ANNOUNCEMENTS

Something Fun! OCLC's Top 1,000 List

OCLC Research has compiled a list of the 1,000 books held by the greatest number of libraries in WorldCat. OCLC used FRBR algorithms and human analysis to pull together editions, translations, and printings of each title in order to rank the intellectual work rather than a specific manifestation. The resulting list is fascinating in itself, but then they subdivided the list by useful categories (e.g.: Children's, Drama, Books Into Film), added fun factoids (e.g.: William Shakespeare has the most works on the list and Stephen King didn't make the list at all), and included links to libraries for people who might want to find one of the titles. They also compare the list to other "top 100" lists. You can even download the list, if you so desire.

To explore the list yourself, go to:
>   <http://www.oclc.org/research/top1000/default.htm>

Be careful! As OCLC warns, the list can become addictive!

Carla Dewey Urban and Virginia Dudley, MINITEX BATS

GENERAL

News from the MULS Office

Union Listing Updating – PASSPORT is still the way

MULS participating libraries are asked to continue keeping their holdings information in the OCLC Union List system up-to-date even while we prepare for migration of Union List (UL) functions to the Connexion browser. The migration will bring a number of changes to Union Listing, but the essential need for accurate holdings data will continue both before and after migration.

Before UL migration to Connexion in June 2005, the only path for editing or creating Local Data Records – soon to be known as "local holdings" – is through

the Passport system. In order to update holdings data, you must have a Union List session set up in Passport and a valid authorization with FULL level access. This will be especially critical during the period when Passport Cataloging has been discontinued (in May 2005) and Union Listing has not yet migrated (currently planned for June 2005). If you are unsure about the union list authorizations you are using and whether they will allow you access to Passport UL, feel free to contact Dave Linton in the MINITEX MULS unit (612-624-3360, 800-462-5348, linto001@umn.edu) or Carlos Portillo in the MINITEX BATS unit (612-623-7362, 800-462-5348, porti002@tc.umn.edu).

Batch Processing of LDRs – No new orders

Libraries should also note that OCLC will not accept new orders for batch processing of LDR updates for the next few months. Orders already in queue will continue to be processed, but no new data is being accepted prior to the implementation of the MARC 21 Format for Holdings Data (MFHD) and the migration to the Connexion browser. It is not yet clear whether implementation of the new MFHD format will have other effects on Union List batch processing, but we look forward to its reintroduction after UL migration.

Also, we have not determined whether this hiatus will affect the normal SERHOLD to OCLC batch updates, or if they will be processed as usual. As soon as we know, we will notify our participating libraries so they can plan accordingly.

We're here to help with UL issues

The migration of Union Listing to Connexion is clearly one of the biggest changes that OCLC-based union lists have had to deal with in some time. There are many questions that are as yet answered and many issues that will affect the workflow of all our libraries. Despite the uncertainty, the MINITEX MULS staff remain committed to helping our libraries prepare for the changes and maintain their holdings data.

We hope to know more about the changes in holdings format that will come with MFHD implementation after the ALA Midwinter conference, and we will keep you informed as we learn more details. If you would like help with current updating projects, please contact Dave Linton (612-624-3360, 800-462-5348, linto001@umn.edu) or Cecelia Boone (612-624-6353, 800-462-5348, c-boon@umn.edu) in the MINITEX MULS office.

Dave Linton, MINITEX MULS

OCLC's Online Services Center: What Can It Do For You?

With OCLC's Online Services Center (OSC), you can:

1. Manage contact details about your library and staff.
2. Place new orders and renewals of FirstSearch – both subscriptions and block searches. In the coming months other OCLC services will also be available for order and renewal.
3. Track order history.

Using the Online Service Center helps libraries save time because tasks are performed online and, in some cases, in real time. The Service Center is a secure site and offers a quick, easy way to order services, keep your library's contact and mailing address information up-to-date, and view your account information.

Access the OCLC OSC

The first step is to designate staff members with administrative authority. Typically, the library director assigns administrative authority to staff who will be using the OSC to order products and services and update their institution's OCLC account information. **A temporary ID and password has been sent by OCLC to each library director.**

With that information, the director should follow these initial steps to establish a secure account for your library.

1. Go to the Online Service Center at <https://www.oclc.org/servicecenter/>
2. In the Log On box, enter the temporary ID and password assigned by OCLC
3. Select the person to have administrator privileges (managing contact information, ordering FirstSearch)
4. Click "Next"
5. A screen will appear indicating that a temporary administrative log on has been emailed to the person selected to serve as the administrator.

