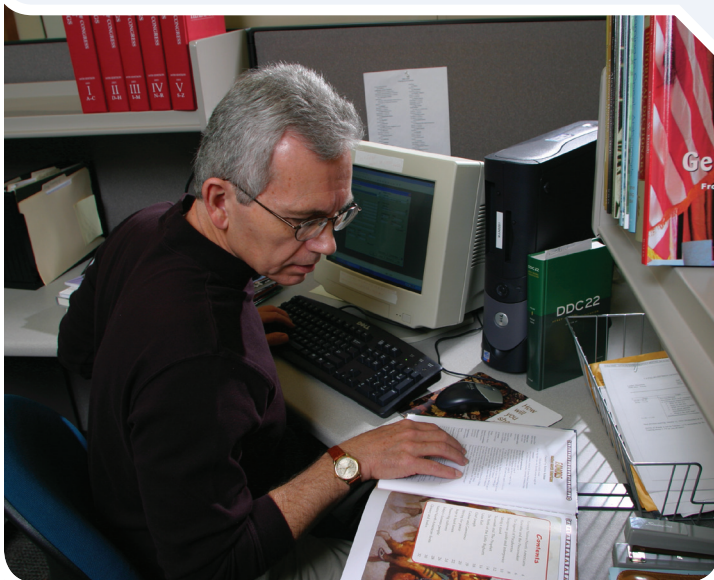


# Cataloging and Metadata Services

*Comprehensive services that work together to improve results*



“OCLC was easy to work with for contract cataloging, and they were more than accommodating to our needs. They really helped us...especially with fast turnaround.”

**DEBORAH THOMAS**  
**TECHNICAL SERVICES LIBRARIAN**  
**UNIVERSITY OF TENNESSEE**

# OCLC's cataloging and metadata services

comprehensive technical services solutions for all libraries. When tasks are integrated within a seamless workflow, you'll save time and money. Plus, as a WorldCat® library, you have the ability to connect your library catalog regionally, nationally and globally via the Web, giving library users access to items in your local catalog.

## It's a changing world

Information seekers' needs have evolved, library budgets are shrinking and library collections are changing. Today's library users start their searches on the Web, place more value on rare and unique materials, and are interested in more kinds of media than ever before. The mission of libraries, however, hasn't changed, and neither has the cooperative nature of OCLC, helping libraries work together more effectively in this changing environment.

## Rethinking technical services workflow

OCLC is helping libraries envision the technical services workflow in order to eliminate redundancy, improve efficiency and enhance access to library materials. When your library uses services that automate and streamline cataloging processes, you'll have more resources available to support the programs and services that directly impact your user communities.

OCLC is building the technical infrastructure that will enable this kind of efficiency and connectivity across the entire library services workflow. We're bringing diverse pieces of the system together in new ways, working with libraries to better leverage data and activities across the Web.

## More choices, more flexibility

OCLC's innovative and comprehensive services provide you with more flexibility throughout the technical services workflow. Best-in-class tools give you the ability to streamline processes in selection, acquisitions and cataloging. Automated metadata services and industry partnerships eliminate redundant steps and enable you to define how the metadata is created. OCLC can

also help with everything from ongoing cataloging to special projects. No matter what your needs are, we'll work with you on a plan to improve your efficiency.

## Cooperative cataloging benefits

When your library chooses OCLC® cataloging and metadata services, we become a partner in your success. OCLC can help you reduce cataloging costs and enhance productivity with services that automate and complement your present cataloging workflow. OCLC is a recognized leader in the metadata field. We offer services that help you perform cataloging functions yourself, automate your current processes, and/or have the cataloging done for you.

### What WorldCat can do for your library

Your library collection is unique—no other library in the world offers the same wealth of resources. When you contribute bibliographic records and holdings to WorldCat, you enrich this immense, global database and invite information seekers worldwide to discover what your library offers. Your library gains much more:

