

Cataloging: Take Actions on Bibliographic Records

Last updated: May 2021



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Revision History

| Date | Section title | Description of changes |
|----------------|---|--|
| January 2008 | 1 Take actions on bibliographic records | Added references and URL to the OCLC Catalog Cards guide |
| | 2 Set or delete holdings | Added references and URL to the OCLC Catalog Cards guide |
| | 11 Import digital content | <ul style="list-style-type: none"> Updated topic with two new commands on the Tools menu for harvesting Web content; the ability to use the commands will be announced at a later date after version 2.10 of the client is released. Deleted the size limitation of 1 gigabyte for files uploaded to CONTENTdm |
| September 2011 | 9 Import digital content | <ul style="list-style-type: none"> Several minor updates Added a brief explanation of the Harvest Web Content and Review Web Harvest commands on the client toolbar with a link to instructions in the Web Harvester Quick Reference |
| March 2012 | 1 Take actions on bibliographic records | Updated the description of Tools > Launch WebDewey. WebDewey now opens in its own browser window, independently of the Connexion browser. |
| | 2 Set or delete holdings | In the description of what you see when you use View > Holdings > Default, added a list of how the system groups libraries into regions |
| May 2014 | 1 Take actions on bibliographic records | Removed information on the expiration of saved records |
| | 5 Exchange records with other libraries for peer review | |
| July 2016 | 1 Take actions on bibliographic records | Removed references to institution records |
| | 2 Set or delete holdings | |
| | 3 Replace master bibliographic record | |
| | 9 Import digital content | |
| April 2018 | 1 Take actions on bibliographic records | Removed references to catalog cards |
| | 8 Batch set or delete holdings by OCLC control number | |
| | 9 Procedures for cataloging agents | |
| May 2021 | 1 Take actions on bibliographic records | Added note pointing to Connexion client version 3.0 documentation. |

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1. Take actions on bibliographic records

Note: If you are using Connexion client version 3.0 or newer, see [Connexion client](#) for applicable documentation.

Availability of actions

- You can take OCLC actions on records in WorldCat immediately while logged on or in batch mode (marking actions for records and then processing them online in a batch).
 - You must be logged on to take immediate actions on records.
 - To mark records for batch processing, you must save the records in the bibliographic local file and take the actions while offline. The client automatically marks the actions for batch processing when you use the action commands.

Exception: Record export and label printing occur immediately when you do them offline unless you set an option to do the actions in batch in **Tools > Options > Batch**.

Tip: If you use batch processing and do not want to take actions immediately by mistake, you can set an option to receive a warning/confirmation message before the client carries out any immediate online action (go to **Tools > Options > General**).

- Availability of some actions depends on whether or not the record is in the online or local save file.
- Availability of actions is also determined by your authorization level.
- Some actions are unavailable for new records.
- Most actions are available for either a single displayed record or for record entries selected in a list.
- See information about working with records containing non-Latin scripts in International, “Use non-Latin scripts for cataloging.”

Note on 10 – and 13 – digit ISBNs

As a result of expanding the ISBN to the new 13-digit format, when you take an action on a record that contains an ISBN in only one format, 10-digit or 13-digit, Connexion automatically adds the other format. ISBNs are stored in field 020.

To have the 10- or 13-digit number, whichever is not in the record, generated automatically for exported records, you must take a final action before you export; otherwise, the export retains only ISBNs already in the records.

See [Technical Bulletin 253: ISBN and OCLC Number Changes](#).

What action commands do and who can take actions

Actions you can take on records depend on the cataloging level associated with your logon authorization. Your authorization tells Connexion what actions you are authorized to take when you log on. The table below shows the minimum authorization level required for each action listed.

The hierarchy of authorizations from most basic to highly specialized is as follows:



- Search
- Limited
- Full
- Authorizations for those who participate in special projects or services, such as NACO (Name Authority Cooperative), Enhance, or CONSER (Cooperative Online Serials) programs

See “Authorization levels and cataloging capabilities” in this guide for details.


You can take actions on WorldCat records, online save file records, and local save file records (if logged on to the system). When you take actions on local file records while offline, you are “marking” them for batch processing (see “Set actions on records for batch processing” below).



The following table lists commands on the Action menu and the Edit menu, in the order they appear on the menus. The table:

- Describes what the commands do.
- Gives default keystroke shortcuts and the toolbar button for commands (only if the button is included in the default toolbar).
- Shows the minimum authorization level required to take the action.

| Commands available from the Action menu | | |
|---|---|-----------------------------|
| Action/Function | What it does | Minimum authorization level |
| Holdings > Update Holdings (1) ( or <F8>) | <ul style="list-style-type: none"> • Adds a record you created (workform) to WorldCat • Adds your library's OCLC symbol to a record | Full |
| Holdings > Produce and Update Holdings (1) ( or <Alt><A><A>) | <ul style="list-style-type: none"> • Adds a record you created (workform) to WorldCat • Adds your library's OCLC symbol | Full |
| Holdings > Alternate Produce and Update (1) (<Shift><F7>) | <ul style="list-style-type: none"> • Adds a record you created (workform) to WorldCat • Adds your library's OCLC symbol | Full |
| (1) Note on records your library already holds: You can set an option to disable Update and Produce commands when you display a record that your library holds. Go to Tools > Options > General and click Record Options . | | |
| Holdings > Delete Holdings (<Shift><F8>) | Removes your library's OCLC symbol from a record | Full |
| Report Error (<Alt><A><E>) | <p>Opens a form you can use to report an error in a record</p> <p>See details in “Report errors in bibliographic records”</p> | Search |
| Submit for Review (<Alt><A>) | <p>Submits records to the Library of Congress for review and approval as part of NACO participation</p> <p>Or</p> <p>Sends records for peer review to one or more libraries by specifying OCLC institution symbols</p> <p>See details in “Exchange records for peer review”</p> | Limited |
| Recall Submitted Record (<Alt><A><M>) | <p>Remove Review status from a submitted record; the record is no longer available for review</p> <p>See details in “Exchange records for peer review”</p> | Limited |
| Lock Master Record (<Alt><F8>) | <p>Locks the master copy of a record in WorldCat for editing and replacing</p> <p>See details in “Replace master bibliographic record”</p> | Limited |

| Commands available from the Action menu | | |
|---|--|--|
| Action/Function | What it does | Minimum authorization level |
| Release Record Lock (<Alt><F9>) | <ul style="list-style-type: none"> • Unlocks a locked master record • Keeps editing changes • Switches to local editing See details in “Replace master bibliographic record” | Limited |
| Replace Record (2) (<Alt><F10>) | <ul style="list-style-type: none"> • Replaces the master record in WorldCat (available for an existing record only) • Automatically validates record (available only for specific records and purposes as defined by your authorization) See details in “Replace master bibliographic record” | Full |
| Replace and Update Holdings (1) (2) (<Alt><F11>) | <ul style="list-style-type: none"> • Replaces the master record in WorldCat (available for an existing record only) • Automatically validates record • Adds your library's OCLC symbol to a record (available only for specific records and purposes as defined by your authorization) See details in “Replace master bibliographic record interactively or by batch” | Full |
| (2) Note on replacing records: For more information on the kinds of changes you can make to master records with a specialized authorization, see “Types of master record upgrades for Full, Enhance, and CONSER authorizations” in this guide. | | |
| Lock Linked Authority Record (<Alt><A><I>) | With the cursor in a controlled heading field in a bibliographic record, opens the linked authority record and locks the master record for editing and replacing (NACO-authorized libraries only) See details in Authorities, Take Actions on Authority Records, “Replace master authority record” | Limited |
| Save Record to Online File (<Alt><A><O>) | <ul style="list-style-type: none"> • Saves the record in the online bibliographic save file Or Resaves the record in the online save file See details in Cataloging, Save Bibliographic Records, “Save bibliographic records” | Limited |
| Save Record to Local File (<F4>) | Saves or resaves records or workforms in the local bibliographic save file See details in Cataloging, Save Bibliographic Records, “Save bibliographic records” | Search |
| Delete Record (<Ctrl><Alt><D>) | Deletes a record from the online or local bibliographic save file See details in Cataloging, Save Bibliographic Records, “Save bibliographic records” | Search (local file) Limited (online file) |

| Commands available from the Action menu | | |
|---|--|---|
| Action/Function | What it does | Minimum authorization level |
| Copy Record (<Alt><A><Y>) | <p>Copies a record from the local file for pasting into another local file</p> <p>See more in Basics, Manage Local Files “Manage local files for offline/online cataloging”</p> | Search |
| Move Record (<Alt><A><V>) | <p>Removes a record from the local file for pasting into another local file</p> <p>See more in Basics, Manage Local Files “Manage local files for offline/online cataloging”</p> | Search |
| Export (existing record only) ( or <F5>) | <p>Downloads a record from WorldCat to a file on your workstation or sends the record directly to your local system, depending on how you set up export</p> <p>Note: You cannot export a workform</p> <p>See more in Cataloging, Export or Import Bibliographic Records, “Export bibliographic records”</p> | Search |
| Set Status (<Alt><Shift><S>) | <ul style="list-style-type: none"> • Allows you to enter a custom My Status (or view default My Status you set in Tools > Options > Set Status) and/or change workflow status. • Allows you to save the record at the same time you apply status(es) • Statuses help you locate and manage groups of records. • Statuses are stored only with saved records <p>See more in Cataloging, Save Bibliographic Records, “Save bibliographic records”</p> | <p>Search (local save file)</p> <p>Limited (online save file)</p> |

| Commands available from the Edit menu | | |
|--|--|------------------------------------|
| Action/Function | What it does | Minimum authorization level |
| Validate ( or <Shift><F5>) | Checks the validity of the content and format of the record using OCLC WorldCat validation rules See more in Cataloging, Edit Bibliographic Records, “Edit bibliographic records” | Limited |
| Control Headings > All (Shift <F11>) | Matches all controllable headings in a bibliographic record against the Authority File and adds a link to the authority records See more in Authorities, Use Authority Control in Bibliographic Records, “Control headings in bibliographic records” | Limited |
| Control Headings > Single ( or <F11> or use right-click menu) | Matches a single heading in a record (in the field containing the cursor) against the Authority File and adds a link to the authority record See more in Authorities, Use Authority Control in Bibliographic Records, “Control headings in bibliographic records” | Limited |
| Control Headings > Uncontrol Single (<Alt><E><H><U> or use right-click menu) | Removes authority control for the heading in the field containing the cursor (allows you to edit the field) See more in Authorities, Use Authority Control in Bibliographic Records, “Control headings in bibliographic records” | Limited |
| Control Headings > Uncontrol All (<Alt><E><H><N>) | Removes authority control from all controlled headings in the active record See more in Authorities, Use Authority Control in Bibliographic Records, “Control headings in bibliographic records” | Limited |
| Cut Copy Paste > Cancel Changes (<Ctrl><Shift><Z>) | Redisplays the record without any changes since you retrieved it from WorldCat or since you last saved it See more in Cataloging, Edit Bibliographic Records, “Edit bibliographic records” | Search |
| Derive > New Record (<Ctrl><Alt><C>) | Creates a new record based on the displayed record See more in Cataloging, Create Bibliographic Records, “Create a bibliographic record from an existing record” | Search |
| Constant Data > Online [or Local] > Apply Default (<Ctrl><A> or Ctrl<Y>, respectively) | Inserts content from your default constant data record See more in Cataloging, Use Bibliographic Constant Data, “Apply bibliographic constant data” | Search |



