

## **Authorities: Take Actions on Authority Records**

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## Review History

<b>Date</b>	<b>Section title</b>	<b>Description of changes</b>
January 2008	1 Take actions on authority records	In the table on Action commands, added new feature for locking linked authority records from controlled name headings in bibliographic records:  If the controlled heading field has multiple controlled headings, a new window named Lock Linked Authority Record opens. The window presents a list of the controlled headings so that you can choose the one linked to the master authority record you want to open for editing.
	3 Replace master name authority records	Added the new feature above to the instructions for locking and opening a linked authority record from a name heading.
April 2013	All	Remove references to Chinese Name Authority
July 2016	7 Authorization levels and cataloging capabilities	Remove references to institution records

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## 1. Take actions on authority records

### Availability of actions

- You can take OCLC actions on records in the Library of Congress (LC) authority file immediately while logged on or in batch mode (marking actions for records and then processing them online in a batch).
  - You must be logged on to take immediate actions on records.
  - To mark records for batch processing, you must save the records in the authority local file and take the actions while offline. The client automatically marks the actions for batch processing when you use the action commands.

**Exception:** Record export occurs immediately when you do take the action offline unless you set an option to do the action in batch in **Tools > Options > Batch**.

**Tip:** If you use batch processing and do not want to take actions immediately by mistake, you can set an option to receive a warning/confirmation message before the client carries out any immediate online action (go to **Tools > Options > General**).

- Availability of some actions depends on whether or not the record is in the online or local save file.
- Availability of actions is also determined by your authorization level (for example, only NACO-authorized libraries can add new records or replace master records) (see next section below).
- Some actions are unavailable for new records (for example, export).
- Most actions are available for a single open record or for record entries selected in a list.

### What action commands do and who can take actions

Actions you can take on records depend on the cataloging level associated with your logon authorization. Your authorization tells Connexion what actions you are authorized to take when you log on. The table below shows the minimum authorization level required for each action listed.

The hierarchy of authorizations from most basic to highly specialized is as follows:

- Search
- Limited
- Full
- NACO (Name Authority Cooperative)
- Enhance and CONSER (Cooperative Online Serials) programs

See the section titled “Authorization levels and cataloging capabilities” in this guide for details.

You can take actions on LC authority file records, online save file records, and local save file records (if logged on to the system). When you take actions on local file records while offline, you are “marking” them for batch processing (see “Set actions on authority records for batch processing” below).

The following table of commands on the Action and Edit menus:

- Describes what the commands do.
- Gives default keystroke shortcuts and the toolbar button for commands (only if the button is included in the default toolbar).
- Shows the minimum authorization level required to take the action.

<b>Commands available from the Action menu</b>		
<b>Action/Function</b>	<b>What it does</b>	<b>Minimum authorization level</b>
Add to Authority File (<Ctrl><Alt><A>)	Adds a name authority record you created (workform) to the LC authority file  See details in "Add new name authority records"	NACO
Report Error (<Alt><A><E>)	Opens a form you can use to report an error in a record  See details in "Report errors in authority records"	Search
Submit for Review (<Alt><A><B>)	Submits records to the Library of Congress for review and approval as part of NACO participation Or Sends records for peer review to one or more libraries by specifying OCLC institution symbols  See details in "Exchange records for peer review"	Limited
Recall Submitted Record (<Alt><A><M>)	Remove Review status from a submitted record; the record is no longer available for review  See details in "Exchange records for peer review"	Limited
Lock Master Record (<Alt><F8>)	Locks the master copy of a record in the LC authority file for editing and replacing  See details in "Replace master name authority record"	Limited
Release Record Lock (<Alt><F9>)	Unlocks a locked master record Keeps editing changes  See details in "Replace master name authority record"	Limited
Replace Record (<Alt><F10>)	Replaces the master record in the LC authority file (available for an existing record only) Automatically validates record  See details in "Replace master name authority record"	NACO

Commands available from the Action menu		
Action/Function	What it does	Minimum authorization level
Lock Linked Authority Record (<Alt><A><L>)	<p>With the cursor in a controlled heading field in a bibliographic record:</p> <p>Opens and locks the master copy of the LC authority file record that is linked to the controlled heading for editing.</p> <p>If the field contains more than one controlled heading, the Lock Linked Authority Record window opens so that you can choose the heading you want to change.</p> <p><b>Notes on multiple headings:</b> You may select only one heading to lock. Only <b>name</b> authority records can be locked using this function. NACO authorization is required to replace an authority master record you locked and edited.</p>	Limited
Save Record to Online File (<Alt><A><O>)	<ul style="list-style-type: none"> <li>Saves the record in the online authority save file and sets the expiration at 90 days</li> </ul> <p>Or</p> <ul style="list-style-type: none"> <li>Resaves the record and resets the expiration to another 90 days</li> </ul> <p>See details in Authorities, Save Authority Records, "Save authority records"</p>	Limited
Save Record to Local File (<F4>)	<p>Saves or resaves records or workforms in the local authority save file</p> <p>See details in Authorities, Save Authority Records, "Save authority records"</p>	Search
Delete Record (<Ctrl><Alt><D>)	<p>Deletes a record from the online or local authority save file</p> <p>See details in Authorities, Save Authority Records, "Save authority records"</p>	Search (local file) Limited (online file)
Copy Record (<Alt><A><Y>)	<p>Copies a record from the local file for pasting into another local file</p> <p>See more in Basics, Manage Local Files "Manage local files for offline/online cataloging"</p>	Search
Move Record (<Alt><A><V>)	<p>Removes a record from the local file for pasting into another local file</p> <p>See more in Basics, Manage Local Files "Manage local files for offline/online cataloging"</p>	Search

Commands available from the Action menu		
Action/Function	What it does	Minimum authorization level
Export (existing record only) (  or <F5>)	Downloads a record from the LC authority file to a file on your workstation or sends the record directly to your local system, depending on how you set up export  <b>Note:</b> You cannot export a workform  See more in Authorities, Export or Import authority Records, "Export authority records"	Search
Set Status (<Alt><Shift><S>)	<ul style="list-style-type: none"> <li>Allows you to enter a custom My Status (or view default My Status you set in <b>Tools &gt; Options &gt; Set Status</b>) and/or change workflow status.</li> <li>My Status is available for the local authority save file only. It is unavailable for the online authority save file</li> <li>Allows you to save the record at the same time you apply status(es)</li> <li>Statuses help you locate and manage groups of records.</li> <li>Statuses are stored only with saved records</li> </ul> See more in Authorities, Save Authority Records, "Save authority records"	Search (local file only)

Commands available from the Edit menu		
Action/Function	What it does	Minimum authorization level
Validate (  or <Shift><F5>)	Checks the validity of the content and format of the record using OCLC validation rules (available online or offline)  See more in Authorities, Edit Authority Records, "Edit authority records"	Limited
Cancel Changes (<Ctrl><Shift><Z>)	Redisplays the record without any changes since you retrieved it or since you last saved it  See more in Authorities, Edit Authority Records, "Edit authority records"	Search
Derive > New Record (<Ctrl><Alt><C>)	Creates a new record based on the displayed record  See more in Authorities, Create Name Authority Records, "Create a name authority record from an existing record"	Search

Commands available from the Edit menu		
Action/Function	What it does	Minimum authorization level
Constant Data > Online [or Local] > Apply Default (<Ctrl><A> or Ctrl><Y>, respectively)	Inserts content from your default constant data record  See more in Authorities, Use Authority Constant Data, "Apply authority constant data"	Search
Constant Data > Online [or Local] > Apply by Name (<Ctrl><U> or >Alt><E><D><L><N>, respectively)	Opens the Apply Constant Data Record dialog. You type the name of a constant data record and select MARC fields to apply (fixed, variable, or both)  See more in Authorities, Use Authority Constant Data, "Apply authority constant data"	Search
Constant Data > Online [or Local] > Apply from List (<Alt><E><D><O><L> or <Alt><E><D><L><L>, respectively)	Opens the Search Online Constant Data dialog. You can search for and list records by My Status or list all constant data records, select a record, and apply it from the list  See more in Authorities, Use Authority Constant Data, "Apply authority constant data"	Search
Reformat ( <b>R</b> or <Ctrl><R>)	Redisplays the record with the fields in MARC tag order  See more in Authorities, Edit Authority Records, "Edit authority records"	Search

Commands for LC authority history records, available from the Authorities menu		
Note: LC authority history records are read-only. You can copy and paste or print them. The following commands are for retrieving them.		
Action/Function	What it does	Minimum authorization level
Show > LC Superseded Versions	With a distributed authority record displayed, opens LC authority history record(s) that have the same OCLC ARN, if one exists	Search
Browse > LC Names and Subjects File	Opens a browse dialog to enter a guided browse (index scan) for superseded LC authority records	Search
Browse > LC Names and Subjects File	Opens a browse dialog to enter a guided browse (index scan) for superseded LC authority records	Search
Show > LC Superseded Versions	With a distributed authority record displayed, opens LC authority history record(s) that have the same OCLC ARN, if one exists	Search

## Take immediate actions on authority records

When you take actions on records in the online save file or in the local file **while logged on**, the client processes the actions immediately.

