

EDITING BIBLIOGRAPHIC RECORDS IN OCLC CONNEXION

OCTOBER 2020

ANATOMY OF AN OCLC BIBLIOGRAPHIC RECORD

[OCLC](#) 865715525 No holdings in COO - 19 other holdings
No COO holdings in GLIMIR cluster; 19 other holdings in GLIMIR cluster of 1

Books ▾ [Rec stat](#) c [Entered](#) 20131220 [Replaced](#) 20190611065122.4

Type	a	ELvl	l	Srce	d	Audn	j	Ctrl		Lang	eng
BLvl	m	Form	d	Conf	1	Biog		MRec		Ctry	ohu
		Cont	m	GPub		LitF	0	Indx	0		
Desc	▾	Ills	a	Fest	0	DtSt	t	Dates	2013	,	2012

- Delete Field
- Copy Field
- Copy Control Number
- Control Single Heading
- Uncontrol Single
- Transliterate >
- Right-to-Left Reading Order
- Insert from Cited Record

Leader and 008 are combined – dropdowns show accepted values, hyperlinks lead to OCLC’s MARC documentation for that element
CTRL + t (or right click anywhere & select “copy control number”) to copy OCLC number

040			OCLCQ #b eng #e rda #c OCLCQ #d OCLCQ #d KDU #d VWM #d OCLCQ #d OCLCO #d OCLCF
066			#c (3 #c (4
019			664707767 #a 664707770 #a 664707815 #a 664707872 #a 664722928 #a 664723769 #a 664723778 #a 664723787 #a 664723858 #a 664723889 #a 664723893 #a 664724084 #a 664724099 #a 664724136 #a 664725003 #a 664725553 #a 664732061 #a 665084498 #a 665087710 #a 665087773 #a 665093746 #a 665094053 #a 688366264 #a 688501038 #a 6890
090			#b
049			COOO
100	1		OCLC, A. M. E. #q (Author Main Entry), #d 1960-
240	1	0	Uniform title. #l English
245	1	0	Test record, title. #n Number #p Part title : #b RDA version / #c by OCLC.
246	1		#i Caption: #a Title a.e.
250			1st edition.
264	0		Place of production : #b Name of production
264	1		Columbus, Ohio : #b OCLC, #c 2013.
264	2		Place of distribution : #b Name of distributor

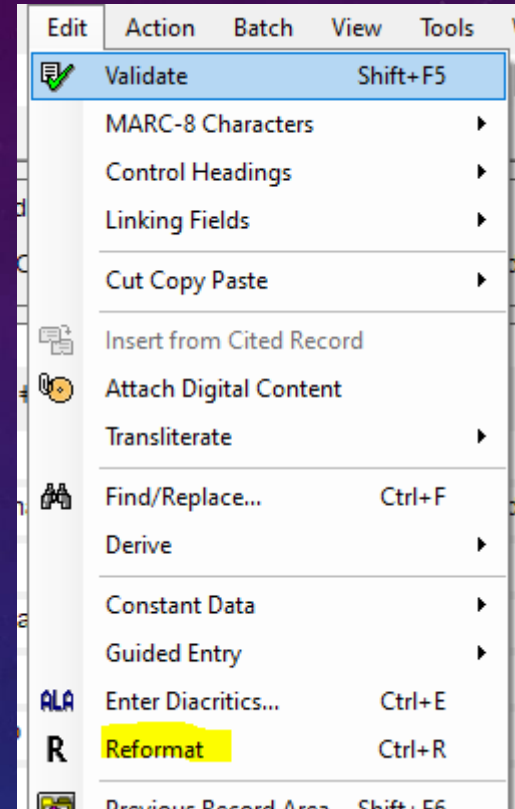
All other fields are edited as standard text

