TABLE OF CONTENTS

Remember to Download and Save your July OCLC Statistics Report!

Why should you save your July OCLC Online Product Usage Statistcs (OPUS) Report? The Online Product Usage Statistics report contains statistics for the current and previous fiscal years, including every product code your institution uses. The OPUS report cumulates information for each OCLC fiscal year (July-June), but each month the previous month's OPUS report is overwritten. So to archive your library's OCLC usage data for complete fiscal years 04-05 and 05-06, you need to print out or download the report released in July. The report will be overwritten around Aug. 9, and you will lose the FY04-05 data, so don't delay!

How to Access Your Report

The report is available in a Web-viewable format as well as in a tab-delimited downloadable format, so you can plug the data into a spreadsheet application and manipulate the statistics locally.

To access **OPUS:**
- Go to:
  <http://psw.oclc.org>
- Click on Records and Reports
- Under the category, "Reports and Statistics," click on the link for OCLC Product Usage Statistics
- Enter a valid OCLC authorization and password

If you need more information about accessing OPUS, contact the MINITEX BATS (Contact Information at the end of this *Mailing*) unit or visit our Web page:
<http://www.minitex.umn.edu/bats/products/stats>

MINITEX/BATS

What's New at OCLC

With this Mailing, you will find four OCLC related attachments. Below is a summary of each:

What's New at OCLC
This publication is released annually. It contains brief summaries of OCLC service and what's next for each service. If you missed ALA 2006, this will give you a general idea of what's new at OCLC.

OCLC eSerials Holdings service
This two page publication gives an overview of OCLC's new eSerials Holdings service. This service is now available to users, and is available at no additional cost as it is included in your cataloging

subscription. Look in next month's *OCLC Mailing* for a more detailed description of the new service.

<u>WorldCat Selection Service</u>
This two page publication describes a new service that will be available later this year, the WorldCat Selection service. Learn more about how OCLC is working with Cornell University Library to develop a service that streamlines the selection and ordering process for new library items.

<u>Connexion Client Quick Reference</u>
Please give this updated quick reference to your institution's cataloging staff. For a more detailed description, look in the Cataloging and Metadata Section (p4).

GENERAL

Blog of the Month: Stephen's Lighthouse

<u>Featured Blog</u>

This month's highlighted blog is authored by Stephen Abram, Sirsi/Dynix Vice President of Innovation. You may have heard him speak at a number of MINITEX conferences. If you have, you know that his presentations are chock full of information and stories designed to make you think big about the future of libraries. This observation translates to the experience of reading his blog. He covers a broad spectrum of issues related to libraries with one underlying question in all his posts: what are you doing in your library to support current and future users? Here are just a few examples of topics he posted about recently:

- gaming and education
- user searching behavior on the web
- collaborative reference work
- recruiting the next generation of library workers

The blog contains links to his presentations, articles, and his other projects. The blog also offers an RSS feed to which you can subscribe. The Web site address of <u>Stephen's Lighthouse</u> is:
    <http://stephenslighthouse.sirsi.com/>

<u>Glossary of Terms and More Information</u>

Blog – short for Weblog, a blog is a web-based publication that consists of regularly updated articles, usually found in reverse chronological order. "Authoring a blog, maintaining a blog, or adding an article to an existing blog is called **blogging**. Individual articles on a blog are called 'blog posts,' 'posts' or 'entries'. A person who posts these entries is called a **blogger**" (Definition found at: http://en.wikipedia.org/wiki/Blog).

RSS - An XML-based format for distributing information from Web sites to desktops. A newsreader application accesses selected RSS feeds to bring your favorite information sources to your newsreader. There are many newsreaders available, including freeware, shareware and browser-based options. You may want to consult with your IT staff before choosing a newsreader to install. We are not recommending any specific newsreader, but here at MINITEX, we use Tristana Reader or Bloglines. For a list of available newsreaders, visit this Web site:
<http://www.newsonfeeds.com/faq/aggregators>

For more information on RSS, visit the entry for RSS on Wikipedia:
<http://en.wikipedia.org/wiki/Really_Simple_Syndication>

Sara Ring, MINITEX/BATS

CATALOGING & METADATA

Macro of the Month: Format Call Number

This macro may be useful to you if you add LC Call Numbers to records. It takes an unformatted call number and formats it with the correct capitalization, spacing, and subfield. Lastly, it adds the date by looking at the 260 MARC field and matches that with the Dates fixed field. For example, say I type in the following unformatted LC Call Number: ps3552e425l53

After I run this macro, the LC number will format correctly to: PS3552 .E425 ‡b L53 2006

If you need assistance to add this macro to Connexion client, please contact the MINITEX BATS unit (Contact information at the end of this *Mailing*). You can copy the following macro by visiting Walt Nickeson's Macro Web page, and click on "FormatCallNumber" macro:
<http://docushare.lib.rochester.edu/docushare/dsweb/View/Collection-2556>

Posted on OCLC-CAT 7/20/2006 by Walt Nickeson

Connexion Client: Validation Errors in 024

You may find that when validating copy catalog records, error messages sometimes appear for 024 fields in subfield a (with 1st indicator 3) when you update your holdings, even though you have not made any edits on that field in the record. Why are you getting these messages? How did these records pass validation when they were originally cataloged?

