OCLC Literature WHEN You Want It, WHERE You Want It

The **Literature for Print-on-Demand** feature on the OCLC web site offers you a quick way to print copies of OCLC brochures and booklets. You have instant access to all OCLC promotional publications related to cataloging, Dewey Decimal Classification, digital & preservation resources, metadata contract services, reference, resource sharing and general publications like *What's New at OCLC* and the *OCLC Annual Report.*

Developed originally for use at conferences, the site also offers "Email-on-Demand," which allows you to have URLs of publications and/or PDF files conveniently sent to another location electronically.

To try out the site, go to:

> www.oclc.org/events/

and choose "Print-on-Demand" from the section menu, or go directly to:

> www2.oclc.org/events/printondemand/

Click on the publication you're interested in and print the electronic PDF file, or check the boxes and have your brochures e-mailed to you.

When you think of more ways to improve this feature, please contact Alice Sneary at OCLC (snearya@oclc.org).

[Diana DiPaolo, OCLC, *Bits and Pieces*, Feb. 2002]

"Steering by Standards" Video Conferences

The OCLC Institute is sponsoring a series of three satellite videoconferences, "Steering by Standards," which will address significant, emerging standards that have direct impact for librarians and others that create and manage knowledge.

Each two-and-one-half hour seminar will feature a keynote presentation by an internationally known and highly recognized leader in the field. In addition, two expert practitioners with hands-on experience will a share real-world perspective and discuss practical implications. Both local and remote audiences will have the opportunity to participate in discussion and question-and-answer

sessions using a toll-free phone number. MINITEX is working to arrange at least one download site in each of the three states – Minnesota, North Dakota, and South Dakota. More information will be distributed as the dates approach.

Detailed descriptions of these shows, including a link to an online subscription form, are available on the OCLC Institute Web site at:

http://www.oclc.org/institute/events/sbs.htm

Seminar 1
A New Harvest: Revealing Hidden Resources with the Open Archives Metadata Harvesting Protocol
Day/Date/Time: Tuesday, March 26, 11 a.m. – 1:30 p.m., CST

Seminar 2
The OAIS Imperative: Enduring Record or Digital Dust?
Day/Date/Time: Friday, April 19, 11 a.m. – 1:30 p.m., CST

Seminar 3
Paper Past, Digital Future: Managing Metadata Standards in Transition
Day/Date/Time: Wednesday, May 29, 11 a.m. – 1:30 p.m., CST

[Erik Jul, OCLC, *Bits and Pieces*, Feb. 2002; edited]

COLLECTIONS AND TECHNICAL SERVICES

New Edition of *Bibliographic Formats and Standards* Available in May 2002

The third edition of *Bib Formats* will be published in May 2002. In January, OCLC sent Renewal Notices to members who have the current edition. The notice gave the mailing address, contact name, and the number of copies you will receive. OCLC will ship the replacement no-charge copy and bill for additional copies as stated on the notice unless notified otherwise — either directly to OCLC (mail code 437) or through the MINITEX Bibliographic and Technical Services unit.

Here are some answers to questions OCLC has received recently:

- **Distribution policy.** You are entitled to one no-charge copy of Bib Formats and Bib Formats binder. OCLC will replace the no-charge copy when Bib Formats, third edition, is published. OCLC will **NOT** send a binder with new edition. Please use existing binder for new edition.

- Additional binders and manuals are priced separately and may be purchased separately. Order using product codes MAN8069 (Bib Formats) and BIN8022 (binder).
- The price for the manual (MAN8069) is $35.00. The binder (BIN8022) is $5.00.
- A new edition of Concise Input Standards accompanies the new edition.
- The new third edition will also be available on the OCLC web.
- If you want to change your Renewal terms (for example, quantities ordered or shipping address), please notify OCLC by mail (Order Services, MC 437) or e-mail (orders@oclc.org). Please send changes **by March 25**.
- If the notice you received shows all copies were purchased, report this as an error so that the Subscription System can be changed. Each member is entitled to one no-charge copy.
- If you did not receive a Notice, contact the MINITEX Bibliographic and Technical Unit (800-462-5348, 612-624-4002, mino@othello.minitex.umn.edu) or OCLC at (orders@oclc.org) to receive information about the number of copies your institution has currently.

Remember: Please check the Notice and report errors or adjustments so OCLC can ship the number of copies you need. PLEASE REPORT CHANGES BY **MARCH 25, 2002**.