	<b>Action</b>
1	Log on. (You must be logged on to take an immediate action.)
2	<p>Display an authority record from the online or local save file. Or Select records in the online or local authority save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
3	<p>On the Action or Edit menu, click the command for the action you want the system to process immediately; for example, <b>Action &gt; Update Holdings</b> or <b>Edit &gt; Validate</b> (or use the equivalent keystroke or toolbar button).</p> <p><b>Single record:</b> All actions listed in the table above are available for single records.</p> <p><b>Multiple records selected in a list:</b> Immediate actions available for multiple records selected in the online or local authority save file list are:</p> <ul style="list-style-type: none"> <li>• On the Action menu: <ul style="list-style-type: none"> <li>○ Submit for Review</li> <li>○ Save Record to Online File (if selected records are in the local file and you are logged on)</li> <li>○ Save Record to Local File (if selected records are in the online file)</li> <li>○ Delete Record</li> <li>○ Copy Record (available for local save file records only)</li> <li>○ Move Record (available for local save file records only)</li> <li>○ Export</li> <li>○ Set Status</li> </ul> </li> <li>• On the Edit menu: <ul style="list-style-type: none"> <li>○ Validate <ul style="list-style-type: none"> <li><b>Notes:</b> <ul style="list-style-type: none"> <li>▪ The client displays validation results for all selected records in one list, showing the save file number and specific results for each record.</li> <li>▪ Validation is available online only.</li> </ul> </li> </ul> </li> </ul> </li> <li>• Apply Online Default Constant Data (or Apply by Name or Apply from List)</li> <li>• Apply Local Default Constant Data (or Apply by Name or Apply from List) <ul style="list-style-type: none"> <li><b>Note:</b> <ul style="list-style-type: none"> <li>▪ When you apply constant data to records selected in a list, and you have the fields-to-apply option for constant data set to apply the fixed field or to apply both fixed field and variable fields:</li> <li>▪ When the constant data fixed field does not match that of the record, the client overwrites the record's fixed field data with the constant data record's fixed field data.</li> </ul> </li> </ul> </li> </ul>

## Require or clear confirmation before taking immediate final actions

If you often batch process records and want to prevent accidentally taking actions immediately, you can set an option to require confirmation for immediate actions on records:

Action	
1	On the Tools menu, click <b>Options</b> , or press <Alt><T><O>, and then click the General tab.
2	Under Actions, click the <b>Warn before doing online actions immediately</b> check box.  <b>Default:</b> Check box cleared. The system does <b>not</b> send a confirmation message before online actions are completed.
3	Click <b>Close</b> or press <Enter> to apply the setting and close the Options dialog. Or Click <b>Apply</b> to apply the settings without closing the dialog.  <b>Result:</b> <ul style="list-style-type: none"><li>• When you click an action command for a record while logged on, the client opens a message requesting you to confirm before taking the action immediately online.</li><li>• Final actions for authority records are:<ul style="list-style-type: none"><li>○ Add to Authority File</li><li>○ Submit for Review</li><li>○ Replace Record</li></ul></li></ul>

## Set actions on authority records for batch processing

- In order to batch process records, you must save them to the authority local file and take actions while offline. The client automatically marks the records with the action you take.

**Exception:** Export occurs immediately whether you are logged on or offline. You must set an option in **Tools > Options > Batch** in order to mark records and batch process authority record exports.

- The client uses your default authority local file to store the actions you set for batch processing.
- You can batch process one action per record per batch.

### Set up batch processing for record actions

Go to **Tools > Options > Batch** to check or change the following options for batch processing record actions:

- (For bibliographic records.) Delete attached LDRs (local data records) when you are deleting holdings (**default:** setting is cleared)
- Perform bibliographic record export, authority record export, and/or label printing in batch mode (**default:** settings are all cleared)
- Display or print batch reports automatically as soon as the batch is completed (**default:** batch reports display automatically but do not print automatically)

## Mark actions on records for batch processing

Action	
1	Save the records you want to mark with actions for batch processing in the authority local save file.
2	<p>Display an authority record from the local save file. Or Select records in the local authority save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
3	<p>On the Action menu, click the action you want to batch-process for the record(s).</p> <p>Batch-supported actions for authority records are:</p> <ul style="list-style-type: none"> <li>• Add to Authority File (supported for NACO-affiliated libraries only)</li> <li>• Export (must have option for batch export selected in <b>Tools &gt; Options &gt; Batch</b>)</li> <li>• Replace Record (supported for NACO-affiliated libraries only)</li> <li>• Submit for Review</li> </ul> <p><b>Result:</b> The status for the action you took changes to <b>R</b> (Ready) in the record's status bar or in the column for the action in the authority local save file list.</p> <p>(See procedure in next section for removing an action from a record, if needed, by deleting the Ready status.)</p>
4	When ready, run batch processing. See "Run batch processing."

### Tip:

- You can set actions in default local files only. However, you are not restricted to batch-processing the default local files only. You can process multiple files of the same type.
- To enter record actions in several local files of the same type and process all files at once, change the default to each file you want to prepare, save records and enter actions in each, and then select all the files when you run a batch (see next section).

## Remove action from record

To remove an action you marked on one or more records before you run a batch, simply remove the Ready status:

Action	
1	<p>Open a record from the local authority save file that is marked with an action for batch processing that you want to remove. Or Select records in the local authority save file list that have actions you want to remove:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
2	On the Action menu, click <b>Set Status</b> , or press <Alt><Shift><S>.

	<b>Action</b>
3	<p>In the Set Status dialog, under <b>Remove ready status for batch</b>, select a check box to remove the action from a single record.</p> <p>Or</p> <p>Select one or more check boxes to remove actions from records selected in a list.</p> <p>Batch-supported actions for authority records are:</p> <ul style="list-style-type: none"><li>• Add to Authority File (supported for NACO-affiliated libraries only)</li><li>• Export (must have option for batch export selected in Tools &gt; Options &gt; Batch)</li><li>• Replace Record (supported for NACO-affiliated libraries only)</li><li>• Submit for Review</li></ul>
4	<p>Click <b>OK</b> to remove the action and close the dialog.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"><li>• Removes the Ready status (<b>R</b>) from the record(s).</li><li>• Removes the record(s) from inclusion in the next batch run, unless you mark it for another action.</li></ul> <p>Or</p> <p>Click <b>Cancel</b> to close the dialog without removing the action.</p>

## 2. Add new name authority records (NACO-authorized libraries only)

### About adding name authority records

Only libraries participating in the Name Authority Cooperative Program (NACO) who have one of the following authorization levels can add new name authority records to the Library of Congress (LC) authority file:

- NACO Regular
- Enhance National
- CONSER National

For more about **creating** new name authority records, see [Authorities, Create Name Authority Records](#), including procedures for creating a record from:

- A workform
- An existing record
- A name heading in a bibliographic record

**Note:** Before adding a new name authority record to the LC authority file, you can submit it for review (see "Exchange records for peer review"):

- To the Library of Congress if you are a newly authorized NACO participant required to do so.
- To colleagues at other libraries if you have a question about a name authority record you created.

