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ANNOUNCEMENTS

MINITEX OCLC Users Group Meeting: Save the Date!



The MINITEX/OCLC Users Group meeting (dormant since 1998) will be revived this Fall! We are excited to announce that Lorcan Dempsey, OCLC's Vice President of Research and Chief Strategist, will be our keynote speaker on Monday, Oct. 16, 2006 in the Twin Cities area. Please save the date. More details will be announced soon!

Carla Dewey Urban, MINITEX/BATS

GENERAL

How Do I Access My OCLC Usage Statistics?

There are two places you can access and track your institution's OCLC activity: via OCLC Usage Statistics or via the Online Product Usage Statistics Report (OPUS). Below is a summary of each, with details on how to access your statistics.

OCLC Usage Statistics

OCLC Usage Statistics are available if you use FirstSearch, Connexion for cataloging or local holdings maintenance, WorldCat Resource Sharing for ILL, or OpenWorldCat. You can access these Usage Statistics by going here:

<<http://www.stats.oclc.org/>>

OCLC Usage Statistics can also be accessed from the login screen for Connexion and FirstSearch.

- Within the Connexion client
Help → Useful Web links → Connexion Statistics
- Within the Connexion browser
Click on the link *Connexion Statistics* off the Browser login screen
- Within the FirstSearch Administrative module
Click on the link *Usage Statistics* off the login screen

Once you get to the Usage Statistics log-in screen, enter the authorization and password that you use for OCLC Connexion, or FirstSearch, or Resource Sharing and click *Start* (FirstSearch users should enter their administrative password). After you log-in, you will see a series of tabs at the

top of the screen. Within each tab, you can choose to view your daily or monthly statistics by institution or by authorization. Monthly reports go back 18 months. You can sign up to receive reports on demand, on a schedule by email in HTML, or as an Excel spreadsheet. The Excel spreadsheet allows you to manipulate the statistics locally.

Online Product Usage Statistics (OPUS)

In Dec. 2004, OCLC replaced the Marketing Usage Trends (MUTRs) report that libraries used to receive on a quarterly basis with a new and improved electronic report called OCLC Product Usage Statistics (OPUS).

Available from the OCLC Web site, the OPUS report contains statistics for the current and previous fiscal years, including every product code that your institution uses (unlike MUTRs, which only covered 128 product codes). The report is available in a Web-viewable format as well as in a tab-delimited downloadable format, so you can plug the data into a spreadsheet application and manipulate the statistics any way you like.

OPUS reports are made available on the 8th of each month by 5 p.m. Eastern time. Each month, the previous month's OPUS report will be overwritten, so if you want to archive the data, you will need to print out or download the report. **Note:** Since the report cumulates information for the fiscal year, the crucial report to save is the one released in **July**, which will contain data for the full fiscal year.

To access **OPUS**:

Go to:

<<http://psw.oclc.org>>

Click on "Records and Reports" from the left side navigation bar. Under the category, "Reports and Statistics," click on the link for "OCLC Product Usage Statistics." Enter a valid OCLC authorization and password.

For more information, visit our new Statistics page on our Web site at:

<<http://www.minitex.umn.edu/bats/products/stats/index.asp>>

If you have any questions, contact the MINITEX BATS unit (Contact information at the end of this *Mailing*).

OCLC and Sara Ring, MINITEX/BATS

WorldCat Collection Analysis: New Predefined Groups

OCLC has created 14 new Predefined Groups for individual subscribers of WorldCat Collection Analysis to compare their collections against. All but one, the "Google 5," are drawn from the lists of institutions in the US News and World Report's "2005 America's Best Colleges" and "2006 America's Best Graduate Schools."

These groups are listed in the Administrative module on the Predefined Groups screen. To make it easier for users to locate a specific type of Predefined Group, OCLC has set up Categories and

Subcategories with drop-down menus and assigned each Predefined Group to one or more. For example, the group "Executive MBA" is located in these two areas:

CATEGORY

Academic Institutions
By Subject

SUBCATEGORY

Graduate: Master's/Doctoral Programs
Business & Economics

To create this type of comparison for your library, you would first log-on to the FirstSearch Administrative module by going here:

<<http://www.firstsearch.oclc.org/admin>

Navigate to the Collection Analysis tab, and then click on "Comparisons" from the left side navigation bar. Click on By Subject → *Business & Economics* → *Executive MBA*. Finally, click *Add* and *Save Changes*.

Now, when you are working with Collection Analysis, you could run a comparison with a Predefined Group by going to the "Data to Analyze" drop-down menu and clicking on the group name.

