

Virtual AskQC Office Hours

Thank you for joining us!

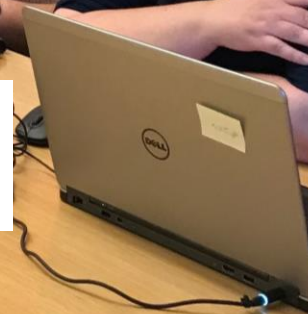
We will begin at 1:00 PM Eastern Daylight Time

Attendees are in listen-only mode

AskQC@oclc.org (Ask Quality Control) is the longstanding email address to which catalogers can send questions to OCLC Metadata Quality staff about cataloging policies, standards, and practices.



Here is us getting ready for today



March 28, 2018

Virtual AskQC Office Hours

Processing Change Requests

OCLC Metadata Quality

On the call today



Charlene Morrison
Database
Specialist II



Shanna Griffith
Database
Specialist II

On the call today



Robin Six
Database
Specialist II



Laura Ramsey
Section Manager,
WorldCat Metadata
Quality



Jay Weitz
Senior Consulting
Database Specialist



Robert Bremer
Senior Consulting
Database Specialist



Nathan Putnam
Director,
Metadata Quality

PROCESSING CHANGE REQUESTS

Bibliographic change requests

- BCR Inbox
- WorldCat Metadata Quality staff monitor each day
- Workflow
 - Duplicates filed by format
 - FIFO processing
 - Resolution time frames may vary
- Staff do NOT have items in hand
- Scripts/Macros

Bibliographic duplicate requests

- All duplicates filed by format
- FIFO processing
- Manual merging by format specialists
 - Items are not in hand
 - BFAS Chapter 4, When to input a new record
- Automated merging by DDR and macros
- Staff do NOT have items in hand

Authority change requests

- AuthFile Inbox
- WorldCat Metadata Quality staff monitor each day
- Workflow
 - FIFO processing
 - NARs and SARs (non-NACO libraries)
 - Resolution time frames may vary
- Scripts/Macros

Authority duplicate requests

- OCLC cannot merge these
- Sent to Library of Congress
 - member libraries who are not NACO
- Processed in normal AuthFile request workflow

Reporting errors

- BFAS Chapter 5 (under revision)
 - <https://www.oclc.org/bibformats/en/quality.html>
- Email:
 - Bibliographic change requests: bibchange@oclc.org
 - Authority change requests: authfile@oclc.org
 - Cataloging advice or policy questions: askqc@oclc.org
- Connexion Client & Record Manager
- Online form
 - <https://oc.lc/recordquality>

Action Batch View Tools Window Help

Holdings

- Add to Authority File Ctrl+Alt+A
- Report Error...**
- Submit for Review...
- Recall Submitted Record
- Lock Master Record Alt+F8
- Release Record Lock Alt+F9
- Replace Record Alt+F10
- Replace and Update Holdings
- Replace Update and Add Institution Record
- Lock Linked Authority Record
- Save Record to Online File Ctrl+Alt+V
- Save Record to Local File F4
- Delete Record Ctrl+Alt+D
- Copy Record...
- Move Record...
- Export F5
- Set Status... Alt+Shift+S



Report Error

OCLC Symbol: OCLCQ User Name: Charlene





E-Mail: morrisoch@oclc.org

Please provide details about the requested change in the space below. A copy of the record as it appears on your screen will accompany this error report.

Send a copy of the e-mail message to me.

Please correct ...

Report Error Cancel Help

-  Client Help
-  MARC Field Help Shift+F1
-  Tutorial
-  **Contact Support...**
- Useful Web Links ▶
- License Agreement
- About OCLC Connexion Client...

Contact Support

Type of Message

Suggestion/Enhancement

Problem/Question

Having problems? Have you checked [Problems and Troubleshooting?](#)

Choose a recipient for this message

OCLC Support

Any E-Mail Address

Your Information (Required)

Name:

Telephone:

E-Mail Address:

Type your message in the box:

Please correct ...

May support staff phone you about your message?

Yes No

Would you like a copy of this message?

Yes No

WorldShare[®] Record Manager

Edit 123

Print Edit Record Advanced Action Save

✓ Sent the email.


