

GENERAL

OCLC Institution Symbol Expansion Planned

OCLC institution symbols currently are three characters in length. Eventually, all possible combinations of 3-character symbols will be exhausted. So unique institution symbols can continue to be assigned, OCLC will begin to assign 5-character symbols to new institutions beginning in August. After all 5-character symbols are exhausted, OCLC will move to six, then seven, and finally eight characters. OCLC will continue to support all 3-character symbols as well.

Group Symbols

Group symbols are assigned to libraries that form Group Access Capability (GAC) groups or Union List groups with others in their geographical area and/or of a similar type for cost-effective, efficient resource sharing. Group symbols will remain four characters and will be unique across the online system. No changes will be made to the existing group symbols.

OCLC Union List Service Changes in May Installation

To prepare for the expanded institution symbols, OCLC will install changes to Union List commands and displays. OCLC expects to install these changes on May 13.

Union List Command Changes

The system will accept this command with or without the space. Previously, no space was allowed.

Ulxxx -- enter as ULxxx or UL xxx (with "xxx" being a 3- or 5-8 character institution symbol)

ULxxxx -- enter as ULxxxx or UL xxxx (with "xxxx" being a 4-character Union List group symbol, such as MULS)

(Note: The UL command uses the length of the symbol to determine whether a group symbol or an institution symbol was intended.)

New commands

The space is required between command and symbol.

UI xxx (with xxx being a 3- or 5-8 character institution symbol)

UG xxxx (with xxxx being a 4-character group symbol)

(UI indicates an institution symbol. UG indicates a group symbol. UG xxxx retrieves the same result as the UL xxxx command.)

Display Changes

The Union List Group displays will have space for up to 8-character symbols:

Old display example:

CGP (19821000,0,4,8) 1- 1845-

IAI (19891000,0,4,8) 1-14;1- 1845-1859;1859-

New display example:

CGP (19821000,0,4,8) 1- 1845-

IAI (19891000,0,4,8) 1-14;1- 1845-1859;1859-

See the forthcoming *Technical Bulletin 242 OCLC Symbol Expansion* for details. Availability of *Technical Bulletin 242* will be announced via TECHBUL-L and on the OCLC website.

[Susan Walker, OCLC, Bits & Pieces, April 2001; edited]

OCLC Cheat Sheets

Don't want to search a manual to find that one bit of information you can't quite remember? OCLC provides cheat-sheet Reference Cards to make your job easier. And they are available at no charge. Get them from the OCLC website or order print versions from the MINITEX Bibliographic and Technical Services Office or from OCLC at:

orders@oclc.org

They include:

- *Authorities Reference Card*
- *Cataloging Reference Card*
- *FirstSearch/ILL Direct Request Link Reference Card*
- *Name-Address Directory Reference Card*
- *OCLC Interlibrary Loan Reference Card*
- *OCLC ILL Document Supplier Reference Card*
- *Product Services Reference Card*
- *Union List Reference Card*
- *Using FirstSearch Reference Card*
- *Usando OCLC FirstSearch* (Spanish-language version of *Using FirstSearch Reference Card*)

- *Como Usar o OCLC FirstSearch* (Portuguese-language version of *Using FirstSearch Reference Card*)

[Judy Barnes, OCLC, *Bits and Pieces*, April 2001; edited]

Searching WorldCat Reference Card Revised

Could you use a bare-bones cheat sheet to help you search WorldCat? A revised *Searching WorldCat Reference Card* is available on the OCLC web at:

<http://www.oclc.org/oclc/man/10082ints/10085src.htm>

The Reference Card gives:

- Basic instructions for searching, whether you are using OCLC CatME for Windows (or OCLC Arabic Cataloging or OCLC CJK software), the OCLC Cooperative Online Resource Catalog (CORC) service, or OCLC Passport for Windows
- Formats and examples of all four search methods: numeric, derived, keyword, and title phrase scanning
- An updated list of keyword indexes
- Changed formats for ISSN and LCCN searches
- Stopword lists (that is, words to omit at the beginning of certain kinds of searches)
- A list of characters to include or omit in searches

A printed version will be available in May. Please order no-charge copies from the MINITEX BATS Office or from OCLC at orders@oclc.org. *Searching for Bibliographic Records Quick Reference (REF2078)* is now obsolete.

OCLC is also revising the manual, *Searching for Bibliographic Records*. As with the Reference Card, the revision will be published first on the web followed by print.