## Add name authority record to the LC authority file interactively

Action	
1	Open the new authority record you want to add from the online or local authority save file.
2	<p>On the Action menu, click <b>Add to Authority File</b>, or press &lt;Ctrl&gt;&lt;Alt&gt;&lt;A&gt;.</p> <p><b>Results:</b></p> <p><b>Duplicate detection</b></p> <ul style="list-style-type: none"> <li>The system searches the LC authority file for the main entry in the record(s) (uses NACO Normalization rules to match the 1XX heading of the record you want to add against the 1XX and 4XX name headings).</li> <li>If a matching heading is found, the system displays an error message and prevents you from adding the record.</li> </ul> <p><b>Validation</b></p> <ul style="list-style-type: none"> <li>The OCLC Cataloging system validates the record(s) before adding.</li> <li>If the record(s) contain invalid data, the client returns a list of errors, which you can print if needed. Correct the errors and then retry adding the record.</li> <li>When the record is valid, the system: <ul style="list-style-type: none"> <li>Adds the record to the LC authority file.</li> <li>Assigns an OCLC authority record number (ARN) and a Library of Congress control number (LCCN).</li> <li>Stores the record for delivery to the Library of Congress.</li> <li>Locks the new master record pending LC distribution. <ul style="list-style-type: none"> <li>Distribution of new records normally takes three to four days.</li> <li>If you try to lock the master record for editing during this time, the system notifies you that it is already locked.</li> <li>For more information on the distribution process, see the NACO Website at: <a href="http://www.loc.gov/catdir/pcc/naco/nodes.html">http://www.loc.gov/catdir/pcc/naco/nodes.html</a>.</li> </ul> </li> <li>Deletes the original record from your authority save file.</li> <li>Displays the new authority record, including the assigned ARN and LCCN, with the Add status changed to <b>C</b> (Complete) in the record's status bar and in the Add column of a list.</li> </ul> </li> </ul>

## Mark name authority records for batch Add

Action	
1	Save the records you want to batch add to the authority local save file.
2	<p>While offline, display an authority record from the local save file.</p> <p>Or</p> <p>Select records in the local authority save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
3	<p>On the Action menu, click <b>Add to Authority File</b>, or press &lt;Ctrl&gt;&lt;Alt&gt;&lt;A&gt;.</p> <p><b>Result:</b> The Add status for the record(s) changes to <b>R</b> (Ready).</p>
4	<p>When finished marking records, run batch processing. See "Run batch processing."</p> <p>Adding records via batch has the same results as adding them interactively.</p>

## Remove Ready status for batch Add

To withdraw record(s) from batch Add, remove the Ready status:

Action	
1	<p>Open a record from the local authority save file that has a Ready status for <b>Add</b> that you want to remove.</p> <p>Or</p> <p>Select records in the local authority save file list that have the Ready status for <b>Add</b> that you want to remove:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
2	On the Action menu, click <b>Set Status</b> , or press <Alt><Shift><S>.
3	In the Set Status dialog, under <b>Remove ready status for batch</b> , select the check box for <b>Add</b> .
4	<p>Click <b>OK</b> to remove the action and close the dialog.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>Removes the Ready status for <b>Add</b> from the record(s).</li> <li>Removes the record(s) from inclusion in the next batch run, unless you mark for another action.</li> </ul> <p>Or</p> <p>Click <b>Cancel</b> to close the dialog without removing the actions.</p>

### Caution: False error message about duplicates

A false error message may result from system duplicate detection when you add a new authority record or replace a master record.

The system uses NACO Normalization rules to match the 1XX heading of any record you want to add against the 1XX and 4XX name headings to detect duplicates. However, the system incorrectly ignores the first comma in subfield a, which results in an incorrect validation error message—*This main entry exists in another authority record: LCCN=xx xxxxx ARN=ocaxxxxx*.

If you receive this message as a result of this problem, and the new heading is not a duplicate, click **OK** to close the message, and simply re-issue the **Add to Authority File** command.

### 3. Replace master name authority records (NACO-authorized libraries only)

#### Who can replace master name authority records?

Only libraries participating in the Name Authority Cooperative Program (NACO) who have one of the following authorization levels can replace master name authority records in the Library of Congress (LC) authority file:

- NACO
- Enhance National
- CONSER National

#### Replace name authority records interactively

If you are a NACO participant (Name Authority Cooperative Program) and have a MARC organization code, you can replace an LC authority file record or a record saved in the online authority save file or in the local save file while logged on.

Action	
1	Log on to Connexion.
2	Retrieve the record you want to modify and replace from the online or local authority save file.  <b>Note:</b> To replace an LC authority file record, you must first save it to the online or local save file.
3	Edit the record. Or On the Action menu, click <b>Lock Master Record</b> , or press <Alt><F8>, and then edit the record. <b>Result:</b> The word <b>Locked</b> appears in the record information area (lock status is not shown in the record's status bar).
4	On the Action menu, click <b>Replace Record</b> , or press <Alt><F10>, respectively.  <b>Note:</b> If you did not lock the record before editing, the system locks it automatically before carrying out the <b>Replace Record</b> action. If another user locked or replaced the record after you opened or saved it, the action fails and you get an error message.

#### Results of replacing a record

##### Validation

- Connexion validates the record(s) before replacing.
- If a record contains **invalid** data, the client returns a list of errors, which you can print if needed. **Replace** status for the record changes to **F** (Failed). Correct the errors and then retry replacing the record.

##### Replace record in LC authority file.

When the record is valid, the system automatically:

- Replaces it in the LC authority file.
- Adds your MARC Organization Code to 040 ¶d, if the same Code is not already present in the last ¶d of the 040 field.

- Stores the record for delivery to LC.
- Locks the modified master record pending LC distribution.
  - Distribution of a new record normally takes three to four days.
  - If you try to lock the master record for editing during this time, the system notifies you that it is already locked.
  - For more information on the distribution process, see the NACO Web site at: <http://www.loc.gov/catdir/pcc/naco/nodes.html>.
- Displays the modified master authority record with the Replace status changed to **C** (Complete) in the record's status bar and in the Replace column of a list.

## Unlock a record

To release the lock you set on a master authority record without taking a Replace action (record not automatically locked for LC processing):

Action	
	With the locked record open, on the Action menu, click <b>Release Record Lock</b> , or press <Alt><F9>.
	<p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• The master record is unlocked in the LC authority file.</li> <li>• Changes you made while the record was locked are retained in your working copy.</li> </ul>

## Lock and open a linked authority record from a name heading

When you work with bibliographic records while online and want to edit an authority record linked from a controlled heading in a bibliographic record, open and lock the authority master record directly from the linked heading:

Action	
1	While logged on, with the cursor in a controlled heading field in a bibliographic record, click <b>Action &gt; Lock Linked Authority Record</b> , or press <Alt><A><I>.
2	<ul style="list-style-type: none"> <li>• If the controlled heading field has one controlled heading, the client locks the authority master record (name authorities only) and opens it for editing immediately.</li> <li>• If the controlled heading field has multiple controlled headings linked to different authority records, the Lock Linked Authority Record window opens, showing a list of the controlled headings in the field.</li> </ul> <p>Click the check box next to a heading linked to the authority record you want to lock and open.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>• You may select only one heading.</li> <li>• You must have a NACO authorization to replace an authority master record you locked and edited.</li> <li>• You can lock only a <b>name</b> authority record. If you select a subject heading, the linked authority record opens, but it is not locked, and the master record cannot be edited and replaced.</li> </ul>
3	Click <b>OK</b> . The client locks the authority master record for the heading you selected and opens it for editing.

## Mark name authority records for batch Replace

**Minimum authorization level:** Replacing authority records via batch processing requires a NACO, Enhance National, or CONSER National authorization, as does replacing records interactively.

Action	
1	Save the records you want to batch replace to the local authority save file.
2	When logged off, display an authority record you want to mark for <b>Replace</b> from the local save file. Or Select records in the local authority save file list:  To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.
3	On the Action menu, click <b>Replace Record</b> , or press <Alt><F10>.  Result: The <b>Replace</b> status for the record(s) changes to <b>R</b> (Ready).
4	When finished marking records, run batch processing.  <b>Result:</b> When the system batch replaces the records, your MARC Organization Code is added to 040 <del>u</del> d in each replaced record.:

## Remove Ready status for batch Replace

To withdraw record(s) from batch Replace, remove the Ready status:

Action	
1	Open a record from the local authority save file that has a Ready status for <b>Replace</b> that you want to remove. Or Select records in the local authority save file list that have the Ready status for <b>Replace</b> that you want to remove:  To select adjacent records, click to highlight the first entry, and then press and hold <Shift> and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press <Ctrl> and click to highlight each additional entry.
2	On the Action menu, click <b>Set Status</b> , or press <Alt><Shift><S>.
3	In the Set Status dialog, under <b>Remove ready status for batch</b> , select the check box for <b>Replace</b> .
4	Click <b>OK</b> to remove the action and close the dialog. <b>Results:</b> <ul style="list-style-type: none"> <li>Removes the Ready status for <b>Replace</b> from the record(s).</li> <li>Removes the record(s) from inclusion in the next batch run, unless you mark for another action.</li> </ul> Or Click <b>Cancel</b> to close the dialog without removing the actions.

