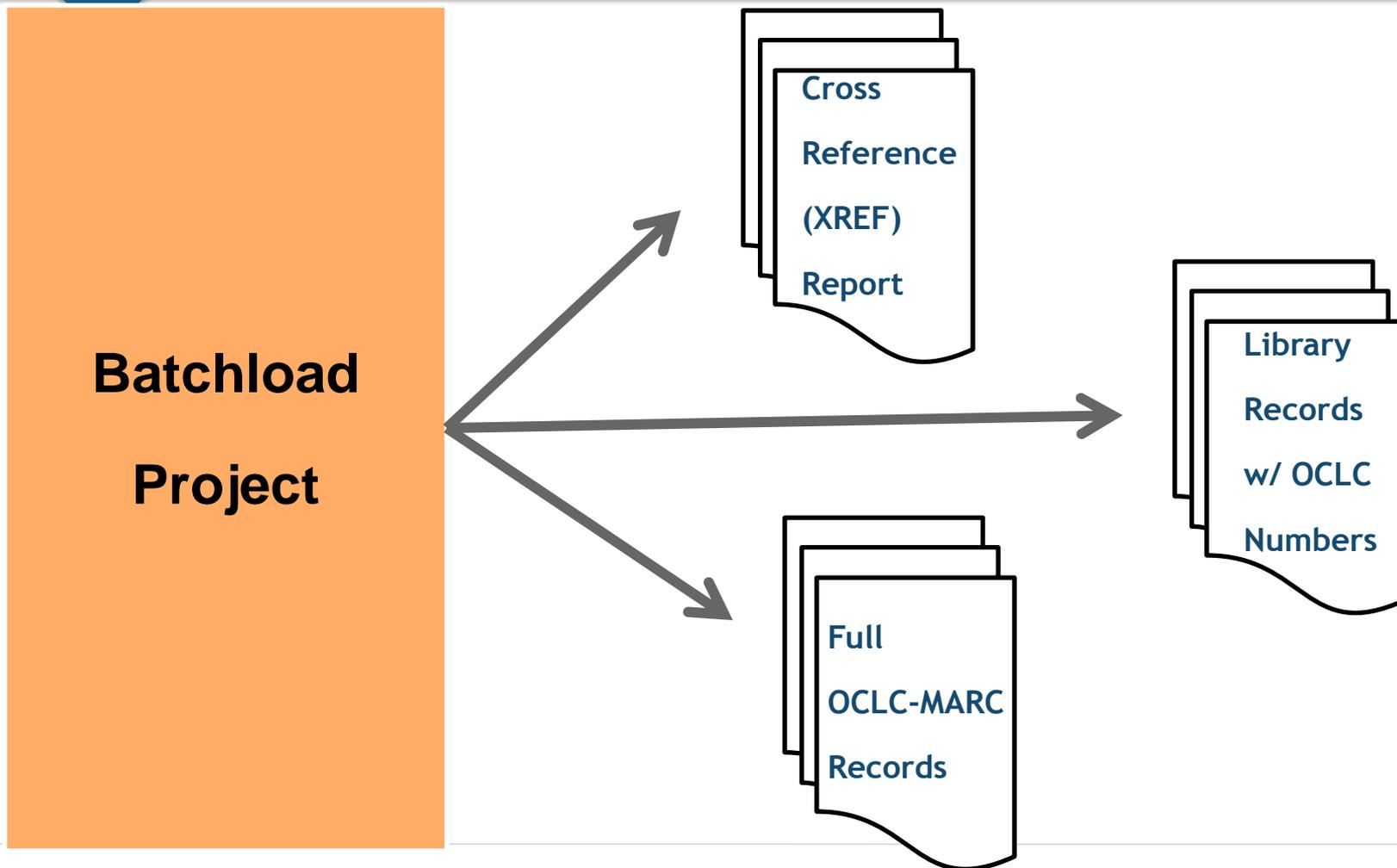
- 001  
 035 \$a  
 Other: Field \_\_\_\_\_ Subfield \_\_\_\_\_

Format: Select a format:

- (OCoLC)1234  
 (OCoLC)ocm00001234  
 ocm00001234  
 00001234  
 1234

**You will get a Cross Reference Report automatically**

# Batchload Output



# Cross Reference Report

- Two-column text file
- Matches OCLC numbers to local system bib numbers
  - from incoming files
- E-mailed as a .txt attachment

## Format:

OCLC Control #	Submitted 001 Field
48110766	.b21361198
179104583	.b21512760
229024760	.b21512772

## Use Cross Reference Report to:

1. Match OCLC numbers to your bibliographic records
2. Merge OCLC numbers into bibliographic records in your OPAC

**Note:** To merge numbers, you may need to work with your ILS vendor. OCLC does not provide this level of support.

# Your Records w/ OCLC Numbers

- Specify in Output section of Order Form
- OCLC number merged into 035 \$a with “(OCoLC)” prefix\*

## Example:

OCLC #	Default Merge*
48110766	035__ a (OCoLC)481
179104583	035__ a(OCoLC)179 3
229024760	035__ a(OCoLC)2290 0

\* By default, the OCLC number is merged into 035 \$a. If you prefer to use some other field, please specify that in Output in the Batch order form. For example, you may want the OCLC number in 001 with the *ocm* or *ocn* prefix.