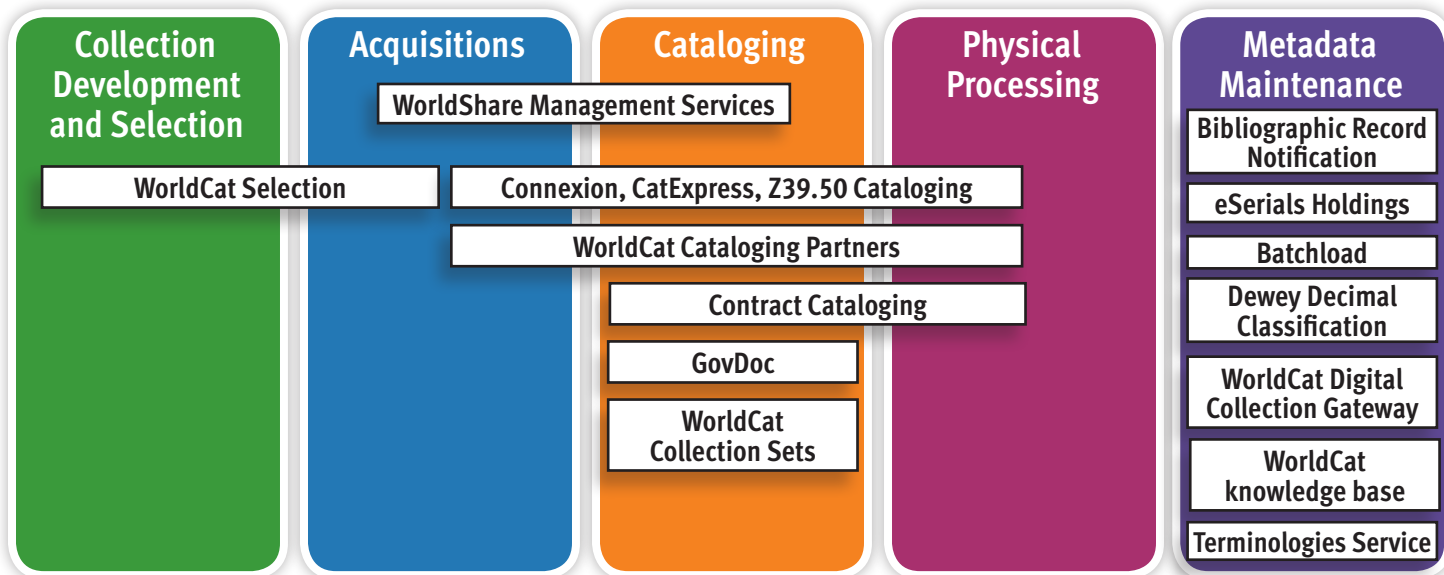
- ▶ Exposure to the vast Web audience
- ▶ Resource sharing capabilities
- ▶ Management tools that help you plan your library operations effectively
- ▶ Membership in a cooperative, worldwide community
- ▶ A link between WorldCat, national and regional catalogs, and your local catalog.

“WorldCat Cataloging Partners lets us get books cataloged faster. We don't need to search and import each record separately, which saves cataloging time. It's much easier for the processing staff to find the records they need when they need them.”

**CATHERINE E. GROVE**  
HEAD, ACQUISITIONS AND RAPID CATALOGING  
NORTHWESTERN UNIVERSITY LIBRARY

## Best in-class tools throughout the cataloging workflow

One of the best ways to create cataloging efficiencies is to reconsider your individual work processes as a part of an integrated workflow. You'll be better able to adjust processing priorities, free staff time to work on more urgent projects and support your library's users.



## A day in the life of your metadata...

A quick example shows how many normally disparate parts of a cataloging process can come together more efficiently when a library uses OCLC cataloging and metadata services:

Materials selectors at your library can view and access notification records from multiple vendors in one system with **WorldCat® Selection**. There's no need to rekey data in Acquisitions, since MARC records from WorldCat are loaded into your local system. Materials get to users faster in an integrated, electronic workflow.

Items you purchase through vendors that participate in **WorldCat® Cataloging Partners** arrive at your library with embedded acquisitions and shelf-ready data. This collaborative effort with materials vendors reduces your library's cataloging costs.

Acquisitions through **OCLC WorldShare™ Management Services** enable you to maintain WorldCat holdings as items are received at your library.

Doing your own cataloging? OCLC's **Connexion®** suite offers a robust set of tools and services to get the job done. It lets you perform original and copy cataloging with WorldCat—and offers the choice of an easy-to-learn Web interface or a Windows-based client interface.

**Z39.50 Cataloging** enables you to catalog from within your local cataloging system.

**Contract Cataloging**

Whether your library needs help with new acquisitions and ongoing cataloging, backlogs, gift collections, special formats or non-English materials, OCLC can help you at a lower cost than you might expect.

Later, when records are modified or enhanced, you are automatically notified via **Bibliographic Record Notification** that records are ready to download.

A variety of other OCLC tools provide for the ongoing maintenance and upkeep of records and holdings.

## WorldCat provides access to your library's unique collection

Your library provides unique resources that users won't find anywhere else. When you use OCLC cataloging and metadata services, your records are automatically added to the WorldCat database—the largest collection of bibliographic materials in the world. If it's been published, there's a good chance you'll find it in WorldCat. Including your holdings in WorldCat enables you to make your collection available through WorldCat® Local and on the Web at WorldCat.org™. Users in your community and researchers around the world can discover the riches of your library's collection more easily.



Whether you choose services that help you create and maintain your own metadata, or prefer to have OCLC do the work, we can save you money and improve the discoverability of your library's unique materials.