## Automatic validation when you use Replace Record

The OCLC Cataloging system validates the record automatically when you take the Replace action for a displayed record while logged on.

### OCLC recommendation:

Do not take an explicit **Validate** action (Edit menu) on the record before taking the

- **Replace** action. Instead, let the system validate automatically.
- Separate validation before taking the Replace action can produce misleading validation errors for records you are upgrading.
- The system treats the record as unlocked, but you have changed fields that can normally be edited in locked records only. Using automatic validation avoids these inappropriate validation errors.

### Caution: False error message about duplicates

A false error message may result from system duplicate detection when you add a new authority record or replace a master record.

The system uses NACO Normalization rules to match the 1XX heading of any record you want to add against the 1XX and 4XX name headings to detect duplicates. However, the system incorrectly ignores the first comma in subfield a, which results in an incorrect validation error message—*This main entry exists in another authority record: LCCN=xx xxxxx ARN=ocaxxxxx*.

If you receive this message as a result of this problem, and the new heading is not a duplicate, click **OK** to close the message, and simply re-issue the **Add to Authority File** command.

## 4. Exchange records with other libraries for peer review

### Review workflow: Summary

Review procedures, selection of reviewers, record quality standards applied, and other details depend on the program, institution, project, or other arrangements you or your library have established independently of Connexion.

Connexion provides a way to manage the records. You provide the communication using the best method for you.

The following steps are a high-level summary of record review workflow and distinguish the steps you can do via Connexion.

#### Send a record for review:

1. Establish appropriate reviewers for records you want to submit.
2. **Via Connexion**, prepare record or workform for review (see more about editing bibliographic or authority records or creating bibliographic or authority records).
3. **Via Connexion**, send a record for review (interactively or via batch processing) to one or more libraries you specify by OCLC institution symbol.
4. Notify reviewer(s) that a record is available for review. Use e-mail, telephone, or any other convenient method.
5. Via Connexion, view or recall records any time that you submitted for review.

#### Review a record submitted to your library:

1. **Via Connexion**, retrieve record(s) to be reviewed.
2. Respond with review comments and corrections to the person who submitted the record. Use e-mail, telephone, fax, postal mail, Web-based conferences or any other convenient method.

#### Complete the process:

1. **Via Connexion**, the person who submitted for review retrieves the record and makes needed changes.
2. **Via Connexion**, that person can resubmit the record for review and approval, if needed, or take an action to complete the record.

### About sending records for review

#### Why send records for review?

- You may be required to submit work for review because you are a newly authorized participant in a cooperative cataloging program.
- Although not required to submit work for review, you have questions about a record you created.

#### Who can submit records for review?

Catalogers who log on to Connexion using a Limited or higher authorization can submit records for review and review records submitted to their libraries.

#### What records can be reviewed?

You can exchange the following records for review: authority and bibliographic workforms or records from:

- WorldCat
- LC authority file

- Online bibliographic and authority save files
- Local bibliographic and authority save files

## Send records for review interactively

	<b>Action</b>
1	<p>Identify the appropriate reviewer(s). Reviewers can be:</p> <ul style="list-style-type: none"> <li>• Someone who has provided training/mentoring to qualify you for participation in a cooperative program (BIBCO, NACO, SACO, CONSER)</li> <li>• Peers within a consortium or between cooperating institutions who have made arrangements for exchanging and reviewing records</li> <li>• Colleagues with whom you have informal, individual arrangements</li> </ul>
2	<p>Optional. Log on to Connexion.</p> <p><b>Note:</b> Log on to submit a record or workform immediately. If you submit from the local file while logged off, the record is marked R (Ready) for batch processing.</p>
3	<p>Prepare one or more bibliographic or authority records.</p> <p><b>Examples:</b></p> <ul style="list-style-type: none"> <li>• Retrieve, lock, and edit a master record</li> <li>• Retrieve and edit a record</li> <li>• Retrieve a previously edited record or workform from the online or local save file</li> <li>• Create a new record</li> </ul> <p><b>Single record:</b> Open the record you want to send for review.</p> <p>Or</p> <p><b>Multiple records:</b> Select record entries in a list: To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
4	<p>On the Action menu, click <b>Submit for Review</b>, or press &lt;Alt&gt;&lt;A&gt;&lt;B&gt;.</p>
5	<p>In the Submit for Review window, type one or more OCLC institution symbols for the library(ies) to which you want to submit.</p> <p><b>Guidelines:</b></p> <ul style="list-style-type: none"> <li>• Enter symbols in uppercase or lowercase. The system converts lowercase to uppercase.</li> <li>• Separate multiple symbols with semicolons (;). The system ignores spaces before and after the semicolons.</li> </ul> <p><b>Examples:</b>  <b>ABC;DEF;XYZ</b>  <b>abc; def; xyz</b></p>

Action	
6	<p>Click <b>OK</b> to submit the record or workform immediately (online) or mark for batch processing (offline). If marked for batch, when ready, run batch processing.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>Validates OCLC symbols you supplied. If any symbol is invalid, the system does not submit the record. An error message identifies the invalid symbol(s). You must retry submitting the record. When prompted, correct all invalid symbols and then click <b>OK</b>.</li> <li>Sets the record's Submit status to <b>C</b> (Completed) or <b>F</b> (Failed).</li> <li>For a locked master record, retains the lock on the record in WorldCat or the LC authority file.</li> <li>Automatically saves the record to the online bibliographic save file or the online authority save file.</li> <li>If the record you submitted was in the local save file, the client prompts you to delete the record from the local file. Click <b>Yes</b> to delete or <b>No</b> to re-save with Submit status <b>C</b> (Complete).</li> <li>Shows the record's save file number.</li> <li>The client keeps the review institution symbol(s) you entered each time you open the window until you change them.</li> </ul> <p><b>Note:</b> After you submit a record for review, the system takes up to 1 minute for the record to register in the Review File index.</p> <p>Or Click <b>Cancel</b> to close the window without submitting.</p>

## View or recall records you submitted interactively

You can either search the online save file for submitted records or show records by online save file status **Submitted**.

To search the online save file exclusively for records you submitted:

Action	
1	<p>On the Cataloging menu, click Search &gt; Online Save File, or press &lt;Ctrl&gt;&lt;F3&gt;.</p> <p>Or On the Authorities menu, click Search &gt; Online Save File, or press &lt;Alt&gt;&lt;F3&gt;.</p>
2	<p>In the Search Bibliographic Save File window, select the <b>Submitted for Review</b> check box. Leave all other search criteria blank.</p>
3	<p>Click OK or press &lt;Enter&gt; to retrieve a list of records you submitted for review.</p> <p>Or Click Cancel to close the window without retrieving the records.</p>

Action	
4	<p>Optional, if you do not cancel: To recall a record you submitted, open the record you want to recall from the results list if necessary:</p> <p>On the Action menu, click <b>Recall Submitted Record</b>, or press &lt;Alt&gt;&lt;A&gt;&lt;M&gt;.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• Removes the Review status <b>Submitted</b> from the record.</li> <li>• For a locked master record, retains any lock on the record in WorldCat or the LC authority file.</li> <li>• Automatically resaves the record to the online bibliographic save file or the online authority save file.</li> <li>• The record remains open.</li> <li>• You can resubmit the record for review any time.</li> </ul>

## Mark records with Submit action for batch processing

**Minimum authorization level:** Submitting records for review via batch requires a Limited or higher authorization, as does submitting records interactively.