[Lois Yoakam, OCLC; *Bits and Pieces,* Feb. 2002 and Virginia Dudley, MINITEX; edited]

New Quality Control Toll-Free Fax Number for Reporting Errors/Changes

OCLC's Quality Control Section is pleased to announce a new way to report errors in bibliographic and authority records. Many errors or changes to records require that photocopies from the item be attached to the request to support the error report. Previously, these were always sent via U.S. mail. A new toll-free fax number (**1-866-709-6252**) allows you to submit a change request along with the photocopies for bibliographic and authority record errors.

OCLC offers several different methods to report errors for records that do not require proof. You may use any or all of these methods depending upon your preferences and the types of errors. For more detailed explanations of these methods, please consult chapter 5, *Bibliographic Formats and Standards.* The online version of chapter 5 has the most up-to-date information on reporting errors that do not require proof. The online version is at:

http://www.oclc.org/oclc/bib/chap5.htm

[Brenda Block, OCLC, *Bits and Pieces*, Feb. 2002; edited]

OCLC CatME for Windows 2.10 Now Available

Version 2.10 of the OCLC Cataloging Micro Enhancer (CatME) software was released in February. This new version includes:

- Enhancements to local file indexing
- A new "my status" for the local file
- A new inactivity timer to automatically log off the online system
- Several new macro commands
- A new terminal session to allow you to connect to your local system from within CatME to run macros between CatME and your local system

In addition, the CatME documents, *Getting Started*, *Quick Reference*, and *Learning to Use OCLC CatME*, have been updated. Help has also been updated. This new version of software and the updated documentation are available at no charge via electronic download from the OCLC website. Also, Word versions of all three CatME documents should be available soon.

OCLC CatME is a Windows-based interface to OCLC Cataloging that includes both online, interactive access to OCLC Cataloging along with optional offline, batch functionality. Please visit the CatME home page for more information about CatME and to download the software and documentation at:

> http://www.oclc.org/catme

[David Whitehair, OCLC, *Bits and Pieces*, Feb. 2002]

Cataloging Fixed-fee Pricing

OCLC is in the final stages of producing Cataloging Fixed-fee Pricing quotes for FY2002/2003.
PLEASE NOTE THE AUTOMATIC RENEWAL PROCESS CONTINUES TO BE IN EFFECT FOR THE COMING YEAR.

If your library is currently subscribed to Cataloging Fixed-fee Pricing, MINITEX will distribute your new price quote to you along with a renewal notice indicating that you will be renewed at your new price for the coming year automatically. To remain on fixed-fee, you do not need to complete a new order form. To cancel, complete the "cancel" portion of the renewal notice and return it to the MINITEX Bibliographical and Technical Services (BATS) Unit. If you are not currently on fixed-fee pricing, contact the MINITEX BATS unit for a fixed-fee quote. To switch from transaction to fixed-fee pricing, complete an order form found at:

> http://www2.oclc.org/oclc/pdf/forms/catfix.pdf

How is the fixed-fee calculated?

The fixed-fee is based upon annual transaction averages for about 100 covered product codes. Most online and offline cataloging product codes, including credits, are covered. The 24-month period of Jan. 2000 – Dec. 2001 is used to calculate annual transaction averages. Current fiscal year prices (i.e., FY2001/2002) are then applied. OCLC offers a discount to libraries participating in Cataloging Fixed-fee Pricing for the second and subsequent years if the fixed-fee calculated for the next year is greater than the fixed-fee they are paying currently. The FY2002/2003 cataloging fixed-fee also includes a percentage increase equal to the FY2002/2003 projected price increase.

The FY2003 fixed-fee covers the period of July 2002 – June 2003. OCLC fixed-fee for cataloging is billed in 12 equal monthly installments using five rollup-billing codes. Although five product codes are used for billing the total of these product codes is considered the fixed-fee for proper tax accounting. All regular product codes covered by the fixed-fee are zero-billed.

Cataloging fixed-fee pricing is optional

Libraries may remain on transaction pricing. However, if your library has the following characteristics, you are a good candidate for cataloging fixed-fee pricing:

- Have stable or increasing OCLC Cataloging activity.
- Want predictable monthly OCLC Cataloging bills.
- Want to try out additional cataloging products such as PromptCat and Bibliographic Record Notification.

As in the past, submit all orders and cancellations to the MINITEX BATS Unit for forwarding to OCLC. We must receive all fixed-fee orders and cancellations by June 8, 2002.

Please address questions about Cataloging Fixed-fee Pricing to the MINITEX Bibliographic and Technical Services Unit (800-462-5348, 612-624-4002, mino@othello.minitex.umn.edu).

