Default values in records

Collection Manager automatically includes the following fields, subfields, and values in records. See the Customize records documentation for information on how to delete fields and subfields, and add fields. Find information about how field deletes and additions in records are processed.

049 $a:
Contains the holding library code (A holding library code is a 4-character value. The default value is MAIN. You can edit the value or leave the field blank.)

590 $a:
Contains the provider (Note that the provider will be "OCLC" for records from some collections, for example, for records from data sync collections and WorldCat updates for your holdings in WorldCat.)

590 $b:
Contains the collection name

001 field:

OCLC numbers 1 through 99999999 contain:

- The prefix "ocm"
- An OCLC control number
- 8 digits
- A format that is right justified with leading zeros
- A blank space as the last character

Example: ocm00012345

OCLC numbers 100000000 to 999999999 contain:

- The prefix "ocn"
- An OCLC control number
- 9 digits

Example: ocn123456789

OCLC numbers 1000000000 and higher contain:

- The prefix "on"
- An OCLC control number
• 10 or more digits

Example: on1234567890

Example: on1234567890123

**003:**
Contains "OCoLC" which indicates the record is derived from an OCLC WorldCat record

**005:**
Contains the date and time each record is processed (YYYYMMDD and HHMMSS)

Example: 20151114045340.7

**035:**
Contains the OCLC number in the $a, preceded by (OCoLC)

Example where indicators are blank: (OCoLC)1234567890

Example with OCLC numbers from the 019 field in $z: (OCoLC)1234567890 $z (OCoLC)18329830 $z (OCoLC)67524283

**994 $a:**
Find more information about new, update, and delete records.

**New and Update records:**

Contain in the $a the code: 92

Example where indicators are blank: 994 $a92$bTS282

**Delete records:**

Contain in the $a the code: 93

Example where indicators are blank: 994 $a93$bTS282

**994 $b:**
Contains the library's OCLC symbol