Action	
1	Save the records you want to batch submit to the default bibliographic or authority local save file.
2	<p>Display a record from the local save file. Or Select records in the local save file list:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>
3	<p>On the Action menu, click <b>Submit for Review</b> or Replace and Update Holdings, or press &lt;Alt&gt;&lt;A&gt;&lt;B&gt;.</p> <p><b>Result:</b> The Submit status for the record(s) changes to <b>R</b> (Ready).</p>
4	<p>When finished marking records, run batch processing. See “Run batch processing.”</p> <p>Submitting records for review via batch has the same results as replacing interactively.</p>

## Remove Ready status for batch Submit

To withdraw record(s) from batch Submit, remove the Ready status:

Action	
1	<p>Open a record from the local bibliographic save file with a Ready status for <b>Submit</b>. Or Select records in the local bibliographic save file list that have the Ready status for <b>Submit</b>:</p> <p>To select adjacent records, click to highlight the first entry, and then press and hold &lt;Shift&gt; and click the last entry. Or to select nonadjacent entries, click to highlight the first entry, and then press &lt;Ctrl&gt; and click to highlight each additional entry.</p>

Action	
2	On the Action menu, click <b>Set Status</b> , or press <Alt><Shift><S>.
3	In the Set Status window, under <b>Remove ready status for batch</b> , select the check box for <b>Submit</b> .
4	Click <b>OK</b> to remove the action and close the window. <b>Results:</b> <ul style="list-style-type: none"> <li>Removes the Ready status for <b>Submit</b> from the record(s).</li> <li>Removes the record(s) from inclusion in the next batch run, unless you mark it for another action.</li> </ul> Or Click <b>Cancel</b> to close the window without removing the action.

## Retrieve records sent to you for review

Records submitted to your library for review are called Review File records. You can search the online save file for all review records or for records sent by a single institution:

Action	
1	On the Cataloging menu, click <b>Search &gt; Online Save File</b> , or press <Ctrl><F3>. Or On the Authorities menu, click <b>Search &gt; Online Save File</b> , or press <Alt><F3>.
2	In the Search Online Bibliographic [or Authority] Save File, under Review File, select one of the following check boxes: <ul style="list-style-type: none"> <li><b>All Review File Records</b></li> <li><b>Review File Records for Institution</b>                              If you select this option, in the adjacent text box, type a single OCLC institution symbol.</li> </ul> To retrieve only review records, leave other search criteria blank.
3	Click <b>OK</b> or press <Enter> to retrieve a list of review records. Or Click <b>Cancel</b> to close the window without retrieving the records.

**Note:** The Retain Search option for the window does not retain your settings in the Review File area.

## Review record results list

**Bibliographic review records.** If your search for review records retrieves more than one record, the results list for bibliographic records is similar to any online bibliographic save file list. Columns show the following information for each record:

- **Save #** (assigned by system)
- Title
- **Modified** (date the record was last modified)
- **Expires** (number of days before record expires)
- **Workflow** (status the system asks that you select when you save a record, or it assigns the default In Process)
- **Source** (status the system assigns based on the source of the record)
- Action statuses:
  - Delete Holdings** (C=Complete or F=Failed)
  - Export** (C=Complete, F=Failed, or R=Ready)
  - Label** (C=Complete, F=Failed, or R=Ready)

**Produce** (C=Complete or F=Failed)

**Replace** (C=Complete or F=Failed)

**Update Holdings** (C=Complete or F=Failed)

**Validate** (C=Complete or F=Failed)

- **My Status** (free-text note or identifier you enter)
- **Review** (shows Submitted status for records sent to your library for review)
- **Reviewing Institutions** (shows institution symbol for the institution that sent the record to your library for review)

**Note:** The system sorts the list first by owning institution and then by title (for bibliographic records) or by main entry (for authority records).

**Authority review records.** Columns show the following information for each record:

- **Save #** (assigned by system)
- Main Entry
- **Expires** (number of days till the record expires and the system deletes it unless you resave)
- **Workflow** (status the system asks that you select when you save a record, or it assigns the default *In Process*)
- **Review** (shows Submitted status for records sent to your library for review)
- **Reviewing Institutions** (shows institution symbol for the institution that sent the record to your library for review)

**Note:** The system sorts the list alphabetically by main entry.

#### Notes on lists:

- For distinguishing exclusive window types that stay open without pinning when you have multiple windows open, the client includes a review record list as another online save file results list. If you do another search of the online save file, the search results list for review records closes.
- For more about working with lists, see Record lists.

## Actions on review records

While a record is in review:

- The **reviewer** can view the record only (cannot edit or take any actions).
- The **person who submitted the record** can act on the record even while the reviewer views it. He or she can:
  - Recall a submitted record or delete it from the save file any time. If the reviewer is displaying the record when it is recalled or deleted, the record remains open, but once the reviewer closes it, it can no longer be retrieved
  - Edit the record at the same time the reviewer views it. This capability can help speed completion of the review process if combined with simultaneous interactive communication between the record "owner" and the reviewer (for example, by telephone).

## Manage review comments and responses

- Connexion does not handle communication between reviewer and the originator who submitted the record for review.
- Review participants can use any method to exchange status information, review comments, follow-up questions, and proposed revisions.

- **Interactive review and revision.** The person who submitted the record can retrieve it and edit it while a reviewer is viewing that record. Both people can discuss changes by phone while both view the record. When the person who submitted the record completes the edits and resaves it, the reviewer can close the record and reopen it to see the revisions (does not have to search for the record again).

## Complete the review process

The person who submitted the record for review can:

Action	
1	Use the interactive review and revision process given in the last bullet point above. Or Once the reviewer has responded, retrieve the record from the online save file and revise it as needed.
2	Depending on the review procedure you have set up, take the next appropriate step. For example: <ul style="list-style-type: none"><li>• Take a final action on the record if it is completed</li><li>• Resubmit the revised record for further review</li><li>• Delete the record from the save file</li></ul>

## 5. Report errors in authority records

### Errors to report

For a list of changes, corrections, additions and duplicates to report and detailed guidelines on how to report and verify your requested changes, see appendix E, “Change Requests,” in the *OCLC Authorities User Guide* at:

[http://www.oclc.org/support/documentation/worldcat/authorities/userguide/app\\_changereqs/app\\_changereqs.htm](http://www.oclc.org/support/documentation/worldcat/authorities/userguide/app_changereqs/app_changereqs.htm).

### Types of records

- You can report errors for LC authority file records or online authority save file records that already exist in the LC authority file.
- You cannot report errors for workforms or for imported records in the authority save file.

**Note:** You can also report errors for WorldCat records or online bibliographic save file records, except for workforms and imported records in the bibliographic save file. See Cataloging, Take Actions on Bibliographic Records, “Report errors in bibliographic records.”

### Report an error to OCLC

Reporting errors requires no minimum authorization.

	Action
1	Log on to the OCLC system. (You must be logged on to report an error.)
2	With an authority record open for which you want to request a change: On the Action menu, click <b>Report Error</b> , or press <Alt><A><E>.
3	In the Report Error dialog, check or complete the required fields at the top of the window: OCLC Symbol, User Name, and E-Mail.  <b>Note:</b> System-supplied information <ul style="list-style-type: none"> <li>• The system automatically inserts the OCLC symbol associated with the authorization number you used to log on, as shown in the User Information dialog (<b>View &gt; User Information</b>).</li> <li>• The system also automatically supplies your name and e-mail address if you already entered them in the Contact Support dialog (<b>Help &gt; Contact Support</b>).</li> <li>• The client retains this information the next time you open the Report Error dialog.</li> </ul>
4	Optional. Select the check box labeled <b>Send a copy of the e-mail message to me</b> if you want the client to send a copy to your e-mail address.  <b>Default:</b> Check box cleared. You do not receive a copy.
5	In the large text box, type a description of your requested change. <ul style="list-style-type: none"> <li>• Include any information that may help OCLC staff verify the change. For example, include other sources you consulted and identify related records.</li> <li>• The client automatically appends the text of the record to your message. For details, see appendix E, “Change Requests,” in the <i>OCLC Authorities User Guide</i> at: <a href="http://www.oclc.org/support/documentation/worldcat/authorities/userguide/app_changereqs/app_changereqs.htm">http://www.oclc.org/support/documentation/worldcat/authorities/userguide/app_changereqs/app_changereqs.htm</a>.</li> </ul>

	<b>Action</b>
6	<p>Click <b>Report Error</b> to send the error report. Or Click <b>Cancel</b> to close the dialog without sending the report.</p> <p><b>Note:</b> You must supply data in all areas of the dialog in order to send the error report.</p> <p><b>Results</b> of clicking Report Error:</p> <ul style="list-style-type: none"><li>• The client sends the report to OCLC quality control staff via e-mail (authfile@oclc.org) using your Internet connection.</li><li>• If you requested a copy, the client also sends the report to your e-mail address.</li></ul>

## 6. Run batch processing

### About batch processing

- Batch processing is available for WorldCat and Library of Congress (LC) authority file searches and for processing record actions on bibliographic and authority records.
- Run batch processing for multiple local files at once.
- The client stores searches and actions you set on records until you batch process the file. (See Basics, Manage Local Files, “Manage local files for offline/online cataloging” for more about using local files.)
- After you run a batch, the results are downloaded to the same local file.
- The client creates batch reports stored in the default local file (the reports are not separate files).
- When you run another batch using the same file, data for the new batch run overwrites existing data in the batch reports for the file.
- See alternative quick batch procedure to set or delete holdings on bibliographic records by OCLC number without first downloading the records (see Take Actions on Bibliographic Records, "Batch set or delete holdings by OCLC number").