# Full OCLC-MARC Records\*

\* Unlike the first two output options, there may be costs associated with producing full OCLC-MARC records.

- Merged local data into copies of OCLC
- OCLC numbers in 001 prefixed with ocn or ocm
- OCLC number in 035 \$a prefixed with “(OCoLC)”
- Custom post-processing is possible

## Example:

OCLC #	Default Merge*
48110766	<b>035__ a</b> (OCoLC)48110766
48110766	<b>001</b> ocm48110766

# Order Checklist – Page 6 – Output

Report and your records

Ordering your records returned with OCLC control numbers is available at no charge.

This selection is available only if you are sending MARC data.

- For a project based on MARC records, you get an XREF report. You also get your records with OCLC numbers added in the location and format you select below.
- **Please note:** If you choose below to merge the OCLC control number into the 001 field, any existing 001 in your records will be replaced. If you choose another field, the new field will be added without replacing existing data. However, the new field will not be added if it is an exact duplicate of an existing field.

OCLC control number

Merge location: Select a location:

-   001  
 035 \$a  
 Other: Field \_\_\_\_\_ Subfield \_\_\_\_\_

Format: Select a format:

-   (OCoLC)1234  
 (OCoLC)ocm00001234  
 ocm00001234  
 00001234  
 1234

**You will get a Cross Reference Report automatically**

# Order Checklist – Page 7

- How to submit your files
  - Product Services Web <http://psw.oclc.org>
  - FTP via EDX
- Request the PSWeb authorization & password

# Order Checklist – Page 7

## •How to submit your files

-   Upload to the OCLC Product Services Web (PSWeb)  
See instructions for [uploading records to PSWeb](#). PSWeb is at: <http://psw.oclc.org>.

### Do you need a PSWeb-only authorization and password?

-   Select the check box above only if you do not already have an authorization that will also work for PSWeb. You can use your authorization for OCLC cataloging, FirstSearch (with an administrative or statistics password), or resource sharing authorization, if you have one of these, to log on to PSWeb.

If you request an authorization, please enter a password.

Preferred password \_\_\_\_\_

#### Guidelines for password:

- Use uppercase letters A-Z, digits 0-9, and characters #, @, and %.
- Use a letter or digit as the first character.

## YES - to get the Needed authorization

**Caution:** Send your records **after** you receive your project ID number—a “P” number in the format “Pxxxxxx”—from Batch Services.

# Submit the Order Form

- Once completed, **review** the order form
- Click **Continue** to see Terms & Conditions
- Click **I Agree** to go to next screen
- Click **Submit** to submit the order
  - You will get a Web receipt / “What’s next”
- Email confirmation with Project ID
  - Copy of order form / What’s next

# Batchload Resources

Product Support

Training

Software & Reports

Ordering & Billing

[Home](#) > [Batchload](#) > [Documentation](#)



Batchload

Record delivery

Documentation

Frequently asked questions

[Update Holdings in WorldCat Through Batchload](#)

[Batchload Project - Questions on Files, Record Matching, Reports](#)

**Main OCLC Site**  
News, events, member info »

## Batchload documentation

### About batchload services

#### [OCLC Batchload for Bibliographic Records Online Help](#)

Covers bibliographic record processing: Definitive information about using Batchload WorldCat. Describes types of batchload projects for bibliographic records, option to order, and more.

**Please note:** The former "OCLC Batch Services User Guide" is obsolete and has been removed.

#### [Local Holdings Record Updating Service User Guide](#)

Covers local holdings record processing: Definitive information about using LHRU holdings records up-to-date in WorldCat.

### Using batchload services

#### [About Batchload for Bibliographic Records](#)

Description of the types of batchload projects for bibliographic records, options for ordering a project and receiving output, how to order, and more.

#### [Order Checklist for Bibliographic Batchload](#)

Simulation of the Bibliographic Batchload order form. Print and complete this checklist of order form questions to prepare your information **before** logging on to order a bibliographic batchload project.

#### [Order Checklist for LHRUS Batchload \(Local Holdings Record Updating service\)](#)

Simulation of the LHRUS Batchload order form. Print and complete this checklist of order form questions to prepare your information **before** logging on to order an LHRUS batchload project.

**Note:** Accepting the Batchload Terms and Conditions (T&C) is required when you order a batchload project. You can [preview the T&C here](#).

#### [Using PSWeb for sending records](#)

Detailed instructions for sending records to OCLC for batchload via PSWeb (OCLC Product Services Web).

#### [Using FTP for sending records](#)

Detailed instructions for sending records to OCLC for batchload via FTP (file transfer protocol).

<http://www.oclc.org/support/services/batchload/documentation.en.html>

# For more information...

## **OCLC Customer Support**

**Phone: 800-848-5800**

**Email: [support@oclc.org](mailto:support@oclc.org)**

**Include “Batchload” in subject line**

# Thank you