The administrative contact designated by the director will be asked via email to log on to the OSC and reset the password. At that point, they will be free to use the OSC.

For assistance with setting up an account, contact Karen Docherty at <kdochert@umn.edu>, 612-624-2924, 800-462-5348.

Once the steps above have been completed, assigned library staff are able to manage contact details, order FirstSearch services, and track order history.

Manage Contacts, Roles, Addresses, and Passwords in the OSC

1. Logon at <http://www.oclc.org/servicecenter/>
2. Click on the desired link in the upper left corner (ex. "Manage Contacts", "Manage Addresses", etc.)
3. Select the "Edit" button for the contact details you want to edit
4. Make the changes to the record
5. If you wish to grant this staff member privileges to log on to the OSC, please complete the "Logon information" section at the bottom of the form.
6. Click on the "Submit" button

Order FirstSearch databases or block searches in the OSC

1. Logon at <http://www.oclc.org/servicecenter/>
2. From the lower left side of the screen, select "Order FirstSearch"
3. If you wish to renew a subscription, to add a new subscription to an existing authorization, or to add block searches to an existing authorization, select the appropriate button (either "Add Searches" or "Add" (add a new database subscription to an existing authorization)) from the "Current authorizations" section.
4. To purchase block searches or subscribe to a database on a new authorization, select the "Begin" button from the "Create a new authorization" section
5. Follow on-screen prompts for placing your order.

For more information, check out the Online Service Center guided tour at <http://www.oclc.org/servicecenter/guidedtour/> or contact Karen Docherty at <kdochert@umn.edu>, 612-624-2924, 800-462-5348.

Karen Docherty, MINITEX CPERS

Migration Countdown

As of January 1, 2004, there are only 4 months until the demise of Passport for Cataloging and Passport for ILL on May 1, 2005.

Passport for Union Listing gets a little reprieve. But it, too, will pass from the scene sometime during June, 2005.

CATALOGING & METADATA

A Word about OCLC Connexion Training

It is time to start thinking seriously about migrating to OCLC Connexion. Do you have a plan? Are you waiting for training?

The MINITEX BATS unit is in the process of putting together our spring training schedule. The calendar at the front of this *Mailing* lists classes that were scheduled as of January 3, 2005, but rest assured, there will be many more classes added. We will be concentrating on full-day, hands-on Connexion Client training. If, however, you prefer Connexion Browser training, please let us know, and we will consider offering it again.

Watch the MINITEX News listserv for announcements of training sessions. Also, visit the MINITEX Training and Conferences site for a list of all the current training offerings (<http://www.minitex.umn.edu/train-conf/>).

Virginia Dudley, MINITEX BATS

New OCLC Vendor Partner: Actrace

Actrace, a Chinese language material vendor, has become both a PromptCat vendor and a Vendor Record Contribution Partner.

Actrace, located near Boston, is a U.S. based representative of Shanghai Union Documentation & Information Corporation, Ltd. (SUDICL), a leading library service provider and cataloging center in China. Actrace offers complete solutions for libraries of all types in North America to build Chinese language collections. For more information, visit <http://www.actrace.com/>.

OCLC began loading original MARC records for Actrace titles in October 2004. The records added have symbol ACTRA in the 040 field subfield c. Actrace records contain both original Chinese script and transliterated data for the Chinese language titles. The language of cataloging is English. Some examples of newly added Actrace records are: #56822299; # 56821969; #56822301. When a record from Actrace matches a record already in WorldCat, the ACTRA symbol is added in subfield d of the 040 field (for example, see # 53839293).

In both cases of original records and matches, a 938 field is added to the MARC record that contains the vendor code ACTR. This code is indexed; vendor records are searchable using the vendor information keyword index. For a list of all partners contributing records through the Vendor Record Contribution Program, see:

<http://www.oclc.org/vendors/material/participants/default.htm>

In addition to contributing records, Actrace is a PromptCat partner, and can work with OCLC to deliver OCLC records to libraries who order titles from Actrace. For more information about the PromptCat service, see:

<http://www.oclc.org/promptcat/default.htm>

For a complete list of current PromptCat partners, go to:

<http://www.oclc.org/promptcat/about/vendors/>

Cynthia M. Whitacre, OCLC

Follett Library Resources Is Now a PromptCat Vendor

Follett Library Resources has also joined the list of OCLC PromptCat vendors.

