

## ANNOUNCEMENTS

### Important Information for WebDewey Users

As of August 26 (after the installation of the August enhancements to Connexion), cataloging members with WebDewey (or Abridged WebDewey) access have the option to run a Dewey-only session on Connexion under their regular cataloging authorization. The following will apply:

- a) Dewey-only sessions will not incur Access & Support fees.
- b) Dewey-only sessions will not count against simultaneous logon limits for libraries subscribing to Flat Fee Internet access.

The option to run a Dewey-only session will be available from the Connexion login screen. WebDewey users will also have the option to set a default preference mode (cataloging session or Dewey-only session) at the Local Browser Settings, located at the bottom of the Connexion logon screen.

Also, in response to user feedback, OCLC installed two additional Dewey Services enhancements: a general customization option and a default index change to the Search screen. First, WebDewey and Abridged WebDewey users can further customize their interface within the Dewey Services tab by selecting the show/hide checkbox options at General--Preferences--Interface Customization Options--Dewey Services. Second, the default Search index currently listing "Captions" will be changed to "Relative Index" in both WebDewey and Abridged WebDewey user interfaces.

#### *Credit for Access and User Fees*

If you used WebDewey during July and August, you were erroneously, charged Access and Support fees. OCLC will credit these fees automatically (the credit is planned for October).

If you have questions about WebDewey please contact the MINITEX Bibliographic and Technical Services unit (BATS) (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)).

[Eliza Sproat, OCLC; OCLC-CAT Discussion List, Aug. 13, 2002, Virginia Dudley, MINITEX; edited]

## **Order Authorities, Searching and OCLC-MARC Records Documentation**

In late July, OCLC mailed Documentation Update Notices for the following FORTHCOMING printed documents:

- *Authorities User Guide, 3d ed.*
- *Searching WorldCat User Guide*
- *OCLC-MARC Records, rev. 1 pages*

If you need a printed copy, you **MUST ORDER IT**, even if you are eligible for a free copy. OCLC no longer sends out printed copies of documentation automatically. Please order as soon as possible. These manuals are NOT yet available. OCLC will announce their publication date via Techbul-l, DOCupdate-L, and system messages.

### *How to order*

You may order by returning the Documentation Update Notice to OCLC (MC437) **OR** by using the online order form on the OCLC web site:

<http://www2.oclc.org/documentation/>

Please **do not** send duplicate orders using both methods.

To specify the revision pages for OCLC-MARC records, write on the Documentation Update Notice “revision pages” or select OCLC-MARC Records revision pages from the web site.

If you have other suggestions for improving documentation or questions about distribution, please contact Debbie Hysell [hyselld@oclc.org](mailto:hyselld@oclc.org)

[Debbie Hysell, OCLC, *Bits and Pieces*, Aug. 2002; Virginia Dudley, MINITEX; edited]

## **OCLC Provides Web Information Sessions**

OCLC has scheduled web information sessions this fall to help library staff learn more about implementing digital reference services, OCLC Custom Cataloging Services, and managing digital collections. The sessions will include a live presentation, available at no cost that library staff can

access via the web, with audio available via a conference call. Participants will be able to submit questions at any time during the presentation.

The sessions include:

**“Learn how you can digitize your historic newspapers”**

Join us to learn how your library can provide fully searchable web access to your valuable historic newspaper collections through OCLC Digital & Preservation Resources. Using Olive Software, designed for newspaper digitization, we can efficiently convert newspapers in print or microform to digital format and deliver an online file for your library's web site or for OCLC's hosted site. As a result, your library users will have easily accessible historic content, presented in context, with the newspaper's original layout, graphics and reading experience.

Friday, September 27

3:30–4:30 p.m. (Central Time)

**“Make Digital Reference a Reality for Your Library”**

Learn about the new QuestionPoint collaborative reference service that links a global network of reference librarians who interact with library users and share questions and answers. Your library will gain a powerful, easy-to-use resource to provide digital reference services. QuestionPoint extends reference support directly to your users through web-based forms and online chat capabilities. It enables you to answer your questions or route them to libraries within your group. In addition, learn about the QuestionPoint features that are coming soon as a result of a partnership with Convey Technologies.

