



THE INFORMATION NETWORK FOR OHIO SCHOOLS

## OCLC Record Request Instructions - Abridged

<http://www.infohio.org/UCTF/OCLCRecordRequestAbridged.pdf>

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This document is intended to be a quick reference for those who have already completed OCLC requests several times. **DO NOT attempt to complete an OCLC request until you have read the complete version thoroughly.** Keep it with this document for reference as needed.

FIRST-- **Search your own bank and DASite** to locate a record

**DO NOT** copy an OCLC Request Record from another bank.

SECOND— **Search both the Union Catalog and Library of Congress.**

### Part I: Accessing Bank 20, the Union Catalog OCLC Record Request Bank

- Select "Union Catalog OCLC Record Request Bank" from the your local menu.
- Follow screen prompts
- Barcode is **200x**
- Password is **OCLC**

### Part IIA: Finding a Bibliographic OCLC Request Record & Making a Request

- Search for your record
- If the correct record is **NOT LOCATED**, go to **Part IIB** below to create a record.
- If the correct record **IS** LOCATED, look at the items to determine if a request already exists for *your* DASite **AND** *your* bank.

#### If an item **EXISTS** for your DASite *and* your bank

- Respond **N** to "Is this the correct record?"
- Later, look for this record in your own bank and add your items to it.

#### If an item for your DASite and Bank does **NOT EXIST**, at the prompt "Is this the correct record?" enter **Y**.

- **[PF3]** for item number
- **[enter]** for "General Location Code"
- Bank number for "Collection Code"
- **[PF1]** for shelf number.
- **[Enter]** through the next five fields.
- Follow screen prompts
- Return to Part IIA to continue searching for records OR proceed to Part III.

### Part IIB: Creating a Bibliographic OCLC Request Record & Making a Request

- If the correct record was not located, press **[PF1]** to exit the search mode.
- At the prompt "**Would you like to create one?**" enter **Y**.

**Any records without the mandatory fields will be rejected by the program that eliminates Request Records determined to be too brief. See Complete instructions for more detailed directions.**

1. ISBN: (REQUIRED IF AVAILABLE)
  - Enter the ISBN without dashes and press [enter].
  
2. Edition statement: (REQUIRED IF AVAILABLE)
  - Enter **edition** for print materials or **version** number for computer or interactive multimedia.  
 EXAMPLES: Rev. ed.  
               3rd ed.  
               Version 2.0
  
3. Publication date: **(MANDATORY)**
  - Enter both publication/distribution date and copyright date if both are available. Precede the copyright date with the letter "c."  
 EXAMPLES:    c1989                                <copyright date only  
                   1990, c1989                    <publication date and copyright date
  - IMPORTANT-- If there is no date identified on the item, it is important to indicate this by entering "1111" (without the quotation marks). **DO NOT leave this field empty.**
  
4. Publisher: An "entry screen" will appear. **(MANDATORY)**
  - Enter place of publication and publisher / distributor. **Always check spelling before creating a single entry.**  
 EXAMPLES:    Parsnippany, NJ : Dillon Press  
                   sl : sn                                <If location and publisher unknown.
  
5. Author: (REQUIRED IF AVAILABLE)
  - Enter author name-- last name first.
  - If there is no author, enter the editor, compiler, or entity that is responsible for the creation of the item.  
 EXAMPLES:    Adoff, Arnold, comp.  
                   Arberry, A. J., ed.  
                   Cannon, Janell, illus.  
                   Boy Scouts of America
  
6. Title proper: **(MANDATORY)**
  - Enter the title as completely as possible. Include any subtitles or parallel titles.
  
7. Description: **(MANDATORY)**
  - Describe the physical item. It is especially important for non-print material. Please enter in the following order, and separate each data element with a double dash:
    - Number of pages  
 EXAMPLES:    73 p.  
                   xii, 200 p. -- illus. -- maps
    - Number of pieces and format if non-print (i.e., videodisc, VHS, CD, etc.)  
 EXAMPLE:       4 records -- 33 1/3 rpm
    - Length in minutes  
 EXAMPLE:       2 videocassettes -- 120 mins.
    - For computer material: enter format, size, operating system, analog or digital  
 EXAMPLE:       2 computer disks -- sd -- col-- 5 1/4 in -- Apple IIe, IIc, IIGS -- 128K
    - **DO NOT leave this field blank.** If the item is a book and pages are not numbered, please indicate that. EXAMPLE: unpagad
  
8. Series: (REQUIRED IF AVAILABLE)

9. Notes: (REQUIRED IF AVAILABLE)
  - If a periodical, enter the ISSN number here and press [enter].
  - If there are additional pieces that accompany the item, enter here and press [enter].
  - Add anything else that might be helpful in identifying your item. Please press [enter] after each entry.
10. Item: (**MANDATORY**)
  - **[PF3]** for item number
  - **[enter]** for "General Location Code"
  - Bank number for "Collection Code"
  - **[PF1]** for shelf number.
  - **[Enter]** through the next five fields.
  - Follow screen prompts
- Return to Part IIA to continue searching for records OR proceed to Part III.

### **Part III: Loading a Request Record Into Your Bank**

- When finished, press **[PF1]** at the "record number" prompt to exit the "Add Items" function.
- Choose, "**Export bibliographic records**".
- Choose, "**Begin MARC export to host.**"
- Follow screen prompts to log out and load records.
- **On your own system** select "**Add Items**" from either the Cataloging or the Circulation Module and create item records for each record that was exported.

**DO NOT** modify your bibliographic record by adding MultiLIS fields. See Part V below.

### **Part IV: E-mail Message Reporting the Load of the Request Record.**

You will receive an e-mail message reporting the load of the file of request records. *You want to be sure no requests were rejected.* If this happens, the word "REJECTED" will appear in the subject of the message. The e-mail will include instructions for resolving the problem, the record that was rejected, and the reason for the rejection in tag(s) 999.

**Contact your DASite provider if you have any questions or difficulties.**

### **Part V: Printing a Branch Report of Unfilled OCLC Requests.**

If you need to add MultiLIS fields, you should make note of that on this report so that it can be done **after** the OCLC request has been filled and the OCLC record loaded to your bank. This report can be accessed from the MultiLIS Menu.

**Library Reports**  
**Report Production**  
**Cataloging**  
**General Reports**  
**OCLC Request Report**

### **Part VI: Bank Report of OCLC Records Loaded.**

When any of your district requests have been filled and loaded to your bank you will receive an e-mail report of the load along with every librarian in your bank (district).

- If any filled OCLC request records load as new or are rejected, you should contact your DASite provider for assistance.