

ANNOUNCEMENTS

Discontinuation of Index to *MINITEX/OCLC Mailing*

In last month's *MINITEX/OCLC Mailing*, we asked whether you used the cumulated index we have produced on an annual basis. We received only two responses, both indicating that the users do not keep back issues of the *Mailing* and thus do not need the index. Thus, we have decided to discontinue compilation of the index.

We would like to take the opportunity to remind you that, should you ever need to refer to a back issue of the *Mailing*, they are posted on the MINITEX website at:

<http://www.minitex.umn.edu/oclc/monthly.asp>

GENERAL

Updates to OCLC Training Materials

An upgrade to a new version of *Searching WorldCat: An OCLC Tutorial* ensures that you are learning the latest searching techniques.

Version 1.01 of the *Searching WorldCat* tutorial incorporates updates to searching strategies for keyword searching and the numeric LCCN and ISSN search keys. Details of these changes can be found in *Technical Bulletin 235 Rev.: Keyword Searching Changes in WorldCat* at

http://www.oclc.org/oclc/tb/tb235/frames_man.htm

and *Technical Bulletin 241: National Library Control Number Changes* at

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

Download version 1.01 from the OCLC website at:

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

Using Interlibrary Loan: An OCLC Tutorial also may be downloaded from the OCLC website at

<http://www.oclc.org/oclc/usingill/index.htm>

This tutorial explains the main functions of the OCLC borrowing and lending cycle as well as general ILL concepts. Other OCLC ILL features, such as how to create custom holdings and multiple constant data records and how to use Reasons for No and OCLC ILL Direct Request, are also explained.

Both tutorials will be available on version 4.0 of the OCLC Access Suite CD in early 2001.

[Lynn Ziegler, OCLC, *Bits and Pieces*, Dec. 2000; edited]

COLLECTIONS AND TECHNICAL SERVICES

MARC Bib Update: Brief and Truncated Record Displays

On Dec. 10, 2000, OCLC installed the third set of changes related to the *MARC Bibliographic Update, 2000*. An additional change related to identification of national libraries in Brief and Truncated record displays was not documented originally in *Technical Bulletin 236* or in the Dec. 2000 *MINITEX/OCLC Mailing*. This information is now included *Technical Bulletin 236* part 2, section 5:

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

The criteria used to retrieve and display records by the Cataloging Source qualifier, 'dlc', changed. Non-DLC PCC records are identified separately from DLC records and no longer use data from field 040 subfield ‡d. Also, other national libraries identified as the cataloging source in Brief and Truncated record displays that result from searches not qualified by 'dlc' are changed. Only records with a national library symbol in field 040 subfield ‡a or ‡c will be noted in the description in Brief record displays and Column L in Truncated record displays. (For a list of the national libraries and codes, see *Searching for Bibliographic Records*, section 8.)

If the library's symbol appears in field 040 ‡d only because it has modified the record, its symbol or code will not be noted in the Brief and Truncated record displays. Exception: The code identifying PCC records when the authentication code, 'pcc,' in field 042 is added to a record.

[Ellen R. Caplan, OCLC, *Bits and Pieces*, Dec. 2000; edited]

More Code List Additions and Changes for Dec. 2000

The Library of Congress recently announced several additions to the *MARC Code Lists for Relators, Sources, Description Conventions*. These codes became available for use by OCLC members on Dec. 10, 2000. In addition, OCLC invalidated one code for use in field 084 and validated another in its place.