These 024 fields contain 13 digit ISBNs. When catalogers first began to create records with these numbers, they did not always edit them correctly. The result was many validation errors and much frustration. To alleviate this situation, on June 15, 2005, OCLC removed validation from 024, and consequently some records were added to WorldCat with invalid 13 digit ISBNs. Validation was restored to 024 with the OCLC-MARC Format Update in June, and the 024 fields in some records will not pass validation.

What should be done to pass validation?

You can set your validation level to "None," by going to Tools → Options → General → Validation Level Options.

OR

Take the following steps so that the record will pass validation:

- If the error message says the 024 $a is too long, delete the binding information (e.g. hbk or pbk). It is not valid in 024, subfield a. You could include this information in subfield c.

- If the error message says the number has a check character error, compare the 13 digit ISBN with the bar code number on the item. If they match, the barcode number is invalid. Edit the 024 placing the ISBN in a $z subfield. If they do not match, the barcode number may be valid. Enter the number on the item into the 024 and run a validation. If the validation still fails, the barcode number is invalid. Edit the 024 placing the ISBN in a $z subfield.

For more information about the 13 digit ISBN, visit the following Web page:
<http://www.oclc.org/news/announcements/announcement96.htm>

Mark Wilhelmi, MINITEX/BATS

Updated Connexion Client Quick Reference

The Quick Reference for the Connexion client has been updated to cover changes OCLC made for version 1.60.

Both the PDF and HTML versions are on the Web at:
<http://www.oclc.org/support/documentation/connexion/client/cataloging/catquickref/>

We also included one print copy with this mailing. If you would like more copies for your library staff, please contact the MINITEX BATS unit (Contact information at the end of this *Mailing*).

OCLC's Response to LC Decision on Series Access: An Update

On July 9, OCLC installed the last of the software changes previously announced to assist with the implementation of LC's decision on series. Specific changes OCLC has implemented are:

> 1. Changes were made to the software used to load Library of Congress records into WorldCat so, if the existing WorldCat record contains controlled series access (either field 440 or fields 490, first indicator '1,' and an 8XX field) and the incoming LC record contains only a series statement (field 490, first indicator '0'), the controlled series access will be retained.

> 2. Since, as part of the change in series practice, the Library of Congress has ceased to use the 042 code 'pcc' in records for monographs and integrating resources, OCLC has adjusted the hierarchy that governs which record takes precedence when incoming records are compared with existing WorldCat records to insure that a PCC record is not bumped by a record not meeting PCC standards.

> 3. OCLC has changed existing Database Enrichment capabilities so fields 440, 490, and 8XX can be added, changed or deleted by any user with a full-level cataloging authorization. This allows cataloging users to, for example, change series treatment in LC records to match existing authority records. Users will receive a Database Enrichment credit for such changes. See the Web page on how to earn database enrichment credits here:
> > <http://www.oclc.org/support/tips/worldcat/tip7.htm>

The memo at:
> <http://www.oclc.org/news/announcements/announcement191.htm>
includes the full, updated OCLC response with additional commentary on steps that have been or will be undertaken. OCLC will update documentation in the next few months to reflect these changes.

Rich Greene, OCLC; edited

LOCAL HOLDINGS MAINTENANCE

Connexion Browser Quick Keys for Local Holdings Maintenance

We are always looking for ways to improve the efficiency of our updating work, and recently we have been looking at the Connexion keystroke combinations to see if they can make updating easier. There are a number of Keystroke combinations that can be used in Connexion, including keystrokes for searching and browsing in WorldCat and command shortcuts that take the place of mousing through various menus.

Let me say that the keystrokes described below are just the ones that we have found useful in recent, preliminary explorations of keystroke options. There are many commands that have quick keystroke combinations that you may find useful for functions other than LHR maintenance. What follows is a brief introduction to command keystrokes that are useful for LHR maintenance.

Several command keystroke combinations take the place of using the mouse to select an action from the Edit, Action or View menus that appear above the LHR on the editing screen. These command keystrokes include combinations to Create Local Holdings, Validate the LHR, and Add a Record. This can save you the trouble of moving from the keyboard to the mouse and back again as you create a new LHR for your library. A different set of commands can be used to edit your LHR, or to delete it.

