Virtual AskQC Office Hours

Local data in WorldCat records
OCLC Metadata Quality
April 2021
Housekeeping

• This session is being recorded
Housekeeping

• This session is being recorded
• All session recordings, slides, and notes are available at oc.lc/askqc
Housekeeping

• This session is being recorded
• All session recordings, slides, and notes are available at oc.lc/askqc
• After the session you will be directed to a brief optional survey
On the call today

Nathan Putnam
Director, Metadata Quality

Robin Six
Database Specialist II

Hayley Moreno
Database Specialist II

Bryan Baldus
Consulting Database Specialist

Robert Bremer
Senior Consulting Database Specialist

5 April 2021
Virtual AskQC Office Hours: Local data in WorldCat records
<table>
<thead>
<tr>
<th>Robin Six</th>
<th>Hayley Moreno</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Specialist II</td>
<td>Database Specialist II</td>
</tr>
</tbody>
</table>
WorldCat is global

For rare and special collections materials, you may supply local data of interest beyond your institution in the WorldCat record.

OCLC is a global membership cooperative that serves thousands of institutions, archives, and museums in over 100 countries.

Because of this shared environment, there are ways for members to keep their local data out of the shared bibliographic record, by either using other types of locally maintained records or in fields not retained in the WorldCat record.

For rare and special collections materials, you may supply local data of interest beyond your institution in the WorldCat record.

Otherwise, information which is only relevant locally should be entered using one of the methods we will cover today.
Before we get started ...

Subfield delimiters

_Different interfaces use different symbols_

‡ Connexion client

$ Connexion browser, Record Manager

Editing WorldCat bibliographic records

Bibliographic Formats and Standards (BFAS)
OCLC Support online help pages
Virtual AskQC Office Hours presentations

Resource links are provided in the slide notes

Resources:

**BFAS 5.2 Member Capabilities**

_Brief guidelines for editing and replacing WorldCat master records_
[https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Reference/Brief_guidelines_for_editing_and_replacing_WorldCat_master_records](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Reference/Brief_guidelines_for_editing_and_replacing_WorldCat_master_records)

**Virtual AskQC Office Hours** [oc.lc/askqc](http://oc.lc/askqc)

April 2018 URLs in a shared cataloging environment

June 2018 What is the expert community?

January 2019 When to input a new record

February 2019 Provider neutral cataloging

August 2019 OCLC cataloging policies: An overview of Bibliographic Formats and Standards

January 2020 Best practices for editing WorldCat bibliographic records

February 2020 Best practices for enriching WorldCat bibliographic records
3.4 Local Information in Records

Libraries may provide information on the local characteristics of a resource in their collection.

3.4.1 Copy- or Institution-Specific Information

Local Bibliographic Data (LBD)
Local Holdings Record (LHR)
Fields not retained in WorldCat records
Fields retained in WorldCat records using subfield ǂ5

Resources:
BFAS 3.4 :
https://www.oclc.org/bibformats/en/specialcataloging.html#localinformationinrecords
The 1st group of fields we are going to cover are fields not retained in the WorldCat record. OCLC has defined these fields for local use and each of these fields has a page in BFAS showing any applicable input standards, indicator use, and the defined subfields for each field.

As these fields are not part of the standard MARC 21 format, they will not be retained in the WorldCat record but will be included in the record displayed during the editing session, exported records, and records delivered via other services.

Find the 9s – most tags containing a 9 are not retained in the WorldCat record
5xx local note fields

590 Local Note

599 Differentiable Local Note
  • more flexibility than field 590 because it includes indicators and subfield codes

Examples:

590 Copy 2 autographed by composer
590 Library’s copy lacks slide 4
599 00 c.2 ǂb 2014 ǂc $25.00 ǂd pt ǂe art dept.

Field 590 is for local general notes, this field is used the same as a 500 general note field. Field 599 is a bit more flexible as you can break the note up into multiple subfields as can be seen in the 3rd example.