Description Convention Codes: Field 040 ‡e--Cataloging Source

ncs Norme per il catalogo degli stampati

Source Codes: Field 084 ‡2--Other Call Numbers

cacodoc CODOC [Canadian federal and provincial government documents classification scheme] (Toronto: Office of Library Coordination, Council of Ontario Universities)**

rubbkd Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia detskikh bibliotek v 1 t.

rubbkk Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia kraevedcheskikh katalogov bibliotek

rubbk m Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia massovykh bibliotek v 1 t.

rubbk m v Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia massovykh voennykh bibliotek

rubbk n Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia nauchnykh bibliotek v 4-kh tomakh

rubbk n p Pereizdaniia tablits bibliotekno-bibliograficheskoi klassifikatsii dlia nauchnykh bibliotek v 30-ti tomakh

rubbk o Tablitsy bibliotekno-bibliograficheskoi klassifikatsii dlia oblastvykh bibliotek v 4-kh tomakh

Source Codes: Fields 600-651 ‡2--Subject Added Entries

lnm m b r Lietuvos nacionaline Martyno Mazvydo bibliotekos rubrikynas

cncodoc Canadian federal and provincial government documents classification scheme (Ottawa: Canadian Task Force on Cataloging Standards)**

- ❖ ‘cncodoc’ was changed to ‘cacodoc’ in 1998. It was removed from the Validation Rules and all records with this code have been corrected. ‘cacodoc’ should be used instead.

[Ellen R. Caplan, OCLC, *Bits and Pieces*, Dec. 2000; edited]

OCLC-MARC Code Lists Discontinued Dec. 2000

In response to a member survey, OCLC has discontinued publication of *OCLC-MARC Code Lists* in print and on the OCLC website. OCLC will notify each library by letter that holds *OCLC-MARC Code Lists* about this change.

Reasons for discontinuance

- *USMARC Code Lists* are available from the Library of Congress in print and on its website at <http://www.loc.gov/marc/marc.html>. You can also print these lists as needed.
- The OCLC system uses the codes prescribed by the Library of Congress. *OCLC-MARC Code Lists* replicates much of the *USMARC Code Lists* with little OCLC customization of information.
- OCLC has never supplied the information contained in *USMARC Code List for Organizations*.
- US depository libraries currently receive the printed copies of LC's *USMARC Code Lists*.

OCLC will support

- Continue to answer questions about existing codes and about entities for which codes do not yet exist.
- Continue to notify you via the *MINITEX/OCLC Mailing*, Technical Bulletins, and *OCLC Systems News* about changes in the codes.
- Establish links from the OCLC website to the Library of Congress website so you can find the lists easily:
<http://www.oclc.org/oclc/man/code/codetoc.htm>
- Establish a notification list on the OCLC website to relay code changes as announced by Library of Congress.

Need printed copies?

- If yours is a depository library, consider moving the depository copies of *USMARC Code Lists* to the technical services area.
- The *USMARC Code Lists* in printed form are available for purchase from LC at <http://lcweb.loc.gov/cds/marcdoc.html#cl> This website gives price and ordering information.

[Lois Yoakam, OCLC, *Bits and Pieces*, Dec. 2000; edited]

CJK Accession List Monthly Production: Technical Hints

OCLC CJK users using printed cards as a "Monthly List of New Books" may want to print the CJK Accession List on a monthly basis. Here is a quick start to do so:

- 1) Under Tools > Local File Manager, create a file, for example, CJKList2000Nov.dat for the records to be included in the 2000 November list.
- 2) Once your newly acquired items have been cataloged and each MARC record has been updated (by new input or copy-cataloging) in your working (default) local file, copy records (from the list or individually) to CJKList2000Nov.dat file using the Edit menu.
- 3) At the end of the month, set the CJKList2000Nov.dat as your default local file. Set "Records Print" option to Accession List. Make sure to uncheck "Form Feed between Records."
- 4) Mark all records in CJKList2000Nov.dat print ready (r) to print them in batch mode.
- 5) Under Batch> Local Processing, click Record Print. You may sort the records in the Accession List by selecting the processing order.
- 6) You may create a shared accession list production file in the local networked workstation with your colleagues as needed.

[Hisako Kotaka, OCLC, *Bits and Pieces*, Dec. 2000; edited]

OCLC CatME for Windows Version 1.20 Now Available

OCLC CatME for Windows version 1.20 is now available for electronic download. Visit the CatME home page at

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

for more information and to download the software.

