

[Taken from e-mail correspondence]

Subject: [Fwd: Enrichment instructions]

Enrichment:

"With full-mode cataloging authorization or higher, you may enrich records by adding call numbers, 006 and 007 fields, subject headings, genre terms, or contents notes. You can also add physical description information (field 300) to Cataloging-in-Publication (CIP) records. See the Cataloging User Guide for more information."

Bibliographic Formats and Standards gives full instructions and examples for each of these fields. I believe the ones we will concentrate on most heavily will be call numbers and subject headings. Secondly, we may look at contents notes and physical descriptions. Of course, it is vital to remember that anything we "Enrich" will be in the full OCLC data base and so we want to do it carefully and thoughtfully. Use the Bib Formats and Standards to be sure the format, indicators, sub-fields, etc. are correct.

Before enriching the record, be sure to have all the needed information for insertion into the record. The SuDocs number should be properly spaced, punctuated, capitalized, etc. Check subject headings, use proper sub-fields, etc.

So that there is no confusion between Enrichment and local editing, updating and exporting, I suggest that Enrichment be done first and completed through step five below, then proceed to local use of the record. You do not need to exit the record and call it up again on OCLC, just be sure you have completed the Enrichment phase before any local use of the record.

Enrichment Instructions:

1. Call up the OCLC record. As always, evaluate the record and having selected it for use, proceed with enrichment.
2. Lock the record so no one else can edit it at the same time you are working in it. To lock the record, with the cursor at home type 'loc' and <F11> to send the command.
3. To add a SuDocs number there is a blank 086 already in the record. Arrow over to the box and overstrike with a 0 (zero) making the MARC tag 0860. Space right 3 spaces and type in the SuDocs number. Follow the SuDocs with one space and send the field using <F11>. (No delimiters or sub-fields are needed.)

Example:

[line number] 086 0 W 3.2:L 76/1 \$ [pretend the \$ is an end of line marker]

4. To add other lines, with the cursor at home, press <CONTROL> and <\>. Type <9> twice. OCLC will automatically place a field with a 99 line number in the proper sequence according to the MARC tag.

Press <SPACE> twice and type the proper MARC tag.

Space 3-5 times (depending on the number of characters in the MARC tag) and type the appropriate information for the field.

Send the field with <F11>.

5. When you are done enriching the record, to replace it in the database and unlock the record, with the cursor at home type 'rep' and <F11>.

NOTE: once you have replaced the record in OCLC you cannot change, delete, edit, etc. the fields you have input. The only way to change them at that point is to submit an error report to OCLC.

THEREFORE: be very sure you want to send the record to OCLC for replacement before you use the 'rep' command. If you have errors or concerns you can use 'rel' and <F11> at the home line to release the record without making any changes.

I hope this does the trick for you. I am excited about this and the chance we have to improve the OCLC records. I will begin to work on the possibility of going back and enriching the records we have already used.