| Commands available from the Edit menu | | |
|---|---|-----------------------------|
| Action/Function | What it does | Minimum authorization level |
| Constant Data > Online [or Local] > Apply by Name (<Ctrl><U> or >Alt><E><D><L><N>, respectively) | Opens the Apply Constant Data Record window. Type the name of a constant data record and select MARC fields to apply (fixed, variable, or both) See more in Cataloging, Use Bibliographic Constant Data, "Apply bibliographic constant data" | Search |
| Constant Data > Online [or Local] > Apply from List (<Alt><E><D><O><L> or <Alt><E><D><L><L>, respectively) | Opens the Search Online Constant Data window. Search for and list records by My Status or list all constant data records, select a record, and apply it from the list See more in Cataloging, Use Bibliographic Constant Data, "Apply bibliographic constant data" | Search |
| Guided Entry > Edit (<Ctrl><Shift><X>) | Opens a guided entry window to edit field 006, 541, or 583. The cursor must be located in one of these fields to use guided entry editing See more in Cataloging, Edit Bibliographic Records, "Create or edit 006, 541, or 583 fields using guided entry." | Search |
| Guided Entry > Insert 006 [format] (<Ctrl><Alt><Shift> <Ctrl><Alt><Shift><P> <Ctrl><Alt><Shift><L> <Ctrl><Alt><Shift><M> <Ctrl><Alt><Shift><I> <Ctrl><Alt><Shift><C> <Ctrl><Alt><Shift><R> <Ctrl><Alt><Shift><V>) Or Guided Entry > Insert 540 [or 538] (<Alt><E><G><4> or <Alt><E><G><8>) | <p>Insert 006</p> <ul style="list-style-type: none"> • Opens a guided entry window to create and insert a new 006 field in the MARC format you specify. The window contains default values for the format. You can review or edit. • Select among these formats: Books, Computer Files, Continuing Resources*, Maps, Mixed Materials, Scores, Sound Recordings, Visual Materials <p>*Formerly called Serials; includes both serials and integrating resources material types.</p> <p>Insert 541 or 583</p> <p>Opens a guided entry window to create and insert a new 541 or 583 field (most often used to describe archival materials).</p> <p>See more in Cataloging, Edit Bibliographic Records, "Create or edit 006, 541, or 583 fields using guided entry."</p> | Search |
| Reformat (R or <Ctrl><R>) | Redisplays the record with the fields in MARC tag order See more in Cataloging, Edit Bibliographic Records, "Edit bibliographic records" | Search |

| Commands available from the Tools menu | | |
|--|---|---|
| Action/Function | What it does | Minimum authorization level |
| Find in a Library (<Alt><V><L>) | Displays a bibliographic record currently open in the client in the Find in a Library® service at WorldCat.org. Use to: <ul style="list-style-type: none"> • Locate WorldCat libraries that hold the work described in the record • Link directly to library OPACs. • Access cover art, information on alternative formats (large print, audiobooks, etc.), user reviews, and other evaluative content. | Any |
| Launch Local Holdings Maintenance (<Alt><T><L>) | Opens your default Web browser and: <ul style="list-style-type: none"> • Logs on to the local holdings maintenance service in the Connexion browser • Displays the local holdings record or list of records for the bibliographic record displayed in the Connexion client. | Limited |
| Launch WebDewey (<Alt><T><W>) | Opens WebDewey in your default Web browser, logs you on using the general default authorization in Tools > Options > Authorizations, and opens the WebDewey search screen. | Any that includes a WebDewey subscription |

Take immediate actions on bibliographic records

When you take actions on records in the online save file or in the local file **while logged on**, the client processes the actions immediately.

| Action | |
|--------|--|
| 1 | Log on. (You must be logged on to take an immediate action.) |
| 2 | <p>Single record: Open a bibliographic record in the online or local bibliographic save file.</p> <p>Or</p> <p>Multiple records: Select records in an online or local bibliographic save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |

| Action | |
|--------|--|
| 3 | <p>On the Action or Edit menu, click the command for the action you want the system to process immediately; for example, Action > Holdings > Update</p> <p>Holdings ( or <F8>) or Edit > Validate ( or <Shift><F5>).</p> <p>Single record: All actions listed in the table above are available for single records.</p> <p>Multiple records selected in a list: Actions available for multiple records selected in the online or local bibliographic save file list are:</p> <ul style="list-style-type: none"> • On the Action menu: <ul style="list-style-type: none"> ○ Submit for Review ○ Save Record to Online File (if selected records are in the local file) ○ Save Record to Local File (if selected records are in the onlinefile) ○ Delete Record ○ Copy Record (available for local save file records only) ○ Move Record (available for local save file records only) ○ Export ○ Set Status • On the Edit menu: <ul style="list-style-type: none"> ○ Validate <p>Notes:</p> <ul style="list-style-type: none"> ▪ The client displays validation results for all selected records in one list, showing the save file number and specific results for each record. ▪ Validation is available when you are logged on or offline. ○ Apply Online Default Constant Data (or Apply by Name or Applyfrom List) ○ Apply Local Default Constant Data (or Apply by Name or Applyfrom List) <p>Note: The client overwrites the record's fixed field data with the constant data record's fixed field data when you:</p> <ul style="list-style-type: none"> ▪ Apply constant data to records selected in a list ▪ Have the fields-to-apply option for constant data set to apply the fixed field or to apply both fixed field and variable fields And ▪ The constant data fixed field does not match that of the record |

Require or clear confirmation before taking immediate final actions

If you often batch-process records and want to prevent accidentally taking actions immediately, you can set an option to require confirmation for immediate actions on records:

| Action | |
|--------|--|
| 1 | On the Tools menu, click Options , or press <Alt><T><O>, and then click the General tab . |
| 2 | Click Action Options . |
| 3 | In the Action Options window, click to select or clear the Warn before doing online actions immediately check box. Default: Check box cleared. The system does not send a confirmation message before online actions are completed. Note: You can also select an option to disable Update and Produce commands for records your library owns. |
| 4 | Click OK to save your settings or Cancel to cancel changes. You are returned to the General tab. |
| 5 | Click OK or press <Enter> to confirm changes and close the window. Result: <ul style="list-style-type: none"> • With this option selected, when you click an action command for a record while logged on, the client opens a message requesting you to confirm before taking the action immediately online. • Final actions for bibliographic records are: <ul style="list-style-type: none"> ○ Update Holdings ○ Produce and Update Holdings ○ Alternate Produce and Update ○ Delete Holdings ○ Submit for Review ○ Replace Record ○ Replace and Update Holdings |

Set actions on bibliographic records for batch processing

- In order to batch process records, you must save them to the bibliographic local file and take actions while offline. The client automatically marks the records with the action you take.

Exceptions: Export and label printing occur immediately whether you are logged on or offline. You must set an option in **Tools > Options > Batch** in order to mark records for batch-processing label printing and bibliographic and authority record export. If you do not set this option, export and label printing occur immediately whether you are logged on or offline.

- When you take actions in the local file while offline, the records are marked **R** (Ready) for batch processing.
- The client uses your default bibliographic local file to store the actions you set for batch processing.
- Batch-supported actions for bibliographic records are:
 - Delete Holdings

- Export (must have option for batch export selected in **Tools > Options > Batch**)
- Label Print (must have option for batch label printing selected in **Tools > Options > Batch**)
- Produce
- Replace
- Submit for Review
- Update Holdings

Set up batch processing for record actions

Go to **Tools > Options > Batch** to check or change the following options for batch- processing record actions:

- Delete attached LHRs (local holdings records) when you are deleting holdings (**default:** setting is cleared)

Note: You must select this option to successfully batch delete holdings. If you do not select it, delete holdings fails during batch processing.
- Perform bibliographic record export, authority record export, and/or label printing in batch mode (**default:** settings are all cleared)
- Display or print batch reports automatically as soon as the batch is completed (**default:** batch reports display automatically but do not print automatically)

Mark actions on records for batch processing

| | Action |
|---|--|
| 1 | Save the records you want to mark with actions for batch processing in the bibliographic local save file. |
| 2 | Display a bibliographic record from the local save file. Or Select records in the local bibliographic save file list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry. |

| Action | |
|--------|--|
| 3 | <p>On the Action menu, including the Holdings submenu, click the action you want to batch-process for the record(s).</p> <p>Batch-supported actions for bibliographic records are:</p> <ul style="list-style-type: none"> • Delete Holdings • Export (must have option for batch export selected in Tools > Options > Batch) • Label Print (must have option for batch label printing selected in Tools > Options > Batch) • Produce • Replace • Submit for Review • Update Holdings <p>Result: The status for the action you took changes to R (Ready) in the record's status bar or in the column for the action in the bibliographic local save file list.</p> <p>(See procedure in next section for removing an action from a record, if needed, by deleting the Ready status.)</p> |
| 4 | When ready, run batch processing. See "Run batch processing." |

Alternative for batch processing holdings: Batch process holdings by entering or importing OCLC control numbers. The client locates the records and processes the actions without downloading the records. You can process Update Holdings, Produce and Update Holdings, or Delete Holdings. See "Batch set or delete holdings by OCLC number."

Tip for batch processing multiple files at once:

- You can set actions in default local files only. However, you are not restricted to batch-processing the default local files only. You can process multiple files of the same type.
- To enter record actions in several local files of the same type and process all files at once, change the default to each file you want to prepare, save records and enter actions in each, and then select all the files when you run a batch (see next section).

