Backloading Data Sync Collection Setup

I-Share institutions' backloading bibliographic data sync collections are set up in OCLC's WorldShare Metadata Collection Manager. The process of backloading holdings is described further in our [documentation](#).

There are steps both your institution and CARLI will need to take to ensure your collection is enabled and functions as expected.

Institutions should:
1. **Identify two people as the main contacts** for your data sync collection and share their names, job titles, and email address with CARLI for collection setup. (Often, contacts will include your I-Share Technical Services contact and/or Cataloging contact). Contacts need an OCLC Services account with Metadata services added. To request an account or add Metadata to an existing account, please follow OCLC's [instructions](#).
2. Share with CARLI the frequency backloading should occur for your library: monthly (default), weekly, or daily.
3. Share one **9-digit cataloging authorization number** (beginning with 100) with CARLI for collection setup. Please do not share your password.
4. R**eview the configuration settings** CARLI sets up using the recommended settings below. Please let CARLI know when you complete your review. *Do not click the "Submit Collection" button* during your review. Once a collection is submitted, most of the settings will no longer be available to edit. Please only save any changes during your review by clicking *Save Progress* or *Save*.
5. In the Voyager Cataloging client, **select "OK to export", then Save to DB on at least five bibliographic records** to use as a test set. These 5 records should not yet have holdings set in WorldCat (described further below). Please share the bib ids and OCLC numbers for those records selected for your test with CARLI.

CARLI will:
1. Create your data sync collection and enter the initial collection settings for your review.
2. Complete a final review of your collection's settings.
3. Submit the collection to OCLC for their review.
4. Send your bibliographic records with "OK to export" selected to OCLC to test the collection configuration and send future records based on the frequency you specify.
5. Use the returned processing report to confirm that the collection did indeed add your holdings to WorldCat.
6. Remove CARLI access to receive data sync reports once the collection is operating as expected.

