

Batch Processing

Maintain your holdings and add original records to WorldCat more efficiently



Batch Processing provides an easy and cost-effective way to add original records and your library's current and complete holdings information into WorldCat®—the world's most comprehensive bibliographic database.

Whether you want to add holdings to WorldCat for the first time or keep your collection information up to date, OCLC® Batch Processing helps you add large numbers of holdings and records to WorldCat more efficiently.

Batch Processing includes:

Batchloading—adding and maintaining holdings in WorldCat

Local holdings records (LHRs) updating—adding and updating your OCLC (LHRs) in WorldCat

Numeric Search Key processing—submitting a list of numeric search keys to retrieve matching records and set or cancel holdings in WorldCat

Batch processing is a cataloging option that enables you to:

Make your collection more visible—increasing user access and circulation of materials.

Use other valuable OCLC services—including WorldCat.org™, WorldCat Collection Analysis™ and resource sharing.

Eliminate backlogs and keep cataloging projects current—including theses, special collections and government documents.

Save time and costs—initial batchload is free when holdings in WorldCat are kept up to date. Fees for ongoing processing are part of the cataloging subscription, and a nominal fee is assessed for set-up of the initial local holdings records updating.

How it works

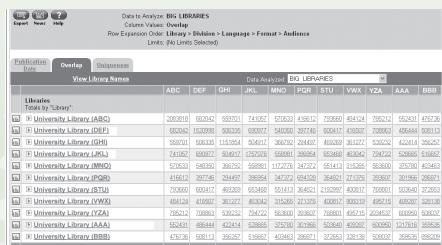
We work closely with you to ensure the project meets your needs. An OCLC database specialist oversees your project and guides you from start to finish. Batch Processing is one of the most efficient, cost-effective ways for you to:

Initially load your library's whole collection into WorldCat and bring it up to date through a one-time retrospective project. Optionally, you can automatically delete holdings for materials no longer held by your library.

Maintain your holdings and add original records in WorldCat through ongoing batch processing.

Delete holdings automated removal of your library holdings symbol saves staff time and costs.

Process records for groups of libraries through group batch processing, which lets an institution submit files of consolidated records for all their libraries.



Success Story Coastal Resource Sharing Network

"Thanks to our OCLC reclamation project, we were really able to get our WorldCat holdings back on track. As a 14-library consortium that had grown considerably over the last ten years, we didn't always have the resources to keep our WorldCat holdings fully up to date with our catalog of 400,000 items.

This spring, using the OCLC reclamation service, we were able to completely reset our WorldCat holdings information across our entire set of four OCLC symbols with a single batch job. This reclamation project resulted in a 15% improvement in our WorldCat holdings accuracy. The reclamation process worked great with our new Sirsi Unicorn ILS software,

our OCLC project manager was very helpful and, best of all, the one-time reclamation project was free!"

Wade Guidry Systems Manager Coastal Resource Sharing Network http://crsn.beachbooks.org

OCLC Batch Processing—at a glance

Benefits

Your library's records contain current and complete holdings information in WorldCat making your collection more visible to your users

Save staff time since automated record processing frees library staff for other tasks

Save costs—initial Batchload is free

Features

Automated processing

Bibliographic record and holdings update

Record matching through WorldCat

Delete holdings

Group processing

Submit data in MARC or non-MARC format

Requirements

Complete a Batchload order form or a Local Holdings Record Updating order form at http://www.oclc.org/batchprocessing/ordering/default.htm or contact your regional service provider for assistance.

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Send records by FTP or physical media

An important return on your OCLC investment

With more than 90 million records,
WorldCat is the world's most
comprehensive bibliographic
database. WorldCat connects
librarians, students, researchers and
other library users to 4,000 years
of recorded knowledge. Updated
at a rate of nearly one new record
every 10 seconds, WorldCat contains
bibliographic records and holdings
information contributed by more than
9,000 libraries around the world.
Learn more about WorldCat and watch
new records enter the database live at
www.oclc.org/worldcat/.

To learn more

For more information on Batch
Processing, visit the OCLC Web site at
www.oclc.org/batchprocessing/

To discuss pricing or begin a project

Call OCLC Library Services at 1-800-848-5878 or contact your regional service provider. Find yours at www. oclc.org/contacts/regional/



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