OCLC Number
Print book

Other Records Linked to

Results 1 - 6 of 6

Unshackling local gov... e Advisory Comm

- WorldCat Holding
- Derive WorldCat Record
- Bibliographic Constant Data
- Local Holdings Record
- Change Display to Text View
- Change Material Type
- Control All Headings
- Reformat
- Validate
- Send to
- Send Record Change Request...



Send Record Change Request to OCLC

* Required

Current Record * 123

Requested Change *

- Correct Record
- Remove Duplicate Record
- Other

Description * (0/500)

Contact Name *

Contact Email *

Send Cancel

▶ Institution Name and/or OCLC Symbol

OCLCQ

[Directory of OCLC Libraries](#)

▶ Contact Name

Morrison, Charlene

Last, First

▶ E-mail

morrisoch@oclc.org

▶ OCLC Number (for WorldCat records) or ARN (for Authority records)

[OCN or ARN]

Located in upper left corner of record, or in field 001. Enter none if listing more than one number below.

▶ Record format

Please select a format: ▼

Please select a format:

Authority

Books

Computer Files

Continuing Resources

Maps

Mixed Materials

Scores

Sound Recordings

Visual Materials

comment, question, or issue (you may use this form to report more than one issue).

requested]

or duplicates in the boxes below.

▶ **OCLC Number (for WorldCat records) or ARN (for Authority records)**

[OCN or ARN]

Located in upper left corner of record, or in field 001. Enter **none** if listing more than one number below.

▶ **Record format**

Books

Desired change, addition, comment, question, or issue (you may use this form to report more than one issue).

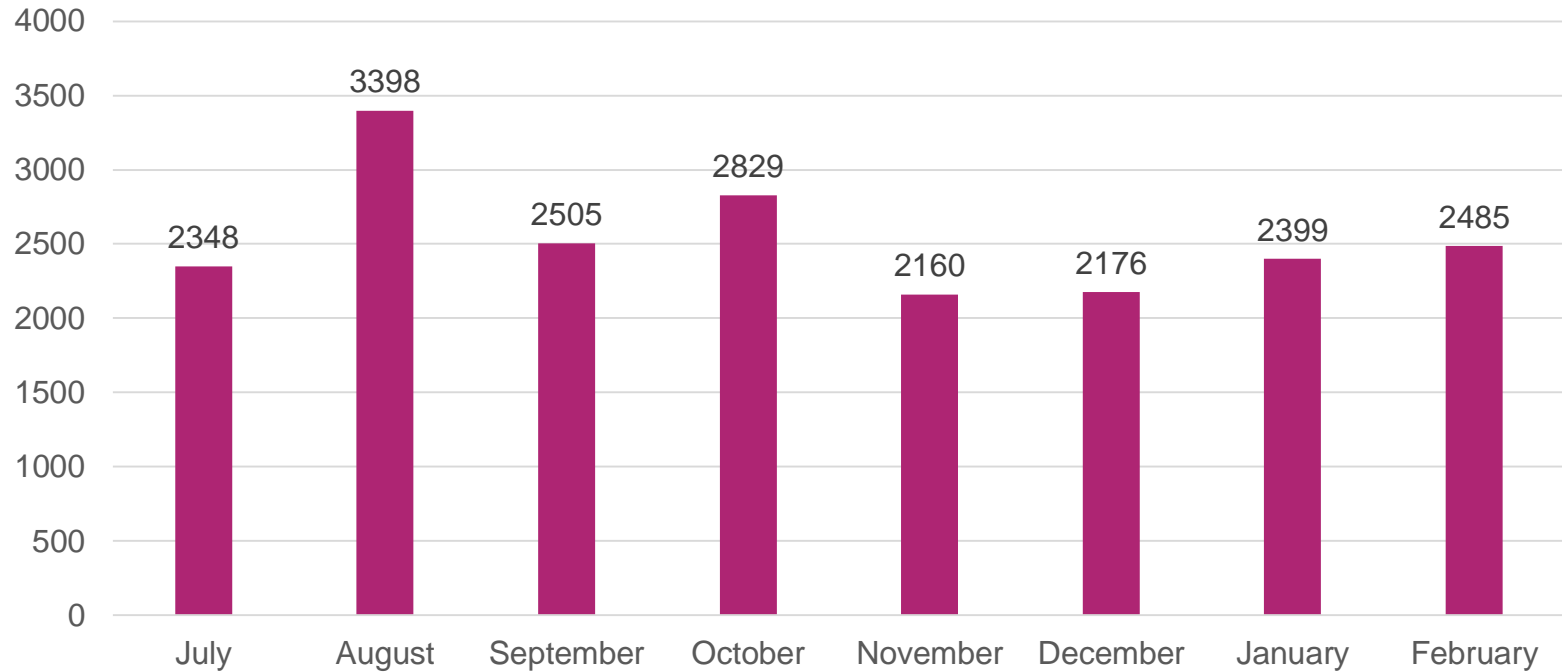
[Description of change requested]

Enter record numbers for duplicates in the boxes below.

