

Batchloading (or batch processing)

Batchloading is a technique by which MARC records are processed in groups. The group of records is sent or loaded to the service all at once. With OCLC, batchloading is an automated method of adding authority, bibliographic and holdings data to the WorldCat database.

Types of Batch Processing Projects

Retrospective (retro) batchload. An institution submits all of the records in its local system for batch processing--often referred to as a retro load. After a retro load is complete, some institutions maintain their holdings through online cataloging services such as CatExpress or Connexion.

Ongoing batchload. An institution submits files to OCLC for batchloading on an ongoing basis to keep holdings up to date.

Reclamation project. Used when an institution's holdings have not been maintained in WorldCat. First a scan/delete is performed to remove all existing holdings information in WorldCat. Then the institution's current holdings are loaded.

Scan/delete. Removes all occurrences of an OCLC institution symbol.

Group batchload. Similar to the batch process for single institution projects. A group of institutions can submit files of consolidated records for batchloading. This requires the use of a translation table that lists library identifiers within the bibliographic records and the corresponding OCLC institution symbols.

Batchloading of Non-MARC Records

Patterned data. Data received in labeled data-fields, delimited data-fields, or positional data-fields. Common examples are Microsoft Excel spreadsheets, Access databases, and Microsoft Word documents.

Search key. Users have the option of sending search keys (i.e. OCLC numbers, LCCNs, ISBNs, Author/Title, Title, etc.) for setting holdings. Source files may be submitted via FTP, CD-ROM, or e-mail attachment.

Unresolved Records

Unresolved or non-matching records from a batch process can be handled in the following ways:

- Disregard the unresolved records.
- Load the unresolved records from each batch processed to the institution's save file. Users can access this file through Connexion.
- Retrieve the records from the OCLC Product Services Web and save to the local institution's workstation. Staff may then work to resolve the records and resubmit later either through Connexion or a future batch process.

Batch Process Fees

Fees to add holdings to WorldCat through batch processes are included in the annual LiLI Unlimited Resource Sharing fee for participants.