Resources:
BFAS 590 : https://www.oclc.org/bibformats/en/5xx/590.html
BFAS 599 : https://www.oclc.org/bibformats/en/5xx/599.html
Local subject access points are used when locally devised subjects are constructed for use in a bibliographic record. Use these fields only for subject access points not based on authoritative resources or based on nonstandard application of those resources.

Authoritative resources are listed on the pages for each type of subject access point and additional information may be found in the corresponding BFAS pages for subject access points that are retained in the WorldCat bibliographic record.

Resources:
6xx examples

<table>
<thead>
<tr>
<th>690</th>
<th>Prams (Baby carriages)</th>
</tr>
</thead>
<tbody>
<tr>
<td>690 17</td>
<td>Career Exploration. ¶2 ericd</td>
</tr>
<tr>
<td>691</td>
<td>Lyme Common, Lyme, N.H.</td>
</tr>
<tr>
<td>691</td>
<td>California ¶z Hollywood</td>
</tr>
<tr>
<td>696 14</td>
<td>Johnson, Neil, ¶c “Captain Neil”</td>
</tr>
<tr>
<td>696</td>
<td>Abbey, Edward, 1927- ¶x Homes and haunts ¶z West (U.S.)</td>
</tr>
<tr>
<td>697</td>
<td>&quot;Fram&quot; Expedition</td>
</tr>
<tr>
<td>699 04</td>
<td>AISA collection</td>
</tr>
</tbody>
</table>

In this slide we have examples showing how some of these 6xx fields might be used to add local subject information.

They look like what we are used to seeing in WorldCat records but may not be the correct form as might be found in an authority file, or perhaps there is some creative subfielding.

Of course, some may be constructed according to current cataloging standards but only have local significance.
Another type of 6xx field defined for local use, field 695, is used for added class numbers assigned to materials in classified catalogs. Use a separate 695 field for each added class number.

Resources:
BFAS 695 : https://www.oclc.org/bibformats/en/6xx/695.html
Local access points are used when locally devised access points are constructed for use in a bibliographic record. Use these fields only for locally created access points and for established access points that do not follow standard guidelines.

Authoritative resources are listed on the pages for each type of local access point and additional information may be found in the corresponding BFAS pages for access points that are retained in the WorldCat bibliographic record.

Resources:

BFAS 790  https://www.oclc.org/bibformats/en/7xx/790.html
see also  BFAS 700  https://www.oclc.org/bibformats/en/7xx/700.html
BFAS 791  https://www.oclc.org/bibformats/en/7xx/791.html
see also  BFAS 710  https://www.oclc.org/bibformats/en/7xx/710.html
BFAS 792  https://www.oclc.org/bibformats/en/7xx/792.html
see also  BFAS 711  https://www.oclc.org/bibformats/en/7xx/711.html
BFAS 793  https://www.oclc.org/bibformats/en/7xx/793.html
see also  BFAS 730  https://www.oclc.org/bibformats/en/7xx/730.html
BFAS 796  https://www.oclc.org/bibformats/en/7xx/796.html
see also  BFAS 700  https://www.oclc.org/bibformats/en/7xx/700.html
BFAS 797  https://www.oclc.org/bibformats/en/7xx/797.html
see also  BFAS 710  https://www.oclc.org/bibformats/en/7xx/710.html
BFAS 798  https://www.oclc.org/bibformats/en/7xx/798.html
see also  BFAS 711  https://www.oclc.org/bibformats/en/7xx/711.html
see also  BFAS 730  https://www.oclc.org/bibformats/en/7xx/730.html
The 84x-87x fields are holdings fields. Holdings data elements included in the bibliographic record include captions and patterns, enumeration and chronology, textual holdings, and item information.

For full descriptions of these fields, see MARC 21 Format for Holdings Data. The holdings format should be consulted for field descriptions and information concerning the inclusion of fields 841-845, 853-855, 863-868 and 876-878.

Resources:
BFAS 84x-87x  https://www.oclc.org/bibformats/en/8xx/84x-87x.html

MARC 21 Format for Holdings Data https://www.loc.gov/marc/holdings/echdhome.html
Here are some examples of holdings data embedded in bibliographic records.

