

VENDOR GUIDELINES FOR USE OF OCLC CONTROL NUMBERS

The Vendor may do the following:

- Print the OCLC Control Number of a record associated with an item in print catalogs of library materials sold by the Vendor. If printed, it must be cited in one of the following forms:
 - OCLC#xxxxx
 - OCLCxxxxx
 - OCoLC#xxxxx
 - OCoLCxxxxx
 - (OCoLC)ocmxxxxx
 - (OCoLC)xxxxxwhere xxxxx is the numeric component of the OCLC Control Number.
- Provide the OCLC Control Number associated with an item, cited in the same manner as noted above for print catalogs, in online catalogs.
- Provide a list of OCLC Control Numbers in a spreadsheet or in a similar consistent file to library customers for titles they purchase from that vendor.
- Return the OCLC Control Number to OCLC in WorldCat Cataloging Partner manifests for exact matching purposes.
- Store the OCLC Control Number in internal Vendor database(s).
- Add the OCLC Control Number to a MARC record in a field defined to contain local data (never the 001 field). It must be cited as: "(OCoLC)xxxxx" where xxxxx is the numeric component of the OCLC Control Number. Examples:
 - 035 (OCoLC)4567892349
 - 590 (OCoLC)56789403
 - 945 \$c (OCoLC)61756948

The Vendor may not:

- Enter or add the OCLC Control Number to the 001 field in any MARC records.
- Sell the OCLC Control Numbers in list form or any other form to any party. The OCLC Control Number may be included in MARC records in a local field, as noted above, and those (non-OCLC) MARC records may be sold, but the Control Number in and of itself or in any compilation may not be sold.

If the Vendor wishes to use the OCLC Control Number in a manner not specifically allowed in this document, the Vendor must make a prior written request to OCLC. OCLC will respond in a timely manner to all such requests. Requests may be addressed to:

WorldCat Quality Management Division
Attn: Cynthia M. Whitacre
OCLC
6565 Kilgour Place
Dublin, Ohio 43017