Remove action from record

To remove action(s) you marked on record(s) before you run a batch, you simply remove the Ready status from the record(s):

| Action | |
|--------|--|
| 1 | <p>Open a record from the local bibliographic save file that is marked with an action for batch processing that you want to remove.</p> <p>Or</p> <p>Select records in the local bibliographic save file list that have actions you want to remove:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 2 | On the Action menu, click Set Status , or press <Alt><Shift><S>. |

| Action | |
|--------|--|
| 3 | <p>In the Set Status window, under Remove ready status for batch, select a check box to remove the action from a single record.</p> <p>Or</p> <p>Select one or more check boxes to remove actions from records selected in a list.</p> <p>Batch-supported actions for bibliographic records are:</p> <ul style="list-style-type: none"> • Delete Holdings • Export • Label Print • Produce • Replace • Submit for Review • Update Holdings |
| 4 | <p>Click OK to remove the action and close the window.</p> <p>Results:</p> <ul style="list-style-type: none"> • Removes the Ready status (R) from the record(s). • Removes the record(s) from inclusion in the next batch run, unless you mark it for another action. <p>Or</p> <p>Click Cancel to close the window without removing the action.</p> |

2. Set or delete holdings interactively or by batch

See also:

- “Batch set or delete holdings by OCLC number” (quick batch) in this guide

Why set holdings for a bibliographic record?

Take the **Update Holdings** action to:

- Add your library's OCLC institution symbol to a record, indicating that you hold (own) the item represented by the record.
- Add a workform, an original record you created, to WorldCat.


You also set holdings for a record (and for workforms, add the record to WorldCat) when you take one of the following actions:

- Action > Holdings > Produce and Update Holdings
- Action > Holdings > Alternate Produce and Update
- Action > Replace and Update Holdings (see separate topic, “Replace master bibliographic records”)

Set holdings interactively

Minimum authorization level: Produce and Update Holdings actions require Full or higher authorization.

To update holdings for a bibliographic record:

| Action | |
|--------|--|
| 1 | Log on to Connexion. |
| 2 | Retrieve an existing or an existing record or workform and edit if needed. |
| 3 | On the Action menu, click Holdings > Update Holdings, or click  , or press <F8>. |

Results of Update and Produce

Validation: By default, the system does not validate existing records automatically. You can set an option to perform basic or full validation or re-set to none in **Tools > Options > General / Validation Level Options**. The system does full validation for both existing records and new records (workforms).

See "Validate records online or offline" for more information.

If validation is done:

- When the record contains **invalid** data, the system sends a validation message listing errors. For records in a list, the system sends a list of errors for all records that failed validation. Correct the errors and retry producing the record.
- When the record is **valid**, the system:
 - For a workform, adds the record to WorldCat and assigns an OCLC control number.
 - Sets holdings for your library.
 - Adds your library's institution symbol to field 040.
 - Updates the holdings information at the top of the record to Held.
 - Transfers a Dewey class number from field 082 subfield a to field 092 subfield a if you supplied data in other subfields in field 092.
 - Sets the Update Holdings or Produce action status to **C** (Completed) in the status bar.
 - Automatically deletes the record from the save file

Mark records for batch update holdings

Minimum authorization level: Batch Produce and Update Holdings actions require Full or higher authorization.

| Action | |
|--------|---|
| 1 | Save the records you want to batch update and produce in the bibliographic local save file. |
| 2 | Display a bibliographic record from the local save file that you want to mark for update and produce. Or Select records in the local bibliographic save file list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry. |
| 3 | On the Action menu, click the Holdings submenu, and then click one of the following: |

| | |
|---|--|
| | <p>Update Holdings, or press <F8>. Produce and Update Holdings, or press <Shift><F7>. Alternate Produce and Update, or press<Shift><F8>.</p> <p>Result: The Produce and Update Holdings statuses for the record(s) change to R (Ready).</p> |
| 4 | <p>When finished marking records, run batch processing. See “Run batch processing.”</p> <p>Updating and producing records via batch has the same results as updating and producing interactively (see procedure above).</p> |

Quick batch alternative: Batch process holdings by OCLC control numbers alone. Enter or import OCLC numbers, and the client locates the records and processes the actions without downloading the records (**Batch > Holdings by OCLC Number**). You can process Update Holdings, Produce and Update Holdings, or Delete Holdings.

Clear Ready status to remove record from batch

To withdraw record(s) from batch Update and Produce, remove the Ready status:

| Action | |
|--------|---|
| 1 | <p>Open a record from the local bibliographic save file with a Ready status for Update Holdings or Produce. Or Select records in the local bibliographic save file list that have the Ready status for Update Holdings or Produce:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 2 | <p>On the Action menu, click Set Status, or press <Alt><Shift><S>.</p> |
| 3 | <p>In the Set Status window, under Remove ready status for batch, select the check box for Update Holdings or Produce.</p> |
| 4 | <p>Click OK to remove the action and close the window. Results:</p> <ul style="list-style-type: none"> Removes the Ready status (R) from the record(s). Removes the record(s) from inclusion in the next batch run, unless you mark it for another action. <p>Or Click Cancel to close the window without removing the actions.</p> |

Disable Produce and Update commands for held records

To set an option to disable the Produce and Update commands when you display records your library holds:


| Action | |
|--------|---|
| 1 | On the Tools menu, click Options , or press <Alt><T><O>, and then click the General tab . |
| 2 | Click Action Options . |
| 3 | <p>Click to select or clear the check box next to Disable Update and Produce if record is held. A check mark indicates that the option is selected.</p> <p>Default: Check box cleared. Update and Produce are available whether or not the displayed record is owned by your library.</p> <p>Result of selecting the option: The client disables the following commands when you display a record that your library holds:</p> <ul style="list-style-type: none"> • Update Holdings • Produce and Update Holdings • Alternate Produce and Update • Replace and Update Holdings |
| 4 | Click OK to save your settings or Cancel to cancel changes. |
| 5 | In the General tab, click OK to save changes you made, or click Cancel to cancel changes, or click Apply to save changes and keep the Options window open. |

Delete holdings interactively or by batch

Minimum authorization level: The Delete Holdings action requires Full or higher authorization.

The **Delete Holdings** action is available only if your library's OCLC symbol is attached to the record.

To delete holdings interactively or via batch:

| Action | |
|--------|--|
| 1 | <p>Log on to delete holdings interactively (the action occurs immediately). Or Remain offline to mark records in a local file to batch process delete holdings.</p> <p>Notes:</p> <ul style="list-style-type: none"> • When you delete holdings on a record from the online or local save file while logged on, the system processes the record immediately. • When you delete holdings on a record from the local save file while offline, the record is marked R (Ready) for batch processing. |
| 2 | <p>Retrieve a record from which you want to delete holdings. Or Select records the records from which you want to delete holdings from a list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 3 | On the Action menu, click Holdings > Delete Holdings , or click  , or press <Shift><F8>. |
| 4 | <p>Local holdings records (LHRs)</p> <p>Online: If you have LHRs attached to master records, the system prompts you to confirm that you want to delete your OCLC symbol, and attached LHRs:</p> |

Click **Yes** to delete, or click **No** to return to the record without deleting (in which case, deleting holdings fails).

Offline (mark records for batch processing):
 You must set the options to **Delete attached LHRs when Deleting Holdings:**

Click **Tools > Options > Batch** and click the check boxes next to these options. If these options are not selected, batch delete holdings actions will fail.

Results of deleting holdings:

- Your institution's OCLC symbol, and LHRs, if attached, are no longer associated with the record(s).
- Updates holdings information at the top of the record. Removes the designation *Held*.
- Online:** Sets the Delete Holdings action status to **C** (Completed) in the status bar of the record or in the Delete Holdings column of the list.
- Offline:** Sets the Delete Holdings action status to **R** (Ready) in the status bar of the record or in the Delete Holdings column of the list.

Quick batch alternative: Batch process holdings by OCLC control numbers alone. Enter or import OCLC numbers, and the client locates the records and processes the actions without downloading the records (**Batch > Holdings by OCLC Number**). You can process Update Holdings, Produce and Update Holdings, or Delete Holdings.

View or print holdings information

No minimum authorization is required to view or print holdings.

Use the **View > Holdings** action to list libraries whose OCLC symbols are linked to a bibliographic record.

| Action | |
|--------|--|
| 1 | Log on. |
| 2 | Open a record from the online or local bibliographic save file. |
| 3 | <p>On the View menu, click one of the following:</p> <ul style="list-style-type: none"> Holdings > Default, or press <Ctrl><Shift><D> Shows default holdings, based on the number of holding institutions, and their geographic distribution. Holdings > All, or press <Ctrl><Shift><A> Shows all OCLC symbols of holding libraries attached to the record. Holdings > State, or press <Ctrl><Shift><S> Shows OCLC symbols of holding libraries in the U.S. state, Canadian province, or country where your library is located. Holdings > Regional, or press <Ctrl><Shift><R> Shows OCLC symbols of holding libraries in your region. <p>Results:</p> <ul style="list-style-type: none"> The View Holdings window shows: <ul style="list-style-type: none"> Whether your library (OCLC symbol) holds the item. The total number of other libraries holding the record. <p>Example: <i>State locations - Held by OCL - 95 other holdings</i></p> |

| | |
|---|--|
| | <ul style="list-style-type: none"> • Lists holding institutions by OCLC symbol. <p>Note: In holdings lists, letters in institution symbols appear in uppercase or lowercase. An uppercase symbol indicates that the institution participates in the WorldCat Resource Sharing (WCRS) service as a lender of library materials. A lowercase symbol indicates that the institution does not lend materials via WCRS.</p> <ul style="list-style-type: none"> • If the name is unavailable, the client gives you a message: <ul style="list-style-type: none"> ○ If the message says that the symbol is not found, it is most likely a new symbol assigned after the current client release. You will have to wait for the next client release to see the institution name. ○ If the message says that the symbol is in the file but cannot be found or is corrupt, you may need to reinstall the client to get a working institution symbol file. |
| 4 | <p>To print a list of holdings:</p> <p>In the Display Holdings list (View > Display Holdings), click Print.</p> |

Show institution name for an OCLC symbol

| Action |
|---|
| <p>In the Display Holdings list (View > Display Holdings [type]), move the mouse pointer over an institution symbol to display the name of the institution.</p> <p>Result: A pop-up displays the institution name. Or If the name is unavailable, the client gives you a message:</p> <ul style="list-style-type: none"> • If the message says that the symbol is not found, it is most likely a new symbol assigned after the current client release. You will have to wait for the next client release to see the institution name. • If the message says that the symbol is in the file but cannot be found or is corrupt, you may need to reinstall the client to get a working institution symbol file. <p>For more information about an institution whose symbol appears in a holdings list, search <i>OCLC Participating Institutions</i> on the OCLC Web site.</p> |

Default holdings criteria

When you view the default holdings for a record, the system determines the default based on the following criteria:

| If Item Is Held by ... | You View ... |
|---|-----------------|
| 20 or fewer institutions | All locations |
| More than 20 institutions; 10 or more in your state | State locations |

| | |
|---|---------------------|
| More than 20 institutions; fewer than 10 in your state, 10 or more in your region | Regional locations* |
| More than 20 institutions; none in your state or region | All locations |

View local holdings statement in records and lists

The information area at the top of WorldCat or online or local save file bibliographic records indicates if the record is held by your library and has local holdings records attached.