Friday, September 27

12:00–1:00 p.m. (Central Time)

Friday, October 11

1:30–3:30 p.m. (Central Time)

**“Give Your Patrons Improved Access to Your Entire Collection”**

Learn more about the OCLC Custom Cataloging services and the OCLC MARC Record Service (OCLC MARS). OCLC Custom Cataloging services-OCLC TechPro and OCLC RetroCon-offer a complete range of cataloging and conversion services for all types of collections. OCLC provides contract cataloging and physical processing for materials in all bibliographic formats and about 40 languages, for both long- and short-term solutions.

OCLC Custom Cataloging services let you add an experienced team of catalogers to your staff at a price you can afford. Our services free your staff for higher priorities within your library, while giving your users access to your entire collection-even those you haven't yet found time to catalog.

To complement these services, we offer the OCLC MARC Record Service (MARS), providing authority control, bibliographic record upgrading, smart barcode number generation, ongoing authority updating and notification services, and record enrichment with tables of contents. And, if you are considering a new local system, the time is right for you to consider authority control.

Tuesday, October 1

3:00–4:00 p.m. (Central Time)

### **“Manage Your Digital Library”**

Learn more about the new OCLC Digital Preservation Cooperative and an innovative new OCLC service—the CONTENTdm software suite.

The Digital & Preservation Cooperative provides a central knowledge base for digital activities throughout the information industry. It acts as a clearinghouse for information on grant and other funding resources and on digitization collaborative projects.

CONTENTdm enables your library to create, access and preserve special collections—on your library's computer or hosted on an OCLC server. With CONTENTdm, you can turn your special collections into fully searchable online resources accessible from any web browser. And, as part of the Co-op, your library will receive a free starter kit to collect and store 500 images on the OCLC CONTENTdm hosted service.

Friday, Sept. 27

2:30–3:30 p.m. (Central Time)

### *Registration*

To register, send the following information via e-mail to [libservices@oclc.org](mailto:libservices@oclc.org):

- 1) session name
- 2) session date & time
- 3) your name and title
- 4) institution name
- 5) your e-mail and phone number

Details for logging on to the web information session will be sent after you register. If you have questions, please contact OCLC at 1-800-848-5878, ext. 6251, or by e-mail at: [libservices@oclc.org](mailto:libservices@oclc.org).

[Laura Kreis, OCLC, *Bits and Pieces*, Aug. 2002, edited

## OCLC White Paper Available

The OCLC White Paper on the Information Habits of College Students has sparked considerable interest in the library community. It is available at:

<http://www2.oclc.org/oclc/pdf/printondemand/informationhabits.pdf>

### COLLECTIONS AND TECHNICAL SERVICES

#### OCLC Connexion – August Enhancements

On August 25, OCLC installed a long list of enhancements to OCLC Connexion, including label printing functionality and some improvements to the WebDewey functionality. For the WebDewey enhancements, see the next article entitled “Important Information for WebDewey Users”. For a full list of the August enhancements, go to:

<http://www.oclc.org/connexion/enhancements/>

The HELP documentation within Connexion has also been updated to reflect the new functionality. If you have questions, please contact MINITEX, Bibliographic and Technical Services (BATS) (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)).

[Virginia Dudley, MINITEX]

#### Changes to 245 Subfielding Practice for Subfields ‡n and ‡p

In MARC 21 Update No. 2 (October 2001), the Library of Congress made a subtle change to subfielding practice for field 245, allowing subfield ‡n (Number of part/section of a work) and subfield ‡p (Name of part/section of a work) to follow subfield ‡b (Remainder of title) as well as precede it. These revisions have been made to the PDF and HTML versions of *Bibliographic Formats and Standards*, 3rd edition. OCLC users may want to annotate their printed copies. The changed and/or corrected passages are as follows:

‡b Remainder of title

“In records formulated according to ISBD principles, subfield ‡b contains all the data following the first mark of ISBD punctuation and up to and including the next mark of ISBD punctuation. That next mark of ISBD punctuation may be: (1) a slash (/) introducing the first author statement; (2) a

period (.) preceding the number of a part/section of a work (subfield †n); or (3) a period (.) preceding the name of a part/section of a work (subfield †p).”

