

OCLC holdings, Correcting Unresolved Records (LTS Procedure #101)

Scope: *This procedure outlines the steps used to evaluate the FOLIO records that fail to set their holdings in OCLC via the weekly update. A weekly spreadsheet of that weeks holdings setting results is sent to cataloging.*

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Date last updated: March 2023

Date of next review: March 2024

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A. Evaluation of FOLIO Records

Each week a report of the records that could not have their holdings set because the record has a canceled OCLC number is sent to cataloging. The spreadsheet contains both the canceled number and the current number.

B. Correcting FOLIO Records and Adding to WorldCat

1. Using OCLC Connexion, call up the unresolved record by OCLC number.
 2. If another OCLC record matches our Voyager record and the unresolved would be a duplicate:
 - Add CUL holdings to the matching by choosing **Update Holdings** under **Action** menu in Connexion, making sure that you are logged on to OCLC.
 - Remove our holdings from the unresolved OCLC number.
 - Add OCLC master number our holdings are now associated with to Voyager record.
 - Make the appropriate corrections that caused the record to be unresolved in the Voyager record.
 3. If no duplicate record is found in OCLC, make the record available to all in WorldCat by resolving the error(s) enumerated in the bib detail report :
 - After making the corrections, validate the record in OCLC.
 - Replace the record in OCLC by choosing **Replace Record** under **Action**.
 - [Correct the error\(s\) in FOLIO record.](#)
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C. Final Step: Adding OCLC Control Numbers to FOLIO Records

If the number differs from the 035 field in the FOLIO record, make the OCLC control number match the number our holdings reside on. The 035 field's form should be 035 __\$a(OCOLC)123456789