Example:

Held by OCLC/Local OCL holdings - 12 other holdings

The **Held** column in WorldCat truncated and brief lists and in online and local save file lists indicates:

- Held if the record is held but has no local holdings record attached.
Or
- Held/LH if held with local holdings.

Launch Connexion browser to maintain local holdings records

Minimum authorization level: Maintaining local holdings records requires Limited or higher authorization.

Create and maintain local holdings records (LHRs) for items your library holds to make your holdings accessible through WorldCat.

To check whether a local holdings record exists for a record, see the holdings statement in the information area at the top of the record.

Example:

Held by OCLC/Local OCL holdings - 12 other holdings

Local holdings maintenance is provided in the Connexion browser, but you can open the browser and log on automatically from within the client:

| Action | |
|--------|--|
| 1 | <p>With an existing bibliographic record open in the client, on the Tools menu, click Launch Local Holdings Maintenance, or press <Alt><T><L>.</p> <p>Note: You can open LHRs for WorldCat records and for online or local bibliographic save file records, while logged on or offline.</p> <p>Results: The client automates logging on in the Connexion browser and opening the local holdings record or list of records for the bibliographic record displayed in the client:</p> <ul style="list-style-type: none"> • Opens your default browser. • Logs you on in the Connexion browser, using the default authorization and password you specify in Tools > Options > Authorizations in the client. |

| | |
|---|---|
| | <ul style="list-style-type: none">• Displays the local holdings record (LHR) for the bibliographic record currently displayed in the client, or if multiple LHRs are retrieved, displays a local holdings summary list. |
| 2 | Modify the local holdings record(s). |
| 3 | When finished, click the X in the upper right corner of the browser window. You are automatically logged off the local holdings maintenance session. |

3. Replace master bibliographic record

About replacing bibliographic records

- A minimum authorization level of Full is required to replace master records.
- **Interactive Replace.** You can take a **Replace Record** or **Replace and Update Holdings** action on a WorldCat record or a record saved in the online or local bibliographic save file.
Or
- **Batch Replace.** You can take the **Replace** action on records saved in the local save file while offline to mark them for batch processing.
- These actions are available for existing records only. Workforms must be added to WorldCat (a record must have an OCLC number) and then saved before they can be replaced.
- See "Upgrades to master bibliographic records and authorizations required" in this guide for more on the types of

Replace bibliographic records interactively

Minimum authorization level: The Lock action requires Limited or higher authorization. Replace actions require Full or higher authorization.

| Action | |
|--------|--|
| 1 | Log on to Connexion. |
| 2 | Retrieve the record you want to modify and replace. |
| 3 | <p>Edit the record. Or On the Action menu, click Lock Master Record, or press <Alt><F8>, and then edit the record. Result: The word Locked appears in the record information area (lock status is not shown in the record status bar).</p> |
| 4 | <p>On the Action menu, click Replace Record or Replace and Update Holdings, or press <Ctrl><Alt><F10> or <Ctrl><Alt><F11>, respectively. Note: If you did not lock the record before editing, the system locks it automatically before carrying out the Replace Record or Replace and Update Holdings action. If another user locked or replaced the record after you opened or saved it, the action fails and you get an error message.</p> |

Results of Replace

Validation for Update Holdings. For this part of the command, by default the client does not validate records. You can set an option to perform basic or full validation or re-set to none in **Tools > Options > General / Validation Level Options**.

Validation for Replace. Connexion validates the record automatically before replacing it, whether you edited it or not. The system does full validation.

- If a record contains **invalid** data, the client returns a list of errors, which you can print if needed.
Replace status for the record changes to **F** (Failed). Correct the errors and then retry replacing the record.

- When a record is **valid**:
 - Connexion replaces it in WorldCat and sets your holdings, if you took the **Replace and Update Holdings** action.
 - The system adds the full date/time stamp for the Replace in field 005.
Example of Replace date/time format:
 19950830024628.0
 (1995 = year; 08 = month; 30 = day; 02 = hour; 46 = minutes; 28 = seconds; .0 = fraction of second [always 0])
 - The system notifies you that the record has been replaced. (**Replace** status for the record changes to **C** for completed).
 - The master record is unlocked.
 - The system automatically deletes the record from the save file.

Release lock on master record

| Action | |
|--------|---|
| | With the locked record open, on the Action menu, click Release Record Lock , or press <Alt><F9>. |
| | Results: <ul style="list-style-type: none"> • The master record is unlocked in WorldCat. • Changes you made while the record was locked are retained in your working copy. |

Mark records for batch Replace

Minimum authorization level: Batch Replace actions require Full or higher authorization.

| Action | |
|--------|---|
| 1 | Save the records you want to batch replace in the bibliographic local save file. |
| 2 | While logged off, display a bibliographic record from the local save file. Or Select records in the local bibliographic save file list: To select adjacent records, click to highlight the first entry, press and hold <Shift>, and then click the last entry. To select nonadjacent entries, click to highlight the first entry. Press <Ctrl> and click to highlight other entries. |
| 3 | On the Action menu, click Replace Record or Replace and Update Holdings , or press <Alt><F10> or <Alt><F11>, respectively. Result: The Replace status for the record(s) changes to R (Ready). Note: Replace and Update Holdings is unavailable for batch processing. |
| 4 | When finished marking records, run batch processing. See “Run batch processing.” Replacing records via batch has the same results as replacing interactively (see section above on results). |

Clear Ready status to remove record from batch

To withdraw record(s) from batch Replace, remove the Ready status:

| Action | |
|--------|---|
| 1 | <p>Open a record from the local bibliographic save file with a Ready status for Replace.</p> <p>Or</p> <p>Select records in the local bibliographic save file list that have the Ready status for Replace:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 2 | <p>On the Action menu, click Set Status, or press <Alt><Shift><S>.</p> |
| 3 | <p>In the Set Status window, under Remove ready status for batch, select the check box for Replace.</p> |
| 4 | <p>Click OK to remove the action and close the window.</p> <p>Results:</p> <ul style="list-style-type: none"> Removes the Ready status (R) from the record(s). Removes the record(s) from inclusion in the next batch run, unless you mark it for another action. <p>Or</p> <p>Click Cancel to close the window without removing the actions.</p> |

4. Maintain URLs in bibliographic records

When you can correct or add a URL

Basic capabilities

- You qualify for a database enrichment credit when you correct a URL (universal resource locator, or Internet address) and replace the masterrecord.
- To correct URLs and replace records, you need at least a Full mode authorization.
- With a Full mode authorization, you can replace records created by any institution to correct URLs in the following fields: 505, 506, 520, 530, 583 and 856. In addition, you can replace records to correct any other fields if you contributed the records and they are held only by your library.

Authorization levels required for specific record types

- For CONSER records (serials that have field 042), you must have a CONSER level authorization to change the URL in field 856 or to add field 856 in the master record.
- For minimal-level records (also called "less-than full" level), any cataloging user with a Full authorization may edit and replace most of the data in the record. (CONSER records are again an exception; you must have a CONSER authorization to replace a master record.)
- An Enhance level authorization allows selected users to edit master records based on the format of the record (sound recording, computer file, etc.).
- Additional information is available in chapter 5 of [OCLC Bibliographic Formats and Standards](#).

Correct or add a URL: basic steps

| | Action |
|---|--|
| 1 | Open the record for editing. |
| 2 | On the Action menu, click Lock Master Record, or press <Ctrl><F8>. |
| 3 | Change the URL in one of the fields specified in the next section, or add one of these fields. |
| 4 | Take the appropriate action: Replace Record or Replace and Update Holdings : |
| 5 | After completing the Replace action, edit the record for your own use. |

Record fields that may contain URLs

The following fields and subfields may contain a URL:

505 ‡u 530 ‡u 552 ‡u 856 ‡u
 506 ‡u 538 ‡u 555 ‡u
 514 ‡u 540 ‡u 563 ‡u
 520 ‡u 545 ‡u 583 ‡u

5. Exchange records with other libraries for peer review

Review workflow: Summary

Review procedures, selection of reviewers, record quality standards applied, and other details depend on the program, institution, project, or other arrangements you or your library have established independently of Connexion.

Connexion provides a way to manage the records. You provide the communication using the best method for you.

The following steps are a high-level summary of record review workflow and distinguish the steps you can do via Connexion.

Send a record for review:

1. Establish appropriate reviewers for records you want to submit.
2. **Via Connexion**, prepare record or workform for review (see more about editing bibliographic or authority records or creating bibliographic or authority records).
3. **Via Connexion**, send a record for review (interactively or via batch processing) to one or more libraries you specify by OCLC institution symbol.
4. Notify reviewer(s) that a record is available for review. Use e-mail, telephone, or any other convenient method.
5. Via Connexion, view or recall records any time that you submitted for review.

Review a record submitted to your library:

1. **Via Connexion**, retrieve record(s) to be reviewed.
2. Respond with review comments and corrections to the person who submitted the record. Use e-mail, telephone, fax, postal mail, Web-based conferences or any other convenient method.

Complete the process:

1. **Via Connexion**, the person who submitted for review retrieves the record and makes needed changes.
2. **Via Connexion**, that person can resubmit the record for review and approval, if needed, or take an action to complete the record.

About sending records for review

Why send records for review?

- You may be required to submit work for review because you are a newly authorized participant in a cooperative cataloging program.
- Although not required to submit work for review, you have questions about a record you created.

Who can submit records for review?

Catalogers who log on to Connexion using a Limited or higher authorization can submit records for review and review records submitted to their libraries.

What records can be reviewed?