Follett Library Resources supplies books, e-Books, and curriculum-focused audiovisual materials to K-12 schools. They offer a wide range of products and services to schools and school libraries including collection analysis, collection development, opening day collections, curriculum support, physical processing of items, and much more. To find out more about Follett Library Resources, go to <http://www.flr.follett.com/>.

OCLC Product Update, 12/10/2004

OCLC Connexion Features

Both the browser and client interfaces of OCLC Connexion are packed full of features that you may not know about, or have maybe forgotten about. We will list a few of these in each issue of the *Mailing* in order to jog your memory and to help you make efficient use of Connexion.

CONNEXION BROWSER FEATURES

Keystroke Shortcuts
- ➢ Command Shortcuts: Connexion browser provides permanently assigned keystrokes for actions you can take on a bibliographic or authority record. The Command Shortcuts list includes a keystroke for every command that appears on the Edit, Action, and View lists. To show the Command Shortcuts list above the record header, press <Alt><K>.

- ➢ Other: To see a list of all the possible keystroke shortcuts, press <Shift><F7>. The first section of this list, "Current Keystroke Assignments," lists 18 keystrokes that you can customize if you wish. As soon as you customize any or all of these, your assignment(s) will appear in this list.

- ➢ Customize: To customize any or all of the 18 assignable keystrokes, go to the GENERAL tab → Admin Options → Preferences → General Options → Keystroke Shortcut Options. If you want the changes you make to be permanent, make sure you press the "Save My Default" button.

CONNEXION CLIENT FEATURES

Keystroke Shortcuts
You can perform all functions using only the keyboard. The Client provides predefined keystrokes for the menu commands, editing, and entering diacritics and special characters. You may customize any or all of these if you wish, and you may also add additional keystroke shortcuts.
- ➢ Create or change a keystroke shortcut: Go to the Tools menu → Keymaps. Click on the "Help" button for a complete description of this dialog. For additional help, go to the Help menu → Client help → Index → <Type in the word 'keystroke'>.

- ➢ View or print keystroke assignments: Go to the View menu → Assigned keys.

Toolbar
Although the Client supplies a default toolbar, you can easily customize it using the toolbar editor to add or remove buttons.
- ➢ To customize: Go to the Tools menu → Toolbar Editor. Use the "Help" button provided on the dialog, and/or go to the Help menu → Client help → Index → <Type in the word 'toolbar'>.

- ➢ Assign custom user tools: You may also assign up to 10 generic user tools by going to Tools → User Tools → Assign.

MINITEX CONTRACT CATALOGING

A Hole in the ConCats Team

On December 16, the ConCats bid a sad farewell to Jane Young, who is leaving us for a position at Century College (though why one would want to leave the ConCats for a position that offers more money, three months off in the summer, and a thirty-mile-shorter-each-way commute is beyond us). Before coming to the ConCats in January 2000, Jane had worked at such libraries as the Walker Art Center Library and the Legislative Reference Library.

During her time with us she was responsible for cataloging materials for a number of the state agency libraries and other libraries. She was active in planning and constructing the ConCats displays for the various state library association conferences in the last several years as well as staffing them. At our weekly staff meetings she always had good cataloging questions that often prompted a lot of discussion (of course, this could mean that our staff meetings might be shorter now!). Most of all, we'll miss a person who was a dedicated, stimulating, and valuable member of the ConCats team.

We wish her all the very best in her new venture.

Conway, Constance, and the other ConCats

RESOURCE SHARING

A Word About OCLC ILL Training

The MINITEX BATS unit will be offering training in the new OCLC ILL interface throughout the winter and spring. Remember, the new interface is called WorldCat Resource Sharing, and all the old interfaces (Passport for ILL, ILL ME, ILL Web) are going away as of May 1, 2005. Watch for announcements of the full-day, hands-on class entitled "ILL Basics Using WorldCat Resource Sharing."

The calendar at the front of this *Mailing* shows that a few of these classes have already been scheduled. There will be many more!

The MINITEX Training and Conferences site (<http://www.minitex.umn.edu/train-conf/>) is the place to go for our current training offerings. As each new session is scheduled, it is added to this site. Visit often!

Virginia Dudley, MINITEX BATS

REFERENCE

Link From Worldcat To Your NetLibrary Titles

Is your library registered for NetLibrary Shared Collection I or did your library contribute to Shared Collections II or III? If the answer is yes, not only can you link your patrons from your OPAC's records out to NetLibrary, but you can also set up links from WorldCat to the full online content of your NetLibrary titles.

