

GENERAL

Running OCLC Access Suite Programs in Windows 2000 or XP

OCLC Access Suite programs require that Windows 2000 and Windows XP be in the Power Users group to run these programs successfully because of the way which the programs write to the Windows registry. Many system administrators are concerned about security issues when users work in the Power Users group.

OCLC has created a program that resolves this problem by allowing users to run these programs at lower levels. An OCLC program called **OCLC Permissions** adjusts the permissions on the local machine for OCLC Access Suite programs only, allowing them to run in the lower level Users group. OCLC Permissions, which must be run by someone in the Administrators group, works seamlessly with English or Spanish Windows platforms.

OCLC Permissions is available from the OCLC Access Suite download site. Go to <http://www.oclc.org/oclc/menu/prodserv.htm/> and click the Software and Documentation link, then login to download the software. The OCLC programs affected are:

- OCLC Arabic Cataloging software
- OCLC Cataloging Label Program
- OCLC CatME for Windows software
- OCLC CatME para Windows—Edición Español
- OCLC CJK software
- OCLC Dewey Cutter Macro, for use with Passport
- OCLC ILL Micro Enhancer for Windows software
- OCLC Multiscripts Z39.50 Client
- OCLC Passport software
- Searching WorldCat: An OCLC Tutorial
- Using Interlibrary Loan: An OCLC Tutorial

[Anna Sylvester, OCLC, *Bits and Pieces*, Nov. 2002; edited]

New Digital and Preservation Resources Services

- The **Digital & Preservation Co-op** provides a clearinghouse for information about grant and other funding resources and about digitization collaborative projects.

- The **Digital & Preservation Resources Centers** digitize newspapers, books, manuscripts, photographic formats, and more and provide high quality preservation microfilming and storage.
- The **Historic Newspaper Service powered by Olive Software** supplies institutions with the tools to digitize historical newspaper archives. The new program's goal is to help institutions preserve historical newspapers and open the content to online searchable access.
- The **Digital Archive**, available later in the fourth quarter 2002, will offer a safe, reliable, standards-based, long-term solution for the life cycle management of digital collections.

[OCLC, *Bits and Pieces*, Nov. 2002; edited]

COLLECTIONS AND TECHNICAL SERVICES

OCLC-MARC Format Update 2002 – Changes Begin Dec. 2002

The OCLC-MARC format changes announced in *Technical Bulletin 247* “OCLC-MARC Format Update 2002” (<http://www.oclc.org/technicalbulletins/247/>) were effective Dec. 1, 2002. There are a number of important updates outlined in this technical bulletin, including new practices for cataloging integrating resources and for coding field 041 (Language Code). Here are a few highlights of the 2002 Update. Please see *Technical Bulletin 247* for additional details.

DVD code “v” for 007 subfield \$e

A new code “v” specifically for DVD format videorecordings, has been defined for the Videorecording 007 field subfield \$e. The existing value “g” has been redefined more narrowly and should no longer be used for DVDs.

Form code “s” for Sound Recordings

Form of Item code “s” (electronic) is now valid for the Sound Recordings fixed field (REC 008/23) and the Sound Recordings 006/06.

Field 041 Coding

Every subfield in the Language Code field 041 is now repeatable. OCLC users should cease the practice of placing multiple language codes in one subfield and begin using the single code per repeatable subfield practice.

For example: 041 ↓a eng ↓a fre ↓a ger

Integrating Resources

“Integrating resource” is a new term described in chapter 12 of the 2002 revision of AACR2. Chapter 12 encompasses all continuing resources, whether successively issued (i.e. serials) or integrating (e.g. updating databases, updating loose-leaves, updating Web sites). *The Glossary of AACR2, 2nd ed., 2002 revision* includes the following definition of an integrating resource: “A bibliographic resource that is added to or changed by means of updates that do not remain discrete and are integrated into the whole. Integrating resources can be finite or continuing. Examples of integrating resources include updating loose-leaves and updating Web sites.”

