Submit change requests

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Learn how to submit authority record change requests to OCLC. See Requesting Changes to Records for information about how to determine if proof is required and how to label proof from the item.

Tips on submitting change requests

• When you enter the control number to identify the authority record, use the Library of Congress control number (LCCN), with the prefix. The LCCN appears in field 010.

• Do not send images, printouts, or photocopies of authority records.

Note: OCLC cannot respond to every request it receives but will make every effort to assist its members with problems. If you need the answer to a question, please include your name, your library's OCLC symbol, and your email address on the form.

OCLC reserves the right to process authority change requests at its discretion.