I. Two Institution-Level Settings in WorldShare Metadata Collection Manager on the Settings tab:
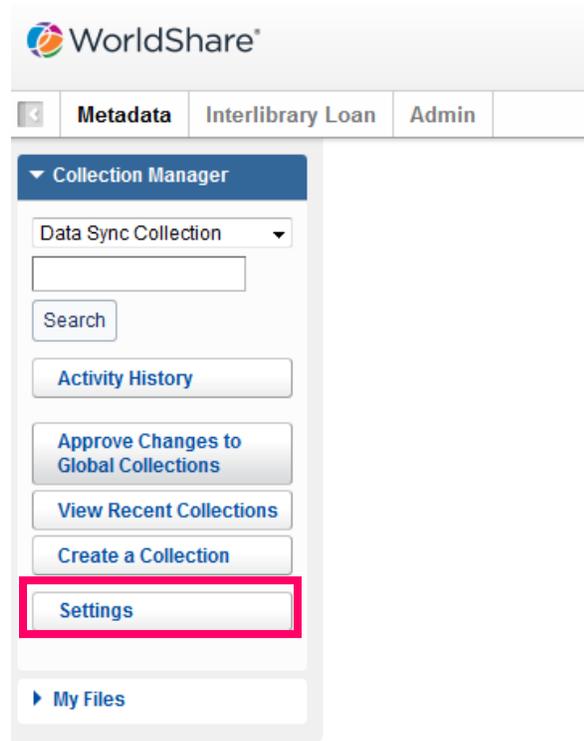
1. Select the **OCLC Symbol** blind.
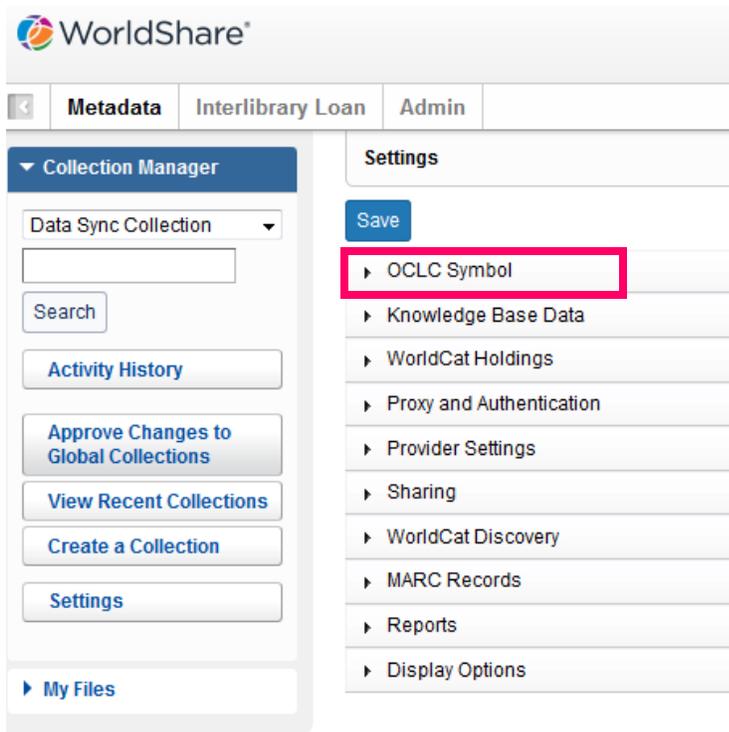
Then, verify your institution's OCLC symbol is selected. If it is not, add your symbol, then click **Save.**
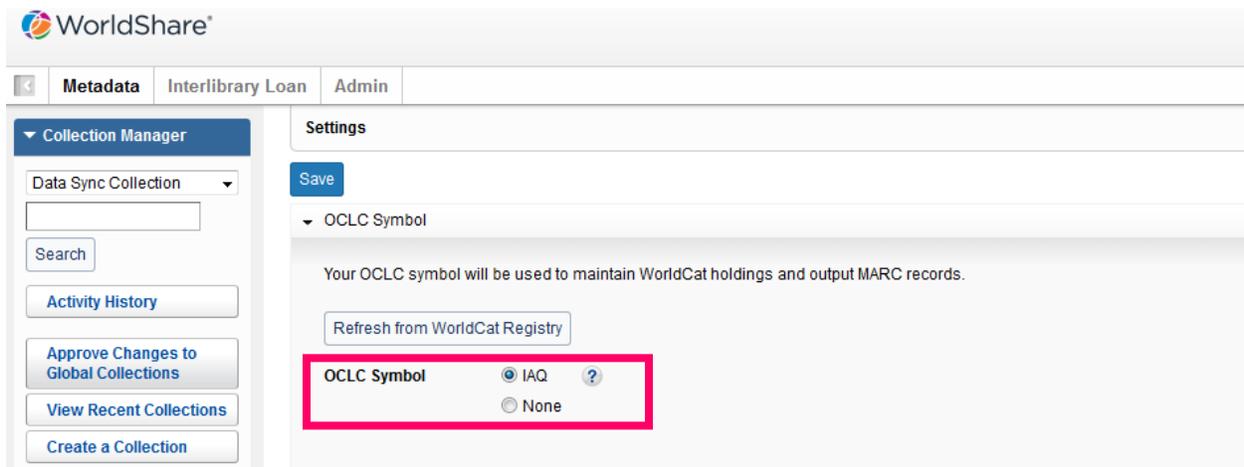
Example OCLC Symbol set for Parkland Community College

2. Select the **Reports** blind.

Then, verify or add the following settings:

Receive Email Reports	Yes
Authorization code	**9-digit cataloging authorization number**
Report Types	**Data Sync Reports** - **Bibliographic Record Processing**
Email Addresses	• **two** email contacts for your institution separated by a semi-colon • CARLI contacts **long20@uillinois.edu** and **fellows@uillinois.edu** for setup confirmation and testing
Report format	**Excel** is selected during the setup and testing period.
Received as	**Email attachment** is selected during the setup and testing period.

Click **Save** to retain any changes.

