
To reduce printing and shipping costs, effective March 20, 2003, OCLC has discontinued the distribution of printed copies of technical bulletins. Technical bulletins will continue to be available on the OCLC Web site in PDF and HTML formats. A list of current technical bulletins and links to them is available at:

http://www.oclc.org/technicalbulletins/

OCLC will also continue to announce the availability of new technical bulletins via the following listservs: OCLC-Cat, DOCUpdate-l, and Techbul-l. To subscribe to any of these lists, use the OCLC Internet List Subscription Request at:

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

Technical bulletins announce changes to OCLC services, such as changes in MARC bibliographic formats and enhancements to the OCLC Interlibrary Loan service. Technical bulletins are issued in advance of system changes, and the information in the bulletins is added to user guides later.


Upcoming OCLC Web Information Sessions

“Collection Management”
- Learn how collection analysis can help your library
- Learn how to develop your non-English collections affordably

“Custom Cataloging Services”
- Enhance your collection’s accessibility
- Learn how to give your patrons improved access to your entire collection

“Digitization & Preservation”
- Preserve, manage and access your digital collections with the OCLC digital archive
- Managing your digital library
- Digitizing your historic newspapers
“Reference”
• Make digital reference a reality for your library

“Resource Sharing”
• See all the new enhancements to OCLC ILLiad and learn how you can improve your library’s ILL efficiency with OCLC ILLiad

For more information about each session (including dates and times) and to register for a session, please go to:

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

[Laura Kreis, OCLC; Virginia Dudley, MINITEX]

System Requirements for OCLC Products

REMINDER: OCLC Discontinued support for Windows 95 (as of Dec. 31, 2001) and expects to end support for Windows 98 and Windows NT 4.0 on June 30, 2003, (the date Microsoft will end support). OCLC expects that applications will continue to work; however, no testing will be done and no support will be offered for Windows 98 and Windows NT 4.0 after June 30.

For hardware and software requirements for OCLC Connexion, go to:

http://connexion.oclc.org

At the logon page, click on “System Requirements” in the black navigation bar at the top of the page.

[Virginia Dudley, MINITEX]

COLLECTIONS AND TECHNICAL SERVICES

OCLC Connexion Client Preview Updated

The client interface to OCLC Connexion is coming in June 2003. OCLC has updated the client preview document on the Connexion Web site, including additional information and new screen shots at:
Please continue to watch the Web site for more information about the client.

[David Whitehair, OCLC, *Bits and Pieces*, March 2003]

Setup Worksheet for Connexion Browser Available

To help you migrate from OCLC Passport or OCLC CatME to the browser interface of Connexion, OCLC has developed a Setup Worksheet. It contains a list of basic settings to check, select, or enter before you use the Connexion browser for cataloging. Required settings are noted.

The worksheet is available in the *Getting Started* section from the OCLC Connexion documentation page at:

http://www2.oclc.org/connexion/documentation/

[Judy Barnes, OCLC, *Bits and Pieces*, March 2003]

OCLC CatExpress is Not Just for Small Libraries

CatExpress is a fast and easy Web-based copy cataloging interface to WorldCat. Designed as an easy-to-use cataloging solution to be used by small, non-member libraries, CatExpress is also a useful tool for libraries of all sizes.

Did you know that full cataloging OCLC members can and do use CatExpress? It can be the perfect copy cataloging solution for staff with less experience or for student workers and acquisitions staff searching for bibliographic records.

A CatExpress subscription is not required for OCLC full members to use CatExpress, nor do you need to fill out any forms. You may start using CatExpress at any time, using your current cataloging authorizations.

All regular charges apply when you use CatExpress. That means you will be charged for access, searching, and setting holdings at the same rate that you would be charged using Connexion, Passport for Windows or CatME for Windows.

OCLC CatExpress is integrated into the new OCLC Connexion service. To logon, go to:

http://connexion.oclc.org
Enter your authorization and password. Once you are in Connexion, click on the Express tab and you’re ready to go!