You can exchange the following records for review: authority and bibliographic workforms or records from:

- WorldCat
- LC authority file
- Online bibliographic and authority save files
- Local bibliographic and authority save files

Send records for review interactively

| Action | |
|--------|---|
| 1 | <p>Identify the appropriate reviewer(s). Reviewers can be:</p> <ul style="list-style-type: none"> • Someone who has provided training/mentoring to qualify you for participation in a cooperative program (BIBCO, NACO, SACO, CONSER) • Peers within a consortium or between cooperating institutions who havemade arrangements for exchanging and reviewingrecords • Colleagues with whom you have informal, individualarrangements |
| 2 | <p>Optional. Log on to Connexion.</p> <p>Note: Log on to submit a record or workform immediately. If you submit from the local file while logged off, the record is marked R (Ready) for batch processing.</p> |
| 3 | <p>Prepare one or more bibliographic or authority records.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Retrieve, lock, and edit a master record • Retrieve and edit a record • Retrieve a previously edited record or workform from the online or local save file • Create a new record <p>Single record: Open the record you want to send for review. Or Multiple records: Select record entries in a list: To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 4 | <p>On the Action menu, click Submit for Review, or press <Alt><A>.</p> |
| 5 | <p>In the Submit for Review window, type one or more OCLC institution symbols for the library(ies) to which you want to submit.</p> <p>Guidelines:</p> <ul style="list-style-type: none"> • Enter symbols in uppercase or lowercase. The system converts lowercase to uppercase. • Separate multiple symbols with semicolons (;). The system ignores spaces before and after the semicolons. <p>Examples: ABC;DEF;XYZ abc; def; xyz</p> |

| Action | |
|--------|---|
| 6 | <p>Click OK to submit the record or workform immediately (online) or mark for batch processing (offline). If marked for batch, when ready, run batch processing.</p> <p>Results:</p> <ul style="list-style-type: none"> Validates OCLC symbols you supplied. If any symbol is invalid, the system does not submit the record. An error message identifies the invalid symbol(s). You must retry submitting the record. When prompted, correct all invalid symbols and then click OK. Sets the record's Submit status to C (Completed) or F (Failed). For a locked master record, retains the lock on the record in WorldCat or the LC authority file. Automatically saves the record to the online bibliographic save file or the online authority save file. If the record you submitted was in the local save file, the client prompts you to delete the record from the local file. Click Yes to delete or No to re-save with Submit status C (Complete). Shows the record's save file number. The client keeps the review institution symbol(s) you entered each time you open the window until you change them. <p>Note: After you submit a record for review, the system takes up to 1 minute for the record to register in the Review File index.</p> <p>Or</p> <p>Click Cancel to close the window without submitting.</p> |

View or recall records you submitted interactively

You can either search the online save file for submitted records or show records by online save file status **Submitted**.

To search the online save file exclusively for records you submitted:

| Action | |
|--------|---|
| 1 | <p>On the Cataloging menu, click Search > Online Save File, or press <Ctrl><F3>.</p> <p>Or</p> <p>On the Authorities menu, click Search > Online Save File, or press <Alt><F3>.</p> |
| 2 | <p>In the Search Bibliographic Save File window, select the Submitted for Review check box. Leave all other search criteria blank.</p> |
| 3 | <p>Click OK or press <Enter> to retrieve a list of records you submitted for review.</p> <p>Or</p> <p>Click Cancel to close the window without retrieving the records.</p> |

| Action | |
|--------|---|
| 4 | <p>Optional, if you do not cancel: To recall a record you submitted, open the record you want to recall from the results list if necessary:</p> <p>On the Action menu, click Recall Submitted Record, or press <Alt><A><M>.</p> <p>Results:</p> <ul style="list-style-type: none"> • Removes the Review status Submitted from the record. • For a locked master record, retains any lock on the record in WorldCat or the LC authority file. • Automatically resaves the record to the online bibliographic save file or the online authority save file. • The record remains open. • You can resubmit the record for review any time. |

Mark records with Submit action for batch processing

Minimum authorization level: Submitting records for review via batch requires a Limited or higher authorization, as does submitting records interactively.

| Action | |
|--------|---|
| 1 | Save the records you want to batch submit to the default bibliographic or authority local save file. |
| 2 | <p>Display a record from the local save file. Or Select records in the local save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 3 | <p>On the Action menu, click Submit for Review or Replace and Update Holdings, or press <Alt><A>.</p> <p>Result: The Submit status for the record(s) changes to R (Ready).</p> |
| 4 | <p>When finished marking records, run batch processing. See “Run batch processing.”</p> <p>Submitting records for review via batch has the same results as replacing interactively.</p> |

Remove Ready status for batch Submit

To withdraw record(s) from batch Submit, remove the Ready status:

| Action | |
|--------|---|
| 1 | <p>Open a record from the local bibliographic save file with a Ready status for Submit.</p> <p>Or</p> <p>Select records in the local bibliographic save file list that have the Ready status for Submit:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.</p> |
| 2 | On the Action menu, click Set Status , or press <Alt><Shift><S>. |
| 3 | In the Set Status window, under Remove ready status for batch , select the check box for Submit . |
| 4 | <p>Click OK to remove the action and close the window.</p> <p>Results:</p> <ul style="list-style-type: none"> Removes the Ready status for Submit from the record(s). Removes the record(s) from inclusion in the next batch run, unless you mark it for another action. <p>Or</p> <p>Click Cancel to close the window without removing the action.</p> |

Retrieve records sent to you for review

Records submitted to your library for review are called Review File records. You can search the online save file for all review records or for records sent by a single institution:

| Action | |
|--------|---|
| 1 | <p>On the Cataloging menu, click Search > Online Save File, or press <Ctrl><F3>.</p> <p>Or</p> <p>On the Authorities menu, click Search > Online Save File, or press <Alt><F3>.</p> |
| 2 | <p>In the Search Online Bibliographic [or Authority] Save File, under Review File, select one of the following check boxes:</p> <ul style="list-style-type: none"> All Review File Records Review File Records for Institution If you select this option, in the adjacent text box, type a single OCLC institution symbol. <p>To retrieve only review records, leave other search criteria blank.</p> |
| 3 | <p>Click OK or press <Enter> to retrieve a list of review records.</p> <p>Or</p> <p>Click Cancel to close the window without retrieving the records.</p> |

Note: The Retain Search option for the window does not retain your settings in the Review File area.

Review record results list

Bibliographic review records. If your search for review records retrieves more than one record, the results list for bibliographic records is similar to any online bibliographic save file list. Columns show the following information for each record:

- **Save #** (assigned by system)
- **Title**
- **Modified** (date the record was last modified)
- **Expires** (number of days before locked master record is unlocked)
- **Workflow** (status the system asks that you select when you save a record, or it assigns the default *In Process*)
- **Source** (status the system assigns based on the source of the record)
- Action statuses:
 - **Delete Holdings** (C=Complete or F=Failed)
 - **Export** (C=Complete, F=Failed, or R=Ready)
 - **Label** (C=Complete, F=Failed, or R=Ready)
 - **Produce** (C=Complete or F=Failed)
 - **Replace** (C=Complete or F=Failed)
 - **Update Holdings** (C=Complete or F=Failed)
 - **Validate** (C=Complete or F=Failed)
- **My Status** (free-text note or identifier you enter)
- **Review** (shows Submitted status for records sent to your library for review)
- **Reviewing Institutions** (shows institution symbol for the institution that sent the record to your library for review)

Note: The system sorts the list first by owning institution and then by title (for bibliographic records) or by main entry (for authority records).

- **Save #** (assigned by system)
- **Main Entry**
- **Expires** (number of days till the locked master record expires is unlocked)
- **Workflow** (status the system asks that you select when you save a record, or it assigns the default *In Process*)
- **Review** (shows Submitted status for records sent to your library for review)
- **Reviewing Institutions** (shows institution symbol for the institution that sent the record to your library for review)

Note: The system sorts the list alphabetically by main entry.

Notes on lists:

- For distinguishing exclusive window types that stay open without pinning when you have multiple windows open, the client includes a review record list as another online save file results list. If you do another search of the online save file, the search results list for review records closes.
- For more about working with lists, see Record lists.

Actions on review records

While a record is in review:

- The **reviewer** can view the record only (cannot edit or take any actions).
- The **person who submitted the record** can act on the record even while the reviewer views it. He or she can:
 - Recall a submitted record or delete it from the save file any time. If the reviewer is displaying the record when it is recalled or deleted, the record remains open, but once the reviewer closes it, it can no longer be retrieved
 - Edit the record at the same time the reviewer views it. This capability can help speed completion of the review process if combined with simultaneous interactive communication between the record "owner" and the reviewer (for example, by telephone).

Manage review comments and responses

- Connexion does not handle communication between reviewer and the originator who submitted the record for review.
- Review participants can use any method to exchange status information, review comments, follow-up questions, and proposed revisions.
- **Interactive review and revision.** The person who submitted the record can retrieve it and edit it while a reviewer is viewing that record. Both people can discuss changes by phone while both view the record. When the person who submitted the record completes the edits and resaves it, the reviewer can close the record and reopen it to see the revisions (does not have to search for the record again).

Complete the review process

The person who submitted the record for review can:

| | Action |
|---|---|
| 1 | Use the interactive review and revision process given in the last bullet point above. Or Once the reviewer has responded, retrieve the record from the online save file and revise it as needed. |
| 2 | Depending on the review procedure you have set up, take the next appropriate step. For example: <ul style="list-style-type: none">• Take a final action on the record if it is completed• Resubmit the revised record for further review• Delete the record from the save file |

6. Report errors in bibliographic records

Errors to report

- Do not report errors requiring proof that requires examination of the item you are cataloging.
- For a list of errors to report or not to report, definition of errors that require proof, suggested ways of supplying proof, and detailed guidelines, see “Error Reporting” in chapter 5 of [OCLC Bibliographic Formats and Standards](#).

Types of records

- You can report errors for WorldCat records or online bibliographic save file records that already exist in WorldCat.
- You cannot report errors for workforms or for imported records in the bibliographic save file.