†n Number of part/section of a work

Please correct the following example (there should be a period following the first subfield †p, rather than a comma):

245 00 Comptes rendus Hebdomadaires des s´eances de l’Acad´emie des Sciences.  
†n A, †p Sciences math´ematiques. †n B, †p Sciences physiques.

†p Name of part/section of a work

“In records formulated according to ISBD principles, subfield †p follows a period (.) when it is preceded by subfield †a, †b, or another subfield †p.”

Please correct the second example:

245 10 Manufacturing industries of Canada. †p Geographical distribution = †b Industries manufacturi´eres du Canada. †p R´eparition g´eographique.

“Repeat subfields †n and †p only when following a subfield †a, †b, †n, or †p. If a title recorded in subfield †c includes the name and/or number of a part/section, those elements are not separately subfield coded.”

Please correct the current final example:

245 00 Annual report of the Minister of Supply and Service Canada under the Corporation and Labour Unions Returns Act. †n Part II, †p Labour unions = †b Rapport annuel du ministre des Approvisionnement et services Canada pr´esent´e sous l’empire et des syndicats ouvriers. †n Partie II, †p Syndicats ouvriers.

Although this does not reflect a change in practice, please add this additional example that illustrates a name/number of a part/section that is not separately subfielded following a subfield †c:

245 00 Concerto per piano n. 21, K 467 †h [sound recording] / †c W.A. Mozart.  
L’assedio di Corinto. Ouverture / G. Rossini.

[Jay Weitz, OCLC, *Bits and Pieces*, Aug. 2002]

### OCLC-Cat Discussion List Active

The discussion list OCLC-Cat is intended primarily as a forum for library staff using or interested in any OCLC cataloging and metadata products and services (WebDewey, Passport, CatME, and Connexion, for example).

All levels of library staff are encouraged to subscribe and make OCLC-Cat a useful addition to the work environment. OCLC staff will post announcements for conference sessions, meetings, new product releases, and so on to OCLC-Cat. OCLC-Cat subscribers are welcome to post similar announcements of interest to colleagues.

To subscribe, go to <http://www.oclc.org/oclc/forms/listserv.htm> and fill out the form. Or just send an e-mail message to [listserv@oclc.org](mailto:listserv@oclc.org) with the following message in the body of the text "SUB OCLC-CAT your name."

[Alane Wilson, OCLC, *Bits and Pieces*, Aug. 2002]

### **Join the PromptCat Listserv**

Loyola University maintains a PromptCat listserv for the PromptCat Users' Group. Anyone who uses PromptCat or is interested in finding out more about PromptCat is welcome to subscribe. Activity on the list is low, so subscribing to the list will not swamp your inbox. PROMPTCAT listserv is open to anyone.

#### *PROMPTCAT, OCLC PromptCat Users' Group Forum*

PROMPTCAT is a public e-mail list (or electronic discussion forum) provided and maintained by the OCLC PromptCat Users' Group. This list is intended to be a forum for discussion of the OCLC PromptCat service by libraries, book vendors, OCLC, and other interested parties.

Topics of discussion could include, but are not limited to: profiling for PromptCat, working within a local system, workflow and staffing, quality and quantity control, improvements and/or enhancements to the PromptCat service and other topics of interest.

If you would like to subscribe, please send an e-mail message to [listproc@luc.edu](mailto:listproc@luc.edu) and include as your e-mail message (leaving the Subject: field blank, if possible) subscribe PROMPTCAT first-name last-name, for example: *subscribe PROMPTCAT Janine Doe*.

To send (or post) a message to the PROMPTCAT list, send the e-mail message to [promptcat@luc.edu](mailto:promptcat@luc.edu) and include the topic in the Subject field and what you wish to say in the body of the e-mail message itself.

Please note the two addresses for this electronic discussion group and their separate purposes:

**Subscription address:** [listproc@luc.edu](mailto:listproc@luc.edu)

You must use the 'subscription' address to subscribe to the list, to unsubscribe, to find out who has subscribed to the list, to postpone receiving e-mail directed to PROMPTCAT, and to resume delivery of such mail.

**Submission address:** [Promptcat@luc.edu](mailto:Promptcat@luc.edu)

You must ALWAYS use the 'submission' address to post a message to PROMPTCAT.

