Policies for Replacing WorldCat® Records

Brief Guidelines for Replacing Master Records

- If you have a full level cataloging authorization or higher, as part of the Expert Community, you can edit most fields in most master records in the WorldCat® bibliographic database.
  - Record exceptions:
    - PCC records—both BIBCO and CONSER records—are EXCLUDED. These records are identified by one or more of the following field 042 authentication codes: isds/c, lc, lcd, msc, nlc, nsdp, nst, pcc. HOWEVER, non-PCC libraries can add or edit specific fields as listed in Database Enrichment (http://www.oclc.org/bibformats/en/quality/default.shtm#databaseenrichment)
    - Records with Encoding Level "E" are EXCLUDED
  - Field exceptions: you cannot edit these fields in master records:
    - System-supplied data (040 subfield ‡c, Entered)
    - Fields 019, 029, 066, 850, and 938
    - Field 042
  - Principles
    - First, do no harm
      - NEVER remove correct and accurate information from a master record (such as classification numbers or subject headings) simply because your institution does not find it useful
      - NEVER change the basic nature of a master bibliographic record into something different
      - AVOID including local data or local practices in a master bibliographic record
      - Be cautious about changing bibliographic records with a different Language of Cataloging (identified in field 040 subfield ‡b)
    - If in doubt, DON’T
      - Do not replace a record solely to change an element that is a matter of cataloger's judgment
      - Consider data within the context of the whole record, rather than in isolation

For complete Expert Community Guidelines, see https://www.oclc.org/support/services/worldcat/documentation/cataloging/guidelines.en.html
• You can also edit and replace master bibliographic records in these situations:

  o Upgrade minimal-level records

<table>
<thead>
<tr>
<th>Existing encoding level</th>
<th>Upgrade to encoding level</th>
</tr>
</thead>
<tbody>
<tr>
<td>K (less-than-full input by OCLC participants)</td>
<td>I</td>
</tr>
<tr>
<td>M (less-than-full added from batch)</td>
<td>I</td>
</tr>
<tr>
<td>2 (less-than-full, material not examined)</td>
<td>K or I</td>
</tr>
<tr>
<td>3 (abbreviated level)</td>
<td>K or I</td>
</tr>
<tr>
<td>4 (Core level) (without field 042)</td>
<td>I</td>
</tr>
<tr>
<td>5 (Partial (preliminary) level)</td>
<td>K or I (except CONSER-authenticated serials)</td>
</tr>
<tr>
<td>7 (Minimal level)</td>
<td>K or I (except CONSER-authenticated serials)</td>
</tr>
</tbody>
</table>

  o Database enrichment. You can enrich master records by adding or editing specific fields in any Full-level record, except an authenticated serial. The fields are listed at [http://www.oclc.org/bibformats/en/quality/default.shtm#databaseenrichment](http://www.oclc.org/bibformats/en/quality/default.shtm#databaseenrichment)


### Reporting errors you can’t fix yourself (including reporting duplicate records)

- Report the error via:
  - Connexion: Action>Report Error
  - Record Manager>Record Actions>Report Duplicate
  - Email: bibchange@oclc.org
  - Web: [https://www.oclc.org/forms/record-quality.en.html](https://www.oclc.org/forms/record-quality.en.html)

- Proof may be required for some changes
  - See BibFormats section 5.7 for details

© 2017 OCLC, Inc. All rights reserved. The following OCLC product, service and business names are trademarks or service marks of OCLC, Inc. registered in Australia, Canada, China, European Community, Japan, South Africa, Taiwan, USA, WIPO (International Registration): WorldCat® bibliographic database. The WorldCat, WorldShare, and OCLC symbols are service marks of OCLC. Third-party product and service names are trademarks or service marks of their respective owners. OCLC grants permission to photocopy this publication as needed.