Report an error to OCLC

Reporting errors requires no minimum authorization.

| | Action |
|---|---|
| 1 | Log on to the OCLC system. (You must be logged on to report an error.) |
| 2 | With a bibliographic record open for which you want to report an error: On the Action menu, click Report Error , or press <Alt><A><E>. |
| 3 | <p>In the Report Error window, check or complete the required fields at the top of the window: your OCLC symbol, user name, and e-mail address.</p> <p>The system automatically inserts:</p> <ul style="list-style-type: none"> • The OCLC symbol associated with your logon authorization number, as shown in View > User Information. • Your name and e-mail address if you already entered them in Help > Contact Support. |
| 4 | <p>Optional. Select the check box labeled Send a copy of the e-mail message to me if you want a copy sent to your e-mail address.</p> <p>Default: Check box cleared. You do not receive a copy.</p> |
| 5 | <p>In the large text box, type a description of the record error(s).</p> <ul style="list-style-type: none"> • Include any information that may help OCLC staff verify the change (for example, other sources you consulted) and identify related records. • The client automatically appends the text of the record to your message. |
| 6 | <p>Click Report Error to send the error report, or click Cancel.</p> <p>Note: You must supply data in all areas of the window in order to send the error report.</p> <p>Results: The report is sent to OCLC quality control staff via e-mail (bibchange@oclc.org) using your Internet connection and, if you requested it, sends you a copy.</p> |

7. Run batch processing

About batch processing

- Batch processing is available for WorldCat and Library of Congress (LC) authority file searches and for processing record actions on bibliographic and authority records.
- Run batch processing for multiple local files at once.
- The client stores searches and actions you set on records until you batch process the file. (See Basics, Manage Local Files, “Manage local files for offline/online cataloging” for more about using local files.)
- After you run a batch, the results are downloaded to the same local file.
- The client creates batch reports stored in the default local file (the reports are not separate files).
- When you run another batch using the same file, data for the new batch run overwrites existing data in the batch reports for the file.
- See alternative quick batch procedure to set or delete holdings on bibliographic records by OCLC number without first downloading the records (see Take Actions on Bibliographic Records, “Batch set or delete holdings by OCLC number”).

Set options for batch processing

Go to **Tools > Options > Batch tab** to set the following options:

| Option | How to set | Default setting |
|--|---|--|
| Number of matches to download for searches | In the Batch tab, under Searching , select the number of matches to download from the Maximum Number of Matches to Download list. | 1 record Maximum: 100 records |
| Retain search keys for failed searches | In the Batch tab, under Searching, Batch Search Keys to Retain , select check boxes to keep search keys or any of the following search results: <ul style="list-style-type: none"> • Errors/Not Found • Too Many Matches | All check boxes cleared No search keys are retained |
| Requirement: Delete LHRs (local holdings records) when deleting holdings | In the Batch tab, under Record Actions , select the Delete attached LHRs when Deleting Holdings check box to delete LHRs. Notes: <ul style="list-style-type: none"> • You must set this option to batch delete holdings successfully. • This setting does not apply to interactive delete holdings: When you delete holdings interactively (logged on), the system always prompts you to confirm deleting both your OCLC symbol and attached local holdings records. | Check box cleared LHRs retained; batch Delete Holdings actions fail |
| Mark exports and label printing for batch processing | In the Batch tab, under Record Actions, Perform local actions in batch , select check boxes to mark records for batch for: <ul style="list-style-type: none"> • Bibliographic Record Export • Label Printing • Authority Record Export | Check boxes cleared. Exports and label printing are performed immediately whether you are online or offline |

| Option | How to set | Default setting |
|--|--|---|
| Display or print batch reports automatically | In the Batch tab, select the Display batch reports automatically and/or Print batch reports automatically check boxes to select either or both of these options. | Display check box is selected; print check box is cleared Batch reports display automatically but do not print automatically |

Go to **Batch > Process Batch**, and click **Search Options** to set the following options:

| Option | How to set | Default setting |
|---|--|--|
| Assign a My Status to downloaded bibliographic or authority records | <ol style="list-style-type: none"> In the Search Options window, under Downloaded Bibliographic Records or Downloaded Authority Records, select the Assign My Status check box. In the box below the check box, type a My Status (up to 40 characters of free text). <p>Note: The text box is unavailable until you select the Assign My Status box.</p> | Check boxes cleared Text boxes unavailable My Status is not assigned |
| Apply the default local constant data record to downloaded records | In the Search Options window, under Downloaded Bibliographic Records or Downloaded Authority Records , select the Apply default local constant data check box. <p>Notes:</p> <ul style="list-style-type: none"> The name of the default local constant data record displays under the check box. If no local constant record is set as the default, the client displays [None], and the check box is unavailable. | Check boxes cleared Constant data is not applied |

Prepare to run batch processing

| Action | |
|--------|--|
| 1 | <p>Required for batch processing:</p> <p>Set up a default authorization/password for logon. Set up either:</p> <ul style="list-style-type: none"> A general default authorization in Tools > Options > Authorizations Or A specific default authorization for the local file in File > Local File Manager/ Authorization. |
| 2 | <p>To prepare actions on records for batch processing:</p> <p>Save the records to your default local bibliographic and/or authority file and mark with the actions you want to take. See procedures in:</p> <ul style="list-style-type: none"> “Take actions on bibliographic records/Set actions...for batch processing” “Take actions on authority records/Set actions...for batch processing” |

| Action | |
|--------|--|
| 3 | <p>To prepare WorldCat or LC authority file searches for batch processing:</p> <p>Enter search keys in the default local bibliographic and/or authority save file (Batch > Enter Bibliographic [or Authority] Search Keys). See procedures in:</p> <ul style="list-style-type: none"> • “Enter WorldCat searches for batchprocessing” • “Enter LC authority file searchesfor batch processing” |
| 4 | When ready, run batch processing (see next section). |

Run batch processing

| Action | |
|--------|---|
| 1 | On the Batch menu, click Process Batch , or press <Alt><P>. |
| 2 | Optional. In the Process Batch window, click Local File Manager to open the Local File Manager window for managing local files, if you need to relocate, create, delete, assign authorization, etc., before running a batch. |
| 3 | Optional. In the Process Batch window, select a local file in the list and click Enter Search Keys to check or enter search keys for batch processing, as an alternative to entering them from Batch > Enter Bibliographic [or Authority] Search Keys . |
| 4 | <p>In the Local Files list, click check boxes to select the local file(s) you want to process.</p> <p>Notes:</p> <ul style="list-style-type: none"> • The default local bibliographic and authority save files are marked with a red check mark. • Select as many local files as you want to process. All files you select are processed at once. |
| 5 | <p>Under Process, select the types of processing you want to run. Click one or more check boxes to select the following:</p> <ul style="list-style-type: none"> • Online Searches • Online Record Actions If you select this process, the check box for Check date in Replaced becomes available. Select it to have the system check the master record in WorldCat for a more recent date. • Exports* • Label Printing* <p>*Note: By default, export and label printing occur immediately whether you are logged on or offline. Therefore, you must set the Perform local actions in batch options in Tools > Options > Batch tab in order to mark records for batch- processing label printing and bibliographic and authority record export. If this option is set, records in either the online or local save file are marked for batch label print or export, rather than printed or exported immediately.</p> |

| | Action |
|----|---|
| 6 | <p>Optional. Click to select or clear the Retain file selection check box. (Default: Check box cleared)</p> <p>Results:</p> <ul style="list-style-type: none"> • If this option is selected, the client keeps the same file selections each time you open the window until you change them. • If the option is cleared, the client clears all file selections, and you select the files you want to process each time you open the window. |
| 7 | <p>Select the processing order for actions on records and for returning search results:</p> <p>For bibliographic records, select one of the following:</p> <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC Control Number • Name • Title <p>Note: If you select Name for bibliographic records, the client uses a secondary sort by title for records that have no name or have the same name.</p> <p>For authority records, select one of the following:</p> <ul style="list-style-type: none"> • Date/Time Added (default) • Save File Number • OCLC ARN • Heading |
| 8 | <p>Optional. Click Search Options to assign a My Status or apply the default local constant data to downloaded bibliographic or authority records (see section on setting batch options above for details).</p> |
| 9 | <p>When finished, click OK to run batch processing for the selected local files. Or Click Cancel to close the window without running batch processing.</p> |
| 10 | <p>For records marked for some actions, the client may ask if you want to save the records to the local file after the batch is finished. Click Yes to save or No to delete after the batch is completed.</p> <p>Results:</p> <ul style="list-style-type: none"> • The batch runs immediately and includes all selected localfiles. • The client closes all local file records and lists. • The Connexion Client Batch in Process window shows the type of processing and the full path and file name of the file in process. For searches, the window shows the number of records being downloaded of the total retrieved. • If you selected the option to display and/or print batch reports in Tools > Options > Batch, the reports display and/or print. • The status of record actions is updated from R (Ready) to C (Completed) or F (Failed) in the local save file records and on the local save file list the next time you open them. • The client does not keep your settings in the Process Batch window (helps prevent re-running a batch by mistake). You must select the file(s) and the processes to run each time. <p>Exception: The client retains your file selection, if you clicked the Retain file selection check box.</p> <ul style="list-style-type: none"> • Searches are deleted from the local file unless you set options to keep searches that failed (Tools > Options > Batch). |

| Action | |
|--------|--|
| 11 | Optional. To cancel processing during a batch run, click Cancel Batch in the Connexion Client Batch in Process window. |

Quick batch alternative for bibliographic records to process holdings: Batch process setting or deleting holdings by OCLC numbers only without having to download the records. For procedures, see the next section of this Guide.

Option to check master record before processing actions

Select this option in the Process Batch window to have the client check the Replaced date of the master record against the local file record before batch- processing the action you marked.

- **With this option selected:** If the date in the master record is more recent than the date in the local file record, the action on the local file record fails, and the client downloads the newer record to the local file.
- **With this option cleared:** The client processes your local file records as they are and does not check whether a newer record is available.
- **Whether you have this option selected or not:** The client **always checks** the Replaced date of the master record against the Replaced date of the local record when you process **Replace** on a record. If the date in the master record is more recent, the replace action fails.

Open batch reports

Report types. For the bibliographic local save file(s) in a batch run, the client creates a search report, record action report, export report, and label print report. For the authority local save file(s) in a batch run, the client creates a search, record action, and export report. The client also creates a report for batch holdings by OCLC number.

View reports automatically as soon as a batch finishes. By default, when the client completes a batch run, reports open automatically to show results. The reports open on top of each other, with each window maximized.

You can clear this option or select another option to print batch reports automatically in **Tools > Options > Batch**.


View current batch reports any time after batch finishes. To view the most current batch reports any time:

| Action |
|---|
| <p>To view batch results for the default local save files:</p> <p>On the Batch menu, click View Reports. On the submenu, click one of the following (or press the corresponding default keystroke):</p> <ul style="list-style-type: none"> • Bibliographic Search Report (or press <Alt><V><S>) • Bibliographic Record Action Report (or press <Alt><V><A>) • Bibliographic Export Report (or press <Alt><V><X>) • Label Print Report (or press <Alt><V><L>) • Authority Search Report (or press <Alt><V><U>) • Authority Record Action Report (or press <Alt><V><R>) • Authority Export Report (or press <Alt><V><P>) • Holdings by OCLC Numbers Report (or press <Alt><V><H>) <p>To view batch results for local files that are not the default:</p> <ul style="list-style-type: none"> • On the File menu, click Local File Manager, or press <Alt><F><F>. • Select the file type and file for which you want to view reports. • Under Batch Reports, click the type of report(s). • Click View Reports. <p>Note: The reports you select open behind the Local File Manager window on top of each other if more than one opens.</p> |


Caution: As soon as you run another batch of searches or actions, the client overwrites the last batch reports with the information for the new batch run(s).