### Set options for batch processing

Go to **Tools > Options > Batch tab** to set the following options:

Option	How to set	Default setting
Number of matches to download for searches	In the Batch tab, under <b>Searching</b> , select the number of matches to download from the <b>Maximum Number of Matches to Download</b> list.	1 record  <b>Maximum:</b> 100 records
Retain search keys for failed searches	In the Batch tab, under <b>Searching, Batch Search Keys to Retain</b> , select check boxes to keep search keys or any of the following search results: <ul style="list-style-type: none"> <li>• <b>Errors/Not Found</b></li> <li>• <b>Too Many Matches</b></li> </ul>	All check boxes cleared  No search keys are retained
Requirement: Delete LHRs (local holdings records) when deleting holdings	In the Batch tab, under <b>Record Actions</b> , select the <b>Delete attached LHRs when Deleting Holdings</b> check box to delete LHRs. <b>Notes:</b> <ul style="list-style-type: none"> <li>• You must set this option to batch delete holdings successfully.</li> <li>• <b>This setting does not apply to interactive delete holdings:</b> When you delete holdings interactively (logged on), the system always prompts you to confirm deleting both your OCLC symbol and attached local holdings records.</li> </ul>	Check box cleared  LHRs retained; batch Delete Holdings actions fail
Mark exports and label printing for batch processing	In the Batch tab, under <b>Record Actions, Perform local actions in batch</b> , select check boxes to mark records for batch for: <ul style="list-style-type: none"> <li>• <b>Bibliographic Record Export</b></li> <li>• <b>Label Printing</b></li> <li>• <b>Authority Record Export</b></li> </ul>	Check boxes cleared.  Exports and label printing are performed immediately whether you are online or offline

Option	How to set	Default setting
Display or print batch reports automatically	In the Batch tab, select the <b>Display batch reports automatically</b> and/or <b>Print batch reports automatically</b> check boxes to select either or both of these options.	Display check box is selected; print check box is cleared  Batch reports display automatically but do not print automatically

Go to **Batch > Process Batch**, and click **Search Options** to set the following options:

Option	How to set	Default setting
Assign a My Status to downloaded bibliographic or authority records	<ol style="list-style-type: none"> <li>In the Search Options window, under <b>Downloaded Bibliographic Records</b> or <b>Downloaded Authority Records</b>, select the <b>Assign My Status</b> check box.</li> <li>In the box below the check box, type a My Status (up to 40 characters of free text).</li> </ol> <p><b>Note:</b> The text box is unavailable until you select the <b>Assign My Status</b> box.</p>	Check boxes cleared  Text boxes unavailable  My Status is not assigned
Apply the default local constant data record to downloaded records	<p>In the Search Options window, under <b>Downloaded Bibliographic Records</b> or <b>Downloaded Authority Records</b>, select the <b>Apply default local constant data</b> check box.</p> <p><b>Notes:</b></p> <ul style="list-style-type: none"> <li>The name of the default local constant data record displays under the check box.</li> <li>If no local constant record is set as the default, the client displays [None], and the check box is unavailable.</li> </ul>	Check boxes cleared  Constant data is not applied

## Prepare to run batch processing

Action	
1	<p><b>Required for batch processing:</b></p> <p>Set up a default authorization/password for logon. Set up either:</p> <ul style="list-style-type: none"> <li>A general default authorization in Tools &gt; Options &gt; Authorizations</li> <li>Or</li> <li>A specific default authorization for the local file in File &gt; Local File Manager/ Authorization.</li> </ul>
2	<p>To prepare actions on records for batch processing:</p> <p>Save the records to your default local bibliographic and/or authority file and mark with the actions you want to take. See procedures in:</p> <ul style="list-style-type: none"> <li>“Take actions on bibliographic records/Set actions...for batch processing”</li> <li>“Take actions on authority records/Set actions...for batch processing”</li> </ul>

Action	
3	To prepare WorldCat or LC authority file searches for batch processing:  Enter search keys in the default local bibliographic and/or authority save file ( <b>Batch &gt; Enter Bibliographic [or Authority] Search Keys</b> ). See procedures in: <ul style="list-style-type: none"> <li>• “Enter WorldCat searches for batch processing”</li> <li>• “Enter LC authority file searches for batch processing”</li> </ul>
4	When ready, run batch processing (see next section).

## Run batch processing

Action	
1	On the Batch menu, click <b>Process Batch</b> , or press <Alt><B><P>.
2	<b>Optional.</b> In the Process Batch window, click <b>Local File Manager</b> to open the Local File Manager window for managing local files, if you need to relocate, create, delete, assign authorization, etc., before running a batch.
3	<b>Optional.</b> In the Process Batch window, select a local file in the list and click <b>Enter Search Keys</b> to check or enter search keys for batch processing, as an alternative to entering them from <b>Batch &gt; Enter Bibliographic [or Authority] Search Keys</b> .
4	In the <b>Local Files</b> list, click check boxes to select the local file(s) you want to process.  <b>Notes:</b> <ul style="list-style-type: none"> <li>• The default local bibliographic and authority save files are marked with a red check mark.</li> <li>• Select as many local files as you want to process. All files you select are processed at once.</li> </ul>
5	Under <b>Process</b> , select the types of processing you want to run. Click one or more check boxes to select the following: <ul style="list-style-type: none"> <li>• <b>Online Searches</b></li> <li>• <b>Online Record Actions</b></li> <li>• If you select this process, the check box for <b>Check date in Replaced</b> becomes available. Select it to have the system check the master record in WorldCat for a more recent date.</li> <li>• <b>Exports*</b></li> <li>• <b>Label Printing*</b></li> </ul> <p><b>*Note:</b> By default, export and label printing occur immediately whether you are logged on or offline. Therefore, you must set the <b>Perform local actions in batch</b> options in <b>Tools &gt; Options &gt; Batch tab</b> in order to mark records for batch- processing label printing and bibliographic and authority record export. If this option is set, records in either the online or local save file are marked for batch label print or export, rather than printed or exported immediately.</p>
6	<b>Optional.</b> Click to select or clear the <b>Retain file selection</b> check box. ( <b>Default:</b> Check box cleared) <b>Results:</b> <ul style="list-style-type: none"> <li>• If this option is selected, the client keeps the same file selections each time you open the window until you change them.</li> <li>• If the option is cleared, the client clears all file selections, and you select the files you want to process each time you open the window.</li> </ul>