Receive Email Reports	⦿ Yes
	○ No
Authorization Code *	[████████] ?
Report Types *	▸ Records Reports
	▸ WorldCat Holdings Reports
	▸ Cataloging Partner Reports
	▾ Data Sync Reports
	☐ Data Sync Records
	☐ Data Sync Monthly Records
	☑ Bibliographic Record Processing
	☐ Bibliographic Record Processing Exceptions
	☐ LHR Processing
	☐ LHR Processing Exceptions
Email Address(es) *	email1@institution.edu; email2@institution.edu; long20@uillinois.edu; fellows@uillinois.edu
Report Format	○ HTML
	⦿ Excel
Receive as	⦿ Email Attachment
	○ Hyperlink

Example Data Sync Collection - Reports Blind

II. Backloading Data Sync Collection Settings

To search for your Data Sync Collection, from the Collection Manager blind, select **Data Sync Collection.**
Next, click the **Search** box.
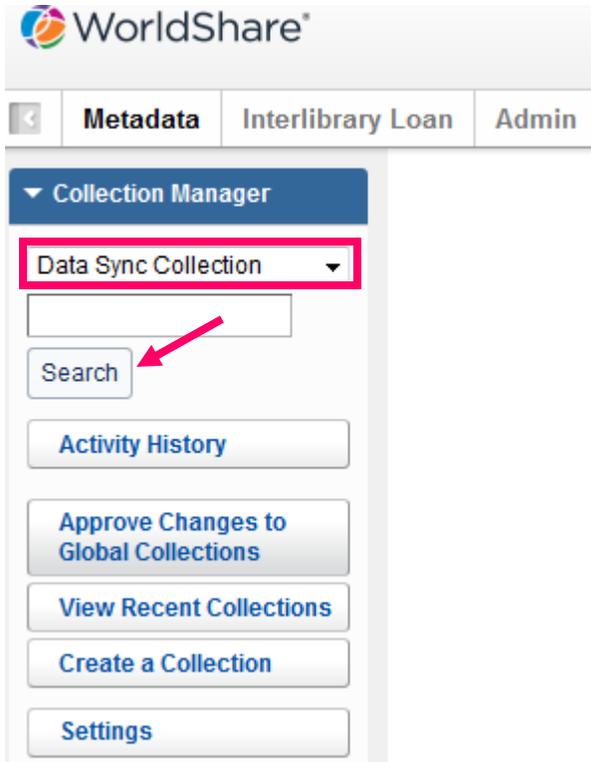
Then, select the highlighted Collection Name **Backloading Holdings**. (Migrated projects initially will have
the former project id P00#### as the Collection Name.)

Example Data Sync Collection Search Results

Six collection-level blinds will become available for your review:
- Properties
- Bibliographic Record Information
- Local Bibliographic Data Information
- MARC Record Output Information
- Comments
- Contact Information
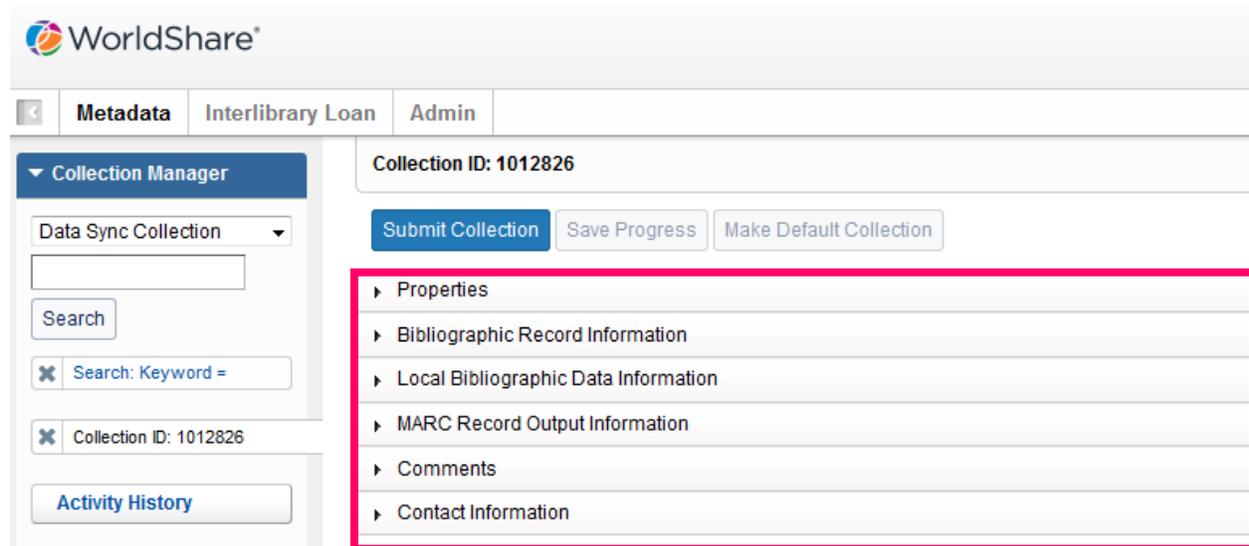
Example of Six Data Sync Collection Blinds