Use batch reports

To print the display report:

| Action |
|---|
| <p>On the File menu, click Print, or click , or press <Ctrl><P>, and in the Print window click Print.</p> <p>Or</p> <p>Select only the text you want to print, click Print, and in the Print window under Page Range, click the Selection button and then click Print.</p> |

To copy data in a report:

| Action |
|---|
| <p>Use the mouse to click and drag through the data to select it for copying (or to select all data, press <Ctrl><A>), and on the Edit menu click Copy, or click , or press <Ctrl><C>.</p> <p>Paste the data into an Excel spreadsheet or a text editor for further processing. (If you paste into a spreadsheet, use features of Excel to organize the data.)</p> |

Information shown in batch reports

The header of each type of batch report shows:

- **Local File** (full path and file name of the processed file)
- **Session ID**
- **Report Start Time**
- **Session Duration**
- For search and record action reports: Number of bibliographic and authority exports reported for that file

For each type of batch, reports show:

| Type of report | Information displayed |
|---|---|
| Bibliographic and authority batch search reports | <ul style="list-style-type: none"> • Search errors (this section displays only if the batch had search errors) Shows the total number of errors and specifies the type of errors, if present: <ul style="list-style-type: none"> ○ Too many matches Shows the number of searches resulting in too many matches and for each, shows search keys and number of records found ○ Error or records not found Shows the number of searches resulting in errors or records not found and for each, shows search keys and type of error • Successful searches (shows the total number) For each successful search, shows: <ul style="list-style-type: none"> ○ Search key ○ Number of records found ○ Local save file number assigned for each record downloaded ○ OCLC control number or ARN ○ Title* |
| Bibliographic and authority batch record action reports | <ul style="list-style-type: none"> • Validation errors (this section displays only if the batch had action errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, title, and the action that failed • Successful actions (shows the total number) For each successful action, shows: <ul style="list-style-type: none"> ○ Save file number of the record you marked with an action for batch processing ○ OCLC control number or ARN ○ Title* ○ The action that succeeded |
| Bibliographic and authority batch export reports | <ul style="list-style-type: none"> • Record export errors (this section displays only if the batch had export errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title • Successful exports (shows the total number) For each successful export, shows: <ul style="list-style-type: none"> ○ Save file number of the record exported ○ OCLC control number or ARN ○ Title* |

| Type of report | Information displayed |
|--|---|
| Label Print report | <ul style="list-style-type: none"> • Label print errors (this section displays only if the batch had label errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title • Successful label printing (shows the total number) Foreach record that had labels printed successfully, shows: <ul style="list-style-type: none"> ○ Save file number of the record for which labels printed ○ OCLC control number or ARN ○ Title* |
| <p>Note on non-Latin script titles in bibliographic records: If linked Latin and non-Latin title fields are in a bibliographic record, the batch report shows both. Otherwise, the batch report includes either the non-Latin script title or the Latin script title, depending on which is in the title field.</p> | |

See details about batch holdings on bibliographic records by OCLC number reports in the next section of this Guide.

8. Batch set or delete holdings by OCLC control number

Quick batch for holdings

Minimum authorization level: Setting and deleting holdings requires Full or higher.

Batch process holdings on records by sending only the OCLC numbers to the system.

The system finds the records and processes them without first downloading them to your workstation.

Summary procedure

- Click **Batch > Holdings by OCLC Number** and enter a list of OCLC numbers or import a file of OCLC numbers.
- Select an action and check or change the option to set holdings even if item(s) are already owned.
- Click **OK**. When the batch is completed, a report displays immediately by default. Change the setting in **Tools > Options > Batch**.

Note: The most recent batch report for processing holdings by OCLC number is retained until you run another batch of holdings by OCLC number. To view the most recent report, click **Batch > View Reports > Batch by OCLC Number Report**.

Detailed procedure

| Action | |
|--------|--|
| 1 | <p>Prepare to batch process:</p> <ul style="list-style-type: none"> • For batch processing, you must set a: <ul style="list-style-type: none"> ○ General default authorization (Tools > Options > Authorizations) Or ○ Specific default authorization for the local file (File > Local File Manager/Authorization). • Check/set the following batch option settings in Tools > Options > Batch: <ul style="list-style-type: none"> ○ Deleting attached LHRs (local holdings records) when deleting holdings (required or the Delete Holdings action fails) ○ Printing batch reports automatically • If you plan to import OCLC numbers, create an import file or output afile from your local system (see procedure for creating an import file below). |
| 2 | <p>When ready to process holdings, on the Batch menu, click Holdings by OCLC Number, or press <Alt><H>.</p> <p>Caution: Process the numbers you enter or import immediately. The client does not store the numbers.</p> |

| Action | |
|--------|--|
| 3 | <p>In the Batch Holdings by OCLC Number window:</p> <p>Enter OCLC numbers:</p> <ul style="list-style-type: none"> • In the text box on the left, enter each OCLC number on a separateline (press <Enter> after each). • Enter the numbers only. <p>If you precede numbers with the index label (no:), an asterisk (*), or a number sign (#) the system ignores them.</p> <p>Or</p> <p>Import OCLC numbers: See "How to create an import file of OCLC numbers" below.</p> <ol style="list-style-type: none"> 1. In the Input File of OCLC Numbers box, type the full path and file name for the text file containing the numbers. <p>Or</p> <p>Click Browse and use the Windows Open window to navigate to the file. Click Open to place the full path and file name in the box. By default, the client opens to the following location:</p> <p>X:\Documents and Settings\[user name]\Application Data\OCLC\Connex\ (where X = the letter of your hard drive)</p> <p>Or</p> <p>To the last location you used.</p> <ol style="list-style-type: none"> 2. Click Import. <p>Results:</p> <ul style="list-style-type: none"> ○ The list of numbers from the text file appears in the edit box of the window. ○ The client asks if you want to delete your import file. Click Yes to delete or No to keep the file. <p>Note: The Import button is unavailable until you enter a path and file name for the import file.</p> <ol style="list-style-type: none"> 3. Check or edit the imported numbers. <p>Caution: The text box containing the OCLC numbers you enter or import has a limit of 32,767 characters. OCLC recommends entering or importing no more than 2,500 OCLC numbers to process at a time.</p> |
| 4 | <p>Under Action, select one of the following actions to take on the records:</p> <ul style="list-style-type: none"> • Update Holdings • Produce and Update Holdings • Delete Holdings |
| 5 | <p>Optional. Click the Set holdings if already held check box to change the option from setting holdings (default) or not set holdings for items already held by your library.</p> |

| Action | |
|--------|--|
| 6 | <p>Click OK.</p> <p>Results:</p> <ul style="list-style-type: none"> The client locates the records and processes the actions immediately without downloading them to your workstation (counts as two actions, one for the search and the other for the action) in your OCLC usagestatistics). <p>Note: The system does not validate the records before setting or deleting holdings, because you have no records to correct. The client ignores basic or full validation settings in Tools > Options > General / Validation Level Options.</p> <ul style="list-style-type: none"> If you selected Delete Holdings and the record does not have holdings, the action fails. If you selected Delete Holdings, your batch setting for Delete attached LHRs when Deleting Holdings (in Tools > Options > Batch) determines whether the action is completed or fails. (You must delete attached local holdings records (LHRs) to delete holdings.) By default, a batch report opens immediately. Change this option and/or select the option to print immediately in Tools > Options > Batch. Your OCLC usage statistics include both the searches and actions. |

Use batch report

The client opens a Batch Holdings by OCLC Number Report automatically when a batch is completed.

To also print it immediately, set the Print batch reports automatically option in **Tools > Options > Batch** before running the batch. The Batch Holdings by OCLC Number Report shows:

- Session ID
- Report start time
- Session duration
- Lists of the records you entered in groups of failed or successful actions with totals for each group
- For each record, displays:
 - OCLC control number
 - Title (if record found)
 - Record action
 - Result of action

How to create an import file of OCLC numbers


| Action | |
|--------|--|
| 1 | Create a new file in a text editor such as Notepad, or output a file of OCLC numbers from your local system. |

| | |
|---|---|
| | <p>Tip: To locate the file quickly when you want to import the numbers, create it in the folder that the client automatically displays when you browse for the file (see step 3 in the procedure above):</p> <p>X:\Documents and Settings\[user name]\Application Data\OCLC\Connex\ (where X = the letter of your hard drive)</p> |
| 2 | <p>In the text file, enter OCLC numbers of records for which you want to set or delete holdings.</p> <ul style="list-style-type: none">• Enter each number on a separate line (hard return after each).• Enter the number alone, or precede each number with an:, *, or # (the system ignores them when processing the numbers). <p>Caution: OCLC recommends processing no more than 2,500 OCLC numbers at a time.</p> |
| 3 | <p>Import the file of numbers in the client only when you are ready to batch process the records (see procedure above). The client does not save the numbers.</p> |

Requirements and recommendations for importing digital content

- You must:
 - Have a license for using CONTENTdm.
 - Use the CONTENTdm hosting service.
 - Have an OCLC cataloging authorization that includes Contentdm.
 - Have at least one established CONTENTdm collection.
- **Minimum authorization level:** Adding or replacing WorldCat records requires a Full or higher authorization.
- **Location of digital files:** When you create a new record:
 - If the attached files to be attached are stored on your workstation (not a network drive), you must use the same workstation you used to create the record when you replace it and upload the files, whether you replace interactively or by batch processing.
 - If the digital files are stored on a network drive, you must be able to access them from the workstation you use to replace the record and upload the files, whether you replace interactively or by batch processing.
- **Limitations for uploading files:**
 - If the size of any individual file is larger than the memory (RAM) of your workstation, the Replace action in step 8 of the procedure below will fail.
 - You can check the size of files in the Attach Digital Content window (see procedure below).

