**From:** Dave Whisenant [mailto:DWhisenant@cclaflorida.org]
**Sent:** Tue 11/3/2009 2:31 PM
**To:** William Shuluk
**Cc:** Peggy Phetterplace; John Sandstrum; Scott Schmucker
**Subject:** OCLC Setholdings

Bill,

After a couple of months of investigating how best to keep holdings up-to-date in OCLC, CCLA has come up with a solution that should be able to identify additions AND deletions for each library and submit them to OCLC in a timely manner. However, it will take us several more months to implement this new procedure. We know that FSCJ is very interested in automating the setholds process and feel that it would be unfair to ask that you continue to wait until this new procedure is in place. Therefore, we are now willing to allow FSCJ to participate in CCLA's current setholdings process now with the understanding that the process will change when we implement the new procedures next year.

What is needed at this time is a formal request from the Florida State College at Jacksonville, which can be a written letter or an acknowledgement of this e-mail message. We also need 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:

There is some paperwork that we need to file with OCLC allowing us to send records to them on your behalf. Once this is done, the procedures are fairly automatic. We will do a "reclamation" of your holdings, which means that OCLC will delete your symbol from all records on their system and then re-attach your symbol to records that we send them from Aleph. We will then send them a file every six months of records that are added to the database for your library. After the new procedures are in place, we will be able to send OCLC both additions and deletions on a more frequent basis. More information on these new procedures will be sent out at a later time.

We look forward to hearing from you and working with your staff on this project. Please let me know if you have any questions.

----------------
Dave Whisenant
Library Services Consultant
College Center for Library Automation
dwhisenant@cclaflorida.org