Cataloging and Metadata Services

Comprehensive services that work together to improve results
OCLC’s cataloging and metadata services offer 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 reenvision 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

"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
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 participating WorldCat Cataloging Partners™ receive record, holding and invoice information and call number labels. This collaborative effort with materials vendors reduces the cost of cataloging for your library.

Contract Cataloging provides three levels of ongoing cataloging—abbreviated, minimal and full—and four levels of copy cataloging, ranging from accepting matching records “as is” to local customization, and we can work from actual items or surrogates. WorldCat holdings are set on every record we deliver to you.

Language Sets are a fast, easy way to build world-language collections to better serve your culturally diverse community. Start, maintain or expand a collection of books, CDs and DVDs. Each set is created for your library with new titles in every shipment. MARC records are included and holdings are set on the WorldCat records, giving you the ability to provide discovery on the Web through WorldCat.org.

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.
Cataloging and Metadata Services

Whether you choose services that help you create and maintain your own metadata, work with OCLC to receive cataloging records automatically, or need some help with your ongoing cataloging, we can save you money and improve the discoverability of your library’s unique materials.

**Metadata creation and maintenance tools**
Services that enable you to perform your own cataloging include:
- **Connexion**—A full-service online cataloging tool
- **CatExpress**—A simple-to-use copy cataloging tool
- **z39.50 Cataloging**—Search and retrieval of MARC records from WorldCat

**Cataloging records for your libraries**
Services that provide your library with catalog records:
- **Contract Cataloging**—Multiple levels of service. From copy cataloging and record creation, to physical processing
- **WorldCat Cataloging Partners**—OCLC record delivery in coordination with your vendor orders
- **WorldCat Selection**—Integrated, automated materials selection

**Language Sets**—Ready-to-use sets of materials and catalog records to build collections in a variety of languages

**WorldCat Collection Sets**—Prepackaged sets of records for vendor materials, and ongoing record delivery as titles are added

**GovDoc**—Government document records

**Automating metadata processes**
- **Batch Processing**—Automatically add, change or cancel holdings on large numbers of records
- **eSerials Holdings**—Automatically add and maintain holdings information on electronic serials, and optionally receive MARC records
- **OCLC Bibliographic Record Notification**—Automatically receive updated MARC records
- **Dewey® Services**—Dewey Decimal Classification® for use with OCLC’s online cataloging services
- **Terminologies Service**—Multiple thesauri in a single interface
- **OCLC-MARC Record Delivery**—Transfer or import WorldCat records into a local system
- **Bibliographic Record Snapshot**—Historical snapshot of your WorldCat records
- **Accessions List**—Web-format reports of new acquisitions
- **Cataloging Label Program**—Generate print labels from Connexion, WorldCat Cataloging Partners and CatExpress

Discover how being a part of the OCLC cooperative can help improve your library’s services. Whether you’re a new OCLC subscriber or already use some of our products and services, we’ll work with you to find ways to streamline your processes, save money and free your staff to work on higher priorities and tasks. When libraries work together, everyone benefits. For more info, visit OCLC cataloging and metadata services on the Web at [www.oclc.org/services/cataloging](http://www.oclc.org/services/cataloging).

OCLC works with libraries in more than 100 countries.
Please contact us to learn more about OCLC in your part of the world.

Asia Pacific
- **China**
  - T +86-10-8260-7931
  - F +86-10-8260-7539
  - E china@oclc.org
- **Australia**
  - T +61-3-9362 8500
  - F +61-3-9362 8501
  - E australia@oclc.org
- **Canada**
  - T +1-450-656-8995
  - F +1-450-618-8029
  - E canada@oclc.org
- **Japan**
  - T +81-(0)3-6423-9999
  - F +81-(0)3-6423-9998
  - E tokyo@oclc.org

Latin America & the Caribbean
- **Mexico**
  - T +52-55-5687-3307
  - F +52-55-5523-9212
  - E mexico@oclc.org
- **United Kingdom & Ireland**
  - T +44-(0)121-456 46 56
  - F +44-(0)121-456 46 80
  - E uk@oclc.org
- **United States**
  - T +1-614-764-6000
  - F +1-614-764-6096
  - E usa@oclc.org

www.oclc.org