See the next article about the CatExpress tutorial. Also, for more information about CatExpress for current cataloging users, go to

http://www.oclc.org/oclc/cataloging/catexpress/faq.htm

and click on “Current Cataloging users.” You may also contact the MINITEX BATS unit (800-462-5348, 612-624-4002, mino@othello.minitex.umn.edu).

[Virginia Dudley, MINITEX]

OCLC CatExpress Tutorial Revised in March 2003

The revised OCLC Cataloging Express Tutorial is now available. CatExpress has been updated with new functions. The Tutorial now reflects recent changes. Screen shots in the Tutorial incorporate the new look of the service. The Tutorial covers new features including creating labels and exporting bibliographic records. It also describes the session timer options, show or hide quick tips, tab size options and improved navigation in large search results sets.

You can view the Tutorial at:

http://www.oclc.org/oclc/cataloging/catexpress/tutorial/cxp02srch2/

[Anna M. Sylvester, OCLC, Bits and Pieces, March 2003]

ISBN Standard Under Revision


Why Revise the ISBN?

• As of Jan. 2005, the U.S. article numbering authority, the UCC, will begin to move the ubiquitous UPC barcode to the UCC/EAN-13 international standard (see http://www.uc-council.org/2005sunrise/). By Jan. 2005, retailers will have to be equipped to read the 13-digit barcode and companies trading non-book goods will be using a 13-digit identifier.
Extending the ISBN to 13-digits keeps the book industry in synch with the larger (and global) business and retailing communities.

- Given the explosion in publishing output over the last 20 years publishers will soon run out of ISBNs. The revision now being contemplated is required to increase the volume of ISBNs available.

More information about the proposal is available on the NISO Web site at:

http://www.niso.org/standards/resources/ISBN.html

and on the ISO TC46 Web site at:

http://www.nlc-bnc.ca/iso/tc46sc9/isbn.htm

Much of the information on these two Web sites is aimed at publishers and others in the book trade. Similar information is being made available to library automation vendors who will also be affected.

OCLC staff are involved in the revision process and are already considering what system changes will be needed to support the new form of the ISBN.

[Glenn Patton, OCLC, Bits and Pieces, March 2003; NISO Website; Virginia Dudley, MINITEX]

**OCLC Cataloging Database Enrichment Credits**

Any OCLC cataloging member using a full authorization number may lock a bibliographic record, add or edit the fields as shown below, and use the replace command to permanently change the master WorldCat record. The record will reflect the library symbol in $d$ of the 040. If a user modifies a record in several ways that generate a credit, the user receives only one credit for the replace transaction. The following table verifies when the action also earns a database enrichment credit (ONT2565).

<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
<th>Credit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>006</td>
<td>Fixed-Length Data Elements — Additional Material Characteristics</td>
<td>NO</td>
<td>May add additional field but may not edit existing field.</td>
</tr>
<tr>
<td>007</td>
<td>Physical Description Fixed Field</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>020</td>
<td>ISBN</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>022</td>
<td>ISSN</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
</tbody>
</table>

