

Part 2: How to send files to OCLC

Batchload Process for Texas Libraries

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Agenda

- Order Form
- How to submit files
- How to interpret email notifications
- The batchload processing
- When files are returned
- Ongoing holdings maintenance

Order Form

Contact Customer Support at 800-848-5800 or support@oclc.org



Order Checklist for Bibliographic Batchload

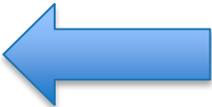
Information for logging on to the Online Service Center for ordering

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

Upload to the OCLC Product Services Web (PSWeb)

See instructions for [uploading records to PSWeb](#). PSWeb is at: <http://psw.oclc.org>.

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 from batch project that contain 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 we track and manage 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://www.oclc.org/contacts/libraries.en.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

How to Submit Files

- Confirmation Email
 - with Project ID
 - Ask other questions / send additional information to Batch Services (if needed)
- Prepare files as output from your system
 - Data files – contain your bibliographic records
 - Label files -- information about your project

Order Confirmation

- Hi [Contact Name],
- We received your batchload order for a single institution and assigned the batchload project ID number P015134.
- Use only this "P" number to refer to your batchload project. Please re-check your order data below for accuracy.
- Send an email to batchload@oclc.org *BEFORE you submit your data to OCLC*
- (1) if you have corrections to your order or
- (2) if you included a note in the order that may impact how your records are processed.

What's Next ... part of order confirmation

1. Create your files and send them to OCLC
 - See file submittal instructions for file naming details.
 - Click the following link for detailed file submittal instructions:
<http://www.oclc.org/content/dam/support/batchload/documentation/using/PSWebinstructions.pdf>
2. You will be notified by email when we receive your data.
3. Your project will enter the queue for processing.
4. You will be notified again when processing begins.

Send MARC records using PSWeb



Send MARC Records for Batchload Using PSWeb

When to send your records

As soon as you order a batchload project for MARC bibliographic records or for MARC (MFHD) local holdings records (LHRs) and receive a confirmation e-mail from Batch Services with your assigned project ID (a "P" number; example: "P012345"), you can send your records to OCLC.

Caution: Please be sure to inform Batch Services first if you are logging on to PSWeb to upload your records using an authorization for an OCLC institution symbol other than the OCLC symbol you used to order your batchload project (see [step 4 below](#)).

Three-step process

To upload your records to the Product Services Web (PSWeb), follow these general steps.

Step 1 Create DATA file(s) containing your records.

Step 1. Create DATA file(s)

1. Copy your MARC records to one or more files.
Caution: Please follow [recommended limits](#) on the next page for file size and number of files to submit per day.
2. Name the DATA file using these conventions:
 - Use alphanumeric characters only (no hyphens, dashes, or other non-alphanumeric characters).
 - Use no more than eight characters between periods (.).
 - Use the following required naming convention to match the corresponding LABEL file:
 - Type **DATA.D** followed by the current date in the format *yymmdd*.
Example: DATA.D090328
 - If you submit multiple DATA files, use the same name but add the extension **.FILE**

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

Data Files

- Name your files this way:
 - **DATA.D**yymmdd.FILE1, etc
 - Use extension, .FILEn, for first project only
- For example,
 - DATA.D141229.FILE1
 - DATA.D141229.FILE2
 - DATA.D141229.LAST
 - (for the last file or if only one file is sent)

Label files

- Create a label file **in Notepad** for each data file
- Include the following lines: (do not double-space)