The full range of Connexion Browser keystrokes can be found under the Help menu. Log in, Click on Help, select the Contents tab, and click on *Keystrokes for record actions and navigation*. The table below indicates the commands that we consider most likely to be useful.

Action	Keystrokes
View Group Summary	<Alt><K>, then <G>
Display Local Holdings	<Alt><K>, then <\> (backslash)
Create Local Holdings	<Alt><K>, then <+>
Edit Local Holdings	<Alt><K>, then <_> (underscore)
Delete Local Holdings	<Alt><K>, then <X>
Enter MARC subfield delimiter ($)	<F8>
Validate Record	<Alt><K>, then <V>
Add a Record (the end of the Create Local Holdings process)	<Alt><K>, then <N>
Replace Record (the end of the Edit Local Holdings process)	<Alt><K>, then <A>
Replace Record	<Ctrl><Shift><A>
Validate Record	<Ctrl><Shift><V>
Search WorldCat	<Ctrl><Shift><W>

NOTE: All these keystrokes were set-up to work in Internet Explorer. They may not work in Netscape or in older versions of Explorer. In our work with the Mozilla Firefox browser, we have found that the last 3 commands on the table work, but none of the <Alt><K> combinations work.

These are just some of the command keystrokes that seem obviously helpful. If you know of other command keystrokes that you feel are useful, feel free to bring them to our attention.

David Linton, MINITEX/MULS; edited

More Help for Local Holdings Maintenance

Check out the OCLC Web site for new and updated information about Local Holdings Maintenance (LHM)
>   <http://www.oclc.org/localholdings/default.htm>

The site provides documentation on topics ranging from:

- how to update your library's Local Holdings Records (LHRs) to the use of Constant Data in LHM,
- the resumption of batch updating for LHRs to new statistics that can help you track your LHM activity,
- downloadable copies of LHM cheat sheets to online tutorials.

Check it out.

Also, if you have any questions about LHM, contact the MINITEX/MULS unit (Contact information at the end of this *Mailing*).

Cecelia Boone, MINITEX/MULS

RESOURCE SHARING

Update on Deflection Statistics

Following the availability of ILL deflection based on settings in the Policies Directory, new reasons for no were to appear in the borrower and lender "Reasons for No Reports" at:
>   <http://www.stats.oclc.org>

These reports are to be the primary resource for users to learn about how deflection has affected borrowing and lending. OCLC found that these deflection statistics were not captured in the online statistics for June or July.

The reports for June were provided to MINITEX, and we contacted each library that had any ILL requests affected by deflection, either as a borrower or a lender. We plan to do the same for the July Reasons for No reports once we receive the reports from OCLC in early August. If you have any questions about this, please contact the MINITEX BATS unit (Contact information at the end of this *Mailing*).

OCLC and Sara Ring, MINITEX/BATS

WorldCat Resource Sharing Enhancements for August

Coming in early August, OCLC plans to install the following enhancements to WorldCat Resource Sharing:

Users will be able to automatically log into the WorldCat administrative module

When a user logs into WorldCat Resource Sharing, a new button will appear at the top of the screen that will automatically link the user from WorldCat Resource Sharing into the WorldCat Services administrative module. The administrative module will open in another session window. Users will not have to re-enter their authorization and password.

Constant Data persistence made optional

Currently, a default constant data record is automatically applied to requests as they are brought up in the request manager for editing. If the user chooses another constant data record, that CD record is applied to future requests until another CD record is chosen. Different CD records will fill in blank fields in a request and not overwrite fields that already have data.

While this works well for the majority of our users, we have heard from other users that they would prefer to choose CD records individually and to not have data from a CD record present when a subsequent record is displayed.

In the administrative module, where users set up and edit CD records, there will be a new field at the top where users can decide whether or not Constant Data should act persistently. Unless users make a change, Constant Data will continue to work as it does now.

For additional information about these enhancements, please contact the MINITEX BATS unit (Contact information at the end of this *Mailing*).

Christa Starck Weiker, OCLC; edited

Contact Information

MINITEX Bibliographic and Technical Services (BATS), 612-624-4002, 800-462-5348, mino@othello.minitex.umn.edu (Carla Dewey Urban, Virginia Dudley, Carlos Portillo, Sara Ring, Mark Wilhelmi)
> OCLC Cataloging, ILL, Digitization and Preservation products and services

Edward Swanson, Manager, MINITEX Contract Cataloging Program (ConCats), 612-624-4002, 800-462-5348, ConCats@tc.umn.edu

Christine Kline, MINITEX Cooperative Purchasing & Electronic Resources Services (CPERS), 612-624-2924, 800-462-5348, kline119@umn.edu
> OCLC Reference products and services

Cecelia Boone, 612-624-6353, 800-462-5348, c-boon@umn.edu
Dave Linton, 612-624-3360, 800-462-5348, linto001@umn.edu
> OCLC Local Holdings Maintenance (formerly Union Listing), including MULS

MINITEX Calendar of Training, Meetings, and Conferences
August 2006
(Updated Aug. 1, 2006)

This calendar primarily lists events scheduled by MINITEX, although other events are included. This is an informational posting only, registration materials are sent separately. If you are interested in attending a workshop and have not received registration materials two weeks prior to the event, contact the MINITEX Office (612-624-4002, 800-462-5348). For OCLC training sessions, ask for Kay Kirscht. There is a registration fee for many of the events listed.