MINITEX/OCLC Mailing, April 2003
<table>
<thead>
<tr>
<th>Tag</th>
<th>Description</th>
<th>Credit</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>024</td>
<td>Other Standard Identifier</td>
<td>YES</td>
<td>May add additional field, if not already present with the same code in ‡2, but may not edit existing field</td>
</tr>
<tr>
<td>027</td>
<td>Standard Technical Report Number</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>028</td>
<td>Publisher Number</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>030</td>
<td>CODEN Designation</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>041</td>
<td>Language Code</td>
<td>NO</td>
<td>Field is non-repeatable; may add, if not already present, but may not edit existing field</td>
</tr>
<tr>
<td>043</td>
<td>Geographic Code</td>
<td>NO</td>
<td>Field is non-repeatable; may add, if not already present, but may not edit existing field</td>
</tr>
<tr>
<td>050</td>
<td>Library of Congress Class #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>052</td>
<td>Geographic Classification</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>055</td>
<td>Call #/Class # Assigned in Canada</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>060</td>
<td>National Library of Medicine Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>070</td>
<td>National Agricultural Library Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>072</td>
<td>Subject Category Code</td>
<td>YES</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>080</td>
<td>Universal Decimal Classification #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number; cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>082</td>
<td>Dewey Decimal Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>Tag</td>
<td>Description</td>
<td>Credit</td>
<td>Notes</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------------------</td>
<td>--------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>084</td>
<td>Other Classification Number</td>
<td>YES</td>
<td>May add additional field, if not already present with the same code in 32, but may not edit existing field</td>
</tr>
<tr>
<td>086</td>
<td>Government Document Class #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>088</td>
<td>Report Number</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>090</td>
<td>Locally Assigned LC-type Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>092</td>
<td>Locally Assigned Dewey Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>096</td>
<td>Locally Assigned NLM-type Call #</td>
<td>YES</td>
<td>Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record</td>
</tr>
<tr>
<td>300</td>
<td>Physical Description</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>505</td>
<td>Formatted Contents Note</td>
<td>YES</td>
<td>May edit existing 505 or add 505, if not already present</td>
</tr>
<tr>
<td>506</td>
<td>Restrictions on Access Note</td>
<td>YES</td>
<td>May edit existing 506 or add 506, if not already present</td>
</tr>
<tr>
<td>520</td>
<td>Summary, Etc. Note</td>
<td>YES</td>
<td>May edit existing 520 or add 520, if not already present</td>
</tr>
<tr>
<td>526</td>
<td>Study Program Information Note</td>
<td>YES</td>
<td>May edit existing 526 or add 526, if not already present</td>
</tr>
<tr>
<td>530</td>
<td>Additional Physical Form Available Note</td>
<td>YES</td>
<td>May edit existing 530 or add 530, if not already present</td>
</tr>
<tr>
<td>538</td>
<td>System Details Note</td>
<td>NO</td>
<td>May add additional field but may not edit existing field</td>
</tr>
<tr>
<td>583</td>
<td>Action Note</td>
<td>YES</td>
<td>May edit existing 583 or add 583, if not already present</td>
</tr>
</tbody>
</table>
For more information, see Section 4 of the *OCLC Cataloging Service User Guide*, 3rd edition, or URL:

http://www.oclc.org/connexion/documentation/guide/

[Joy Wanden, OCLC, *Bits and Pieces*, March 2003]

**Correct Coding of Records for Electronic Resources Critically Important**

OCLC recently scanned WorldCat to identify records for electronic resources that were coded incorrectly in the fixed field element FORM as non-electronic. Most of the errors resulted from online input, not batch processing.

Accurate coding of this data in fixed field element ‘FORM (Form of Item)’ is critical. OCLC software uses the code in two essential ways:

- For indexing in FirstSearch; in the future it will also be used for indexing through cataloging interfaces.
For duplicate detection, both when records are imported in a batch into the OCLC system and when software that eliminates duplicates in WorldCat is periodically run. If code ‘s’ is not present, the record is not indexed correctly. Lack of coding is likely to cause duplicates to be ignored and some records to be merged when they should not be.

Reminder: In fixed field element FORM use ‘s’ electronic resources when:

The item is intended for manipulation by a computer. The item may reside in a carrier accessed either directly or remotely. The item may also require the use of peripheral devices attached to the computer (e.g., a CD-ROM player). Do not use code ‘s’ for items that do not require the use of a computer (e.g., music compact discs and videodiscs).

Please review your practices and policies to incorporate code ‘s’ for electronic resources in FORM as described in Bibliographic Formats and Standards at:


[Rich Greene, OCLC, Bits and Pieces, March 2003]

OCLC PromptCat Now Delivers More DLC Records

The OCLC PromptCat service has installed changes that allow PromptCat to deliver more DLC records and fewer UKM records. PromptCat now delivers the record that it considers the best match to the vendor’s record. Previously, when a DLC and a UKM record existed in WorldCat, PromptCat often delivered the UKM record.