To get more information on how to use this service, please send the command HELP in a line by itself in a message to:

[listproc@luc.edu](mailto:listproc@luc.edu)

To unsubscribe from this list, e-mail to [listproc@luc.edu](mailto:listproc@luc.edu) with the following request: *signoff PROMPTCAT* or *unsubscribe PROMPTCAT*. One of those two statements should be in the "body" of the message, the subject line should remain blank if possible.

After you have sent your message subscribing to this list, you will receive detailed instructions for managing your PromptCat mail.

[Robin Buser, OCLC, *Bits and Pieces*, Aug. 2002]

## RESOURCE SHARING

### MULS Updated in MnSCU/PALS and the MnLINK Gateway

The annual update of the MULS database in MnSCU/PALS and the MnLINK Gateway is complete. The new MULS file includes 380,850 holdings attached to 161,557 bibliographic records for serials owned by 210 libraries in Minnesota, North Dakota, and South Dakota. The new numbers mean the database has grown by more than 5000 holdings and over 2400 bibliographic records since Aug. 1, 2001.

REMEMBER: No new MULS fiche was produced this year, so library staff need to use the MULS database in OCLC, MnSCU/PALS, or the MnLINK Gateway for current information. The file in MnSCU/PALS and the Gateway is updated annually in late summer/early fall. MULS data available through either the OCLC ILL or OCLC Union List services are always the most current with MULS participating libraries adding, modifying, or deleting holdings throughout the year.

[Cecelia Boone, MINITEX]



## Expanded Scope of the Local Data Record Updating Service

In direct response to member library requests, OCLC has expanded the scope of holdings data that can be submitted for use by the OCLC Local Data Record Updating Service by developing custom processes that help “build” usable MARC records from “patterned data” received in non-MARC formats. This will enable many more libraries to take advantage of the batch processing capabilities of the service to update their holdings on OCLC-based union lists of serials.

The key to successful batch processing of “patterned” non-MARC data is that field descriptions and their content must be associable in a simple, consistent, discernible and predictable way across the entire file. Non-MARC data will be unusable if the description/content relationship varies or has to be derived on a record-by-record basis.

“Patterned data” received in non-MARC formats must meet the following guidelines:

- **Labeled data**—field descriptions immediately precede their content (e.g. LOCATION: Main) or labeled columns of data in a spreadsheet.
- **Delimited data**—fields and records are separated by a unique identifiable character or series of characters (e.g., tab delimited files)
- **Positional data**—field descriptions and their content are related by record position (e.g., fixed length formatted records)

None of these data forms are mutually exclusive. Sometimes records can be a composite of all three of these basic data types. Examples of commonly used non-MARC data formats are Excel<sup>®</sup> spreadsheets, Access<sup>®</sup> databases, and Word<sup>®</sup> documents.

**Please note that the following LDR Updating service requirements still apply:**

- All holdings records, *regardless of format*, must include the **OCLC control number** of the bibliographic record to which they are attached.
- The institution must be able to supply all holdings records associated with a specific bibliographic record.
- There must be only one holdings record per copy.
- The institution must participate in an OCLC Union List, like MULS, or Group Access/Union List group.

*What should libraries interested in the Updating service do?*

To subscribe to the LDR Updating service, a library should contact the MINITEX/MULS office. Library staff must submit a Batchload Order form to OCLC with a file of records. The Batchload Order form is accessible at

[https://www3.oclc.org/app/batchload\\_order/index.pl](https://www3.oclc.org/app/batchload_order/index.pl)

Libraries can send files via EDX, tape or diskette. If the project is ongoing and the institution wishes to use FTP, it must complete an EDX Assessment form if it has not already subscribed to other OCLC products using FTP. The EDX Assessment form is accessible at:

[https://www3.oclc.org/app/edx\\_assessment/](https://www3.oclc.org/app/edx_assessment/)

Additional information can be found in the *OCLC Local Data Record Updating Service Planning Guide*, second edition.

[Judy Murran and Cathy Kellum, OCLC, *Bits and Pieces*, Aug. 2002; edited]

### **Enhancements to OCLC ILLiad**

OCLC ILLiad Resource Management software (OCLC ILLiad) automates routine interlibrary loan functions so library staff can provide superior service in a modern, paper-free environment. Staff manages all of your library's borrowing, lending, and document delivery through a single Windows-based interface.