When a comparison with one of the subject-based groups is requested, the resulting analysis will be scoped to appropriate Divisions. For example, when a comparison with the "Top 10 Law Schools" is requested, the resulting analysis will only show results for the Law Division.

In the future, OCLC will add more of these groups in different subject areas like Education, Business, and Nursing, as well as groups for different sizes and types of libraries.

Here is a list of the new group names:

- Google 5
- Top 20 ARL Libraries
- Liberal Arts Colleges - Top 10
- Executive MBA
- Top 10 Law Schools
- Clinical Training – Law
- Dispute Resolution
- Environmental Law
- Health Law
- Intellectual Property Law
- International Law
- Legal Writing
- Tax Law
- Trial Advocacy

There is a hyperlink in the Administrative module to the OCLC Collection Analysis Web site that shows the members of each group. (Click "Predefined Groups" in the lower left corner.) Or go to it directly at:

<<http://www.oclc.org/support/documentation/collectionanalysis/predefinedgroups.html>>

CATALOGING & METADATA

New Monthly Feature: Blog of the Month

We often hear about blogs and blogging on the public services side of the library world, but what about technical services? We decided to feature a monthly blog in our newsletter, highlighting those that address topics related to cataloging and metadata. If you have a blog you read regularly, send it on to us in the MINITEX BATS unit (Contact information at the end of the *Mailing*), and we will feature it!

Featured Blog: Catalogablog

This blog features topics related to library cataloging, classification, metadata, and subject access. The author is David Bigwood, a librarian from Houston, Texas. If you like to keep on top of new cataloging and metadata tools, or read about what the hot topics are in the cataloging world, this is the blog for you! The page has an index of his postings, which the author maintains using the popular Web site, **del.icio.us**. The Web site address to Catalogablog is:

<<http://catalogablog.blogspot.com/>>

You can sign up to receive emails anytime the site is updated, or choose to subscribe to the blog's RSS feed. By subscribing to the blog's RSS feed, you can view summaries of the web content with links to the full versions of the content. Definitions and instructions on how to use RSS are included at the end of this article.

Glossary of Terms and More Information

Blog – short for Weblog, a blog is a web-based publication that consists of regularly updated articles, usually found in reverse chronological order. "Authoring a blog, maintaining a blog, or adding an article to an existing blog is called **blogging**. Individual articles on a blog are called 'blog posts,' 'posts' or 'entries'. A person who posts these entries is called a **blogger**" (Definition found at: <http://en.wikipedia.org/wiki/Blog>).

RSS - An XML-based format for distributing information from Web sites to desktops. A newsreader application accesses selected RSS feeds to bring your favorite information sources to your newsreader. There are many newsreaders available, including freeware, shareware and browser-based options. You may want to consult with your IT staff before choosing a newsreader to install. We are not recommending any specific newsreader, but here at MINITEX we use Tristana Reader or Bloglines. For a list of available newsreaders, visit this Web site:

<<http://www.newsonfeeds.com/faq/aggregators>>

For more information on RSS, visit the entry for RSS on Wikipedia:

<http://en.wikipedia.org/wiki/Really_Simple_Syndication>

Del.icio.us - This is a free social bookmarking service that allows you to save your bookmarks online and share them with your colleagues. Del.icio.us lets users classify their bookmarks by assigning their own subject keywords (called tagging).

Users like this service because it allows them to save their bookmarks online, making them accessible from anywhere. Del.icio.us can also be a helpful research tool. You can find other people with similar research interests who can lead you to new sources of information.

For more information, visit the Web site:

<<http://del.icio.us>>

Sara Ring, MINITEX/BATS

MARC Format Update

OCLC-MARC Format Update 2006

Last month, OCLC began implementation of changes in preparation for the OCLC-MARC Format Update that affect both the Connexion browser and client interfaces. If you would like a detailed overview of the MARC format changes, check out *Technical Bulletin 252: OCLC-MARC Format Update 2006*. It is now available in PDF format on the OCLC Web site at:

<<http://www.oclc.org/support/documentation/worldcat/tb/252/>>

This Technical Bulletin describes the following:

- New coding practices for integrating resources
- Bibliographic and authority record changes (changes to fields, subfields, values, and indicators)
- MARC code list changes
- Character set changes
- 006 template and fixed field display changes
- Summary of Connexion changes

Except for specific changes detailed in Section 8 "Summary of Connexion Changes" in *Technical Bulletin 252*, OCLC strongly recommends that Connexion browser and client users **NOT** begin to use new capabilities, new fields and subfields, new indicators, new practices, new codes, and new characters until OCLC announces that they may be used. Note that, as OCLC converts data, users may encounter instances of these new data.