Starting on Dec. 1, 2002, OCLC will begin to implement the changes in MARC21 needed to support the revised rules of AACR2, Chapter 12. The changes will occur in two phases. In Phase 1, OCLC will implement the changes announced in *Technical Bulletin 247: OCLC-MARC Format Update 2002* (<http://www.oclc.org/technicalbulletins/247/>). In Phase 2, OCLC will define code *i* in the fixed-field element *BLvl* (Bibliographic Level) to indicate that a work is an integrating resource. Phase 2 will be implemented no earlier than July 2003.

Between Dec. 2002 and the implementation of BLvl code i, follow these guidelines:

- Continue to use Bibliographic Level code “m” (Monograph) when coding a record for an integrating resource. Do not use code “s” (Serial) for an integrating resource.
- Add a serial 006 field to records you input or replace for integrating resources. OCLC will likely use data included in the serial 006 field to formulate fixed-field elements in a future conversion of integrating resource records from BLvl code “m” to code “i” following implementation of Phase 2.
- In the serial field 006, use code “k” in Frequency (Freq), when appropriate, to indicate that an integrating resource is continuously updated.
- In the serial field 006, use codes “d,” “l” and “w” in Type of Continuing Resource (SrTp, formerly Type of Serial), when appropriate, to indicate that an integrating resource is an updating database, updating loose-leaf, or updating Web site.
- In the serial field 006, use code “2” in Entry Convention (S/L, formerly Successive/Latest Entry) to indicate that the record was formulated using the revised rules for integrated entry.

OCLC has changed online data validation rules on a number of other existing fields that previously were used almost exclusively in serials cataloging. The change permits these fields to be used in records for integrating resources during the interim period. These include fields 022, 222, 247, 310, 321, 362 and 547.

URIs and LCRIs 9.7B and 21.3B for Remote Access Electronic Resources

Two Library of Congress Rule Interpretations, 9.7B and 21.3B, offer some guidance about how to deal with remote access electronic resources based on the new more serial-like treatment of

integrating resources and the disposition of the resource's Uniform Resource Identifier (URI). When the original URI is no longer accessible, but the resource (or a new iteration thereof) is now accessible at another URI, you may edit the existing record to reflect this. When the original URI is still active, but now represents an entirely different resource rather than a new iteration of the original resource, you may create a new record for the new electronic resource. In cases where you are unable to edit (or prefer not to edit the existing record) you are encouraged to report the necessary changes to OCLC.

Additional details regarding the treatment of integrating resources are available in a newly revised version of "Cataloging Electronic Resources: OCLC-MARC Coding Guidelines"

(<http://www.oclc.org/connexion/documentation/type.htm>).

[Jay Weitz, OCLC; and Ron Jones, OCLC, *Bits and Pieces*, Nov. 2002; Virginia Dudley, MINITEX; edited]

OCLC Connexion Gets Second Quarterly Update

OCLC has installed the second quarterly update to OCLC Connexion, the new face of OCLC cataloging that provides one-stop access to integrated cataloging tools and to WorldCat. Highlights of this release include: new navigation tools, a new logon screen and improvements to constant data and authority searching. For a complete list of the newest enhancements, go to

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

[*OCLC Abstracts*, Nov. 25, 2002]

Change in Entry Method of Diacritics in Connexion in Feb. 2003

Beginning Feb. 16, 2003, OCLC Connexion browser users will enter diacritics **following** the character they modify rather than preceding it. This change will conform to Unicode standards and bring OCLC's handling of diacritics more in line with worldwide practice.

You will continue to have the option of entering diacritics using bar syntax, copy and paste, or a Unicode-enabled keyboard as you do now. Display of bar syntax, when in edit view, will be optional. You will be able to select the option to display bar syntax under Admin Options in Connexion. If you access Connexion via Internet Explorer, you will be able to enter diacritics by selecting the characters from a pop-up dialog box. This will be similar to the character selection box currently used in OCLC Passport and OCLC CatME.

Important points to remember

- Beginning Feb. 16, 2003, when using Connexion, enter the diacritic **following** the character.
- A pop-up box for easy diacritics entry will be available for Internet Explorer users.
- Entry of diacritics in **Passport or CatME remains the same.**
- **No changes are required for record export.** Records will be exported in the same format as they currently are.