OCLC ILLiad version 6.0, released in July, provides libraries with three major enhancements.

#### *End of reliance on OCLC Passport*

- Saves staff time by providing libraries with a single interface to process interlibrary loan requests from OCLC ILLiad to the OCLC ILL Service. Library staff will no longer be required to toggle between OCLC Passport software and OCLC ILLiad to process patron requests.
- Saves staff time by improving functionality to libraries over the current OCLC Passport interface. ILL staff can utilize drop down menus to perform basic OCLC ILL functions. They can use mouse functions to select records from bibliographic searches instead of issuing commands from the home position.
- Lets staff be more efficient with an improved ILL workform display that allows the library to perform full record editing. With Passport the library must use the standard OCLC ILL workform display and edit the workform line-by-line.

#### *OpenURL*

- Saves users time by allowing the patron to transfer all the citation data from the citation source to the ILLiad request form with the click of a mouse button. The patron no longer has to re-key the citation data into the ILLiad form.
- Saves staff time by providing verified citation data from the source record. ILL staff no longer have to decipher patrons' abbreviations of titles or deal with typos in citation data copied by the patrons.

- Saves libraries money by allowing ILL staff to search by bibliographic numbers like ISBN and ISSN. Searching by bibliographic number is the most efficient way to search OCLC WorldCat.

### *Improved Statistics*

- Supports collection development staff with enhanced interlibrary loan *statistics* including LC, Dewey and National Library of Medicine call numbers.
- Saves libraries money by providing free access to the OCLC ILL Management Statistics. OCLC will provide any library that purchases ILLiad with a free subscription to the OCLC ILL Management Statistics.

For more information about OCLC ILLiad visit:

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

If you are interested in ordering OCLC ILLiad, please contact MINITEX Bibliographic and Technical Services (800-462-5348, 612-624-4002, [mino@othello.minitex.umn.edu](mailto:mino@othello.minitex.umn.edu)).

[Christa Starck, OCLC, *Bits and Pieces*, Aug. 2002; Virginia Dudley, MINITEX; edited]

## REFERENCE SERVICES

### **Use of WorldCat on FirstSearch Continues to Grow**

WorldCat use on FirstSearch in FY 2001/2002 was 26% greater than in the previous year. (Overall use of FirstSearch was up 18%.) The WorldCat increase indicates that many libraries now view WorldCat as an easy-to-use tool for all their users, not just their staff, and that libraries with subscriptions have made it more widely available than ever.

[Tam Dalrymple, OCLC, *Bits and Pieces*, Aug. 2002; edited]

### **MLA Bibliography Thesaurus Now Available**

Following a successful install on July 21, the MLA Bibliography Thesaurus became available to users searching the MLA International Bibliography database on the OCLC FirstSearch service. The MLA Bibliography Thesaurus contains data including topical terms, geographic names, and corporate names, relevant to MLA International Bibliography citation data that assists library users in broadening, narrowing, or viewing headings related to their subject of research.

### *Benefits of the Thesaurus*

- Enhances the effectiveness and precision of searches in the *MLA International Bibliography* on OCLC FirstSearch.
- Guides users in finding related subject headings, synonyms and preferred terms, and to broaden or narrow their searches in the *MLA International Bibliography*.
- Lets users select precise subject terms from the *MLA Bibliography Thesaurus* to use directly in their searches of the *MLA International Bibliography* database.

[Ishwar Laxminarayan, OCLC, *Bits and Pieces*, Aug. 2002]

### **CINAHL Database Enhanced by Thesaurus**

Following a successful install on Aug. 18, the CINAHL Thesaurus became available to users searching the CINAHL database on the OCLC FirstSearch service. The CINAHL Thesaurus contains all index terms currently used to provide subject access in the CINAHL database. It displays subject headings, preferred subject headings with associated alternate headings, scope notes that give a brief definition of a term, and broader, related and narrower search terms that let users perform more relevant and comprehensive searches in the CINAHL database.