Error Fixes

Offline validation status changes to incorrect "failed" status

Immediately after validation completes, records that pass validation offline in Connexion client 1.50 show Validate-C for "completed" in the status bar or save file list, as they should. When the local save file list or record is redisplayed, the validation status incorrectly showed Validate-F for

"failed". The records actually had passed validation. This is an incorrect system response that was corrected as part of the system installation.

Ability to correctly control subdivisions (\$x/\$v)

Recently, the Library of Congress launched a project to modify values of bytes 008/15 (Subj use) in subdivision authority records. The new values in the records are 008/15 = b and replace the previously coded values of 008/15 = a. Changes have been made to ignore the value of the 008/15 value in all subdivision records and allow users to control to the correct subdivision record.

Documentation

OCLC Connexion client Help documentation will be updated as part of the Client version 1.60, planned for release in June 2006.

Becky Dean, OCLC; edited

Cataloging Tip: Retaining Empty Subfield Codes in Constant Data Records

Do you use constant data when you perform copy or original cataloging? Did you ever wonder how to retain empty subfield codes in a Constant Data Record? For example, say you inherited a large video collection at your library. You realize pretty quickly that most of the videos have the same publication information, and you will have a few of the same notes on each video that you catalog. You decide that to be most efficient, you should create a Constant Data record that you can then apply to each video workflow you create. So, you go ahead and create the constant data record, save it, and then view it. You notice that all of the default subfield codes were erased! You would really like to keep them in the record so you do not have to re-type them each time you catalog a video. To retain subfield codes in a constant data record, follow these instructions:

Type the following after each subfield code that you wish to retain: |BLANK| (Type a vertical bar character, the uppercase letters BLANK, then another vertical bar).

For example, say that most of my records will have the publication information listed below. The only information that will differ is the date in subfield c. It might look something like this:

260 Burbank, CA : #b Warner Home Video, #c

To retain that subfield c in my Constant Data Record, I would type |BLANK| after subfield c:

260 Burbank, CA : #b Warner Home Video, #c |**BLANK**|

After I save my new constant data record, I can pull up a new blank workflow and apply my constant data that I just created, including the empty subfield codes.

Sara Ring, MINITEX/BATS

More Authorities Training Scheduled for Fall 2006

If you missed the Authorities training series we offered last Spring, you will have the opportunity to attend in the Fall. We recently added the following sessions to the training calendar:

- Brief Introduction to Authorities, Oct. 4, from 1:30 to 2:45 pm.
- Using the OCLC Authority File - two parts, Oct. 10 and 12, 10:00 to 11:15 am

You can register for these sessions, or browse our course list at:
<<http://www.minitex.umn.edu/train-conf/oclc/>>

LOCAL HOLDINGS MAINTENANCE

Training Update for Local Holdings Record Maintenance

The Spring series of MINITEX/MULS training sessions and webinars on Local Holdings Maintenance (LHM) is now done, but we are not done offering training to MULS participating libraries. We do not have definite plans for the next set of training sessions at this point, but we expect to offer opportunities for training during the Summer and Fall of 2006. Please note the following current or upcoming training opportunities:

- For those who participated in the webinar series this Spring, we have revised our handouts to make the screenshots more readable and to provide a better basic layout. Handout files will now contain page numbering, headers, and larger slide images. If you would like to get a revised set of handouts for any webinar you attended, feel free to download them from the MINITEX webinar page:
<<http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp>>
- We are encouraging everyone who took the LHM training to update a set of sample records, and send it to us for review. Even doing a small set of 6-10 records, now, while training is fresh, will help it stick in your mind. It also makes it easier to recognize situations that might not have been covered in training or that need additional clarification. Send Dave Linton your sample set (a list of titles or OCLC numbers and your library code will do), and he'll check them over for you.
- We will be creating recorded versions of the MINITEX Local Holdings Maintenance webinars (parts 1, 2, and 3) and placing the archived versions on our website. These will be available to anyone who took the webinars and wants a review, or to those who feel comfortable with a self-directed learning experience. If you view one of the webinars, we ask that you just send us a note letting us know, so we can track who has had training and how useful the archived webinars are.

- Contact the MINITEX office and let us know when and how you'd like to receive training. We are making plans for Summer and Fall training sessions that will probably include both webinars and hands-on sessions. Your input will help us schedule training at the times and locations that will best meet our participating libraries' needs.