[Susan Walker, OCLC, *Bits and Pieces*, Nov. 2002; edited]

Another New Service: CONTENTdm

OCLC, in an agreement with DiMeMa, Inc. (producers of CONTENTdm software), offers a complete digital content management system that can capture, index, store, query, and display digital collections. It is designed for digitizing collections, including images, documents, postcards, monographs, etc. As part of the agreement, OCLC is the exclusive worldwide distributor and marketer of CONTENTdm software to libraries, museums, archives, and historical societies. CONTENTdm is a complete digital object management software product suite that couples Dublin Core metadata with still images, postcards (recto/verso), manuscripts, three-dimensional objects (up to six linked views), documents, video clips, and sound files. The Software Suite consists of:

- An Acquisition Station for preparation and editing of metadata and digital objects
- The CONTENTdm Server for managing collections of digital objects
- Two Web-based user interfaces for end-user access to collections (one in HTML and the other in JAVA®)
- The Query Builder Tool for creating customized HTML end-user interfaces

See what CONTENTdm offers at <http://www.contentdm.com>

[Tony Chirakos, OCLC, *Bits and Pieces*, Nov. 2002; edited]

OCLC Digital Archive Subscribers Added

The US Government Printing Office (GPO), the State Library of Ohio, and the Connecticut State Library have become the first subscribers to the OCLC Digital Archive, which enables users to select, describe, harvest, store, preserve, manage, and access Web-based documents. The Digital Archive recently concluded its pilot phase, which included participation by four US state libraries, the University of Edinburgh, and GPO.

Currently, the Digital Archive uses OCLC Connexion to initiate the digital archiving process, which is done on a document-by-document basis. Early in 2003, the functionality of the archive will be expanded to encompass the archiving of large collections of digitized resources, which will be an automated process initiated outside OCLC Connexion.

To learn more about the Digital Archive, go to:

<http://www.oclc.org/digitalpreservation/archiving/>

To see web documents that have already been archived, go to WorldCat in FirstSearch and use the Advanced Search screen to find “digital archive” in the Access Method index.

[Dawn Lawson, OCLC, *Bits and Pieces*, Nov. 2002]

New Online Ordering Option for OCLC Language Sets

OCLC Language Sets give libraries everything they need to start or expand a non-English language collection in one package. They save librarians time and guesswork because OCLC takes care of the selection, acquisition and cataloging. Preselected sets for adults or children are available in 12 languages: Bengali, Chinese, Gujarati, Hindi, Japanese, Korean, Panjabi, Russian, Spanish, Tamil, Vietnamese and Urdu.

Online Ordering Now Available

OCLC is pleased to announce the **availability of online ordering of Language Sets** through a new interactive web store. This new order option delivers a convenient, secure, easy-to-navigate ordering mechanism that can speed ordering, reduce order errors, and simplify repeat order processing.

What is new about order via the web store?

The Language Sets web store was built to incorporate many of the conveniences of popular online stores — including secure logon, real-time ordering, credit card processing, persistent customer profiles, confirmation that an order has been received (on-screen and e-mail), and links to additional information.

When a user creates an account, all contact information, cataloging preferences, and other information are saved in a fully secure library profile that can be accessed by the user to speed future ordering. (Credit card account information will not be stored.)

What stays the same with new ordering option?

- Current order fulfillment workflows and policies
- Pricing and set sizes
- All currently available billing options are still available to user: network billing, direct billing, purchase order, and now credit card.
- Paper order form option is still available (download from web site).

For more information about OCLC Language Sets or to visit the online store, please go to

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

[Lydia Kegler, OCLC, *Bits and Pieces*, Nov. 2002]

Relieve Budget Worries with the OCLC PromptCat Service

The OCLC PromptCat service is an automated copy-cataloging tool that helps libraries copy catalog more materials, place them on the shelves faster, and decrease backlogs. With PromptCat, you get OCLC-MARC records at the same time you receive materials from vendors, and your library holdings are set in WorldCat.