OCLC CatME for Windows version 1.20 includes the following changes:

- Changes to correctly display the new four-digit year LCCN which will be used beginning in Jan 2001. Without this new version of software, new LCCNs will display incorrectly.
- Changes to the bibliographic fixed field elements that were implemented with the *OCLC MARC Bibliographic Update in 2000*. For more information, see *Technical Bulletin 236* at <http://www.oclc.org/oclc/tb/tb236>.
- A link to *Bibliographic Formats and Standards* on the OCLC website, so you can click in a variable field to display the page from *BF&S* to learn more about the tag.
- A new option to automatically back up your local file when you exit the software or change local files. A new file with the extension "bak" is automatically created in the directory where your local file is stored. Please note that the default setting for this option is on, so the file is automatically created for you.

- On the Edit menu, a new "Reformat" item redisplay your record with the tags listed in the correct order.
- A new "Find/Replace" feature on the Edit menu.
- A new column on the batch transaction report to list the online Save file slot number for records which are added to the online Save file via batch processing.
- A new "Copy Control Number" item on the right-click menu so you can copy the control number of the record to the Windows clipboard.
- The Start of Message (SOM) character is automatically added to new tags when you add a new tag by pressing <Enter> at the end of an existing tag.

Several new macro commands have been added to CatME. See CatME Help for more information on each. Here is a list of the new commands:

- CloseList
- CreateLocalFile
- DeleteRecord
- FindText
- GetFirstSelectedItem
- GetHoldings
- GetItemType
- GetNextSelectedItem
- IsHeldBy
- IsOCLCFixedFieldOff
- Logon
- Logoff
- QueryRecordStatus
- Reformat
- ReplaceText
- ReplaceTextAll
- Search
- SearchList
- SetOCLCFixedField

OCLC no longer provides a LAN installation option for CatME. The software must be installed on the local machine. However, you can continue to copy the installation software to your LAN and run the installation program from the LAN to easily install it on various workstations. You can continue to store your local files on a LAN.

CatME 1.20 is compatible with settings and local files from previous versions.

[David Whitehair, OCLC, *Bits and Pieces*, Dec. 2000; edited]

OCLC CatME 1.20 Pin-Feed Label Problem... and Fix!

OCLC has received reports from users who upgraded to CatME 1.20 and are now having problems printing labels to pin-feed continuous label stock. OCLC is working on a "patch" to address this problem and expects to make it available for download from the OCLC website in January. The patch will be a single file for users to download and install.

In the meantime, users may wait for the patch, or they may define a custom form for printing labels. If needed, MINITEX can help users define a custom form.

This impacts users with Windows 95, 98, and Millennium who print labels to a pin-feed printer. It does not impact Windows NT or 2000 users who encountered this problem with the previous version of CatME, so they will already have the custom form set up.

It does not impact users who print to laser stock.

To print continuous labels you must set up a custom label form for use with your pin-feed printer. Unless you specify a custom form, the printer advances the stock incorrectly, inserting a form feed after each label.

Creating Custom Label Form with Windows 95, Windows 98 & Windows ME

- Double-click MY COMPUTER and then double-click the PRINTERS folder.
- In the Printers folder, right-click the pin-feed printer you use to print labels and select PROPERTIES.
- In the Properties dialog box, click the PAPER tab if it is not on top. If you do not have a Paper tab, you may need to go to the DETAILS tab and click SETUP; then select the Paper tab.
- On the Paper tab in the Paper Size area, select CUSTOM.
- In the USER-DEFINED SIZE box, specify the width and height of each label area for the label stock you use. Take measurements from edge to edge of the STOCK; do NOT measure the text area of the label itself. Enter the size in hundredths of an inch.

Typical Label Dimensions

Format	Width	Height
s16	5.0 inches (500 hundredths)	3.0 inches (300 hundredths)
s14	5.0 inches (500 hundredths)	2.0 inches (200 hundredths)
slb	5.0 inches (500 hundredths)	2.0 inches (200 hundredths)
sp1	3.0 inches (300 hundredths)	2.0 inches (200 hundredths)

- Click the OK button. Then click OK to close the Properties dialog box.

