



OCLC MARC records are available for OverDrive electronic resource titles.

OverDrive can order OCLC MARC records on your behalf. You will receive OCLC MARC records with a custom URL in field 856 specific to your library.

To set up your library to receive OCLC MARC records, please complete the [Cataloging Partners MARC Request for OverDrive](#). Sample records are available for review [here](#).

### **STEPS IN THE PROCESS FOR NEW LIBRARIES**

- 1) After submitting the [Cataloging Partners MARC Request for OverDrive](#), OCLC will set up your account. This typically takes 3-5 business days.
- 2) After your account has been set up at OCLC, OverDrive will be notified to send the first sample order. The sample order typically arrives in 7-10 business days – *providing that you have ordered titles and records are available.*
- 3) OCLC will deliver the first sample order to you. If the records are approved, **you must notify either OverDrive or OCLC so that additional orders can be sent.** If the records are not as desired, notify [OCLC](#) and work through any changes.
- 4) After the samples are approved and OverDrive is notified to send additional orders, no further action is needed by you. As you order titles the MARC records will be ordered by OverDrive when they are available.

### **SIGN UP QUESTIONS**

#### **Do I need to be an OCLC member/have an existing OCLC symbol to receive records?**

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

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

Yes, new records are created using the RDA cataloging standard. OCLC makes best efforts not to add duplicates to WorldCat. In turn, AACR2 or hybrid records may still be matched to and delivered.

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

To avoid confusion the [Cataloging Partners MARC Request for OverDrive](#) should be completed as the consortium itself, not the individual library you are representing.

If a select group of libraries are getting MARC records, or libraries wish to be billed specifically for the MARC records related to the titles they order, please make sure you select OverDrive to invoice you on the form. If you want to use either option, please email [invoicing@overdrive.com](mailto:invoicing@overdrive.com) and copy your OverDrive Account Manager to assist with the set up.

It is recommended that you maintain a comprehensive file of all MARC records sent so that you may easily distribute them to new libraries as they join the consortium.

If your library purchases a title already owned by your consortium, a duplicate record will not be sent.

### **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 made available from OverDrive.

On the [Cataloging Partners MARC Request for OverDrive](#), 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.

### **How do I make changes after submitting the Cataloging Partners MARC Request for OverDrive?**

Contact [OCLC Support](#) with your OCLC symbol for which you receive records under and a description of the change(s).

## **RECORD EDITING**

### **What editing options are available without raising my per-record price?**

- 1) Public note information can be added to the end of the 856 field (\$z is the default, please specify if \$y is needed instead)
- 2) Constant data elements can be added in new fields in the record.

If your library would like additional editing, please give a brief summation of the editing required in the "Comments" section of the [Cataloging Partners MARC Request for OverDrive](#).

For new customers who would like to make changes to their current editing, please contact [OCLC Support](#) and include your OCLC symbol for reference.

### **Can I have excerpt URLs removed?**

Yes. Please note this in the "Comments" section of the Cataloging Partners MARC Request for OverDrive. If you have already completed the form, please contact [OCLC Support](#) with your request and include your OCLC symbol for reference.

### **Can I have cover image URLs removed?**

Yes. Please note this in the "Comments" section of the Cataloging Partners MARC Request for OverDrive. For existing customers, please contact [OCLC Support](#) with your request and include your OCLC symbol for reference.

### **What is the public note and how is it used?**

To help your patrons browse your catalog more effectively, we encourage you to choose to have "public note" information display to patrons. This will show in the 856 field of the title record.

Some examples of this include: Access Title, Click Here To Access Title, Access Digital Title, etc. You can list multiple "Click Here" headings for eBooks and eAudiobooks.

## **BILLING**

### **How will I be billed, if I choose to receive less-than-full records?**

If your library chooses to receive less-than-full records you'll be charged your existing per record price for the initial delivery less-than-full records. The subsequent re-delivery of the upgraded full-level records, those re-deliveries will be provided at no additional charge.

**Are the records included in my cataloging subscription?**

These records are not included in your cataloging subscription. You will be invoiced separately for these records. You can choose to be billed through OverDrive or directly from OCLC.