PromptCat now looks at the cataloging source of the record that is chosen by the matching algorithms. If the cataloging source is anything but DLC, PromptCat searches WorldCat again. If a DLC record is found, that record is delivered instead.

More information about OCLC PromptCat can be found on the OCLC Web site at:

http://www.oclc.org/oclc/menu/prompt.htm

[Robin Buser, OCLC, Bits and Pieces, March 2003]

WebDewey and Abridged WebDewey Quarterly Update

WebDewey and Abridged WebDewey are updated quarterly. Both services contain the latest version of the schedules, tables, Manual, and Relative Index entries (print and electronic) from
their respective enhanced DDC databases. The hierarchical displays in WebDewey and Abridged WebDewey feature updated main class and division captions (e.g., 700 Arts & recreation; 790 Sports, games & entertainment).

The April 2003 release of WebDewey includes:
- All updates to *Dewey Decimal Classification, Edition 21*, through March 2003 (corrections, new developments, new built numbers, and additional electronic index terms). Notable additions include revisions and updates to the geographic table for Ethiopia, and updates to the historical periods of Cambodia. The database also includes new Relative Index terms and mapped LCSH for holidays around the world.
- All editorially mapped LCSH/DDC from LCSH Weekly Lists through no. 32, 2002.
- Browse paging has been fixed so that entries are not repeated unnecessarily when you Page Up or Down. Inconsistent capitalization has been fixed in the browse view. Improved diacritics have been implemented in the browse view.

The April 2003 release of Abridged WebDewey includes:
- All updates to *Abridged Edition 13*, through March 2003 (corrections, new developments, new built numbers, and additional electronic index terms). Notable additions include new mapped LCSH for holidays and other terminology that match existing DDC numbers.
- Selected editorially mapped LCSH/DDC from LCSH Weekly Lists through no. 32, 2002.
- Browse paging has been fixed so that entries are not repeated unnecessarily when you Page Up or Down. Inconsistent capitalization has been fixed in the browse view. Improved diacritics have been implemented in the browse view.

The July release of WebDewey will be based on the enhanced DDC 22 database.

[Eliza Sproat, OCLC, *Bits and Pieces*, March 2003]

**Revised List of Canadian Provinces and Territories — State Code Abbreviation Standardization**

Effective Jan. 28, 2003, OCLC changed the following state code abbreviations for the following Canadian Provinces/Territories. This list has been revised to add Newfoundland and Labrador, and Nunavut (NU) (NL).

<table>
<thead>
<tr>
<th>Province or Territory</th>
<th>Previous Abbr.</th>
<th>Changed to</th>
<th>New Abbr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Brunswick</td>
<td>NK</td>
<td>Changed to NB</td>
<td></td>
</tr>
<tr>
<td>Nunavut</td>
<td>Newly added code</td>
<td></td>
<td>NU</td>
</tr>
<tr>
<td>Newfoundland and Labrador</td>
<td>Labrador added</td>
<td>Changed to NL</td>
<td></td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>PI</td>
<td>Changed to PE</td>
<td></td>
</tr>
<tr>
<td>Quebec</td>
<td>QU</td>
<td>Changed to QC</td>
<td></td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>SN</td>
<td>Changed to SK</td>
<td></td>
</tr>
<tr>
<td>Province or Territory</td>
<td>Previous Abbr.</td>
<td>Changed to</td>
<td>New Abbr.</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------</td>
<td>--------------</td>
<td>-----------</td>
</tr>
<tr>
<td>Yukon</td>
<td>YK</td>
<td>Changed to</td>
<td>YT</td>
</tr>
</tbody>
</table>

The location displays in the following now utilize these new abbreviations:
- OCLC Cataloging
- OCLC Connexion
- OCLC FirstSearch
- OCLC Interlibrary Loan
- OCLC Union List

The abbreviations used in *Participating Institutions* have also been changed.