If you have any questions about the new version of CatME for Windows or you need to create a custom form for your pin-feed label printer, please call MINITEX Bibliographic and Technical Services at 800-462-5348 or 612-624-4002.

[David Whitehair, NETLIST-L Electronic Discussion Group, Dec. 20, 2000; edited]

Corrections to CORC Records

The integration of the CORC database and WorldCat last June revealed a number of problems with the quality of the data. As of Dec. 12, 2000, OCLC has solved most of the problems. Occasionally, however, others have arisen. This article summarizes the results of the work to date.

Twenty-one separate kinds of errors were reported. Of them, four were not correctable by software. They were user input errors and usually constituted questionable or perhaps somewhat misleading information. They must be reported or corrected record-by-record. Some may not be problems to most users, for example, "too many subject headings."

In all, more than 25,000 corrections have been applied against the records added to WorldCat from CORC users prior to July 1, 2000. The only remaining one is restoration of field 699 with Dewey Decimal class numbers. This problem is slated for correction in the near future.

A few situations require some attention when users input new records. These are also not correctable with software since they require some manual review and decision making.

- 1) Invalid URLs. While we have no means for correcting them, we have implemented URL checking and notification so users can verify and correct the ones in which they are interested.
- 2) Note fields with HTML embedded (example: <IMB SRC=http). The harvester is still generating some data such as this. Please review records you are creating to determine if there might be HTML that you do not want to keep. Delete any that is in the notes data.
- 3) Duplicate records. By far, the most common complaint has been the number of duplicate records. While we used existing software to remove duplicates when the databases were synchronized in June, the solution was far from perfect. We recommend that users search the Resource Catalog carefully immediately before adding a new record.
- 4) Incorrect information in the language field. When the harvester is unable to determine a resource's language, it defaults to 'und' (Undetermined). Please check the language and correct it when creating a record. This is one of the easiest elements to determine but is frequently left to default to Undetermined. A more precise code improves indexing capabilities in both WorldCat and the Resource Catalog.

OCLC has identified improvements to CORC to reduce the incidence of some kinds of errors. These will be implemented along with the continuing enhancements. However, we also encourage user to conscientiously review all new input to determine the accuracy, completeness, and usefulness of the data in their records.

[Rich Greene, OCLC, *Bits and Pieces*, Dec. 2000; edited]

CORC Authorities

With the implementation of the CORC (Cooperative Online Resource Catalog) System in July 2000, OCLC implemented a new means of authority control. Using technology available only within the CORC system, the implementation of object-oriented technology has enabled users to link ("control") headings in resource records to Library of Congress authority records.

Controlling the headings to the appropriate authority record(s), enables headings to be updated automatically if the heading in the authority record is changed. Coding in the leader of the incoming authority record identifies it as a changed record (byte 005). If the authority record is associated with headings in any resource records, heading(s) in the associated resource record(s) are updated automatically.

Typical types of updates include changes to tags, indicators, text, and subfield coding. In addition to those types of routine changes, the control features in CORC use coding in the fixed field to determine if the heading is an authorized heading (008, byte 09). Also, the updating software validates if the linked heading can be used as a name, subject, or series (008, bytes 14, 15, and 16, respectively).

If an authority record is merged into another authority record, headings once associated with the newly deleted authority record are automatically reassociated with the retained authority record. If an authority record is deleted (and not merged), the heading in the resource record becomes 'uncontrolled'. If the heading once associated with a deleted Library of Congress subject authority record, the heading is uncontrolled, and the second indicator is changed from zero to four.

If a change is made to any heading in a resource record as a result of the updating processes, the changed record is then passed from CORC to the OCLC Cataloging service.

Reports assist quality control staff to monitor the automated updating process.

How to Invoke 'Control'

Users can initiate the feature either by selecting Control under the Functions box, or Control All from the Actions drop-down menu.

