Frequently asked questions

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Frequently asked questions (FAQ) about WorldCat Quality, including FAQ about authority and bibliographic records, duplicate records, identities, policies, and VIAF.

Quick contacts

- AskQC@oclc.org - questions about cataloging policies, standards, and practices
- authfile@oclc.org - authority record change requests and duplicates for merging
- bibchange@oclc.org - bibliographic record change requests, duplicates for merging, merging issues, unlock requests, and BibPURL updates

Metadata Quality frequently asked questions are arranged by topic. See below to view a comprehensive list of Metadata Quality frequently asked questions.

- Authorities

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  Find frequently asked questions (FAQ) about working with authority records.
  - Where do I send authority record change requests?
  - Where do I send duplicate authority records to for merging?

- Bibliographic records

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  Find frequently asked questions (FAQ) about working with bibliographic records.
  - Can a URL be in a print version record?
  - Can member institutions delete local or proxy URLs from the WorldCat record?
  - How does OCLC control headings in WorldCat?
  - If a change is made to a Library of Congress subject heading in a bibliographic record, will the corresponding FAST heading be corrected via automation?
  - Where do I report incorrect merges?
  - Where do I send bibliographic record change requests?
  - Who do I contact when an OCLC BibPURL doesn't resolve to the correct webpage?
  - Who establishes Library of Congress Subject Headings (LCSH) needed to enable subject strings to control properly?
  - Why does controlling convert an 8xx series authorized access point to a 7xx authorized access point?
  - Why don't subdivisions with "etc." control?
Duplicates and merging

Find frequently asked questions (FAQ) about duplicate records and merging records.

◦ Does binding information in field 250 justify a new record?
◦ How do I keep records from being merged by Duplicate Detection and Resolution (DDR)?
◦ Is there a preference on how to submit duplicate bibliographic records for merging?
◦ Where do I report incorrect merges?
◦ Where do I send duplicate authority records to for merging?
◦ Where do I send duplicate bibliographic records to for merging?

• General

Find frequently asked questions (FAQ) about working with records.

◦ A record is locked and my institution would like to edit it. Can you unlock it?
◦ Can you correct the cover art for an item in WorldCat.org?
◦ I am using Connexion browser and cannot lock a WorldCat record to edit for RDA.
◦ My institution was editing a record in Connexion, but my session crashed and now the record is locked. What do I do?
◦ Please advise on the correct coding for print dissertations generated from electronic originals, especially in regards to: Type, DtSt, Dates, 264 indicator 2, and 264 a & b.
◦ Why does OCLC allow institutions to lock records?

• Identities and VIAF

Find frequently asked questions (FAQ) about identifies and VIAF.

◦ Where do I send duplicate VIAF ID requests?

• Knowledge base quality

• WorldCat registry quality

All Metadata Quality frequently asked questions