DAT 20141229000000.0

RBF 35356

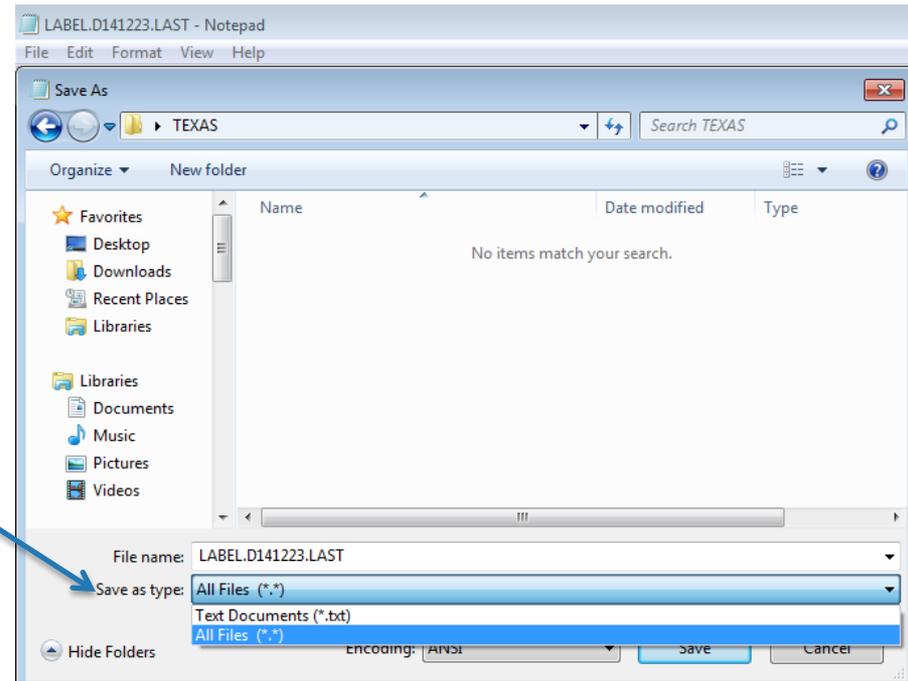
DSN DATA.D141229.LAST

ORS TXxxx [for example: TXDNR]

FDI P01xxxx [for example: P011233]

More about Naming Files

- Name the Label file to match its corresponding Data file
 - Save As
 - Save as type: Select [All Files]
- LABEL.D141229.LAST
- If you have **.txt** in file name,
- LABEL.D141229.LAST.txt
- Re/save the file or use Windows Explorer to remove it



File upload

- Go to Product Services Web
 - <http://psw.oclc.org>
- Logon with autho / password



Getting started

Select one of the areas in the menu on the left to begin using Product Services.

You can use OCLC Product Services Web to

- [download records and reports](#)
- [download sample records and reports](#)
- [upload files](#)
- [download macros and scripts](#)
- [download software](#)
- [find product support and product information](#)

OCLC Product Services Availability

24 hours a day, 7 days a week (except on Sunday from 2:00 a.m. to 6:00 a.m. US Eastern Time).

Step 3. Log on to PSWeb and upload your files

- 1 In your Web browser, go to <http://psw.oclc.org>.
- 2 In the list of links on the left, click **File uploads**.
- 3 On the File Uploads page, click **OCLC Batch Services (Batchload orders with project number Pnnnnnn)**.
- 4 Enter your OCLC cataloging or resource sharing logon authorization and password (associated with the same OCLC institution symbol you used to order your batchload project) and click **Enter**.
Or
Use the new PSWeb-only authorization you received from orders@oclc.org, if you requested one in your batchload order.
- 5 Send the DATA file first. Under **Data File(s)**, type the full path and file name of your DATA file, or click **Browse** and locate the file.
- 6 Send the LABEL file next. Under **Data File(s)**, enter the path or locate the corresponding LABEL file.
- 7 Enter more pairs of DATA and LABEL files as needed, following the recommended limits described above.
- 8 Click **Upload Files**. Your files should appear in the **Current Files** list below the **Upload Files** button.
- 9 Click **Log Out** below the list of links on the left.

Result: Files successfully sent to OCLC are picked up by an internal process at approximately 2:00 a.m. U.S. Eastern Time each day. Shortly after OCLC pickup, you will receive an e-mail notification that OCLC

PS Web: File Uploads

<http://psw.oclc.org>

Records and reports

File uploads

Macros and Scripts

Questions and support

Software downloads

Log Out



Availability

You may FTP files Monday through Sunday, with the exception of the following maintenance times:

- Sunday, 2:00 A.M. to 6:00 A.M. U.S. Eastern Time

Institution: OCL

OCLC Batch Services (Batchload orders with project number Pnnnnnn)

Records

Click 'browse' to select files to upload and then click 'Upload Files' to begin the transfer. Depending on the file size, this may take a few moments.