Documentation

More information on CORC authorities and how to control headings can be found at:

<http://www.oclc.org/oclc/corc/documentation/index.htm>

[Becky Dean, OCLC, *Bits and Pieces*, Dec. 2000; edited]

Error Reporting Options for WorldCat Records

OCLC offers four options that allow you to report duplicate records and errors or changes to bibliographic and authority records. You may use any or all of these methods depending on your preference and the types of errors. This reporting information is also available via the OCLC System News. (Type news and press <F10> at the Home position to retrieve OCLC System News messages.)

Proof is required for some changes but not others. Changes in the descriptive fields (245-4XX), additions of ISBN or ISSN, some specific notes that may require additional added entries, the cessation of serial records, and lack of references from other forms of names in authority records, etc., are examples of changes requiring proof.

Option 1 is to report records that require proof. Attach photocopies of the pertinent pages from the item to a paper change request. Blank copies of the master form for bibliographic records are available in chapter 5, of *Bibliographic Formats and Standards*. The authorities form is in appendix F of the *OCLC Authorities User Guide*. PDF and electronic versions of these forms are available at

<http://www.oclc.org/oclc/menu/docforms/frameset.htm>

Options 2, 3, and 4 are used to report errors that do not require proof. Changes in the fixed-field, subfield coding, tagging, and obvious typos in nondescriptive elements of the record are examples that do not require proof. Generally, duplicate record reports for bibliographic records do not require proof. More documentation, however, may be needed for duplicate authority records. For instance, a book in hand may supply a list of titles by an author. The list may provide "proof" that two different authority records are the same people with different forms of name. In this case, including a copy of the title page and the list of titles with a change request would establish that the records are duplicates.

Option 2: submit bibliographic change requests and duplicate record reports via electronic error reporting. For Full Cataloging users, use the Error command to send error reports that do not require proof. Retrieve the bibliographic record that contains the error, type a free-text message describing the error in field 952. Send the record to OCLC by either typing the command err at the Home position and press <F11> (Passport users) or selecting "report error" from Action menu

(OCLC Arabic, OCLC CJK, and OCLC CatME for Windows users). CORC users can submit errors and duplicates using the forms under the Useful Links menu. Delete the 952 before taking final action (Produce, Update, Export, Transfer) so that the field will not appear on your tapes and archival records.

Option 3: submit forms via e-mail for bibliographic records that do not require proof. Electronic forms are available from

<http://www.oclc.org/oclc/menu/docforms/frameset.htm>

for reporting changes and duplicate bibliographic records. Send the forms to: bibchange@oclc.org

Option 4: report duplicates or changes via the Web. You may want to bookmark your Web browser for these two Web forms: Electronic Bibliographic Change

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

and Report and Electronic Duplicate Report.

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

Reminder

Libraries with a full-mode or higher authorization can lock, edit, and replace minimal-level bibliographic records (encoding levels 2, 5, 7, K, M, except CONSER authenticated records). They may "close-out," link, edit, and/or correct full-level non-CONSER records with 10 or fewer holdings. (CONSER records have one of the following codes in field 042: lc, lcd, nlc, nsdp, isds/c, nst, msc.)

Member libraries may add a number of fields to enrich bibliographic records. The system allows you to add:

- Call numbers and subject headings in schemes not already present in a record, field 006 (Fixed-Length Data Elements-Additional Material Characteristics)
- Field 007 (Physical Description Fixed Field)
- Field 300 (Physical Description) to CIP records
- Add or change field 505 (Contents notes)
- Add or change field 856 (URL)

For further information on:

- Change requests to bibliographic records, see chapter 5, Quality Assurance, of the *OCLC Bibliographic Formats and Standards* <http://www.oclc.org/oclc/bib/chap5.htm>
- Change requests to authority records, see the *OCLC Authority User Guide* http://www.oclc.org/oclc/man/5411aug/frames_man.htm

- Enriching bibliographic records, see the *OCLC Cataloging Service User Guide*, <http://www.oclc.org/oclc/cataloging/guide/index.htm>

OCLC appreciates your cooperative efforts to maintain complete and accurate records.

