

OCLC Local Holdings Offline Product ("LHOP") Now Available!

Individual libraries can now place an order for LHOP. The OCLC Local Holdings Offline Product replaces the old SULOP ("Serials Union List Offline Product") used for many years by OCLC members participating in the old union listing system (now migrated to Local Holdings Maintenance).

Individual libraries can order a tab delimited file of all of the local holdings they currently have in WorldCat from the OCLC web site at <<https://www3.oclc.org/app/lhop/>>. Information from the bibliographic record with data from all attached Local Holdings Records will be available. Once produced, the tab delimited file will be available for download from the Product Services Web <<http://psw.oclc.org/>> and can be imported into a spreadsheet package. If your library has more than 20,000 local holdings records, multiple files will be provided with up to 20,000 records in each file.

A Quick Reference Guide is available online at <http://www.oclc.org/us/en/support/documentation/localholdings/offlineproduct/lhm_offlineproduct_quickref.pdf> and covers the ordering process, downloading the file, and importing the file into Microsoft Office Excel.

Additional information about the LHOP report:

- Ordered through a web form.
- No order cycle; place an order at any time.
- Available within three weeks from placing the order.
- Email notification when report is available.
- Downloaded from Product Services Web.
- Snapshot of all of the library's LHRs in WorldCat regardless of format.
- NO CHARGE for this report.

Below is a brief list of the data elements that will be included in the file.

From the bibliographic record:

- OCLC Number
- Title of Item from the bibliographic record (245 \$a)
- ISBN/ISSN (020 \$a or 022 \$a) - the data will be preceded by a label identifying it as either an ISSN or ISBN
- Place of Publication (260 \$a and \$b)
- BLvL - Code from the Bibliographic Level element in the bibliographic record
- Form - Code from the Form of Item element in the bibliographic record
- SrTp - Code from the Type of Serials element in the bibliographic record

From the Local Holdings record

(All fields will be placed in separate cells)

• LHR Summary - Note: There is only one summary per bibliographic record per institution regardless of the number of LHRs that the library has attached to the bibliographic record. If a library has multiple LHRs attached to a single bibliographic record each LHR will appear on a separate row and the summary field will be repeated in each row.

• LHR Leader - Note: Each element from the leader will be preceded by a label that identifies the item. Data will always appear in the same column for all LHRs in the file.

• LHR 007 - Codes from the Physical Description field.

• LHR 008 - Codes from the Fixed-Length Data Elements General Information. The complete set of 32 characters from the 008 will be included.

• For ease of sorting, in addition to being included in the complete 008 field, the Lending (008/20) and Reproduction (008/21) policy codes and the Date of report (008/26-31) will be broken out into separate columns.

• LHR 852 (Location) - The field tag, indicators, and all subfields will be included as they appear in the LHR at the time the data was extracted.

• Holdings Information - Fields from the LHR that describe the library's holdings including Electronic Location (856) and Holdings Data (853-878). Each field will be in a separate cell and will include the field tag, indicators, and all subfields from the field. Repeatable fields will appear in separate cells (for example if there are two 863 fields, each 863 field will appear in a separate cell within the file).

• Subfield delimiters will appear as '\$' Position of the data will be dependent on the fields that are contained within the LHR.

For more information contact Mary Edgerton at Nylink via phone at 800-342-3353 or 518-443-5444, or via email at edgertonm@nylink.org.

Getting Your Holdings Current and Complete in WorldCat

There are times when an institution's bibliographic holdings may not be completely reflected in WorldCat for one reason or another. If this is the case, you may have no easy way of identifying the records for which you need to cancel or set holdings. When this occurs, a *reclamation project* may be the easiest way to get your holdings in WorldCat in sync with the holdings in your local system. This type of project is meant as a one-time solution.

In a reclamation project, an institution sends the records from their local system, for which they want holdings set. After batch processing completes, a Scan Delete of the institution's holdings not updated by the batchload project is performed. This is done using a Date Stamp (typically the date the records are extracted for submittal to OCLC). Any holdings added to WorldCat after the Date Stamp are not removed by the Scan Delete.

Here are the steps:

- Complete a Batchload Order form <<https://www3.oclc.org/app/batchload/>>.
- After receiving a Batchload Project ID, submit a file (or files) containing ALL of your current holdings.
- Based on information supplied on the Batchload Order form, an OCLC database specialist will set up your project for processing. During the setup process they will ask you what date to use for the Scan Delete of "untouched" holdings.
- OCLC performs a scan/delete after processing your files, meaning there is no longer a period of time where your institution has no holdings in WorldCat.
- You do not need to stop online cataloging, if that is part of your regular workflow. OCLC does recommend you stop deleting holdings until the Reclamation is complete.

OCLC is offering members a one-time free reclamation project. Members will be expected to keep their holdings in WorldCat current from that point forward, online through Connexion or using ongoing Batchload.

For more information contact Lauren Pinsley at Nylink via phone at 800-342-3353 or 518-443-5444, or via email at pinsleyl@nylink.org.

[OCLC - edited]

Collections & Technical Services Contact Information

Please contact Lauren Pinsley (pinsleyl@nylink.org), Lynne Graziadei (draziadeil@nylink.org) or Mary Edgerton (edgertonm@nylink.org) at Nylink with any questions. They are available via email or phone (518-443-5444 / 800-342-3353).