	Action
7	<p>Select the processing order for actions on records and for returning search results:</p> <p>For bibliographic records, select one of the following:</p> <ul style="list-style-type: none"> <li>• Date/Time Added (<b>default</b>)</li> <li>• Save File Number</li> <li>• OCLC Control Number</li> <li>• Name</li> <li>• Title</li> </ul> <p><b>Note:</b> If you select <b>Name</b> for bibliographic records, the client uses a secondary sort by title for records that have no name or have the same name.</p> <p>For authority records, select one of the following:</p> <ul style="list-style-type: none"> <li>• Date/Time Added (<b>default</b>)</li> <li>• Save File Number</li> <li>• OCLC ARN</li> <li>• Heading</li> </ul>
8	<p><b>Optional.</b> Click <b>Search Options</b> to assign a My Status or apply the default local constant data to downloaded bibliographic or authority records (see section on setting batch options above for details).</p>
9	<p>When finished, click <b>OK</b> to run batch processing for the selected local files. Or Click <b>Cancel</b> to close the window without running batch processing.</p>
10	<p>For records marked for some actions, the client may ask if you want to save the records to the local file after the batch is finished. Click <b>Yes</b> to save or <b>No</b> to delete after the batch is completed.</p> <p><b>Results:</b></p> <ul style="list-style-type: none"> <li>• The batch runs immediately and includes all selected local files.</li> <li>• The client closes all local file records and lists.</li> <li>• The Connexion Client Batch in Process window shows the type of processing and the full path and file name of the file in process. For searches, the window shows the number of records being downloaded of the total retrieved.</li> <li>• If you selected the option to display and/or print batch reports in <b>Tools &gt; Options &gt; Batch</b>, the reports display and/or print.</li> <li>• The status of record actions is updated from <b>R</b> (Ready) to <b>C</b> (Completed) or <b>F</b> (Failed) in the local save file records and on the local save file list the next time you open them.</li> <li>• The client does <b>not</b> keep your settings in the Process Batch window (helps prevent re-running a batch by mistake). You must select the file(s) and the processes to run each time.</li> <li>• <b>Exception:</b> The client retains your file selection, if you clicked the <b>Retain file selection</b> check box.</li> <li>• Searches are deleted from the local file unless you set options to keep searches that failed (<b>Tools &gt; Options &gt; Batch</b>).</li> </ul>
11	<p><b>Optional.</b> To cancel processing during a batch run, click <b>Cancel Batch</b> in the Connexion Client Batch in Process window.</p>

**Quick batch alternative for bibliographic records to process holdings:** Batch process setting or deleting holdings by OCLC numbers only without having to download the records. For procedures, see Take Actions on Bibliographic Records, "Batch set or delete holdings by OCLC number."

## Option to check master record before processing actions

Select this option in the Process Batch window to have the client check the Replaced date of the master record against the local file record before batch- processing the action you marked.

- **With this option selected:** If the date in the master record is more recent than the date in the local file record, the action on the local file record fails, and the client downloads the newer record to the local file.
- **With this option cleared:** The client processes your local file records as they are and does not check whether a newer record is available.
- **Whether you have this option selected or not:** The client **always checks** the Replaced date of the master record against the Replaced date of the local record when you process **Replace** on a record. If the date in the master record is more recent, the replace action fails.

## Open batch reports

**Report types.** For the bibliographic local save file(s) in a batch run, the client creates a search report, record action report, export report, and label print report. For the authority local save file(s) in a batch run, the client creates a search, record action, and export report. The client also creates a report for batch holdings by OCLC number.

**View reports automatically as soon as a batch finishes.** By default, when the client completes a batch run, reports open automatically to show results. The reports open on top of each other, with each window maximized.

You can clear this option or select another option to print batch reports automatically in **Tools > Options > Batch**.

**View current batch reports any time after batch finishes.** To view the most current batch reports any time:

Action
<p><b>To view batch results for the default local save files:</b></p> <p>On the Batch menu, click <b>View Reports</b>. On the submenu, click one of the following (or press the corresponding default keystroke):</p> <ul style="list-style-type: none"><li>• <b>Bibliographic Search Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;S&gt;)</li><li>• <b>Bibliographic Record Action Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;A&gt;)</li><li>• <b>Bibliographic Export Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;X&gt;)</li><li>• <b>Label Print Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;L&gt;)</li><li>• <b>Authority Search Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;U&gt;)</li><li>• <b>Authority Record Action Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;R&gt;)</li><li>• <b>Authority Export Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;P&gt;)</li><li>• <b>Holdings by OCLC Numbers Report</b> (or press &lt;Alt&gt;&lt;B&gt;&lt;V&gt;&lt;H&gt;)</li></ul> <p><b>To view batch results for local files that are not the default:</b></p> <ol style="list-style-type: none"><li>1. On the File menu, click <b>Local File Manager</b>, or press &lt;Alt&gt;&lt;F&gt;&lt;F&gt;.</li><li>2. Select the file type and file for which you want to view reports.</li><li>3. Under Batch Reports, click the type of report(s).</li><li>4. Click <b>View Reports</b>.</li></ol> <p><b>Note:</b> The reports you select open behind the Local File Manager window on top of each other if more than one opens.</p>

**Caution:** As soon as you run another batch of searches or actions, the client overwrites the last batch reports with the information for the new batch run(s).

## Use batch reports

To print the displayed report:

Action
<p>On the File menu, click <b>Print</b>, or click , or press &lt;Ctrl&gt;&lt;P&gt;, and in the Print window, click <b>Print</b>.</p> <p>Or</p> <p>Select only the text you want to print, click <b>Print</b>, and in the Print window under <b>Page Range</b>, click the <b>Selection</b> button and then click <b>Print</b>.</p>

To copy data in a report:

Action
<p>Use the mouse to click and drag through the data to select it for copying (or to select all data, press &lt;Ctrl&gt;&lt;A&gt;), and on the Edit menu click <b>Copy</b>, or click , or press &lt;Ctrl&gt;&lt;C&gt;.</p> <p>Paste the data into an Excel spreadsheet or a text editor for further processing. (If you paste into a spreadsheet, use features of Excel to organize the data.)</p>

## Information shown in batch reports

The header of each type of batch report shows:

- **Local File** (full path and file name of the processed file)
- Session ID
- **Report Start Time**
- **Session Duration**
- For search and record action reports: Number of bibliographic and authority exports reported for that file

For each type of batch, reports show:

Type of report	Information displayed
Bibliographic and authority batch search reports	<ul style="list-style-type: none"> <li>• Search errors (this section displays only if the batch had search errors)</li> <li>• Shows the total number of errors and specifies the type of errors, if present: <ul style="list-style-type: none"> <li>○ Too many matches Shows the number of searches resulting in too many matches and for each, shows search keys and number of records found</li> <li>○ Error or records not found Shows the number of searches resulting in errors or records not found and for each, shows search keys and type of error</li> </ul> </li> <li>• Successful searches (shows the total number)</li> <li>• For each successful search, shows: <ul style="list-style-type: none"> <li>○ Search key</li> <li>○ Number of records found</li> <li>○ Local save file number assigned for each record downloaded</li> <li>○ OCLC control number or ARN</li> <li>○ Title*</li> </ul> </li> </ul>

Type of report	Information displayed
Bibliographic and authority batch record action reports	<ul style="list-style-type: none"> <li>• Validation errors (this section displays only if the batch had action errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, title, and the action that failed</li> <li>• Successful actions (shows the total number) For each successful action, shows:                             <ul style="list-style-type: none"> <li>○ Save file number of the record you makred with an action for batch processing</li> <li>○ OCLC control number or ARN</li> <li>○ Title*</li> <li>○ The action that succeeded</li> </ul> </li> </ul>
Bibliographic and authority batch export reports	<ul style="list-style-type: none"> <li>• Record export errors (this section displays only if the batch had export errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title</li> <li>• Successful exports (shows the total number) For each successful export, shows:                             <ul style="list-style-type: none"> <li>○ Save file number of the record exported</li> <li>○ OCLC control number or ARN</li> <li>○ Title*</li> </ul> </li> </ul>
Label Print report	<ul style="list-style-type: none"> <li>• Label print errors (this section displays only if the batch had label errors) Shows the total number of errors and for each error, shows the save file number of the record, OCLC control number or ARN, and title</li> <li>• Successful label printing (shows the total number) For each record that had labels printed successfully, shows:                             <ul style="list-style-type: none"> <li>○ Save file number of the record for which labels printed</li> <li>○ OCLC control number or ARN</li> <li>○ Title*</li> </ul> </li> </ul>
<p><b>Note on non-Latin script titles in bibliographic records:</b> If linked Latin and non-Latin title fields are in a bibliographic record, the batch report shows both. Otherwise, the batch report includes either the non-Latin script title or the Latin script title, depending on which is in the title field.</p>	

See details about batch holdings on bibliographic records by OCLC number reports in Cataloging, Take Actions on Bibliographic Records, ".Batch set or delete holdings by OCLC number."

## 7. Authorization levels and cataloging capabilities

### Cataloging capabilities

Specific kinds of editing capabilities and actions you can take on bibliographic and authority records depend on your OCLC cataloging authorization level.

OCLC assigns each library one or more authorization numbers to log on to Connexion. The authorization is associated with the cataloging level established by your OCLC profile. The authorization tells Connexion when you log on what actions you are authorized to take.

