To begin the process, this questionnaire is used to obtain details about your bibliographic data, such as:

- How many records you plan to migrate
- If and where the OCLC control number is stored
- What bib data should be used to match your records with WorldCat records
- Whether your collection contains languages other than English
- How to handle local bibliographic data, such as local notes and such

Your OCLC project manager and bibliographic data analyst will liaise with you to finalise the questionnaire.

**Scope statement and translation table**

An OCLC data analyst will collaborate with you to produce the first draft of these documents. They record the mapping of:

- OLIB item and location data to Local Holdings Records (LHR)
- any OLIB bibliographic fields to the Local Bibliographic Record (LBD)

If needed, further information is always available: [https://help.oclc.org/Librarian_Toolbox/Translation_table_Locations](https://help.oclc.org/Librarian_Toolbox/Translation_table_Locations)