[Cyndy Youker, OCLC *Bits and Pieces*, Feb. 2002 and Virginia Dudley, MINITEX; edited]

CORC February 2002 Installation Change Summary

The CORC Feb. 24, 2002 changes installation includes submission and retrieval of authority records for NACO institutions under review and some problem fixes. This information will be available in the News area after the February installation.

Browser Compatibility Information

Currently, CORC and CatExpress work well with versions of Netscape 4.75, 4.76, 6.1 and 6.01 as well as Microsoft Internet Explorer (IE) 5.0 or 5.5, but not Netscape 6.0. IE 6.0 is still being tested for compatibility.

Feedback about CORC is always welcome. We recommend that you use the Contact Support feature in CORC to send both reports of problems and suggestions for improvements. Please visit the general information site for CORC at:

www.oclc.org/corc

[Susan Westberg, OCLC, *Bits and Pieces*, Feb. 2002; edited]

RESOURCE SHARING

OCLC ILL Web Interface

Billing

Billing for the OCLC ILL Web interface is the same as ILL Passport billing. However, for the last several months while the Web interface was still being developed, libraries using the Web interface were not billed access and support fees.

On Feb. 24, 2002, OCLC activated access and support fees for the ILL Web interface. This is product code CON6082, Internet Hourly access and Support Fee, $0.062 per minute.

The access and support fees are needed to provide OCLC member libraries with support for OCLC services. They are also used in part to fund ongoing development of OCLC services that improve libraries' efficiency.

REMINDER: once you have completed your work on the OCLC ILL Web interface, use the EXIT button to logoff of the system to end the hourly connect fees.

Dedicated TCP/IP Users

If you access OCLC services though an OCLC Dedicated TCP/IP line, please use the following address to access the OCLC ILL Web interface:

http://illweb.dedip.oclc.org

Using this address will ensure that your library will not incur additional Internet access fees.

All other users (those who access OCLC services via the Internet) should continue to use http://illweb.oclc.org

If you have questions about any aspect of the OCLC ILL Web interface, please contact the MINITEX Bibliographic and Technical Services Unit (800-462-5348, 612-624-4002, mino@othello.minitex.umn.edu).

[Virginia Dudley, MINITEX]

ILL Management Statistics Template

With special thanks to staff at Portland State University, OCLC has posted a Microsoft Access template that provides sophisticated reports from the data provided in the OCLC ILL Management Statistics.

Libraries that have purchased a subscription to the OCLC ILL Management Statistics and that have rudimentary knowledge of Microsoft Access will find this template of great value.

Please note that this template is offered as freeware. OCLC will not provide UNS support for the software.

Libraries can download the template at:

   http://www.oclc.org/oclc/ill_mgmt_stats/reportmc.htm

[Tony Melvyn, OCLC, *Bits and Pieces*, Feb. 2002; edited]

Local Data Record Updating Service: MINITEX Libraries First to Use New Service

The OCLC Local Data Record Updating Service (LDRUS) provides automated batch record processing that allows MULS participants and libraries in OCLC union lists to maintain library holdings information for both serials and non-serials in WorldCat. LDRUS reduces staff time required to key holdings information into local systems and the OCLC Union List service. LDRUS takes library holdings records, processes them, and then creates Local Data Records that are added to WorldCat. It allows library holdings information to be accessed by a wide audience for interlibrary loan, union list, and reference services.

Documentation

The Local Data Record Updating Service Planning Guide is on the web at:

> http://www.oclc.org/oclc/union/ldrus.pdf

The concise specifications document is available at:

> http://www.oclc.org/oclc/specs/ldrus.htm

Primary Points to Remember

- LDRUS is provided at no charge, either for data evaluation or batchload of holdings, during this current FY 01/02 pricing cycle. Pricing for FY 02/03 has not yet been determined.
- The holdings must comply with the MARC 21 Holdings Data Format and ANSI/NISO standards for holdings statements.
- The library system must be able to output the holdings in the MARC 21 Format for Holdings Data.
- The library must have added its 3 or 5 character OCLC symbol to the bibliographic record.

Minnesota Libraries are the First Participants!

In Dec. 2001, OCLC loaded data files via LDRUS for two libraries in the MINITEX region: St. Cloud State University and Minnesota State University, Mankato. The combined number of LDRs added or updated for the libraries was slightly over 25,000.

If you are interested in more information about LDRUS, contact Cecelia Boone (612-624-6353, 800-462-5348, c-boon@umn.edu.)