The field 843 example shows what local reproduction information might look like.

The field 845 example contains the terms governing use and reproduction information.

The 853/863 examples go together, with the 853 defining the caption and pattern found in the 863 field.

So, in this case, the 863 subfield $a should only contain years as defined by the 853 subfield $a caption “year”.

The 868 example shows textual holdings information, and the 876 field contains basic bibliographic unit item information.
9xx local data

901-907, 945-949 Local Data
- *not part of the standard MARC 21 format*
- *your institution may define these fields to meet your needs*

910 Local Data
- *not repeatable*
- *only subfield #a*

956 Local Electronic Location and Access
- *information required to locate and access a local electronic item that is not available to other libraries*

These 9xx fields are not part of the standard MARC 21 format and you may define these fields to meet your needs. Before incorporating any of these local fields into your cataloging workflow, contact your local system vendor. Indiscriminate or inconsistent use of these fields may adversely affect the consolidation of records and local data needed in the creation of a local system database.

Field 956 is used like field 856 and this is where you would enter URLs that are specific to your institution, such as items restricted by password access or behind a firewall.

Resources:
see also  BFAS 856  https://www.oclc.org/bibformats/en/8xx/856.html
Subfield ǂ5 contains the MARC organization code of the institution that holds the item to which the field applies.

The code is used for access points and notes that do not apply to the universal description of the item or are of limited interest.

Subfield ǂ5 is used primarily for rare materials as well as for data related to special collections and projects, such as cooperative preservation programs, of interest beyond the institution creating the record.

In addition to these fields, subfield ǂ5 can be used in fields 901-907 and 945-949, either in accord with its control subfield definition or as a locally-defined subfield.

Resources:

BFAS Control Subfields, Subfield ǂ5
https://www.oclc.org/bibformats/en/controlsubfields.html#subfield5
Thank you, Robin! Now that we know when it may be appropriate to add local information to the WorldCat record or add fields that can be exported to your local system within the WorldCat record, there are still other available options you can use that are outside the bibliographic record in WorldCat to add local information. Say hello to LBDs and LHRs!
Local information for WorldCat Records

• Local Bibliographic Data (LBDs) - add local bibliographic information to a WorldCat record that is specific to your institution (e.g., notes, local subject headings).

• Local Holdings Record (LHRs) - provide information about your item-specific holdings as well as lending and reproduction policies.

So, let’s talk more about these other options we can use to add local information for resources in our collections.

Let’s begin with Local Bibliographic Data (I will be referring to this as LBDs). This may be a little bit of a newer concept for catalogers as its meant to supplement the WorldCat record with local bibliographic data. The key word is bibliographic! We are talking about information that is specific to your institution's resource which doesn’t fall into the traditional LHR realm. This data is meant to supplement the WorldCat record. So, think about local collections names, specific notes that would only be applicable to the users at your library, and local subject headings.

The second option you may be able to consider with local data is the use of Local Holdings Records (I will be referring to this as LHRs). LHRs have been in the cataloging world for quite some time. They provide information about our holdings that go beyond just your OCLC institutional symbol. Think about information such as lending and reproduction policies, location information, and local barcodes of items.

Please note that for OCLC to showcase your LHRs and LBDs to users you must have a subscription to WorldCat Discovery.

About local bibliographic data:
https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/LBD/Work_with_local_bibliographic_data/About_local_bibliographic_data

OCLC local holdings records:
Local bibliographic data (LBD)

- You can create and edit LBDs through Record Manager
- Other institutions will not be able to see information in the LBD
- The data can also be searched in Record Manager and Discovery
- Data in LBD appears alongside data from the WorldCat record

LBDs can be created and edited as needed within Record Manager. They can also be created through data sync processes, for example, if data is migrated to WMS, libraries can decide which of their data should go into an LBD. Other institutions will not see LBD information in the WorldCat record. Only your users will see your institution’s LBD if you have a subscription to WorldCat Discovery. LBD data can also be exported. The data added to the LBD can be searched by users in your catalog. Data added to the LBD (e.g., notes and subject headings) will appear alongside the other notes and subjects on the WorldCat record.
Here are all the LBD fields that are currently available. These fields fall in the categories of titles, notes, subjects, and name access points. Let’s take a closer look at each of these categories.