Some events listed on the calendar may be cancelled due to lack of registered participants. Cancellations and changes are highlighted by **CANCELLED** following the date of the event.

This calendar will be updated and posted at the beginning of each month. If you would like your event included in the calendar, please call Kay Kirscht at 612-624-3532.

AUGUST

3   Connexion Client 1.60: Tools to Enhance Cataloging
                 10:00 a.m. – 11:00 a.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#117

8-10   Searching WorldCat Using Connexion Client
                 10:00 a.m. – 11:30 a.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#90

9   Connexion Client 1.60: Tools to Enhance Cataloging
                 10:00 a.m. – 11:00 a.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#117

9   Local Holdings Maintenance (Part 1)
                 1:00 p.m. – 2:30 p.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#99

15   Local Holdings Maintenance in Connexion
                 9:00 a.m. – 4:00 p.m., CST
                 MINITEX / OCLC Training Session
                 S-30C Wilson Library
                 University of Minnesota, Twin Cities Campus (West Bank)
                 http://www.minitex.umn.edu/train-conf/oclc/#106

15   Connexion Client 1.60: Tools to Enhance Cataloging
                 1:00 p.m. – 2:00 p.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#117

16   Local Holdings Maintenance (Part 2)
                 1:00 p.m. – 2:30 p.m., CST
                 Online Training Session
                 http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#100

17   MINITEX Public Library Node Meeting
               Hennepin County Library
               6125 Shingle Creek Pkwy.
               Brooklyn Center, MN

21   Local Holdings Maintenance (Part 3)
               1:00 p.m. – 2:30 p.m., CST
               Online Training Session
               http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#101

24-31   Try Cool Tools @ Your Library at the Minnesota State Fair
               9:00 a.m. – 9:00 p.m.
               Exhibit at the Minnesota State Fair, Education Building
               Exhibit running through September 4th
               http://www.mnstatefair.org/index.html

SEPTEMBER

1-4   Try Cool Tools @ Your Library at the Minnesota State Fair
               9:00 a.m. – 9:00 p.m.
               Exhibit at the Minnesota State Fair, Education Building - *Exhibit running through September 4th*
               http://www.mnstatefair.org/index.html

4   **LABOR DAY HOLIDAY**
               MINITEX Office closed

8   MINITEX Advisory Council
               9:00 a.m. – 12:30 p.m., CST
               University of Minnesota, Twin Cities Campus
               18 Andersen Library
               Minneapolis, MN

16   2006 Somali Language and Literacy Conference
               8:00 a.m. – 4:00 p.m., CST
               Whitney Senior Center, Saint Cloud
               1527 Northway Drive, St. Cloud, MN
               http://www.minnesotahumanities.org/

18-19   WebSearch University Conference
               Washington Marriott
               1221 22nd Street NW, Washington, DC
               http://www.websearchu.com/dailyschedule.shtml

20-22   2006 SDLA Annual Conference
               Rushmore Plaza Holiday Inn
               505 North Fifth Street, Rapid City, SD
               http://www.sdlibraryassociation.org/confer.html

20-22   2006 NDLA Annual Conference
               "Celebrating our Past, Embracing our Future"
               Doublewood Inn
               3333 13th Avenue South, Fargo, ND
               http://www.ndla.info/Conference/06conf.htm

26-29   2006 MLA Annual Conference
               "Creativity and Collaboration: Minnesota Libraries Lead the Way"
               St. Cloud Civic Center
               St. Cloud, MN
               http://www.mlaconference.org/

<u>OCTOBER</u>

4   Brief Introduction to Authorities: Authorities Series #1
               1:30 p.m. – 2:45 p.m., CST
               Online Training Session
               http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#89

10-12   Using the OCLC Authority File: Authorities Series #2
               10:00 a.m. – 11:15 a.m., CST
               Online Training Session
               http://www.minitex.umn.edu/train-conf/webinars/upcoming.asp#96

12-14   MEMO Fall Conference – "To Teach and Inspire"
               Ramada Mall of America and the Thunderbird Conference Center
               Bloomington, MN
               http://www.memoweb.org/htmlfiles/conference.html

16   MINITEX/OCLC Users Group
               Sheraton Minneapolis West
               12201 Ridgedale Drive (Hwy's 394 & 494)
               Minneapolis, MN