[Cathy Kelllum, OCLC, NETLIST –L electronic discussion group, Feb. 13, 2002, and Virginia Dudley, MINITEX; edited]

REFERENCE SERVICES

Redesign of OCLC FirstSearch Administrative Module

OCLC has successfully redesigned the FirstSearch administrative module, making navigation and administration of FirstSearch accounts easier for FirstSearch administrators. The functionality of the administrative module is the same, but the navigation has been improved. Navigation tabs that outline the basic features of the administrative module are located at the top of the screen, eliminating the need to scroll left and right to see entire screens. A revised version of the

FirstSearch Administrative Module Reference Guide that includes information about the redesigned administrative module is now available at:

http://www.oclc.org/firstsearch/documentation/adminref/

[Jennifer Corsi, OCLC, *Bits and Pieces*, Feb. 2002]

Introducing the OCLC FirstSearch Electronic Collections Online Featured Publisher

OCLC will now showcase Electronic Collections Online publishers and the journals they offer by providing access at no charge to at least one of the Featured Publisher's electronic journals during the time the publisher is featured, usually for a month.

To search the featured journal(s) at no charge, go to the FirstSearch web site:

http://www.oclc.org/firstsearch/databases/index.htm

and click on the Featured Publisher tab on the Featured Database box. Click the **Try It Now!** button to access the search area.

Institutions that already subscribe to some electronic journals through Electronic Collections Online will have the chance to try out new content here; institutions that are considering e-journal subscriptions will be able to try out both the interface and the content.

To request trials of additional Electronic Collections Online journals, please contact Karen Docherty at the MINITEX office (800-462-5348, 612-624-4002, kdochert@umn.edu).

[Sonya Oliver and Joan Giglierano, OCLC, *Bits and Pieces*, Feb. 2002; edited]

New Export Option for Electronic Collections Online Journal Lists

Users of the Electronic Collections Online Publishers and Journals site may now export date-limited lists of journal additions as either a paged HTML table or an ASCII/Tab delimited file.
This feature will be of use to librarians who wish to compare lists of recently added journals with their current subscription lists for possible add-on journal subscriptions. These changes can be made online at:

http://www2.oclc.org/oclc/fseco/index.asp

[Sonya Oliver, OCLC, *Bits and Pieces*, Feb. 2002]

February Enhancements for Z39.50 Access to WorldCat Database

Z39.50 users of the WorldCat database on the OCLC FirstSearch service will benefit from several WorldCat enhancements installed on Feb. 24, 2002. The enhancements included new indexes and changes to existing indexes.

Index Changes

Changes will be made to the basic keyword index (use attribute 1016) and the document type restrictor (use attribute 1001):

- Basic Keyword Index: The current index that is searched with the use attribute 1016 keyword search will be changed to use attribute 110. A new index that will be searched with use attribute 1016 will include author fields as well as all the fields currently used.
- Document Type Restrictor: Two new document types will be added.
- "Url" will be the document type for Internet Resources. The document type "url" is more restrictive then the current Internet Resource restrictor.
- "Art" will be the document type for Articles, Chapters, and other parts of a larger piece.

In addition, new indexes and existing indexes that allow for structure attribute 1 (phrase) will become available with the February changes.

Updated database specifications are now available at:

http://www.oclc.org/firstsearch/documentation/z3950/worldcat.htm

Please contact Karen Docherty at the MINITEX office (800-462-5348, 612-624-4002, kdochert@umn.edu) or OCLC User and Network Support (800-848-5800 or support@oclc.org) with questions about the OCLC FirstSearch service. Further support information is available at:

http://www.oclc.org/support/

[Dawn Hendricks, OCLC, *Bits and Pieces*, Feb. 2002; edited]

Z39.50 Access to OCLC FirstSearch Service: Compliance with Bath Profile

OCLC continues to enhance Z39.50 access to the OCLC FirstSearch service with features that comply with requirements of the Bath Profile, an international Z39.50 specification for library applications. A table of current Bath Profile requirements and the corresponding compliance of

Z39.50 access to FirstSearch is available on the OCLC web site to help libraries with their Z39.50 implementations at:

http://www.oclc.org/firstsearch/documentation/z3950/bath.htm

This table will be updated as OCLC adds new features to FirstSearch that further support Bath Profile requirements. The complete Bath Profile version 1.1 is available at:

http://www.uklon.ac.uk/interop-focus/bath/

Please contact Karen Docherty at the MINITEX office (800-462-5348, 612-624-4002, kdochert@umn.edu) or OCLC User and Network Support (1-800-848-580, support@oclc.org) with questions about Z39.50 access to the OCLC FirstSearch service.

[Dawn Hendricks, OCLC, *Bits and Pieces*, Feb. 2002; edited]