LBD fields:
https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/LBD/Work_with_local_bibliographic_data/LBD_fields
Title fields in LBDs can point to local titles associated with your copy of the resource that may not be appropriate for the WorldCat record. The first example includes a local title that perhaps an audio recording has been added to in your library. The second is an electronic journal package that an e-journal belongs to for your subscription. Or you may want to name the title of a local collection by using the 799 field for resources that are part of a local project in the library.
The note fields in LBD can include information that again is only really associated with the copy you hold. For the first example the resource you have at your library is missing certain content like a slide. The second example, illustrates your copy having an autograph by one of the contributors that may not be considered significant to be included in the WorldCat record.

The last example on this slide shows the 599 field which is not part of the standard MARC format. As mentioned by Robin earlier, for fields 591-599 libraries can locally define the subfields. Here we have indicated that subfield a has a copy number, subfield b is for the year of the publication, subfield c the cost of the resource, subfield d indicates if the resource is a supplement of some sort, “pt” locally stands for part, and subfield e indicates the department for which it was purchased. This was all locally defined by the library. The data you see will not match to how another library decides to use this field.
Subject fields in LBD can be used for a local control vocabulary or perhaps the addition of more headings that may not be considered appropriate to add to the WorldCat record (e.g., the subject heading represents less than 20% of the content). All three made up examples showcase subjects that are part of some local vocabulary. The library has decided that adding it to the WorldCat record is not appropriate.
Name fields in LBD can be for persons, meetings, or corporations. Here we have examples of names not established in any of the authority files such as LC/NACO Authority file. A particular collection associated with a person such as Fred Kilgour, the name of the donor, or a local program associated with a resource in the library may be relevant to that library’s users as it means something to their collections, but not to the rest of the cooperative.

It’s worth noting that names cannot be controlled at this time from an LBD.
In front of you is an example of an LBD in Record Manager. On the top we have control numbers starting with the LBD itself followed by the OCLC Control Number with which this LBD is associated. The local data I have for this LBD are that the book is signed by the author; the subject access point is from my library's locally controlled vocabulary, and finally, a local collection title assigned to these types of books.

My subject access points and notes for this LBD will appear in WorldCat Discovery for users in our library.
Local holdings record (LHR)

- LHRs are leveraged by a variety of OCLC services like WMS, WorldShare ILL, WorldShare Collection Evaluation, and Discovery

- Several interfaces allow you to create and edit LHRs: WorldShare Record Manager, Z39.50, Connexion Browser, WorldShare Collection Manager, and OCLC APIs

- OCLC local holdings record structure is based on MARC21 Format for Holdings Data

When you choose to include detailed holdings information to support resource sharing, collection development, circulation, and acquisitions activities of use to library staff, users, and other libraries, OCLC recommends using LHRs.

Many OCLC services leverage the data contained in LHRs, including ILL, collection evaluation, and shared print.

You can edit and create LHRs through various OCLC products such as WorldShare Record Manager and Connexion Browser to name a few.

Local holdings records are based on the MARC21 Format for Holdings Data.
LHR fields

These are all the fields that can be used in LHRs. Like LBDs they can be categorized. For LHRs we have grouped them by control numbers and coded information, medium and format, notes, and location and holdings.

LHR fields:
https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Local_holdings_records/Work_with_local_holdings_records/LHR_fields
These fields contain control numbers and coded information. Some of the control numbers found in LHRs can be an OCLC control number or other system control numbers associated with the item as shown in the third example. Having other control numbers in field 035 assists with the synchronization of holdings through various systems. Standardized numbers such as ISBNs and ISSN can also be found in these group of fields. The second example contains an ISSN associated with an item.