Baker & Taylor, one of the 18 active PromptCat vendors, is a leading supplier of books, movies, music, and information products to libraries worldwide:

<http://www.btol.com>

YBP Library Services, working in close collaboration with U.K. subsidiary Lindsay & Howes, provides books and supporting collection management and technical services to academic, research and special libraries in North America and around the world.

<http://www.ybp.com> and <http://www.ybp.com/lh/lhindex.html>

A complete list of PromptCat vendors is available at:

<http://www.oclc.org/oclc/prompt/vendor.htm>

For more information about the OCLC PromptCat service, contact the Bibliographic and Technical Services unit at MINITEX (800-462-5348, 612-624-4002, mino@othello.minitex.umn.edu) or contact Robin Buser, OCLC PromptCat library liaison, (buserr@oclc.org, 800-848-5878, ext. 5213.)

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

OCLC Web Information Sessions

The list of upcoming OCLC Web Information Sessions is available on the OCLC web site at:

<http://www.oclc.org/events/websessions/index.shtm>

Registration instructions are included. Please note the session topics for December (session dates and times are available on the web page):

- Learn how to give your patrons improved access to your entire collection (OCLC Custom Cataloging)
- Learn how collection analysis can help your library (OCLC ACAS)
- Learn how to develop your non-English collections affordably!
- Managing Your Digital Library
- Enhance Your Collection's Accessibility (OCLC MARS)
- Digitizing your Historic Newspapers

If you have any questions, contact OCLC at libservices@oclc.org or 800-848-5878, ext. 6251.

[OCLC, *Bits and Pieces*, Nov. 2002]

RESOURCE SHARING

ILL Web Use Continues to Grow

The number of libraries that are testing and converting fully to the Web interface to OCLC ILL keeps growing! In Oct. 2002, 39.7% of OCLC ILL libraries used the Web for at least some of their ILL activity (up from 37% in September) and 26.2% converted to using the Web for all their ILL processing (up from 24.5% in September). The number of libraries using the Web interface has risen every month since its introduction.

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

FirstSearch ILL Link Usage Up

The number of libraries using direct request to allow patron-initiated ILL requests jumped 7% from Oct. 2001 to Oct. 2002. This has led to an increase in the total number of ILL requests placed through the FirstSearch-ILL link by 25.3%!

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

OCLC ILL Enhancement Adds Lender's Union List Holdings to the ILL Request Form

An enhancement to include Local Data Record (LDR) information from OCLC's Union List service on ILL lenders' "pending" requests in the OCLC Interlibrary Loan service was installed on Nov. 10, 2002. This enhancement is available in all OCLC ILL interfaces: the Web Interface to OCLC ILL, Passport software, the ILL MicroEnhancer (ILLME), and ILLiad. The addition of local data record information in the ILL request will allow lending libraries that participate in union listing to quickly identify requests that can be immediately declined.

How it works in ILL

- ILL lenders will see their institution's union list information with all lending requests.
- If the lender does not have local data information available, the field will be left blank.
- When the request is forwarded to the next lender in the string, the holdings shown will be that lender's LDR.

Benefits

- Benefit to Lenders: Supports quicker processing of new lending requests
- Benefit to Borrowers: Improves turn-around time

Preparing for the addition of Local Data Record Information

See the related article below: "Local Data Record Batchloading Service Offered at No Charge Through June 2003". For further information and for help with options in relation to this enhancement, please contact Cecelia Boone (612-624-6353, 800-462-5348, c-boon@tc.umn.edu) or Dave Linton (612-624-3360, 800-462-5348, linto001@tc.umn.edu)

[Cathy Kellum, OCLC, *Bits and Pieces*, Nov. 2002; edited]

Local Data Record Batchloading Service Offered at No Charge Through June 2003

Libraries wishing to update their local data records (LDRs) can do so through OCLC Batch Processing at no charge for data compliant with the MARC 21 Format for Holdings Data through June 2003. A nominal fee is charged for patterned data submitted in non-MARC formats. For more information see:

<http://www.oclc.org/batchprocessing/localdatarecords>

or “New Acronym, Continued Service: Automated Union List Updating” in *MULS Notes #29* (Nov. 8, 2002) at:

<http://www.minitex.umn.edu/publications/muls/nov2002.pdf>

Libraries must request to have their holdings batchloaded before June 30, 2003 to take advantage of the promotion. Libraries may submit batch files on a regular schedule of their choice or update with one-time batch project and, then, maintain LDRs online through the OCLC Union List service.

