

From: Dave Whisenant [mailto:DWhisenant@cclaflorida.org]
Sent: Mon 8/16/2010 1:51 PM
To: Steven Kolberg; William Shuluk
Subject: OCLC Reclamation

Steven and Bill,

CCLA is far enough into our redesign of our OCLC update procedures that we would like to begin the process of record "reclamation" for Edison State College. This involves having OCLC delete your symbol from all records in their database. After this is complete, CCLA will send OCLC a file of all records that Edison has attached to in LINCC. From this file, we will begin the updating procedures of providing additions and deletions in a timely manner.

Right now, what we need to do is submit some forms to OCLC asking them to set up these procedures. So, we need some information from you. Please provide us with the following information:

Institution Name:
Dept. or Library:
Street Address:
City:
State:
ZIP:

Primary Contact Name:
Primary Contact Title:
Primary Contact Phone:
Primary Contact E-mail:

Once we have this information, we will get the ball rolling. Things on OCLC's end do not move quickly, but we are hopeful that we can put these procedures in place in the next few months. Please let me know if you have any questions.

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