Preferred Record	Duplicate 1	Duplicate 2	Duplicate 3	Duplicate 4
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

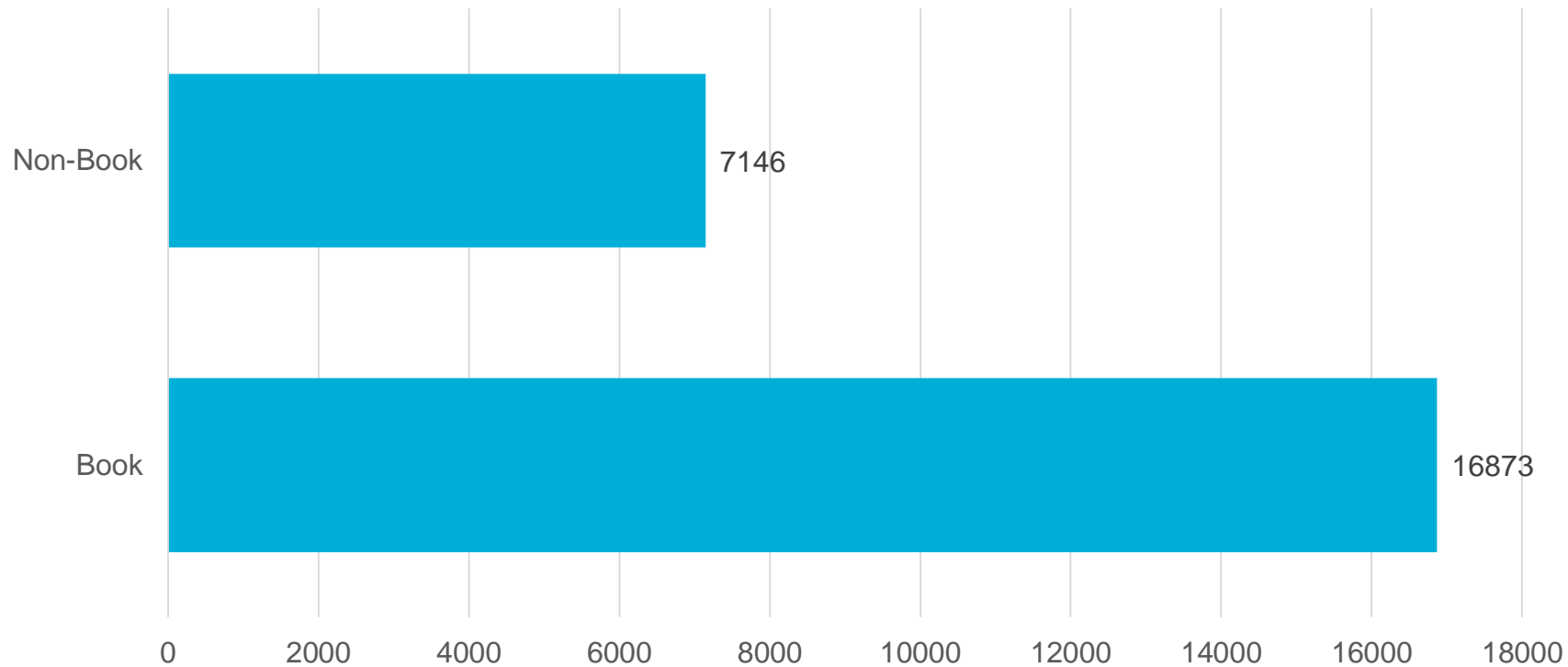
REQUESTS BY THE NUMBERS

FY18 monthly merge requests



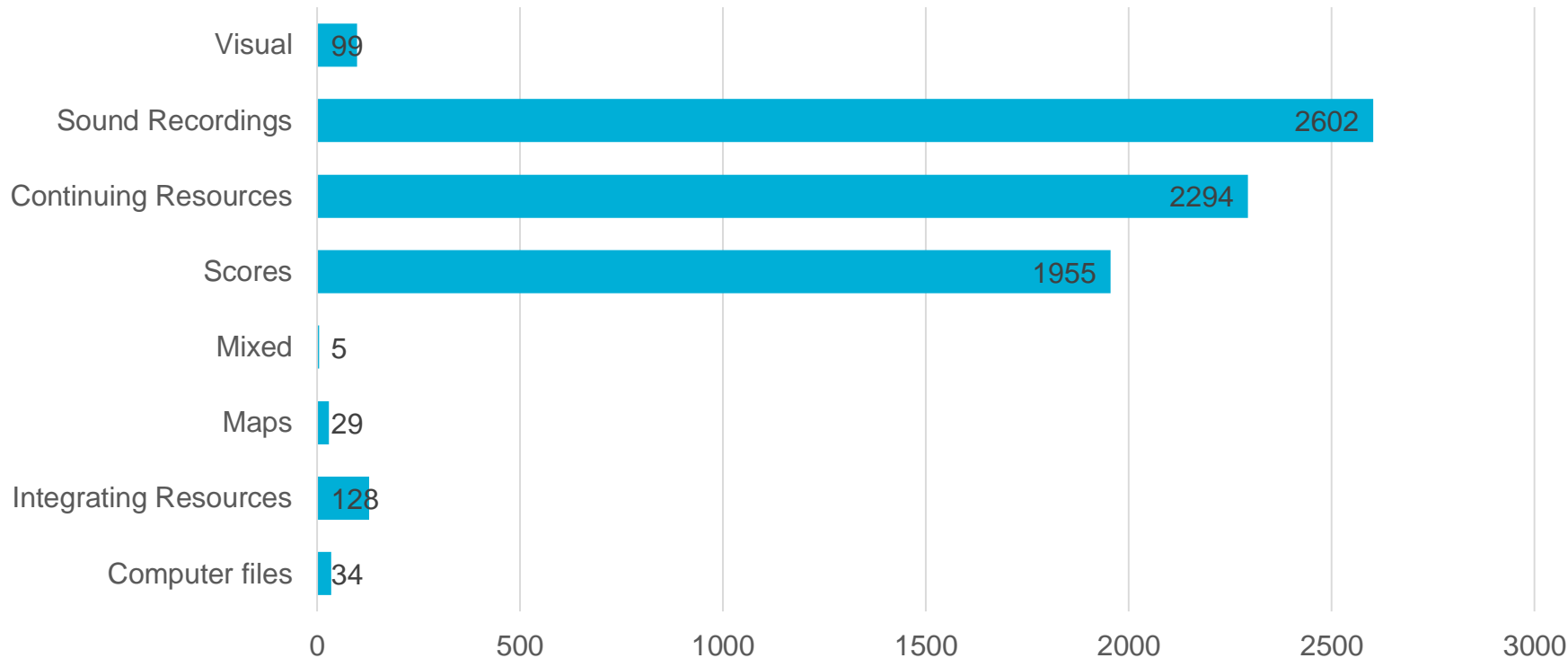
As of 2018 February

Backlog of duplicate requests



As of 2018 February

Backlog of non-book duplicate requests



As of 2018 February

Questions about change requests?



Charlene Morrison



Shanna Griffith



Robin Six



Robert Bremer



Laura Ramsey



Nathan Putnam



Jay Weitz

Please submit questions through chat

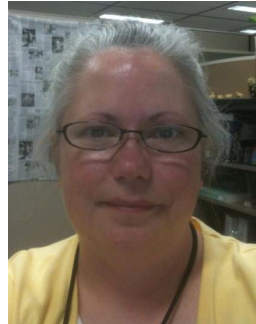
Any general questions?



Charlene Morrison



Shanna Griffith



Robin Six



Robert Bremer



Laura Ramsey



Nathan Putnam



Jay Weitz

Please submit questions through chat

Thank you!

Send cataloging policy questions
at anytime to: askqc@oclc.org

Next Virtual AskQC Office Hours:
Wednesday, April 25, 2018
1:00 PM Eastern Daylight Time

Topic: URLs in a shared cataloging
environment

**Because
what is
known must
be shared.®**