**PLEASE NOTE:** These codes are **NOT** used for input in fields 008 (Fixed Field) and 043. They are used only in profiling and holdings displays.

Making this change brings consistency to all places in OCLC systems that use Canadian Province/Territory abbreviations.

[Chris Grabenstatter, OCLC, *Bits and Pieces*, March 2003]

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**MINITEX CONTRACT CATALOGING**

**There’s No Place Like Holmes - Part 3**

Last month we talked about sorting the remaining items of the Holmes Project into categories for individual cataloging or collection-level cataloging. We thought about the elements in the record that are beyond the basics (i.e., 100/245/260/300). When categories overlap, does this mean that each aspect needs to be represented/indexed/retrievable from the record? Some patrons may be interested in small presses, some in scions, in cartoons, in parodies, or in exhibits – all present in one item. The 5xx notes with related 710’s, 700’s, 730’s and 655’s become more compelling than for a typical trade publication.

*These are much deeper waters than I had thought.* ("Reigate Squires" -- Many questions we encountered seemed to have been foretold by Doyle in his stories. Ergo, the italicized quotations.)

We are not experts in special collection cataloging, but we have learned a lot from the questions that arose. If your library receives a special collection, here are some amateur suggestions to consider (with a caveat: be sure talk to any subject and special collection experts that you have available).

*What I know is unofficial; What he knows is official. I have the right to private judgment, but he has none. He must disclose all, or he is a traitor to his service.* ("Abbey Grange")

**MINITEX/OCLC Mailing, April 2003**

11
1) If possible, sort through the items before starting and establish categories. As you look at each piece, you will get an idea of elements you may want to record in the record or holdings statement, e.g., signatures, donors, rare book description, languages. Is there a published bibliography or analysis of the subject that can be used as a basis for the categories? Would you want this resource recorded in a 510 that could be used as a reference and, thereby, cut down on the amount of information you need to enter into the record? It helps to have several tables in a secure area that can be reserved for sorting over several weeks.

*Things must be done decently and in order.* ("Retired Colourman")

2) If you have limited time or money to catalog the collection, what are the priorities, and how will you deal with the leftovers so there is access for them also?

3) Consider the approaches that a researcher may take in seeking the information (Record more rather than less). But beware of Mt. Everest!

*One drawback of an active mind is that one can always conceive alternate explanations which would make our scent a false one.* ("Thor Bridge")

If there is a donor involved, what expectations does he or she have for retrieval?

4) Write down policies so all people working on the Project will retain consistency.

5) Establish a thesaurus of 690’s (if possible, before starting).

6) Will multiple printings be handled differently than with routine cataloging? What expectations does the donor have for retaining duplicates? What is a duplicate?

7) Record the collection name uniformly within the record (500 $5? -- 590? -- 690?), so a master listing is retrievable.

8) Don’t be afraid to deviate from your established library policies (check with local systems to determine how this may affect retrieval).

*When once your point of view is changed, the very thing which was so damning becomes a clue to the truth.* ("Thor Bridge")

Code information as much as MARC allows.

9) Consider, for national/international purposes, what information is better tagged in a retrievable note (with $5?) rather than in a local holdings statement.

10) When making decisions, include everyone associated with the Project (the curator, the Project administrator, head of technical services, faculty specialists, systems staff). And, have regular meetings — it’s amazing that questions still come up after months and years.

*Mediocrity knows nothing higher than itself; but talent instantly recognizes genius.*

("Valley of Fear")

11) Sometimes you just need to make the decision on your own!

*I have no desire to make mysteries, but it is impossible at the moment of action to enter into long and complex explanations.* ("Dancing Men")
12) Read up on the subject that you are dealing with, or you may miss clues that show a relationship to the collection and, therefore, should be noted in the bibliographic record. (e.g., an illustrated article in *Science* magazine about jelly fish; jelly fish is an critical theme in Doyle’s “The Dying Detective.”)