[Brenda Block, OCLC, *Bits and Pieces*, Dec. 2000; edited]

Library of Congress Subject Headings with the Terms Afro-American and Afro-Americans

In early Dec. 2000, the Library of Congress staff adjusted approximately 600 LC subject headings with the heading Afro-Americans as well as those that included the adjectival qualifier Afro-American changing them to African Americans and African American respectively. The corresponding subject authority records have been added to the OCLC Authority File. Users should now begin to use the new headings in cataloging.

Approximately, 130,000 existing bibliographic records in WorldCat are affected by the change. OCLC staff are now correcting these records to update the subject headings to their current forms. The majority of corrections should be completed by the end of Dec. 2000.

[Robert Bremer, OCLC, *Bits and Pieces*, Dec. 2000; edited]

Best of MOUG, 7th Edition, Now Available

The Best of MOUG, 7th edition, contains Library of Congress Name Authority File records for C.P.E. Bach, J.S. Bach, Beethoven, Boccherini, Brahms, Clementi, Handel, Haydn, Mozart, Schubert, Schumann, Telemann and Vivaldi. There are also lists arranged by thematic number for Bach, Handel, Mozart, Schubert, Telemann and Vivaldi (F. and RV).

It also contains English cross-references for Bartok, Dvorak, Glazunov, Gliere, Glinka, Grechaninov, Janacek, Kodaly, Martinu, Mussorgsky, Prokofiev, Rachmaninoff, Rimsky-Korsakov, Shostakovich, Smetana, Stravinsky and Tchaikovsky. Each list includes uniform titles and corresponding authority record control numbers and is current to Aug. 1999.

New in this edition are Gliere, Grechaninov, and Martinu.

The Best of MOUG, is made available by the Music OCLC Users Group:

<http://www.musicoclcusers.org/>

It is an excellent tool for catalogers and public service librarians because it can be kept at a desk, card catalog, or online terminal for quick access to uniform titles for the composers that are most difficult to search online. The authority control numbers are given so that the authority record can be verified.

Order forms are available online at:

http://www.musicoclcusers.org/order_form.htm

The cost is \$20.00. All orders must be prepaid, with checks made out to the Music OCLC Users Group and mailed to the address below.

Judy Weidow
Cataloging S5453
The General Libraries
The University of Texas at Austin
P. O. Box P
Austin, TX 78713-8916
weidow@mail.utexas.edu
(512) 495-4191
FAX: (512) 495-4410

[Jay Weitz, OCLC, *Bits and Pieces*, Dec. 2000; edited]

Introducing OCLC PromptCat Web Statistics

OCLC PromptCat Web Statistics is a Web-based program that provides PromptCat statistics, based on logon authorization and a date range up to one year. Logon requires an OCLC authorization and password or vendor SAN (Standard Address Number) and password.

PromptCat Web Statistics are available to material vendors, MINITEX and other OCLC-affiliated regional networks, service centers and international distributors, system administrators for shared local catalogs, and individual institutions.

The statistics provided include:

- Institution name
- Institution symbol
- Material vendor symbol
- Vendor customer ID
- Number of titles processed
- Numbers of full records delivered
- Percentage of records delivered/titles processed

- Percentage of titles with matching records
- Number of CIP records delivered
- Percentage of CIP records delivered/total records delivered
- Number of labels created
- Invoice numbers sorted by delivery dates

OCLC PromptCat Web Statistics will be installed in the first week of Jan. 2001. It will be linked from the PromptCat home page at:

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

[Robin Buser, OCLC, *Bits and Pieces*, Dec. 2000; edited]

RESOURCE SHARING

ILL Non-Referral Days for 2001 and 2002

As OCLC has become more globally oriented, we have been concerned that our ILL non-referral holidays are too specific to the United States. Rather than add holidays for other countries, we are going to eliminate all but a few holidays beginning with the 2002 calendar year. Starting in 2002, the holidays we will retain are New Year's Day, Christmas Eve, Christmas Day, and New Year's Eve. For 2001, the usual non-referral dates will be in effect.