[Lois Yoakam, OCLC, *Bits and Pieces*, April 2001; edited]

Tips for Using Documentation on the OCLC Web Site

Documentation on the web is easy to view, print, or save in an electronic file. Here are some ideas for accessing information in formats that fit your workflow:

View a document as you work in a program:

- 1) With the program open and the document open in your web browser, right-click in a blank part of the Windows status bar (bottom of screen).
- 2) In the pop-up menu, click Tile Windows Vertically or Tile Windows Horizontally. You have an unobstructed view of both and can scroll the document to find needed information.

Print only part of the document that you need immediately:

- 1) Select the part of the document you want to print.
- 2) On the File menu click Print; or right-click anywhere in the selection, and on the pop-up menu click Print; or press <Ctrl><P>.
- 3) In the Print dialog box click the button for Selection, and then click Print.

Make your own document.

- 1) Select part or all of the document you want to save in an electronic file.
- 2) On the Edit menu click Copy; or right-click anywhere in the selection, and on the pop-up menu click Copy; or press <Ctrl><C>.
- 3) Open a blank document in your word processor or a text editor (for example, Word, NotePad, or WordPad).
- 4) On the Edit menu click Paste; or right-click anywhere on the blank page, and on the pop-up menu click Paste; or press <Ctrl><V>.

[Judy Barnes, OCLC, *Bits and Pieces*, April 2001; edited]

COLLECTIONS AND TECHNICAL SERVICES

CORC Enhancements in the April 2001 Installation

- 1) Resource record (TCP/IP) export: CORC will upgrade the MARC record export feature for the Resource Catalog. Users will be able to open a TCP/IP session and export bibliographic and authority records directly from CORC to their local integrated library system in a way similar to that supported by OCLC's micro-based interfaces (Passport, CatME, Arabic, CJK). Records can be exported in MARC, Dublin Core HTML and Dublin Core RDF.
- 2) Browsing Authorities: The search and browse functions will be accessible from separate screens. Instead of one Search/Browse button, the navigation bar will have separate Search and Browse buttons leading to these screens. In addition, after a browse, a Browse Results button will display on the navigation bar, allowing you to return to your

browse results in the same way the Search Results button allows you to return to your search results.

- 3) Browsing WebDewey: The same enhancements for browsing authorities will be implemented in WebDewey. In addition, the WebDewey quick search box that appears at the top of schedule and table records will be expanded into a dual-purpose quick browse/search feature.
- 4) Time-out Timer: A digital display will be added to the navigation bar, indicating the amount of time left before the current session expires.

Feedback about CORC is welcome. OCLC recommends that you use the Contact Support feature in CORC to send both reports of problems and also suggestions for improvements. General information site for CORC:

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

[Dawn Lawson, OCLC, *Bits and Pieces*, April 2001; edited]

N@F Records and CORC

In searching the WorldCat or CORC databases, you may have encountered records with the symbol N@F in the 040 field. N@F records are from the NetFirst database, a database created and maintained by OCLC staff as a reference database. The database consists of records for Web resources. OCLC staff have selected the items and created records with enhanced Dewey and subject access. Even though the database is created as an A&I service, the records were added to CORC to enrich the resources that were already there. There is extensive information about NetFirst at:

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

When you find a NetFirst record, please feel free to modify the record using the Edit Master Record feature. The MARC Encoding Level is '3' so any full user can upgrade the record in the database. As a rule of thumb, users should never create a new record for something that is represented in the database. Users should edit existing records. OCLC encourages all users to upgrade those records they are authorized to upgrade.

[Rich Greene, OCLC, *Bits and Pieces*, April 2001; edited]

Upcoming OCLC CatME Changes

What changes are coming for OCLC CatME for Windows? OCLC will release multiple versions of CatME during 2001.

CatME Version 1.21

CatME 1.21 includes problem fixes only; it will not include enhancements. It was released for electronic download from OCLC Web site in late April. This version will not be available on compact disc. Here is a partial list of problems, which have been resolved in CatME 1.21:

- Windows 2000 and problems saving workforms and constant data records.
- Tab does not move to the next delimiter.
- CatME crashes while doing authority file searching interactively.
- Back-up local file option is not immediate.
- Local file search is no longer highlighted when you go to do another search.
- Records with both the four-digit and two-digit year LCCN hang if edited.
- Fixed field element display has spaces in elements that contain multiple positions.
- You cannot change the format of the record by typing in the Type or BLvl element.
- If a tag begins with two Start of Message (SOM) characters, the software will automatically delete one.