*It is one of those instances where the reasoner can produce an effect which seems remarkable to his neighbor, because the latter has missed the one little point which is the basis of the deduction.* (“Crooked Man”)

13) Locate a NACO participant who can assist you in establishing and submitting records for uniform titles, series, corporate bodies, subject headings, etc. (The MINITEX Contract Cataloging Program is a NACO and SACO participant. One of our contributions to SACO was: 221B Baker Street (London, England : Imaginary place — although we’re not sure about this being imaginary since mail is delivered to that address!)

14) If you are classifying the collection, you will have a lot of items in a small call number range. Can this be adapted? Document any adaptations from the standards (check with local systems to determine how this may affect retrieval).

*My dear Watson, there we come into those realms of conjecture where the most logical mind may be at fault.* (“Empty House”)

15) What is the future of the collection? Will it expand to a broader area (from Sherlock Holmes to detective fiction?)? How does this affect application of your classification decisions? Do you have your own scheme that could be submitted to the 098 listing in OCLC? How does future expansion affect cataloging serials -- as a serial, an individual issue, an analytic?

16) How will you deal with “inserts” (letters, bookmarks etc) — will they be noted? Removed and linked somehow to the record?

17) Don’t change local systems in the middle of the Project.

*All the cards are at present against us.* (“Thor Bridge”)

18) Does your cataloging module have the capability for templates or macros that would save keystrokes and ensure consistency and accuracy?

19) Search the Web for helpful resources and bookmark them in a folder for the Project.

20) At the end of the Project, return all those “reference works” you lifted from the stacks and kept in your carrel.

21) And, at the end of the Project, meet with everyone involved and rewrite/organize the emails, policies, papers that have been collected – this will not only document your final policies and be helpful in using the collection, but will be a starting point for other special collections yet to be cataloged.

*I am afraid that my explanation may disillusion you, but it has always been my habit to hide none of my methods, either from my friend Watson or from anyone who might take an intelligent interest in them.* (“Reigate Squires”)

22) Write an article and share your experience with colleagues!

*Nothing clears up a case so much as stating it to another person.* (“Silver Blaze”)
Next month, look for some Sherlockian ties to 2003…

[Sue Landgraff & Kay Beaudrie, MINITEX Contract Cataloging Program]

RESOURCESHARING

Enter Your ILL Policies

OCLC would like to remind you of certain things you should do at least twice a year:

- Change your clock settings when appropriate.
- Check the batteries in your smoke detector.
- Check your library’s OCLC ILL Library Policies and Technology Directory entry to be sure your address, phone numbers, and ILL policies are up-to-date.

To find your Policies Directory entry, log on to the OCLC ILL Web interface at [http://illweb.oclc.org/](http://illweb.oclc.org/) and click on the link at the top of the screen. (*Note:* This will launch a new browser window; you can close the ILL Web interface window in order to make any changes to your record without incurring Access & User Support Fees.)

Once you are in the Policies Directory, click **My Units** at the top of the screen to view and edit your library’s records. To plan for entering your policies, consult the *Getting Started* reference card. Download your copy from:

[http://www2.oclc.org/oclc/pdf/printondemand/illpoliciesrefcard.pdf](http://www2.oclc.org/oclc/pdf/printondemand/illpoliciesrefcard.pdf)

You cannot change some fields, such as your library’s name. They must be changed by OCLC via a no-charge Profile Change Request. Send a letter or e-mail containing the details to the MINITEX Bibliographic and Technical Services unit (*mino@othello.minitex.umn.edu*) to request this change. Changes usually take up to 4-6 weeks for completion and to be reflected in the ILL Policies Directory.

**REMINDER:** The Policies Directory will replace the Name-Address Directory (NAD) for ILL use only. The ILL policy fields in the NAD will be retired during the 3rd quarter of 2003.