[Joan Giglierano, OCLC, *Bits and Pieces*, Aug. 2002; edited]

### **FirstSearch User Interface and Administrative Module Available in Simplified Chinese Language**

Readers of the Chinese language will now have the convenience of searching databases in FirstSearch in the language with which they are most comfortable, and libraries will be able to customize their libraries' FirstSearch administrative modules in their own language, thereby providing optimum service and functionality to their users. These interfaces have been available in Japanese and Chinese (Traditional) since earlier this year.

To view the Asian language interfaces optimally, users must have Microsoft Internet Explorer version 5.0 or above, or Netscape version 6.0 or above, loaded on their computers. Although the use of a Japanese or Chinese operating system is not required, some interface display features (tool tips, title displays and alerts) may not display properly without the appropriate operating system. Characters in the Chinese and Japanese interfaces are displayed using Unicode (UTF-8 encoding).

To view the interface with the intended character set, download and install a Unicode font such as Arial Unicode MS from:

<http://office.microsoft.com/downloads/2000/aruniupd.aspx>

[Joan Giglierano, OCLC, *Bits and Pieces*, Aug. 2002; edited]

### **Funk & Wagnalls New Encyclopedia in World Almanac Database**

Following a successful install on Sunday, Aug. 18, the Funk & Wagnalls New Encyclopedia, formerly titled the World Almanac Knowledge Source, became available in the World Almanac database in OCLC FirstSearch. The Funk & Wagnalls New Encyclopedia contains several thousand articles on a wide array of topics including science and medicine, country profiles, current social issues and biographies of important historical figures, as well as current facts and statistics.

[Ishwar Laxminarayan, OCLC, *Bits and Pieces*, Aug. 2002]

### **PAIS Newsletter Available**

The second issue of *PAIS Direct*, the PAIS e-newsletter, will be published Sept. 3, 2002. *PAIS Direct* was developed for librarians, political science, international relations, and public policy faculty; vendors, publishers and academic presses; think tanks; social scientists; library and information science education programs around the world; and media researchers.

*PAIS Direct* is a quarterly electronic newsletter available at no charge. To subscribe, complete the subscription form located at:

<http://www.pais.org/feedback/direct.stm>

[Debra Brown-Spruill, OCLC PAIS, *Bits and Pieces*, Aug. 2002]

### **Integration of NetFirst into WorldCat Now Complete**

OCLC has integrated the OCLC NetFirst database into WorldCat on the OCLC FirstSearch service. NetFirst is no longer available as a separate database. OCLC has successfully removed access to NetFirst from all FirstSearch authorizations.

As previously announced, virtually all NetFirst records have been part of WorldCat since Aug. 2000, and WorldCat searches can be limited easily to Internet-only records. WorldCat also includes records for Internet resources that have been added by member libraries and netLibrary records, thus making WorldCat a more complete source of information on high-quality web sites.

Two ancillary services, NetFirst Hot Topics and the NetFirst Calendar Planner, will be discontinued in early September.

The ongoing addition, by member libraries, of web sites to WorldCat via OCLC Connexion, the growing practice of adding web resources to subject-specific databases, and the improved quality of general-purpose web resource locating services, such as Google, have contributed to OCLC's decision to discontinue NetFirst as a separate database on FirstSearch.

[Joan Giglierano, OCLC, *Bits and Pieces*, Aug. 2002; edited]

### **WebScript-L Merged into FirstSearch-L**

OCLC consolidated communication about the OCLC FirstSearch service into a single Internet list, FirstSearch-L, last month. This consolidation will enable OCLC to more effectively reach FirstSearch users with information about enhancements to the service. With this change, WebScript-L was discontinued as a separate list and current WebScript-L subscribers who do not already subscribe to FirstSearch-L were added to the FirstSearch-L distribution.

If you do not wish to receive FirstSearch-L communications, please send a message to Marianne Vagnier at [mvagnier@oclc.org](mailto:mvagnier@oclc.org) to indicate that you do not wish to subscribe to FirstSearch-L.

If you wish to update your FirstSearch-L subscription with information, such as a new e-mail address, you may do so online at:

<http://www.oclc.org/oclc/forms/listserv.htm>

[Joan Giglierano, OCLC, *Bits and Pieces*, Aug. 2002]