Delimiter shortcut = CTRL + d

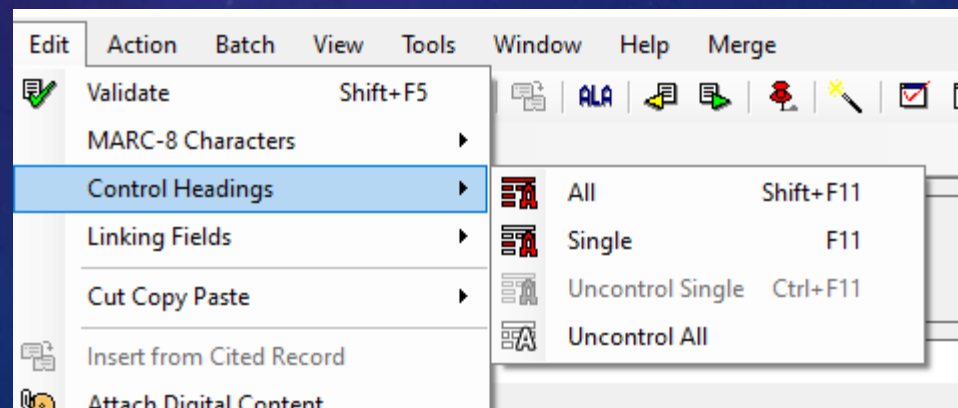
No initial \$a needed

A FEW EDITING TIPS

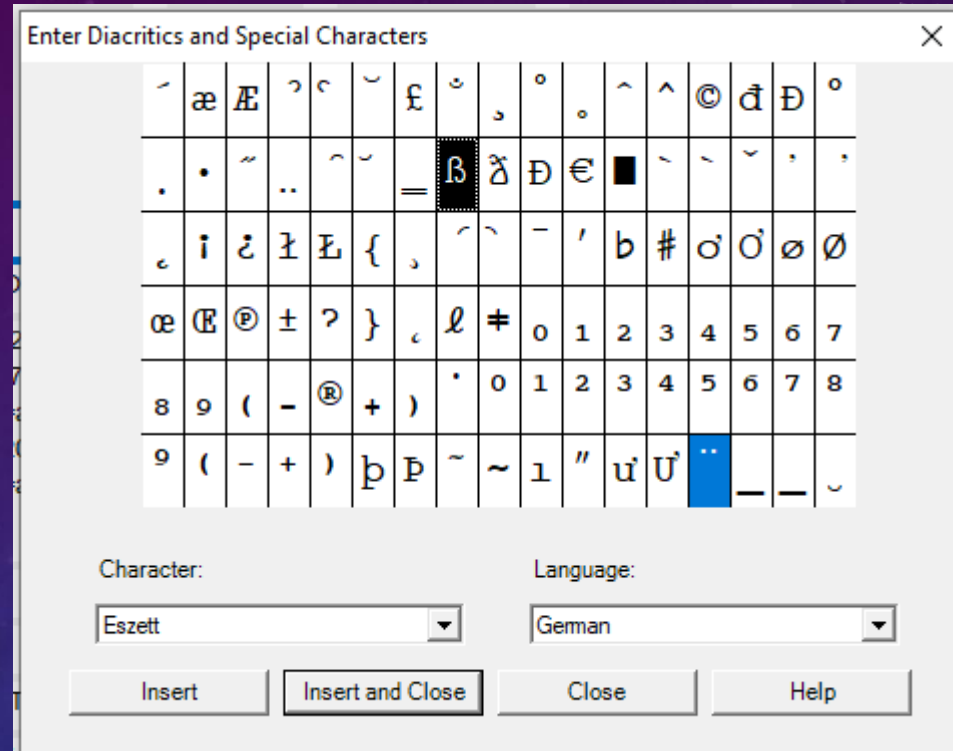
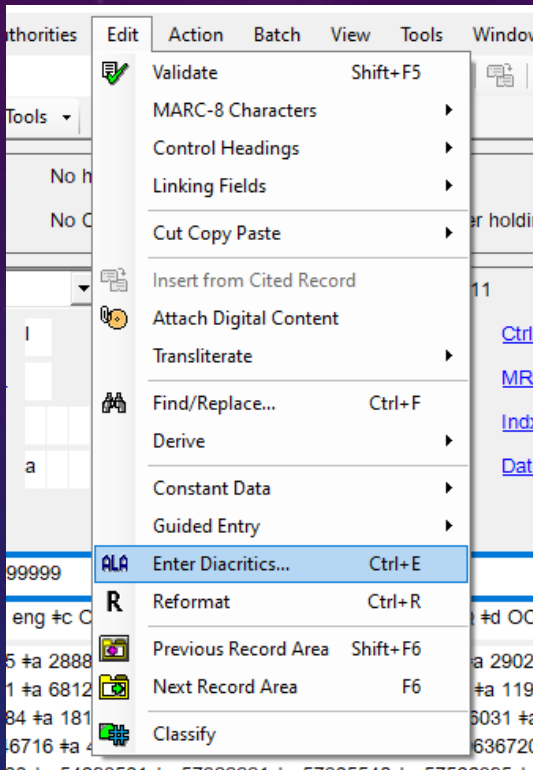
- Most fields can be entered in any order – Reformat or Validate to put in basic MARC tag order
 - *Notes fields, 26x need to be entered in the order you want them to appear*
- **CONTROL** access points whenever feasible – this links the heading in the bibliographic record to the corresponding authority record