1. Select **the Properties** blind and verify or add the following settings:

Collection Name	**Backloading Holdings** added. Migrated projects should have **parentheses** around the prepopulated **project ID**.
Collection ID	This number is systematically populated. It is the new reference ID for your data sync collection.
Institution and **Symbol**	System populated
Group	**No**
WMS Library	**No**
Collection type	**Bibliographic**

Original Data Format	**MARC**
Use Record Status for Processing	**No**
Default Data Sync Collection	If this is your first data sync collection, it will automatically be set as the default.
	<The next four settings are system populated.>
Description	**This collection sets holdings only and should be set for OCN matching only. Data is sent from CARLI.** <This information is also added in the Comments blind.>

Click **Save Progress** to save any changes.

Example Data Sync Collection – Properties blind

2a. Select the **Bibliographic Record Information** blind – **System** tab and verify or add the following:

Initial Estimate for Record Count	100
System Name	**Voyager Library (vendor Ex Libris, a ProQuest company)**
Version	**9.1.1**
OCLC Number Location	**035$a**
Local System Number Location(s)	**001**

Example Data Sync Collection – Bibliographic Record Information blind – System tab

2b. Then, select the **Processing** tab on the **Bibliographic Record Information** blind and verify or add the following:

Limit Added Records to WorldCat Staging	**Yes**
Replace Records in WorldCat	**No**
Use Language of Catalog (040 $b) Field from Records	**Yes**
Use Excluded Information for Fixed Fields and **Use Excluded Information for Variable Fields**	No values added

Click **Save Progress** to save any changes.

Example Data Sync Collection – Bibliographic Record Information blind – Processing tab

3. Local Bibliographic Data Information blind – only populate this if your institution creates LBDs in OCLC (WorldCat Local Users for example).

4. Select the **MARC Record Output Information** blind and verify or adjust the Enable MARC Record Delivery setting:

Enable MARC Record Delivery	No

Click **Save Progress** to save any changes.

Collection ID: 1012826

| Submit Collection | Save Progress | Make Default Collection |

▸ Properties
▸ Bibliographic Record Information
▸ Local Bibliographic Data Information
▾ MARC Record Output Information

Enable MARC Record Delivery ○ Yes
○ No (selected)

Records Returned WorldCat Records ▾

For WorldCat Records, go to the Settings panel in Collection Manager to select the OCLC symbol and enable MARC Record Delivery.

▸ Comments
▸ Contact Information

Example Data Sync Collection – MARC Record Output Information blind

5. On the **Comments** blind, verify or add the following comment(s):

Topic	OCN Matching ONLY
Comment	**This collection sets holdings only and should be set for OCN matching only. Data is sent from CARLI.** (Please note in a comment if your library creates LBDs as part of this project.)

Click **Save Progress** to save any changes.

Add Comment ✖

Topic * OCN Matching Only

User Nicole Swanson (100/4000)

Comment * This collection sets holdings only and should be set for OCN matching only. Data is sent from CARLI.

| Add | Close |

Example Data Sync Collection – Add Comment window

6. The **Contact Information** blind should include the following:

Two contacts for your institution	
Two CARLI contacts	• **Nicole Swanson, CARLI Library Services Coordinator, long20@uillinois.edu** • **Gordon Fellows, CARLI Senior Research Programmer, fellows@uillinois.edu**

Add or remove contacts using the green or red buttons under the Action column.

Click **Save Progress.**

Example Data Sync Collection – Contact Information blind

III. Five Test Records for Processing

As a final step, please click **OK to export**, then **Save to DB** on at least **five** of your bibliographic records in your Voyager Cataloging Client. These records should not yet have holdings set in OCLC Connexion. The **OK to export** setting is found on the **System** tab of bibliographic records.