[Click for additional help](#)

Data File(s)

Label File(s)

s:\top\TEXAS\LABEL.D141223.LAST

Upload Files

Current Files

Email Confirmation

- Summary of EDX.EBSB scan for TXDNR completed on Friday, December 30, 2014 at 2:06 am.
- "Hdrcnt" is the count recorded from the EDX header (default 0).
- "Rejects" are strings of data ending in a record terminator which may be badly formatted records. These will normally be written to a separate PASS file (if the name is included below).
- "Copied" is the count of records accepted for further processing.
- Header data in error is automatically substituted and will appear in parentheses below.
-

• EDX.EBSB files read and copied:

• Inst	HdrDate	Run Option	Hdrcnt	Rejects	Copied
• DGW	20141230	P011233	148	0	148
• New	DBS.@DGW.MARCIN.D091706				148

No email?

- Review your data and label filenames
- Check for file extensions
- Re-post files
- If still not received,
 - contact OCLC Support, 800-848-5800

Step 3: Pre-Processing/Record Matching (Behind the Scenes)

- OCLC Batchload Database Specialist creates a pre-processing set-up:

- To facilitate matching against WorldCat
- To report MARC output

- OCLC Batchload Database Specialist runs scripts on your records.

- [Matching](#) and output options are selected

- Batchload Processing Summary and Cross Reference Report e-mailed to you

- Your OCLC-MARC or records with OCLC numbers posted for pickup

Files returned and re-indexed

- Email notification when project is completed
- Pick up files and reports from same location where posted... PSWeb
 - Records and Reports
 - OCLC Batch Services records and reports

File Processing is Completed

- Subject: File processed for TXxxx, Project ID (P019151), Order ID R455358
- A file in your batchload project with ID P019151 has been processed. The Order ID, an internal OCLC tracking number, is R455358. The name of your File Processing Summary Report for this file includes this Order ID. Names of any other reports and records created by processing this file will also include this Order ID.
- You can download the File Processing Summary Report from the OCLC PSWeb at <http://psw.oclc.org>.
- See the [Product Services Web Quick Reference](#) for more about downloading:
- Copy and paste this URL into your browser if the link does not work.)
- If you have any questions, please contact OCLC Customer Support at support@oclc.org <mailto: support@oclc.org>.
- Thank you,
- OCLC Batch Services

Go to PSWeb to pick up files

OCLC Batch Services records and reports

Records

D120103.R417114 [Download](#)

D120103.R417114.UNRES [Download](#)

Files of records to download

Reports

D120103.R417114 [\[Download | View\]](#)

D120103.R417114.FILESUM.HTML [\[Download | View\]](#)

D120103.R417114.XREFRPT [\[Download | View\]](#)

Reports to view

File extensions

- Successfully processed data (no file extension)
 - D141229.R417114
- .UNRES = Unresolved records
 - brief or original records did not match
- .DUP = Duplicate records
 - Multiple records with same LBN
 - First record processed; others in file

Cross Reference Report

OCLC Control #	Submitted 001 Field
770080829	AAAF5CF15734B748403DFD8AF232158
38924482	AAA3B4BA987546448FABD7883A0ECF1A
317913641	AACD726AEAF4FAAB234435CB8A29BA1
770080833	AACEEEA3DE7E42028ECEFB28210593AA
733825962	AAD1D31161CA403C93D52A25E7335560
65222903	AAD47E3C83594FC5AC9651C4BA8E4AD7
51652890	AAD5D627E1CE45CBA090B20A7AA0F1A6
71350462	AAD89E300FCD4BA2B0D6D7CB94EF8BD5
770080837	AAEDD7E7466C49009A7E9801C4451A73
349248348	AAEF4481A92E468385D08E55A53E03E6
51532204	AAE9306C107111D884CD00E01830D34A
770080850	AAE9306E107111D884CD00E01830D34A
770080856	AAE9306F107111D884CD00E01830D34A
770080859	AAE93070107111D884CD00E01830D34A
770080862	AAE93072107111D884CD00E01830D34A
770080867	AA03BF7189FD4C7AB062458DEB5AEE0E
7856838	AA05CD53B83F46B9A36B64714C8981AD
36019218	AA1A1B4898C349BB9119F9E71DA4DE6F