Uncontrol a controlled access point to edit it (e.g., add a \$e)

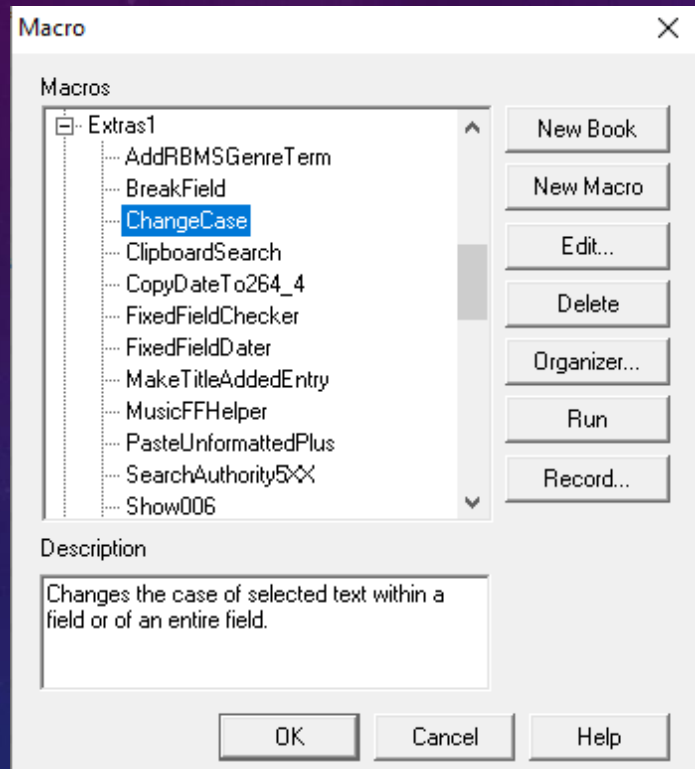


DIACRITICS



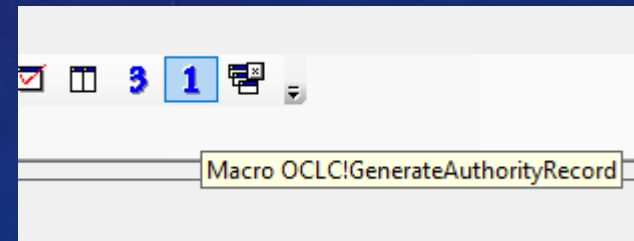
Keyboard shortcuts are available (and can be customized) for many special characters