<http://www.oclc.org/oclc/menu/union.htm>

[Cathy Kellum, OCLC, *Bits and Pieces*, Nov. 2002; edited]

REFERENCE SERVICES

FirstSearch: Customizing the ILL Request Form

Did you know that you can customize the ILL Request Form that your users see in FirstSearch? It is easy to choose which fields display in the ILL Request Form and to specify whether the fields will be required or modifiable by patrons. You can even change the field labels on the form to reflect the terminology you use at your library. You can also include a customized note to users that will display on the form.

Benefits of customizing the ILL Request Form in FirstSearch:

- Save staff time and effort – collect exactly the information you need by designating which fields display.
- Avoid confusion – change the labels to use the wording familiar to you and your patrons.
- Educate your users – by including custom text informing them, for example, of the cost of the interlibrary loan to the library, average wait time for a requested item, how they will be notified when the item becomes available, or any other message you wish.

All you need to do is:

- Go to the link: <http://firstsearch.oclc.org/admin?firstpg=ILLRequest>
- Enter your FirstSearch administrative authorization and password on the administrative module login screen.

You will be taken directly to the ILL Request area in your administrative module where you can set up how you want the forms to display for your users.

If you would like to customize the ILL Request Form in FirstSearch, but do not have access to your library's FirstSearch administrative module, please talk with the person who can make the changes.

[Tam Dalrymple, OCLC, *Bits and Pieces*, Nov. 2002]

Diacritics Now Display in MLA Database

With its recent reload, the MLA International Bibliography database on FirstSearch switched to the Latin-1 character set, which means that proper diacritics now appear in non-English language records. At least 60 languages, including French, Spanish, German, Russian, Portuguese, Norwegian, and Swedish, are represented in the materials indexed in the database.

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

Titles from The Idea Group, Inc. to Be Added to OCLC FirstSearch Electronic Collections Online

OCLC and The Idea Group, Inc. (<http://www.idea-group.com/>) signed an agreement at the recent Frankfurt Book Fair to add eight new titles to those available via OCLC FirstSearch Electronic Collections Online. The new titles and their ISSNs are:

- *Information Resources Management Journal* (1533-7979)
- *Journal of End User Computing* (1533-7987)
- *Journal of Database Management* (1533-8010)
- *Journal of Global Information Management* (1533-7995)
- *Annals of Cases on Information Technology* (1533-8002)
- *Journal of Electronic Commerce in Organizations* (1539-2929)
- *International Journal of IT Standards and Standardization Research* (1539-3054)
- *International Journal of Distance Education Technologies* (1539-3119)

The Idea Group, Inc. will participate in the Per Article Use Program, and will sell both current and backfile articles for \$15.00 each.

The Idea Group, Inc. is also under contract with netLibrary. If you have any questions regarding this new publisher, please contact Donn Hoffmann (hoffmand@oclc.org or 877-309-8625).

[Tim Martin, OCLC, *Bits and Pieces*, Nov. 2002]

Enhancement to WorldCat on FirstSearch: Index Counts in “More Like This” Advanced Options

When users click on the **Advanced Options** link in the “More Like This” field of the Brief or Detailed Record display, they now can choose to see counts of items displayed after the terms listed under each index. If a user clicks on the **Show counts** hotlink next to the Search and Clear button at the bottom of the Advanced Options screen, the counts will appear.

The index counts will help searchers determine if refining their original search by choosing and combining terms is likely to result in a manageably sized set. For example, if there is only one record in the WorldCat database for a term, combining it with any other index is unlikely to expand the results. Choosing to combine other terms that have more occurrences will be a more effective means of expanding the search.

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