Attach digital content to WorldCat records interactively

| Action | |
|--------|--|
| 1 | <p>Retrieve an existing record to which you want to attach digital file(s) from WorldCat or from the online or local save file (record must have an OCLC number). Or Create a record and add it to WorldCat.</p> <p>The record you use must have an OCLC control number.</p> |
| 2 | <p>Optional if online WorldCat record. Click Action > Lock Master Record (or press <Alt><F8>).</p> |
| 3 | <p>Click Edit > Attach Digital Content (or press <Alt><E><A>).</p> |
| 4 | <p>Select the CONTENTdm collection you want to use for the digital content.</p> <p>Note: If you want to create a new collection, you must contact your CONTENTdm administrator to set one up.</p> |
| 5 | <p>Click Browse and enter the path and file name of the file(s) you want to attach. Or Navigate to the folder containing the file, select it, and click Open.</p> <p>The files you add are listed in the Attach Digital Content window by:</p> <ul style="list-style-type: none"> • File and path name • Directory • File size |
| 6 | <p>Optional:</p> <ul style="list-style-type: none"> • To change the order of files, select a file and click Move Up or Move Down. The order of files is the order of the pages in the resulting CONTENT dm compound object. • To remove files, select a file and click Remove, or click Remove All to remove all files. • To view a list of files and their locations and sizes, click Details. • Check the running total of the number of files you add and a running total of the size of all the files together (in kilobytes) below the list of files. |
| 7 | <p>Click OK to attach files and close the Attach Digital Files window.</p> <p>Results:</p> <ul style="list-style-type: none"> • The Attached Files icon () appears in the upper left corner of the record, next to the MARC Format list. • However, the file(s) are not uploaded into your CONTENTdm collection, and the URL for the file(s) is not added to the master record, until you take the Replace action (next step). <p>Note: If multiple files are attached to a record (compound object), the systems assume that the files are parts of one compound object (for example, files for the front and back of a postcard). Or Click Cancel to close the window without attaching files.</p> |
| 8 | <p>Replace the record and automatically upload the digital files into the approval queue for the CONTENTdm collection you specified:</p> <p>Click Action > Replace [or Replace and Update Holdings].</p> <p>See the section on results below.</p> |

Batch process attaching digital content to WorldCat records

Caution: You must be able to access the files you attached to records from the workstation you use to run batch processing.

| Action | |
|--------|---|
| 1 | Save the WorldCat record you want to attach files to in the local bibliographic save file. (You can mark records for batch processing only in the local save file.) |
| 2 | Retrieve the record and follow the procedure above to attach digital file(s). The record is marked R (ready for batch processing) in the status bar at the bottom of the client window. |
| 3 | Be sure you have set a default logon authorization and password (required for batch processing). |
| 4 | Click Batch > Process Batch (or press <Alt><P>). |
| 5 | In the Process Batch window: <ul style="list-style-type: none"> • Select the check box for the file containing the records with attached files that you marked for Replace. • Select the Online Record Actions check box under Process. • Make other selections if needed. |
| 6 | Click OK . See next section for results. |

Results of replacing records that have attached digital content

- **Logged on or offline:** If you are logged on, the Replace action occurs immediately. If you are logged off, the record is marked **R** (Ready) for batch Replace in the status bar of the record. The path to the files you attached is saved with the record.
- If Replace is successful:



In WorldCat

- Connexion adds an 856 field to the replaced master record, containing the URL for the file(s) attached to the master record. There may be a delay of up to 90 minutes after the item is approved and the collection is indexed in CONTENTdm before the URL becomes active in the master record.

In CONTENTdm

- The bibliographic record is converted to Dublin Core record format.
- The digital files and metadata are placed in the approval queue for the CONTENTdm collection.
 - The OCLC number of the master record is mapped to the OCLC number administrative field in CONTENTdm.
 - TIFF files are converted to JPEG2000 access derivatives.
 - If the destination collection has a full text search field defined and the files are part of a compound object, TIFF files are processed by Optical Character Recognition (OCR) to generate searchable text.
 - If the destination collection has a full text search field defined, PDF files are processed with full text indexing, and multiple-page PDF files are converted to compound objects if PDF conversion is enabled in the collection.

Note: The digital item will not be available until the CONTENTdm collection has been approved and indexed.

- **If Replace fails:**
 - Even if the Replace action fails validation (either interactively or by batch), the files are uploaded to the CONTENTdm collection, and the Attached Files icon in the record changes to (). If you Replace the record again within fourteen days of the date the Replace failed, you do not have to attach the files again.
 - If a Replace fails due to Bib Record Mismatch, the system downloads the newer copy of the record. The Attached Files icon changes to indicate that the files were uploaded () and the Replace failed, as described in the preceding bullet point. But for this outcome, you must re-attach your files to the newer record and then Replace.

Display attached digital content from a WorldCat record

To view the digital content in the Connexion client:

| Action |
|--|
| Open the WorldCat record, and click the URL in field 856. |
| Depending on the linked digital files, you see the following results: <ul style="list-style-type: none"> • For a single digital file (object), the file is displayed in the item viewer. File types that are not supported in your Web browser display in the appropriate program (for example, a PDF file opens in Adobe Reader). • For multiple files that are part of a single object (compound object), a compound object viewer displays the files. • For many digital files (serial objects), an intermediary search results list opens showing the serial files. |

Results of saving records with attached digital content or submitting the records for review

The result of saving records with attached files not yet replaced or uploaded depends on where you save the records and whether you send them for peer review. The following table summarizes the differences:

| Action | Result |
|---|---|
| Save record to online file | The record is saved or submitted without the paths to the attached digital files. |
| Submit record for review | |
| Save record to local save file | The paths to the files remain in the record. |
| Batch submit record for review from local save file | <p>The record is submitted for review without the paths to attached files.</p> <p>The paths to the files remain attached to the local save file record.</p> |

Harvesting Web content for CONTENTdm

Use the **Harvest Web Content** command on the Connexion client Tools menu to locate and capture content from the Web, ingest it into CONTENTdm, and associate it with a WorldCat record. Use the **Review Web Harvest** command on the Tools menu to check the content harvest afterwards. See instructions and details in the [Web Harvester Quick Reference](#).

9. Procedures for cataloging agents

Cataloging Agent authorizations

- **Purpose.** Cataloging agents are authorized to process cataloging records for library members of a Cataloging Agent group or other cooperative program. Agents also process batchloaded records for group members when the records cannot be processed automatically.
- **Request authorization.** Request a Cataloging Agent authorization from your OCLC regional service provider or distributor. For existing Union List groups, the Cataloging Agent authorization must be assigned to the Union List agent. If the group does not have an agent, one must be assigned.
- **Cataloging activities.** Cataloging Agent authorization capabilities are the same as Full.
- **Agent-specific privileges in Connexion.** Cataloging agents can:
 - **Cataloging:** Update Holdings, Produce and Update Holdings, Alternate Produce and Update, Delete Holdings, and Export (Export is available for both bibliographic and authority records) and Replace master WorldCat records, except those that contain field 951.
 - **LC authority file:** Edit an authority record and export the edited record; create authority records.

Use field 951

- **Purpose.** Field 951 (Group Specific Data) supports processing records for multiple libraries by cataloging agents. Data in field 951 determines which institution holdings are set or deleted and which offline products are generated.
- **Validation.** Field 951 ‡l (el) must contain valid data before a cataloging agent takes a final action on the record. The system verifies that institution symbols listed in field 951 ‡l are group members for which the agent is profiled.
- **Invalid symbol.** For an invalid symbol, the system displays a validation error. The error must be corrected before retrying the final action.

Note. Cataloging agents cannot process records for their own institutions using field 049. If the agent's group profile includes the agent's institution, the agent can list the OCLC symbol in field 951 ‡l. Or the agent can log on with another Full cataloging authorization to process the records.

| Characteristic | Description |
|----------------|---|
| Field 951 | Field 951 is repeatable. Only cataloging agents can enter field 951. |
| Indicators | Both indicators are blank. |
| Subfields | Subfields ‡a-‡k and ‡m-‡z are exported, but otherwise ignored. |
| | ‡a-‡k User-defined (Repeatable). |
| | ‡l OCLC institution symbol (Repeatable). Agent enters OCLC symbols for institutions in the group. The system sets or deletes holdings for each institution listed in 951 subfield ‡l. |
| | ‡m-‡z User-defined (Repeatable). |
| Retention | Field 951 is not retained in master records or archive records. |

Process records

| Action | |
|--------|---|
| 1 | Log on with a Cataloging Agent authorization. |
| 2 | Retrieve the bibliographic record you want to process. |
| 3 | <p>Edit field 951 as required to include symbols of the libraries for which you are acting.</p> <p>Examples:</p> <p>951 #l abc #l mnopq #l trn</p> <p>951 #l abc trn ocl ord obl</p> <p>951 #l acd abc #a fiction project</p> |
| 4 | <p>Optional. View institution names for OCLC symbols:</p> <p>Move the mouse over a symbol. The client displays the institution name in a small popup window.</p> |
| 5 | <p>On the Action menu, select the action you want to take on the record.</p> <ul style="list-style-type: none"> • Update Holdings (or <F8>) • Produce and Update Holdings (or <Shift><F7>) • Alternate Produce and Update (or <Alt><A><A>) • Delete Holdings (or <Shift><F8>) • Export (or <F5>) <p>Validation errors</p> <p>If the error invalid symbol(s) in field 951 occurs, correct the symbol(s) and retry.</p> |

Offline products

- The command the agent uses determines offline products for the OCLC symbols listed in field 951 #l.
- Offline products generated for an institution depend on the institution's profile.

| Command | OCLC-MARC Records |
|-----------------|--|
| Produce | Appear in file or on tape if profiled |
| Update | Appear in file or on tape if profiled |
| Delete Holdings | Appear in file or on tape if profiled |
| Save | Saved in agent's bibliographic save file |
| Export | Exported to a file on agent's workstation or to agent's local system |

Local holdings records

- A cataloging agent cannot delete holdings from a record for which a local holdings record (LHR) exists for the group. If an agent tries, the system displays an error message.
- If authorized as a holdings agent, a cataloging agent can delete holdings and LHRs from bibliographic records by logging onto the Connexion browser interface or opening the browser interface from within the client using **Tools > Launch Local Holdings Maintenance**.

Archive records

- Update, Produce, and Delete Holdings transactions are archived.
- An archive record is written for each OCLC symbol in field 951 ‡l.
- The record for each symbol contains field 049 (Local Holdings) with the institution’s default holding library code.
- The archive record does not contain field 951.

Reports

| Report characteristic | Description |
|-----------------------|---|
| Format | No-charge comma-delimited report in ASCII text. |
| Contents | Agent activity by OCLC symbol Actions reported: Update Holdings, Produce and Update Holdings, Alternate Produce and Update, Delete Holdings |
| Posted to | OCLC Product Services Web |
| Frequency | Monthly |
| Longevity | 90 days |