MACROS ARE OUR FRIENDS

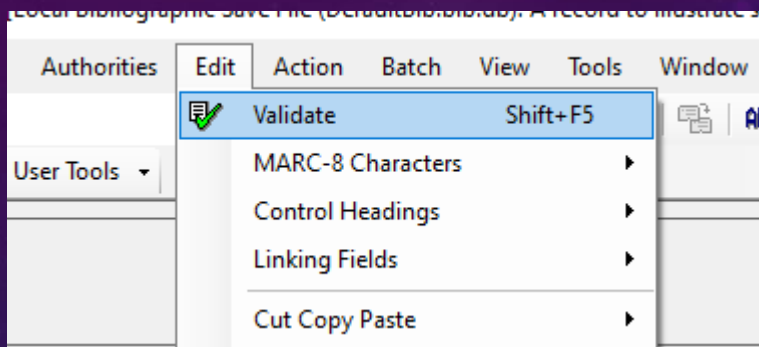


Take the time to look at available macros or ask colleagues what they find useful – you can map macros you use frequently to User tools or to Keyboard commands –

for example, Laura has the OCLC Generate Authority Record macro mapped to User Tool 1, for which there's a shortcut icon on her toolbar (below)



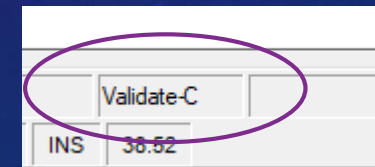
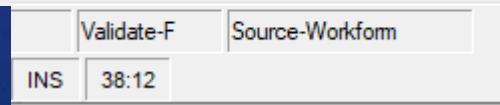
ALWAYS VALIDATE BEFORE YOU REPLACE

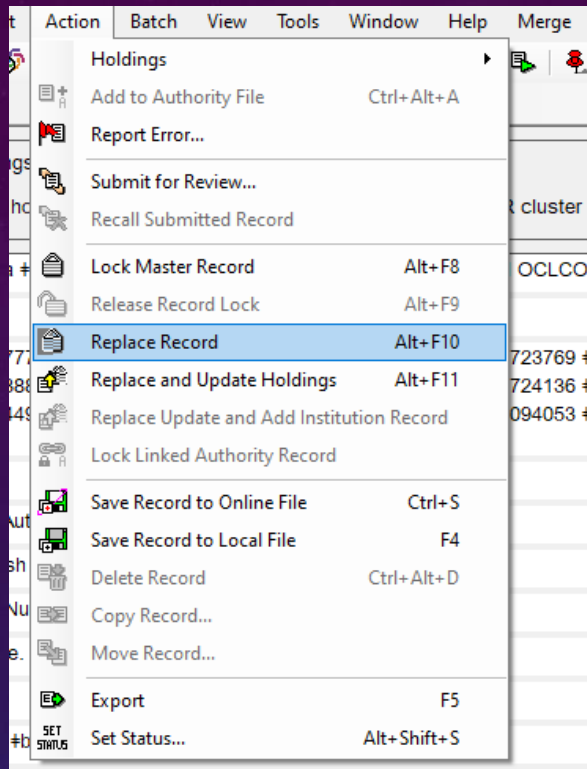


Validation doesn't check content, spelling, or syntax; It does tell you if you have invalid MARC or are missing required elements

If your record validates there is no message, but you'll see a "C" in the lower right:

```
Ctry (008/15) - invalid code
Date1 (008/07-10) - invalid character - data must be numeric characters
DtSt (008/06) - invalid code
ELvl (Leader/17) - invalid code
040 occurrence 1, $e - invalid relationship - when element is equal to rda, then 336 must be present
040 occurrence 1, $e - invalid relationship - when element is equal to rda, then 338 must be present
```