Coded information is recorded in fields 007 and 008. The first example on the slide contains a 007 field which describe the physical characteristics of the copy of the bibliographic item for which the holdings are attached. The physical characteristics are usually derived from information in the related MARC bibliographic record, especially from field 300 and/or one of the 5xx note fields. The example is coded to indicate the resource is text by the code t and is regular print by the code a.

I also want to point out that the Leader/06 describes the type of holdings: single part, multipart, serial, or unknown. This ‘record type’ determines how much of the rest of the record will be formatted and validated.

008/20 and 008/21 set the interlibrary lending & reproduction policies for the materials described in the LHR. This is important data for OCLC’s resource sharing services.
LHR: Medium and format fields

- 337 __ computer $b c $2 rdamedia
- 338 __ volumen $2 rdacarrier/spa
- 347 __ image file $2 rdaft
- 347 __ $b JPEG

For medium and format fields we are talking about information that reflects the media and carrier of the resource. Here we have an example of 337 that indicates that we have a resource that needs to be accessed through a computer. This may have been added to the LHR rather than the WorldCat record because the author is from your university and sent the library an online video where they talk about the resource, this is not part of the universal description of the resource, but a unique supplement that only you have. So, recording the format in the LHR makes sense as you want it reflected and associated with the resource found in WorldCat. Our example of field 338 indicates that the resource is contained in a volume. Notice that the RDA term is in Spanish. This is possibly added to an LHR as you are trying to provide facets in Spanish for a bilingual catalog. The last example, fields 347 discusses the digital file characteristics of the item.
Note fields in LHRs can be attributed to acquisition, access, system details, binding information or action notes (the lifecycle of that item in your catalog). These notes tend to be important for the individual institution and not the bigger cooperative.

The first example, field 541 provides information on the acquisition of the item.

Field 563 has information about the binding of the item, this is used primarily for rare materials and other special collections.

Field 583 contains information about an action taken on the item. In this note example we have indicated that the resource is from an exhibit which is currently undergoing a conservation test. Also, the 583 field can contain information on shared print commitments.
Fields 8xx in LHRs contain location and holdings information for the item. The examples here highlight:

Field 852 which provides the location of the item in the library. This field can be as detailed as needed (example here provides a call number) or it can be general (just that the organization holds the item).

Field 856 contains the location of an electronic resource. We commonly see these in bibliographic records in WorldCat, but you can consider using it in an LHR to indicate an institution specific URL which is not appropriate to have on the WorldCat record. You may not want to have your institution specific URL be in a shared database like WorldCat and have individuals outside of your institution try to access it.

Field 866 contains a textual description of the holdings of a bibliographic unit. This field is normally not used in holdings for single-part items. In our example we indicate that the library has v. 1 through v. 86. We bind the two volumes that come out every year and are missing some issues.
Here is how an LHR looks in Record Manager. On the top we have control numbers starting with the LHR itself followed by the OCLC Control Number with which it is associated. We have our location information to find the item in the shelves. We are describing an annual publication, so we need to provide captions to indicate the first level of enumeration and chronology of the serial, this is represented in field 853. 853 provide us context as to what we indicate in the following 863 fields. We know that subfield I information is meant for year. We then end with the barcodes associated with each volume in the 876 fields.
That’s it for our high-level view of local data in WorldCat. Thank you for listening and I will now pass it back to our emcee Nathan.
On the call today

Nathan Putnam
Director, Metadata Quality

Robin Six
Database Specialist II

Hayley Moreno
Database Specialist II

Bryan Baldus
Consulting Database Specialist

Robert Bremer
Senior Consulting Database Specialist

Virtual AskQC Office Hours: Local data in WorldCat records
Thank you!

**May Virtual AskQC Office Hours**
All things authorities

______________________________

Tuesday, 11 May at 9:00 AM Eastern
Thursday, 20 May at 4:00 PM Eastern

______________________________

Registration and session links available at [oc.lc/askqc](http://oc.lc/askqc)

Send cataloging policy questions at any time to [askqc@oclc.org](mailto:askqc@oclc.org)