## Metadata created and managed by your library

- ▶ **Connexion\*** supports copy and original cataloging, which enables you to create, retrieve, edit and share WorldCat bibliographic and authority records, and maintain WorldCat holdings data.
- ▶ **Z39.50 Cataloging\*** enables you to use your Z39.50-compliant interface through your local cataloging system, to search and retrieve records from WorldCat for copy cataloging.
- ▶ **WorldCat Digital Collection Gateway\*** is a self-service tool for uploading the metadata for your digital content to WorldCat. It is available to all organizations at no charge.
- ▶ **CatExpress®\*** enables libraries with small collections and those requiring an easy-to-use Web interface for staff with little or no cataloging experience, to perform copy cataloging.
- ▶ **OCLC WorldShare Management Services** enable you to maintain WorldCat holdings data from within the acquisitions interface as your library receives items.

Discover how being a part of the OCLC cooperative can help improve your library's services. When libraries work together, everyone benefits.  
For more information, visit [www.oclc.org/services/cataloging](http://www.oclc.org/services/cataloging).

- ▶ **Dewey® Services** provide a dynamic structure for organizing your collections.
- ▶ **Terminologies Service\*** provides access to multiple controlled vocabularies to help create consistent metadata for your collections.
- ▶ **OCLC Bibliographic Record Notification\*** eases catalog maintenance by automatically delivering updated WorldCat MARC records to your library.
- ▶ **WorldCat Selection streamlines** the selection and ordering process for new library materials and delivers the corresponding WorldCat records.

## Metadata created and holdings set by OCLC for your library

- ▶ **WorldCat Cataloging Partners\*** delivers WorldCat records embedded with vendor acquisitions data and shelf-ready data for materials you order through participating vendor partners.
- ▶ **Batchload\*** is an efficient way to add or delete large numbers of records and holdings information offline. This service adds new records to WorldCat and updates Local Holdings Records for items you own.
- ▶ **eSerials Holdings\*** automates the setting and maintaining of your holdings information for electronic serials based on ISSN in WorldCat, without increasing your cataloging workload.

- ▶ **WorldCat® Collection Sets** delivers WorldCat records for vendor sets of microform and electronic collections that are ready to load into your local system.
- ▶ **GovDoc®\*** provides WorldCat records for the U.S. government documents your library owns.
- ▶ **Contract Cataloging** provides a variety of cataloging services, from copy cataloging to record creation to physical processing, in all formats and 30 languages.
- ▶ **WorldCat knowledge base\*** helps manage electronic materials workflows, enhancing access to your electronic content.

*\*Included at no additional charge if your library maintains a full OCLC cataloging subscription.*

## Web-based developer tools

Your cataloging subscription includes access to Web-based developer tools that help you extend and adapt OCLC cataloging services. The **WorldCat® Search API** facilitates access to FRBR-ized bibliographic records and holdings. **xISBN** and **xISSN** services help users find related editions, variant, predecessor or successor editions of a work. See [www.oclc.org/services/web/](http://www.oclc.org/services/web/) for details.



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### Asia Pacific

- T +1-614-764-6099
- F +1-614-764-4331
- E [AsiaPacific@oclc.org](mailto:AsiaPacific@oclc.org)

### Australia

- T +61-3-9929 0800
- T 1300-260-795  
(Local call within Australia)
- F +61-3-9929 0801
- E [australia@oclc.org](mailto:australia@oclc.org)

### Canada

- T +1-450-656-8955
- 888-658-6583
- F +1-450-618-8029
- E [canada@oclc.org](mailto:canada@oclc.org)

### China

- T +86-10-8260-7538
- F +86-10-8260-7539
- E [china@oclc.org](mailto:china@oclc.org)

### France

- T +33-(0)1-55 02 14 80
- F +33-(0)1-47 93 50 13
- E [france@oclc.org](mailto:france@oclc.org)

### Germany

- T +49-(0)89-613 08 300
- F +49-(0)89-613 08 399
- E [deutschland@oclc.org](mailto:deutschland@oclc.org)

### Latin America

- T +1-614-764-6301
- 800-848-5878, ext. 6301
- F +1-614-718-1026
- E [america\\_latina@oclc.org](mailto:america_latina@oclc.org)

### Mexico

- T +52-55-5687-3307
- F +52-55-5523-9212
- E [mexico@oclc.org](mailto:mexico@oclc.org)

### Netherlands

- T +31-(0)71-524 65 00
- F +31-(0)71-522 31 19
- E [nederland@oclc.org](mailto:nederland@oclc.org)

### Switzerland

- T +41-(0)61-378 80 70
- F +41-(0)61-378 80 79
- E [schweiz@oclc.org](mailto:schweiz@oclc.org)

### United Kingdom and Ireland

- T +44-(0)121-456 46 56
- F +44-(0)121-456 46 80
- E [uk@oclc.org](mailto:uk@oclc.org)

### United States

- T +1-614-764-6000
- 800-848-5878  
(US + Canada only)
- F +1-614-764-6096
- E [usa@oclc.org](mailto:usa@oclc.org)