How are DDA collections automatically maintained?

If you participate in a DDA program that is configured to trigger purchases, OCLC will automatically load and maintain two collections for you in Collection Manager.

1. One collection will have all of the electronic titles that are available to your library users, that is, the titles that can be triggered for purchase
2. The other collection will have your purchased electronic titles (The collection of purchased titles can also include any titles that your library has purchased via firm order, DDA, or other method)

Once your settings are configured, maintenance is automatic. As titles are triggered for purchase and OCLC refreshes your data, the titles move to the collection of purchased titles. In other words, once a title is purchased, it is subtracted from the collection of available titles and added to the collection of purchased titles. The newly purchased titles inherit any settings in the purchased collection and an updated record that you can overlay with the record in your local system is output.

Having two separate collections allows you to easily add, maintain, and remove records because you can choose settings that are unique for each collection.

Libraries often:

- Set holdings in WorldCat on the collection of purchased titles only
- Deflect lending requests for both collections
- Track purchases via WorldCat holding reports delivered via email by Collection Manager
- See from within their discovery interface which links are purchased titles and which are DDA titles
- Sustain a purchased collection and corresponding holdings in WorldCat when it is time to discontinue the DDA program

Libraries that output records also often:

- Receive "update" records when a DDA title is triggered for purchase
- Customize records to include a unique note entered in each collection (i.e. "purchased" or "DDA")
- Assign a separate file name for records output from each collection
- Track purchases via record reports delivered via email by Collection Manager