If you have any feedback about training, be it in response to training you already attended or comments about how we can deliver training more effectively to your staff, please feel free to contact Dave Linton or Cecelia Boone (Contact information at the end of the *Mailing*)

Dave Linton, MINITEX/MULS

RESOURCE SHARING

WorldCat Resource Sharing Tip: Searching

Requests that you create only stay in the category *Online Produced* for four system days. After four days, however, these requests do not disappear from the system, and you can still search for them by number. To find anything that is in the system that your institution requested as a borrower, perform a search for your symbol in the search box and select "Borrowing Library" from the search drop-down menu. For example, if I wanted to search for all ILL requests that my institution (MINITEX) produced, I would type "MII" in the search box and select "Borrowing Library" from the drop-down menu.

WorldCat Resource Sharing Enhancements

In May, WorldCat Resource Sharing was enhanced with the following changes:

New category of review-in-process

The category of *review-in-process* was added to WorldCat Resource Sharing.

When a borrower prints review requests, they will automatically update to *review-in-process*.

Ability to batch-update without printing

Currently, users can batch update from *pending* to *in-process* or *review* to *review-in-process* without printing by manually keying in all the individual request numbers. This enhancement will allow users to hit a button and automatically populate the batch update screen with the request identifiers. Users will now be able to update items quickly and efficiently without wasting paper for printing.

Ability to print without updating

A new button will appear on the batch printing page with a check box that will allow users to print *pending* and *review requests* and not update those requests to *in-process* or *review-in-process*. The default will work as it does now, that is, printed requests will automatically update.

OCLC; edited

Contact Information

MINITEX Bibliographic and Technical Services (BATS), 612-624-4002, 800-462-5348, mino@othello.minitex.umn.edu (Carla Dewey Urban, Virginia Dudley, Carlos Portillo, Sara Ring, Mark Wilhelmi)

OCLC Cataloging, ILL, Digitization and Preservation products and services

Edward Swanson, Manager, MINITEX Contract Cataloging Program (ConCats), 612-624-4002, 800-462-5348, ConCats@tc.umn.edu

Christine Kline, MINITEX Cooperative Purchasing & Electronic Resources Services (CPERS), 612-624-2924, 800-462-5348, kline119@umn.edu

OCLC Reference products and services

Cecelia Boone, 612-624-6353, 800-462-5348, c-boon@umn.edu

Dave Linton, 612-624-3360, 800-462-5348, linto001@umn.edu

OCLC Local Holdings Maintenance (formerly Union Listing), including MULS

MINITEX Calendar of Training, Meetings, and Conferences
June 2006

(Updated May 31, 2006)

This calendar primarily lists events scheduled by MINITEX, although other events are included. This is an informational posting only, registration materials are sent separately. If you are interested in attending a workshop and have not received registration materials two weeks prior to the event, contact the MINITEX Office (612-624-4002, 800-462-5348). For OCLC training sessions, ask for Kay Kirscht. There is a registration fee for many of the events listed.

Some events listed on the calendar may be cancelled due to lack of registered participants. Cancellations and changes are highlighted by ****CANCELLED**** following the date of the event.

This calendar will be updated and posted at the beginning of each month. If you would like your event included in the calendar, please call Kay Kirscht at 612-624-3532.

JUNE

- 2 MINITEX Advisory Council
9:00 a.m. - 12:30 p.m. (CST)
University of Minnesota, Twin Cities Campus
18 Andersen Library
Minneapolis, MN
- 4-7 ELUNA Meeting
University of Tennessee
Knoxville, TN
<http://www.naaug.org>
- 12 Minnesota Digital Library Coalition Annual Meeting
8:45 a.m. - 3:00 p.m. (*Registration begins at 8:15 AM*)
Minnesota History Center
345 West Kellogg Boulevard
St. Paul, MN
http://www.mndigital.org/news_events/news_events.htm
- 12-13 27th Annual Children's Literature Workshop
Holiday Inn
St. Cloud, MN
<http://web.stcloudstate.edu/clw/>
- 14 MINITEX Staff Day
Student Staff will be taking messages
- 15 MOTSE: Cataloging Audio Materials
9:00 a.m. - 4:00 p.m. (CST)
Southdale Library
7001 York Ave. So.
Edina, MN
<http://www.minitex.umn.edu/train-conf/oclc/#108>

JUNE, *continued*

- 22-28 ALA Annual Conference - New Orleans
Morial Convention Center
New Orleans, LA
<http://www.ala.org/ala/eventsandconferencesb/annual/2006a/2006an.htm>
- 23 ALA Preconference - Reinvented Reference:
The Integration of Digital and Traditional Reference Services
Hotel Intercontinental
New Orleans, LA
<http://www.ala.org/ala/eventsandconferencesb/annual/2006a/otherspecial.htm>

JULY

- 4 **INDEPENDENCE DAY**
MINITEX Office closed
- 28 Branch Out South Dakota 2006
Presented by the Support Staff Section of the SD Library Association
Augustana College
Sioux Falls, SD