For libraries in Minnesota that responded to the MINITEX ILL Policies survey, MINITEX staff will use that information to create preliminary records in the OCLC ILL Policies and Technology Directory. When we have created the preliminary record, we will contact you, highlight any questions we have about the data, and ask you to review, correct and complete the entry.
For libraries in North and South Dakota and others for whom we do not have an existing database of information, we plan to provide Webinar training sessions with guidance on how to enter data into the Policies Directory.

For more information about using the ILL Policies Directory, contact the MINITEX Bibliographic and Technical Services unit (800-462-5348, 612-624-4002, mino@othello.lib.umn.edu) or go to the ILL Policies website at:

http://www.oclc.org/oclc/ill/illpolicies.htm

[Cathy Kellum, OCLC, Bits and Pieces, March 2003; Virginia Dudley, MINITEX: edited]

No Charge Through June 2003 for OCLC LDR Updating via Batch Services

There is no better time to update your local data records (LDRs) in OCLC’s Union List service through OCLC Batch Processing

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

The regular batch evaluation fee is waived for data submitted through June 2003 if holdings data files are compliant with the MARC 21 Format for Holdings Data (MFHD). A one-time nominal fee is charged for evaluating patterned data submitted in non-MARC formats. There are no per-record charges or other ongoing charges for subsequent data loads.

In order to take advantage of this special promotion, a library must request to have its holdings batchloaded before June 30, 2003 and submit an initial holdings data file for evaluation. A library may submit batch files on a regular schedule of its choice (monthly, quarterly, semi-annually, or annually—all at no additional charge besides the initial evaluation and setup fee), or update with a one-time batch project and then maintain LDRs online through the OCLC Union List service

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

For assistance with submitting data or other questions about batchload charges for your library, contact Cecelia Boone (612-624-6353, 800-462-5348, c-boon@tc.umn.edu) or Dave Linton (612-624-3360, 800462-5348, linto001@tc.umn.edu) in the MINITEX/MULS Office.

[Cathy Kellum, OCLC, Bits and Pieces, March 2003: edited]
New Features in QuestionPoint

On Sunday, March 16, a group of new features became available in QuestionPoint. Here are some highlights of the new features:

Many language and script-related interface changes were made recently, which should increase the efficacy of Question Point as a service for non-English-language libraries.

New Language Interfaces

Three new languages were made available in February. Librarians can now work in Spanish, French, and Dutch as well as in the previously available Chinese and English. You can choose the language interface you want from the Logon screen (click the appropriate radio button) or a pull-down list on the Home screen (select the language and click on Go).
Unicode (UTF-8)

The QuestionPoint interface is now Unicode encoded, regardless of which language you choose. This has little or no effect on English-language users, but is much easier and more efficient for non-roman languages and languages with diacritics. Previously, subscribers had to notify their users that their e-mail client had to be UTF-8 encoded to correctly display non-roman and diacritic characters.

Language added as a parameter in the Best Match routing algorithm

When your patron needs to have an answer in a particular language, you can stipulate the language of the answer as a criterion. When a language is required, the algorithm excludes libraries that do not serve that language. Only languages that QuestionPoint libraries within the global network have profiled as a Language Served appear in the pull-down list of languages on the question form.

Should your routing request find no matches, QuestionPoint displays the results page. You can then choose to modify the parameters of your question or route the question to the On-call Librarian. If your question is successfully routed, you can check the routing parameters and assigned institution using the Routing View button.

Simplified Knowledge Base submittal form

After submitting a completed question and answer to your knowledge base (this is now in one step instead of two), a simplified form is displayed.