### Authorization levels and what you can do

The following table lists authorization levels in order of most basic to highly specialized, with a list of actions authorized for each level. Unless specified, actions are available for both bibliographic and authority records if applicable to both.

Authorization level	Connexion client authorized actions	Connexion browser authorized actions
Search	<p>Search any OCLC database and display retrieved records, including WorldCat, LC names and subjects authority file, and the LC names and subjects history file.</p> <ul style="list-style-type: none"> <li>• Export records</li> <li>• Display holdings</li> <li>• Report errors in records</li> <li>• Create labels</li> <li>• Print</li> <li>• Edit records locally</li> <li>• Save records to local save file</li> <li>• Search online save file</li> <li>• Create records</li> <li>• Use constant data</li> <li>• Import records</li> </ul>	<p>Search any OCLC database and display retrieved records, including WorldCat, LC names and subjects authority file, and the LC names and subjects history file.</p> <ul style="list-style-type: none"> <li>• Export records</li> <li>• Display holdings</li> <li>• Report errors in records</li> <li>• Create labels</li> <li>• Print</li> <li>• Display local holdings</li> </ul>
	<p><b>Note:</b></p> <ul style="list-style-type: none"> <li>• In some circumstances (for example, you use a Search authorization for Resource Sharing activities), your Search authorization may include additional local holdings capabilities.</li> </ul>	

Authorization level	Connexion client authorized actions	Connexion browser authorized actions
Limited	<p>Same actions as for Search plus the following actions:</p> <ul style="list-style-type: none"> <li>• Submit records for review</li> <li>• Lock records</li> <li>• Save records to online save file</li> <li>• Delete records from online save file</li> <li>• Validate records</li> <li>• Control headings</li> </ul> <p><b>Note on maintaining local holdings:</b> Although local holdings maintenance is available only in the browser, you can open the browser local holdings interface and automatically log on from within the client: Click <b>Tools &gt; Launch Local Holdings Maintenance</b>.</p>	<p>Same actions as for Search plus the following actions:</p> <ul style="list-style-type: none"> <li>• Edit records locally</li> <li>• Create records</li> <li>• Use constant data</li> <li>• Import records</li> <li>• Submit records for review</li> <li>• Lock records</li> <li>• Save records to online save file</li> <li>• Search online save file</li> <li>• Delete records from online save file</li> <li>• Validate records</li> <li>• Control headings</li> <li>• Create and add, edit and replace, or delete local holdings</li> </ul>
<p><b>Note on the online save file:</b> Each library has a single online save file associated with its authorization, which you can access using either the client or the browser interface.</p>		
Full	<p>Same actions as for Search plus Limited and the following actions:</p> <ul style="list-style-type: none"> <li>• Set and delete holdings on bibliographic records</li> <li>• Replace master bibliographic records in WorldCat</li> </ul> <p><b>Note:</b> For specific ways you can upgrade master records based on your authorization level, go to <a href="http://www.oclc.org/support/documentation/connexion/client/cataloging/bibactions/#cat_act_upgrades">http://www.oclc.org/support/documentation/connexion/client/cataloging/bibactions/#cat_act_upgrades</a>.</p> <ul style="list-style-type: none"> <li>• Add new bibliographic records to WorldCat</li> <li>• Create and add, edit and replace, or delete your library's bibliographic institution records (IRs) (if your logon authorization includes IRs)</li> </ul>	
NACO (Name Authority Cooperative program)	<p>Same actions as for Full plus the following actions:</p> <ul style="list-style-type: none"> <li>• Replace name authority records in the LC authority file</li> <li>• Add new name authority records to the LC authority file</li> </ul>	
Agent	<p>Same actions as for Full plus the following actions:</p> <ul style="list-style-type: none"> <li>• Set and delete holdings on bibliographic records on behalf of other libraries for whom the agent is providing cataloging</li> <li>• Maintain local holdings on behalf of other libraries</li> </ul>	
Regular Enhance	<p>Same actions as for Full</p> <p>Used by Enhance participants to enhance non-national, non-PCC (Program for Cooperative Cataloging) master bibliographic records in authorized formats, except records for serials</p>	
Enhance National	<p>Same actions as for NACO</p> <p>Used by Enhance participants to enhance national and PCC master bibliographic records in authorized formats, except records for serials</p>	
Regular CONSER (Cooperative Online Serials program)	<p>Same actions as for Full</p> <p>Used by CONSER participants to authenticate and maintain master continuing resource records</p>	

Authorization level	Connexion client authorized actions	Connexion browser authorized actions
CONSER National	Same actions as for NACO  Used by CONSER participants to authenticate and maintain master continuing resource records	
<b>Notes:</b> <ul style="list-style-type: none"> <li>• See more about the Program for Cooperative Cataloging (PCC), including NACO and CONSER, on the Library of Congress Web site at <a href="http://www.loc.gov/catdir/pcc/naco/nodes.html">http://www.loc.gov/catdir/pcc/naco/nodes.html</a>.</li> <li>• This table does not cover the CatExpress Web-only interface for copy cataloging. CatExpress authorizations do not have different levels. For more CatExpress information, see the CatExpress User Guide at: <a href="http://www.oclc.org/support/documentation/catexpress/using/guide/1introduction/chap1.htm#cx-overview">http://www.oclc.org/support/documentation/catexpress/using/guide/1introduction/chap1.htm#cx-overview</a>.</li> </ul>		

## Definitions of master record upgrades versus records with local edits

Edit mode	Definition and notes
Master bibliographic or name authority record (locked or unlocked)	<ul style="list-style-type: none"> <li>• A master record is the version of the record available to all who have access to Connexion. It does not include local data for any library.</li> <li>• To replace a master record, it must be locked in WorldCat or the LC authority file:                             <ul style="list-style-type: none"> <li>○ <b>Connexion client:</b> With a WorldCat or save file record open, click <b>Action &gt; Lock Master Record</b>. Edit the record and replace it (<b>Action &gt; Replace Record</b>).</li> <li>Or Edit the record locally (while it is unlocked), and when you replace it, let the system lock the record automatically before completing Replace. <b>Note:</b> If another user has already locked or replaced the record after you opened or saved it, your replace action fails and you get an error message</li> <li>○ <b>Connexion browser:</b> With a save file record open, click the <b>Action</b> list and then click Lock Master Record. Edit the record and replace it (in the <b>Action</b> list, click <b>Replace Record</b>).</li> </ul> </li> <li>• When you lock a record (or the client locks it before replacing it), no other user can access the master record until you unlock it or the Replace is completed.</li> <li>• Other users can retrieve the record or edit it locally while the master record is locked.</li> </ul>
Locally edited bibliographic or authority record	<ul style="list-style-type: none"> <li>• A locally edited record is a copy of the master record that you can modify for your particular library needs, and then export to your local system, without affecting the master record.</li> <li>• Any time you edit a record without locking it or replacing it, you are making local edits. Other users can retrieve the record, edit it locally, or lock and edit the master record.</li> <li>• You are using local editing when you do copy cataloging.</li> </ul>

## Summary: Authorization levels and making master record edits versus local edits

The following table summarizes editing and actions on master versus locally edited records, depending on authorization level:

Record level/ authorization level	Connexion client: Editing/actions authorized	Connexion browser: Editing/actions authorized	Records/modifications authorized
Locally edited records  Search and higher	Edit records locally; save to local save file; export	Display record; export	Any record in WorldCat or the LC authority file.  <b>Client:</b> Any modifications for local use.
Locally edited records  Limited and higher	Lock, edit, and save record to local or online save file; export	Lock, edit, and save record to online save file; export	Any record in WorldCat or the LC authority file.  Any modifications for local use.
Master records  Full, NACO, or higher	Lock (optional), edit, and save (optional) record; replace; export	Lock, edit, and save record; replace; export	<ul style="list-style-type: none"> <li>• Records your library contributed.</li> <li>• Minimal-level records you are upgrading.</li> <li>• Records you are enriching (adding call numbers, contents notes, subject headings, non-Latin script data, etc.).</li> </ul> <p>For details see “Upgrades to master bibliographic records and required authorizations” at <a href="http://www.oclc.org/support/documentation/connexion/client/cataloging/bibactions/#cat_act_upgrades">http://www.oclc.org/support/documentation/connexion/client/cataloging/bibactions/#cat_act_upgrades</a>.</p>