CatME Version 2.00 and Beyond

CatME 1.21 is the first step toward the implementation of CatME 2.00. OCLC has not determined if all enhancements will be included in one release of CatME, or if multiple versions of CatME will be released. OCLC expects to implement these changes in the second half of 2001:

- Enhance the "new" command to allow you to define which tags get moved to the new workform and to specify a different format for the new workform.
- Add new options for changing the display of an online list; for example, you will be able to change a truncated list to display as a brief list.
- Enhance the MARC Field Help option for fixed field elements so that it goes to the specific element in Bibliographic Formats & Standards instead of going to the table of contents.
- Add support for NACO functionality for creation of authority records, including the ability to import authority records created in your local system.
- Enhance macro functionality to support searching the local file, searching online databases via the "scan" search, running macros on specific windows, retrieving validation errors, retrieving save file and local file numbers when records are saved, and more.
- Add support for a telnet connection to your local system, so you can run macros between your local system and CatME.

[David Whitehair, OCLC, *Bits and Pieces*, April 2001; edited]

Database Scans on Source Values in Records

On April 2, OCLC began converting the values in Source (008/39) from 'c' or 'd' to 'blank' in National Library of Medicine (NLM) bibliographic records. This database scan is part of the follow-up to the MARC Bibliographic Update 2000 install of Dec. 10, 2000, when OCLC implemented the changes in definition to several values in Source.

Because Source value 'blank' now represents cataloging from a national bibliographic agency and not just the Library of Congress, OCLC plans to run database scans on records from several national bibliographic agencies to convert Source values in these records to 'blank'. NLM records are being processed first because we are also moving NLM control numbers in field 069 to field 016. OCLC plans to convert Source values in records from the British Library (UKM), the National Library of Australia (AUT), the National Agricultural Library (AGL), and the National Library of Canada (NLC). We are also investigating whether to convert the Source values records from other national bibliographic agencies that would use code 'blank' in Source.

The scans will take several weeks to complete. For information on the new definitions for the various Source values, see *Technical Bulletin 236*

<http://www.oclc.org/oclc/tb/tb236/index.htm>

For information on the conversion of NLM Control numbers from field 069 to field 016, see *Technical Bulletin 241* at:

<http://www.oclc.org/oclc/tb/tb241/>

[Ellen R. Caplan, OCLC, *Bits and Pieces*, April 2001; edited]

OCLC PromptCat and CIP Rates

The OCLC PromptCat Service is most often used to deliver bibliographic records for newly published books. Because PromptCat delivers records as new books are shipped from the material vendor, PromptCat initially delivered a large number of CIP records that had not yet been updated – and average of approximately 50%. Many libraries were frustrated that they had to upgrade a substantial number of records they received. Through the work of the OCLC CIP Upgrade Program, the percentage of CIP records has dramatically decreased.

To address the CIP problem, the OCLC CIP Upgrade Program began in Nov. 1995 with OCLC staff members working in Academic Book Center's warehouse in Portland, OR. Academic Book Center (now part of Blackwell's Book Services) provides new titles to the OCLC staff for upgrading in WorldCat as they arrive from publishers and before they are shipped to libraries. In Jan. 1997, Yankee Book Peddler began sending upgraded CIP records to OCLC for inclusion in

WorldCat. And in Dec. 1998, Ingram Libraries Services began sending upgraded CIP records to OCLC for inclusion in WorldCat.

The OCLC CIP Upgrade Program has substantially reduced the number of CIP records that are delivered to libraries through PromptCat, as well as the overall number of CIP records in WorldCat.

In the past year (April 2000 – March 2001), the average percentage of CIP records delivered to PromptCat libraries was 5.2%. In the past six months (Oct. 2000--March 2001), the average was 4.6%. In the past three months (Jan. 2001 – March 2001), the average was 4.4%. (Actual delivery rates may vary depending upon the vendor(s) that you use and the types of materials that you order.)

[Robin Buser, OCLC, *Bits and Pieces*, April 2001; edited]

RESOURCE SHARING

OCLC ILL Document Supplier Program: British Library Document Supply Centre

This month's featured participant in the OCLC ILL Document Supplier Program is the British Library Document Supply Centre (BLDSC). The following article details its collections along with some ILL policies.

The British Library Document Supply Centre supplies loans and photocopies of original documents subject to the provisions of the United Kingdom (UK) copyright legislation. It is a national and international center for interlibrary loan and document supply.