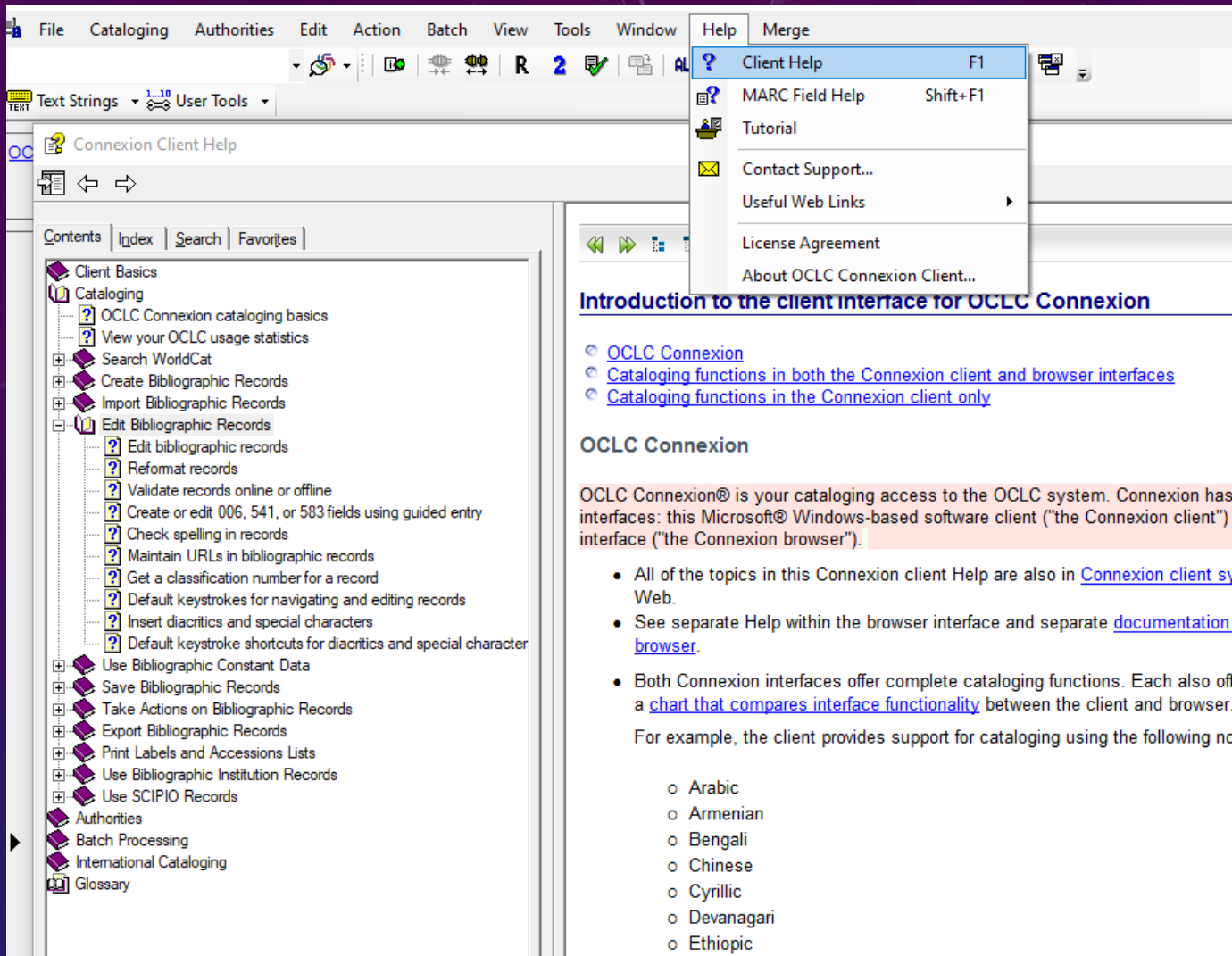
To make changes to the master record, use “Replace Record”

To save a copy of a record you are working on, Save to online file (local file works for new records only)

Changes made but not saved to the master record before exporting will be reflected in our copy of the record in Voyager – but this workflow will change when we migrate to FOLIO

WHEN TO REPLACE A RECORD

- In general, updates to records should be made in the OCLC master record – if it's useful for our users it will almost always be useful to others
 - Local notes or fields (e.g., 899, 948, copy-specific notes) should not be added to the master record
 - Fields we don't keep (e.g., non-English language subject headings) should not be deleted from the master record
 - “Do no harm” – don't make changes just because you disagree with another cataloger's judgement; but do correct errors
- Unless you have pcc/NACO authorization you cannot update authenticated records (Elvl blank, 042 pcc) – refer these to an original cataloger
 - This is an example of a good time to use the online save file



Help is available in the client and online

OCLC's Editing Documentation