Example Voyager Cataloging Client –OK to Export setting

Write down and save the bibliographic record IDs and OCLC numbers from your test records. Please share these with CARLI. After the backloading test records are processed, the test record IDs and OCLC numbers can be used in conjunction with your data sync collection's bibliographic record processing report to check that your holdings were indeed added to WorldCat.

IV. Reviewing Cross-Reference Reports

When your backloading data sync collection processes, you should receive a report through email with the subject line: Bibliographic Record Processing Summary -- Data Synchronization. The report will be attached in an Excel file. Within 24 hours of receiving this email, you will have access to your cross-reference reports and possibly a detailed exception file for 90 days in WorldShare Metadata Collection Manager -- My Files – Downloads.
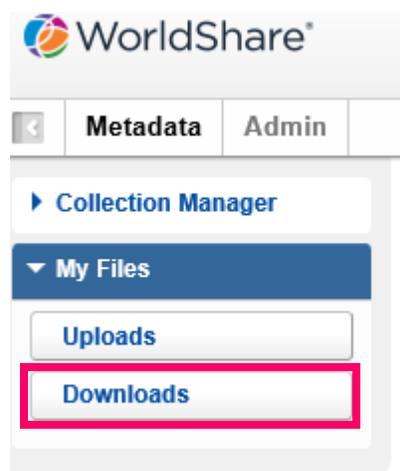
The results in My Files - Downloads can be filtered by Reports to help narrow the results.

Report file names will begin with metacoll.XXX.datasync (where XXX is replaced with your three-character OCLC symbol) followed by your collection ID. Cross-reference report file names end with .xrefrpt.txt and unresolved cross-reference reports end with unresxrefrpt.txt. You may also receive a detailed exception file, bibdetailexcpt.1.mrc.txt, to assist you with any unresolved records.

The files are easily read in Excel or WordPad, but we recommend avoiding basic Notepad since the column structure will be lost.

Cross-reference reports (.xrefrpt.txt) list your local Voyager bib ids sent to OCLC in the left column, and list the corresponding OCLC numbers that matched in the right column. Your institution's holdings were added to all of the WorldCat records represented by these OCLC numbers.

Example of a Cross-Reference Report (xrefrpt.txt)

Bib id column	→	1213776	6273862	←	Matching OCLC numbers column representing WorldCat records where holdings were set.
		1213777	2842723		
		1213772	13878867		
		1212484	1006508884		
		1212483	1006508283		

Unresolved cross-reference reports (unresxrefrpt.txt) list those records which did not match on existing WorldCat records and no holdings were added to indexed records in WorldCat. Instead, these records were added to WorldCat Staging and are available for review for 180 days before they are deleted by OCLC's processing. They can be reviewed in OCLC Connexion using the temporary OCLC numbers assigned in the report.

Your backloading profile should match only on OCLC numbers. If records are placed in an unresolved file, it is likely they lacked an OCLC control number. Please review any unresolved records since your holdings were not added to the appropriate WorldCat records. Often the best workflow is to search the bib id in your Voyager database to check for any OCLC numbers in the records that should have matched existing WorldCat records.

Example of an Unresolved Cross-Reference Report (unresxrefrpt.txt)

Bib id column	→	1132918	1002290890	←	WorldCat Staging ids column (not the OCLC number in your bib record)
		1748473	1002301583		
		2953107	1002297261		
		2078901	1002299315		
		1220376	1002295051		

Using the bib ids listed in the left column of the unresxrefrpt.txt, search for the bibs in the Voyager Cataloging Client and check for any OCLC numbers.

OCLC number in bib record

If you receive unresolved records and believe these should have matched existing WorldCat records, please let us know at support@carli.illinois.edu. We are tracking any issues (listed below) and will report them to OCLC.

If you plan to update unresolved records in your Voyager database by overlaying or adding OCLC numbers, please follow the safe bibliographic record replacement routine: https://www.carli.illinois.edu/products-services/i-share/cat/safebibrep and suppress the records first, wait the appropriate amount of time, then make the change. This will ensure the changes will correctly be reflected in the I-Share Union Catalog.

Issues reported:

9/19/2017: OCLC 10-digit control numbers are being discarded from data sync matching during backloading (note unresolved example above). As of 12/22/2017, OCLC continues to work on this issue.