The middle portion of the form contains optional fields, such as keywords and classification categories. You can complete them or leave them for an editor to complete. Although these fields are optional, information in them helps to index the record for easy retrieval.
The Media Review Digest database is available on the OCLC FirstSearch service. Media Review Digest provides extensive review coverage of educational media, along with strong supplemental coverage of entertainment resources from 1989 to the present, to help librarians make the most of their acquisitions budgets. In addition to providing citations to reviews of media resources in several leading print publications, the Media Review Digest database also contains links to over 300,000 full-text reviews and related resources accessible on the Internet. It includes more than 100,000 media resources with over 375,000 reviews, evaluations, awards and prizes.

The database covers such media forms as educational and feature films, videocassettes, videodiscs, educational and spoken-word records, tapes and compact discs, CD-ROMs, DVDs, and other optical media, as well as slides, transparencies, kits, maps, anatomical models, games and other miscellaneous media items. The Media Review Digest database is available via per-search and by subscription; contact Karen Docherty (612-624-2924, 800-462-5348, kdochert@tc.umn.edu) at the MINITEX/CPERS office.

Union List Data Available

Holdings information as recorded in Local Data Records (LDRs) for MULS and other OCLC-based union lists of serials is now accessible from serials records on the initial holdings screen and on the Display All Libraries screen in all ISSN-based FirstSearch databases. This information saves users’ time and makes it easier for them to locate articles in the collections of their own library or other libraries because they can check the volumes and years owned in the holdings display. The visibility of local holdings data protects and leverages the investments already made by libraries in their serials collections, in union listing and in their consortia. It enhances libraries’ stature with funding authorities and user communities by increasing awareness of and broadening access to their collections.

MINITEX/OCLC Mailing, April 2003
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New WorldCat Linking Partners

Ex Libris (linking from SFX), Gale (linking from InfoTrac), Innovative Interfaces (linking from WebBridge), and ProQuest (linking from all their databases) are OCLC’s newest WorldCat linking partners. Users of libraries that provide access to both WorldCat on FirstSearch and these partner services can view WorldCat holdings information without logging out of the partner service. They can also access the options listed below, if their library has activated them in the FirstSearch administrative module. The links are enabled in the respective partners’ services; see below for the URLs.

**Ex Libris SFX.**

http://www.aleph.co.il/

Users must log on to their accounts and see the Target Setup documentation for:
- WorldCat holdings
- OpenURL links to OCLC ILLiad

**Gale InfoTrac.**


Go to above link to set up:
- WorldCat holdings
- OpenURL linking to OCLC full text
- OpenURL links to OCLC ILLiad

**Innovative Interfaces WebBridge.**

http://csdirect.iii.com/faq/webbridgelink.shtml

Go to above link for set up information. You will be prompted for a username and password to set up:
- WorldCat holdings
- OpenURL links to OCLC ILLiad

**ProQuest.**

http://training.proquest.com/pdfs/oclc.pdf

Go to above link to set up:
- WorldCat holdings
- OpenURL linking to OCLC FirstSearch Electronic Collections Online full text
Previously announced partnerships are with:

**EBSCOhost.**

http://www.ebscoweb.com/faqs/EBSCOADMIN/959.html

Go to above link to set up:
- WorldCat holdings
- OpenURL links to OCLC ILLiad

**Bowker booksinprint.com.**


Go to above link to set up:
- WorldCat holdings

Please contact the individual partner companies for help setting up these links. Contact information for the partner companies is on the individual company Web sites and posted at:

http://www.oclc.org/firstsearch/documentation/libraryaccess/partners.htm

[Joan Giglierano, OCLC, *Bits and Pieces*, March 2003]

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**61 New Journals Added to Electronic Collections Online**

Sixty-one new journals from 16 publishers have been added to the OCLC FirstSearch Electronic Collections Online service. This brings the online total to 4,436. The number of publishers under contract is 70, and the number of journals under contract for distribution through OCLC FirstSearch Electronic Collections Online is over 4,500.

A list of these new journals and additional information on Electronic Collections Online is available at:

http://www.oclc.org/firstsearch/announcements/ecoadd_20030220.htm

[Ishwar Laxminarayan, OCLC, *Bits and Pieces*, March 2003]