Here is a list of the 2001 non-referral days with both the holiday and the date:

Jan. 1, 2001	New Year's Day
Jan. 15, 2001	Martin Luther King, Jr. Day
Feb. 19, 2001	President's Day
May 28, 2001	Memorial Day
July 4, 2001	Independence Day
Sept. 3, 2001	Labor Day
Oct. 8, 2001	Columbus Day
Nov. 12, 2001	Veteran's Day
Nov. 22, 2001	Thanksgiving
Nov. 23, 2001	Day after Thanksgiving
Dec. 24, 2001	Christmas Eve
Dec. 25, 2001	Christmas Day
Dec. 31, 2001	New Year's Eve

This information, including non-referral dates for 2002, is available on the OCLC website at:

<http://www.oclc.org/oclc/ill/nonreferral.htm>

[Judith Carter, OCLC, *Bits and Pieces*, Dec. 2000; edited]

New Version of ILL ME Available in Dec. 2000

A new version of ILL ME for Windows is available for download from the Product Services Web. ILL ME for Windows Ver. 2.1 includes some enhancements and several fixes. This new version will also be available on the OCLC Access Suite CD, Ver. 4.0 due to be released in early 2001. A new *Getting Started Guide and Quick Reference* document are also available electronically. Printed versions will be available with the CD release.

The new version includes two enhancements and a few software fixes. The first enhancement allows users to re-print the Shipped records and mailing labels for items they have updated to Yes (Copies) and Yes (Loans). One or both of these options must have been selected when the update was run. Selecting either record or labels option for the update will result in being able to re-print either or both records and labels. The records and/or labels may be reprinted anytime prior to the next update. To do so, go to the File menu and select either Print Yes Update Records or Print Yes Update Labels, enter the number of copies, and click OK.

The second enhancement provides a Browse capability when assigning programs to any of the four User Tools. To use, go to Tools menu and select Customize then Browse to the executable file for the program you would like to launch from the tool.

The software fixes include:

- Up to 25 Conditional Notes names display in the Conditional Notes Manager
- Users may download their borrowing requests with the Transaction History without long records corrupting the database
- Downloaded records will sort correctly on the Secondary sort field
- Users will get an error message if they install to or create a data directory path name that includes spaces

OCLC has decided to discontinue support of LAN installations for our software. Therefore, this version of ILL ME does not offer a LAN install option. Users may download the installation files to a networked directory and install to each workstation from it. The ILL ME data directory may still be shared over a network.

Upgrading from Ver 2.0 to Ver 2.1 will retain all software settings except for the sort for printing options. Users must reselect their Primary and Secondary sort for printing options, even if using the

default values of Primary = ILL and Secondary = none. To do so, go to Tools, Options, Printing and either re-select the options or click Reset to use the defaults.

OCLC will end support of ILL ME for Windows Ver 2.0 on April 30, 2001.

[Judith Carter, OCLC, *Bits and Pieces*, Dec. 2000; edited]

ILL Direct Request and NeedBefore Dates

When Patrons supply a short NeedBefore date in their FirstSearch ILL requests, the ILL record may expire before a Lender can respond. The FirstSearch ILL workform -- rather than the Constant Data record -- supplies the NeedBefore date in a Direct Produced ILL request if NeedBefore data is patron provided.

There are two solutions to this situation:

- Modify your IDR profiles to capture requests with NeedBefore dates of fewer than 7 days and route them to your Review file. To do so, modify your existing profiles or create a new profile named Needb4 and edit the NeedBefore profile element to read something like this: NeedBefore date of request at earliest 7 days, but not later than 30 days.
- Modify your FS/ILL workform to either provide a set NeedBefore date or to suppress the display of this field. To do so, log on to the FirstSearch Admin module, go to System Settings, ILL Request form. Use the check boxes to mark your choice of whether to make the field required, display to the patron, or provide set data and make the field modifiable.

[Judith Carter, OCLC, *Bits and Pieces*, Dec. 2000; edited]

REFERENCE SERVICES

Change in Content Focus of the EventLine Database

Excerpta Medica, the producer of the EventLine database, has decided to focus the content of the EventLine database on medical, biotechnological, and scientific event information. This change took effect on Jan. 1, 2001.