Here's how to do it:

1. Logon to the FirstSearch administrative module at <http://firstsearch.oclc.org/admin/>
2. Select the "Linking" tab
3. Select "Outbound Linking" from the navigation bar under tabs
4. Enter your NetLibrary account number in the NetLibrary section. **Note**: *To retrieve your NetLibrary account number, logon to the NetLibrary "Library Resource Center" at <http://extranet.netlibrary.com/resourcecenter/index.asp>. Your account number is at the bottom of the "Home" page in the "OCLC FirstSearch" section. If you do not have a username and password, you will need to create them. To create a username and password click on the "Create a Free Account" link in the upper right corner of the <http://www.netlibrary.com/> site. Once you have created an account (or if you already have an existing personal account), email <support@netlibrary.com> and request that they allow your account to access the Library Resource Center for your institution.*
5. Click on "Save Changes"

Are there other FirstSearch linking opportunities?

You bet! There are two options for linking with OCLC services. Inbound links start at a partner service and connect a user to WorldCat. Outbound links originate in WorldCat and connect a user to your library catalogs, other library catalogs and online services.

Link to WorldCat from:

- Bowker booksinprint.com
- CSA databases
- EBSCO*host*
- Ex Libris SFX
- Gale InfoTrac
- Innovative Interfaces WebBridge
- ProQuest databases

Link from WorldCat to:

- NetLibrary (see steps above)
- JSTOR
- InfoTrieve
- ABEbooks, ABELibrary, Alibris, Antiquarian Booksellers Association of America (ABAA)

Set up links from FirstSearch to your Web Catalog

- Users view local ownership and holdings information in your Web catalog while in FirstSearch – keeps your library foremost as the key information provider.
- Activating this feature also ensures that your library's holdings and ownership information will be available to end users finding material via the Google/Open WorldCat project.

To learn how to set-up these and other FirstSearch linking options, take a look at the booklet on the OCLC Web site:
    <http://www.oclc.org/firstsearch/administrative/linking/partner_links_booklet.pdf>.

Karen Docherty, MINITEX CPERS

Using WorldCat Efficiently

WorldCat's ever-increasing usefulness and visibility make it popular among library staff and patrons. With the advent of the following initiatives, WorldCat activity will continue to grow:

- Links from the patron side of WorldCat to the resource sharing staff view
- Google Scholar
- Open WorldCat
- Linking features from and to other resources
- Google Digitization initiative
- Internal features, such as "More like this," and links back to holdings, and more

Since Minnesota, North Dakota and South Dakota each provide shared, statewide access to the OCLC WorldCat database, it's important that we all remember to use WorldCat efficiently. Here are some suggestions for doing so:

- Sign up for a Bibliographic Instruction authorization for your library instruction sessions. Instead of using your statewide access for training/bibliographic instruction purposes, use a BI authorization. That way, an entire class of students will not tie up your state's ports. To learn how, visit <http://www.minitex.umn.edu/cpers/firstsearch/bi.asp>

- Encourage fellow staff and patrons to close out of their WorldCat sessions by clicking on the "Exit" link in the upper right corner of the screen. Sessions will time out automatically (see next point), but by actively logging out, you ensure that you are immediately freeing a port for the next user.

- In the FirstSearch administrative module, set your library's automatic time out limit to a low number, such as 5 minutes (select any number between 5 and 30). By default, the time out is set for 15 minutes. If a user does not send a request to FirstSearch for several minutes, FirstSearch automatically ends the session. Timeouts lets you specify the number of minutes that FirstSearch waits for a request before ending a session. To set this feature in the FirstSearch administrative module (<http://firstsearch.oclc.org/admin/>), click "General" in the Authentication/Access section of the main menu to go to the General screen that contains "Timeouts." You have the option to set the full-text time out to a higher number to allow patrons a greater amount of time to read an item online.

- In the FirstSearch administrative module, select the "E-mail Only Full Text Delivery Method" by placing a check in the box if you want users to view

full text only by sending it to themselves from FirstSearch in an e-mail message. If this option is checked, users cannot view or print full text in FirstSearch. Consider this option if you want to limit the time that users spend in FirstSearch or if printers are not available for printing full text in FirstSearch. *This feature applies for the most part to other FirstSearch databases with full-text.* To set this feature in the FirstSearch administrative module (<http:// firstsearch.oclc.org/admin/>), click "General" in the Authentication/Access section of the main menu to go to the General screen that contains "Full Text Delivery Method."

Karen Docherty, MINITEX CPERS

Contact Information

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 OCLC Union Listing, including MULS