Next Steps

- Work with IT staff or Local System Technical Support to re/load records with OCLC numbers back to your local catalog
- Select Holdings Maintenance option
- Move on to Navigator training & implementation

Ongoing Holdings Maintenance

- Choose one option
 - Ongoing Batchload project(s)
 - CatExpress

Ongoing Batchload Project(s)

- Decide if one project or two
 - One project for both set holdings and cancels
 - Two projects, one for set holdings and one for cancels
- Complete Batchload order form in OSC
 - Choose 'ongoing' rather than one-time
 - Receive separate Project IDs for sets and cancels

For Ongoing Projects / sets only...

- Complete the Batchload Order Form with the same information as for the one/time project on pages 1 – 3.
- Make the following changes:
 - Page 4 – Ongoing / sets only

Order Checklist – Page 4

-  Ongoing
- What type of project will it be?
-  Cancels only —Cancels holdings for all records you send.
- Sets only —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).

Note: "Set or cancel based on Rec Stat" is unavailable if you are sending non-MARC data.

Select: **Ongoing / Sets only**

OR

Set or cancel based on value of Rec Stat

For ongoing projects / cancels only

- Determine type of data you plan to send
 - MARC records
 - Numeric search keys only
- MARC records, complete order form
 - Note pages 3, 4 OCLC number

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](#).

**Records should have OCLC #s
in field 035 \$a (OCoLC)**

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

Numeric search keys / cancels only

- Complete the Batchload Order form
- Exceptions:
 - Page 3: select **Non-MARC**
 - Format: **Spreadsheet** or **Delimited text**
 - Type of data: **Numeric search keys only**
 - Page 4: select Ongoing / **Cancels only**
 - Page 7: select **Via e-mail attachment**

Numeric search keys

- Extract **OCLC numbers** from your local system
- Submit file as e-mail attachment to
 - batchload@oclc.org
- Project ID and OCLC symbol in subject line
- **Send Non-MARC Data for Batchload via [E-mail](#)**
- http://www.oclc.org/support/help/batchload/Default.htm#005_Sending_Records/Non-MARC/Non_MARC_data.htm%3FTocPath%3DSending%2520records%7CNon-MARC%2520data%7C_____0

Send files for processing

- Create your Data files and send them to OCLC through Product Services Web
 - Name the files : DATA.D141230 [no file extension]
 - Create the label file
 - Upload to Product Services Web
- Create file of non-MARC data
 - OCLC numbers or other data in spreadsheet or text file
- Send as email attachment to batchload@oclc.org

OCLC CatExpress

- Fast, efficient cataloging
- Access to OCLC's WorldCat™
- Access through web browser
 - Any workstation with Internet access
- Easy to learn, simple to use
 - no knowledge of MARC necessary

CatExpress Benefits

- Enables libraries to
 - Search for all types of materials / Acquire MARC records
 - Maintain holdings in WorldCat™
 - Perform limited record editing
 - Print spine and pocket labels
- Robust Help: field definitions, explanations of available options
- Order Form: <http://www.oclc.org/content/dam/oclc/forms/en/catind.pdf>
- **MAIL TO: OCLC Online Computer Library Center,**
- **6565 Kilgour Place, Dublin, OH 43017-3395 OR FAX: 1-888-339-3921**

How CatExpress works

- Log onto OCLC CatExpress <http://catexpress.oclc.org>
- Search WorldCat™
- Choose preferred record
- Add local information to record
- OCLC-MARC records available same day or next day
- Take a look... Online tutorial:
<http://www.oclc.org/support/training/portfolios/cataloging-and-metadata/catexpress/tutorials/using-catexpress.en.html>

For more information...

OCLC Customer Support

Phone: 800-848-5800

Email: support@oclc.org

Thank you