The British Library Document Supply Centre holds more than 254,000 journals in most languages and subjects; 351,000 proceedings of conferences held worldwide; 4,000,000 reports in microform; 575,000 doctoral dissertations; and 3,000,000 books in English. 89% of the 4 million requests received each year are satisfied from stock. The BLDSC also holds a wide range of UK Government documents and is a depository library for European Community (EC) material.

BLDSC publishes guides to its holdings. Both a CD-ROM version and the Boston Spa Serials on CD-ROM contain over 500,000 serial titles including holdings of other major UK libraries and are updated biannually. It is also available in a microfiche version – the *Keyword Index to Serial Titles (KIST)*. Current Serials Received lists the 62,000 currently received periodicals at the BLDSC and the British Library Science Reference and Information Service. *Inside Service* and *Inside Social Sciences and Humanities* on CD-ROM Plus provide monthly access to the contents pages of the 20,000 most frequently requested journal titles held at the BLDSC.

The *Index of Conference Proceedings Received*, published monthly with annual cumulations, lists all the conference material added to the collection. Also available, as the *Boston Spa Conferences* on CD-ROM and *Inside Conferences* on CD-ROM (both published quarterly), provides details of conference papers from over 15,000 conferences collected each year. *British Reports Translations and Theses (BRIT)*, published monthly, lists recent acquisitions of "grey literature" by subject. It is also available as four monthly subject-based *Focus Bulletins*.

Books at Boston Spa (BABS) provides details on microfiche of all the English language books and Western European language books published 1980 or later and held at BLDSC. It is also available as *Boston Spa Books on CD-ROM*, updated biannually. For current information on these publications, contact BLDSC at:

Tel: 44 1937 546078; fax: 44 1937 546286.

BLDSC Monographs, Serial Holdings, Conference File, and *BRIT* records are available via *BLAISE* (the latter as part of the SIGLE file). *OPAC 97* provides access to the BLDSC serials, conference, and monographic files. It can be searched free of charge at

<http://blpc.bl.uk/>

Please note that the database does not contain a complete catalogue of all BLDSC's holdings -- many official publications and reports on microfilm are not included. Neither music nor pre-1980 monographs are as yet recorded.

Approximately 48,000 currently received serial titles are listed in WorldCat (the OCLC Online Union Catalog) without holdings statements. BLDSC is not the old British Museum Library and does not hold all the books listed in the British Museum catalog, nor those listed in WorldCat with the holding symbol UKM.

For complete lending policies and workform instructions, please visit the site at:

<http://www.oclc.org/oclc/ill/supplier/bri.htm>

or see Name-Address Directory record NACN :20621. You may also contact BLDSC or the Saluda, VA office toll-free at 1-800-932-3575, or the MINITEX BATS Office.

British Library Document Supply (BLDSC)
Centre Customer Services
Boston Spa, Wetherby
West Yorkshire LS23 7BQ
UNITED KINGDOM
Telephone: + 44 1937 546060, Fax: + 44 1937 546333 or + 44 1937 546403
E-mail: dsc-customer-services@bl.uk
URL: <http://www.bl.uk/services/bsds/dsc>

[Mark Tullos, OCLC, *Bits and Pieces*, April 2001; edited]

REFERENCE SERVICES

OCLC FirstSearch Service Low Search Notification

OCLC FirstSearch service administrators may now implement an administrative module option that generates an e-mail message when a per-search account falls below a locally defined threshold. This account customization option, added in response to user suggestions, will help libraries maintain uninterrupted FirstSearch access to their users.

To activate the low search notification option, log on to the FirstSearch administrative module at

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

and complete the Low Search Notification screen within the System Settings area. Online Help within the administrative module provides additional details about this functionality.

Please contact Mary Parker at MINITEX (800-462-5348, 612-624-4002, m-park1@tc.umn.edu) or OCLC User and Network Support (1-800-848-5800 or support@oclc.org) with questions about the OCLC FirstSearch service.

[Sonya Thelin Oliver, OCLC, *Bits and Pieces*, April 2001; edited]

New Journals Added to OCLC FirstSearch Electronic Collections Online

Fifty-four new journals from 13 publishers have been added to the OCLC FirstSearch Electronic Collections Online service. This brings the online total to 3,189. The number of publishers under contract is approximately 56 and the number of journals under contract for distribution through OCLC FirstSearch Electronic Collections Online is over 3,400.

Additional information about these titles, including ISSN, format and Print Subscriber Program status is available in "Electronic Collections Online Publishers and Journals" at:

<http://www2.oclc.org/oclc/fseco/publish.htm>

[Sonya Thelin Oliver, OCLC, *Bits and Pieces*, April 2001; edited]