**How often will I receive invoices?**

OCLC invoices are generated monthly. OverDrive invoices are generated quarterly.

**My library is not in the United States and I would like to be billed in my native currency. What should I do?**

Non-US libraries who would like to be billed in their native currency need to select "Bill through OCLC" billing as OverDrive is only able to bill in US dollars.

**Why doesn't the number of records on my invoice match the number of titles I ordered from OverDrive?**

Not all records are available at time of order. As titles are cataloged, the records will be sent automatically.

**Can I change how I receive invoices?**

Yes, this can be changed at any time, to do so please contact [OCLC Support](#). The methods of invoicing are:

- 1) Receive invoice from OverDrive
- 2) Receive invoice directly from OCLC

**RECORD SPECIFIC QUESTIONS****Will records be sent for titles as they are created?**

Yes. As new records are created, OverDrive is notified and submits orders to OCLC for delivery.

**Can I get records separated by format?**

OCLC will deliver the eBooks and eAudiobooks in separate files. The format(s) of the records will be listed in the email you receive.

**I received two files of records; how do I know what formats they are?**

The email message you received about the records lists the filename(s) and the format of the records.

**Can multiple files of records be consolidated so that I don't get small files of records every two or three days?**

Yes, files can be consolidated on a weekly, or monthly basis. For new customers, denote the frequency for consolidation when completing the signup form. For existing customers that would like to consolidate their deliveries, please send an email to [OCLC Support](#) Please indicate your libraries name, OCLC symbol and at which frequency you would like to receive your deliveries.

**I received a record with an error.**

Please send an email message to [OCLC Support](#) with the OCLC record number, brief description of the error, and your OCLC symbol (or, if part of a group, the group symbol).

**How should I set my load tables in my local catalog?**

To ensure MARC Records for your OverDrive content load correctly, we suggest using the OCLC control number (field 001) as the matchpoint. This will help you avoid load issues as some publishers use the same ISBN for both the print and electronic versions.

## **RECORD DELIVERY QUESTIONS**

### **Where are my records?**

Did you receive the initial sample file(s)? (Each library receives sample orders for titles they have from OverDrive.)

**Yes:** If the records are correct but have not yet been officially approved, please contact your OverDrive Account Manager or [OCLC](#) to notify them that your sample records have been approved and you are ready to receive the remainder of your MARC records. If the records are not as desired, contact [OCLC](#) regarding any editing needed before asking OverDrive to send more orders.

**No:** Check your email SPAM filters for a message from [OCLC Automated Delivery Service@oclc.org](mailto:OCLC_Automated_Delivery_Service@oclc.org)

If you received the sample file and OverDrive was notified but no additional orders have been sent, it is likely that the records are in the process of being cataloged. When the records have been created, they will be sent along to you.

### **Can more than one person receive records?**

Yes. You can supply an email alias or as many email addresses for notification as you like. For existing customers, please contact [OCLC Support](#) with your request and include your OCLC symbol for reference.

### **How are records delivered?**

Records are delivered to the MyFiles interface via WorldShare. WorldShare is a web-based platform that allows for easy retrieval of your files. If you are new to WorldShare, you will receive

### **Where can I find information about how to download my files from MyFiles?**

Please refer to the [OCLC/OverDrive support page](#) next steps for more information about how to download your files.

### **I want to cancel getting records.**

Please notify both your OverDrive Account Manager and [OCLC Support](#) Please include your OCLC symbol.

### **I'm leaving/retiring; can someone else receive the records?**

Yes. Please send an email to [OCLC Support](#) with the new contacts email address and your OCLC symbol.

### **I have an OCLC Cataloging Subscription, but I don't want my holdings set. Can I opt to not have my libraries holdings set on my records?**

Yes, please indicate on the sign-up form, or reach out to [OCLC Support](#) with a request to no longer have your holdings set in WorldCat on your OverDrive records.

### **I'm part of a consortium, can holdings be set for other libraries within the consortium?**

Yes, holdings can be set for any library with a cataloging subscription within the consortium. New customers can indicate this in the "Comments" section of the Cataloging Partners MARC Request for OverDrive. For existing customers, please send an email to [OCLC Support](#) identifying the consortium you receive records under and each of the additional symbols to have those holdings set on.