



Title: WorldCat responsibilities

Impact/benefit:

- Patrons/ Reference/ ILL/Circulation
 - we must have accurate holdings represented in WorldCat
- SALSA consortium
 - we share records downloaded from WorldCat

Mainly affects the work of:

Principal Cataloger Documents Cataloger Dewey Cataloger Bureau Chief
 TSB Fed Docs Technician TSB State Docs Technician TSB Serials Technician
 PSB Librarians PSB Docs Librarian PSB Docs Technician

Policy involves these rules, systems:

RDA SALSA Polaris OCLC CONTENTdm other:

Policy involves these records:

bib auth item serial holdings/pub pattern check-in/issues Cdm other:

History:

We haven't always set holdings in WorldCat, deleted them when appropriate, etc.

Policy addresses these problems, needs:

We must comply with OCLC policy.

Policy/Procedure:

We are obligated to adhere to OCLC policy (see links below)

- contribute current metadata and holdings information
- create and edit records according to standards

We can share only the records for which we've set holdings.

- We share these in library consortia such as SALSA.
- We cannot give these records directly to individual libraries, such as other public libraries in New Mexico. Using programs such as MarcEdit we can write records for public libraries, if and when there's a need.

Even though it's not required we will set holdings for our federal documents. At NMSL this was not always done in the past.

Related projects/clean-up work:

At some point we need to purchase an OCLC [Batchload Reclamation](#)

OCLC policies:

- [WorldCat Principles of Cooperation](#)
- [Guidelines for Contributions to WorldCat](#)
- [WorldCat record use and data licensing](#)
- [WorldCat Rights and Responsibilities for the OCLC Cooperative](#)