

# Updating Holdings Information in OCLC

## Attaching holdings in WorldCat

As OCLC member libraries, we are obliged to update our holdings information in World Cat (OCLC's bibliographical database) in a timely manner for resource sharing purpose. PINES is responsible for updating all its member libraries' holdings via a batch-loading project with OCLC on a monthly basis.

## Deleting holdings from WorldCat

[For more information, see Deleting Holdings in OCLC](#)

If you don't remove your holdings from OCLC, your library may receive Interlibrary-loan requests from other OCLC member libraries for items no longer available for lending, thus wasting processing time for a borrowing library on the one hand and time tracing the non-existing item by your library staff on the other. Because one PINES library has removed its last copy on an OCLC record in PINES does not mean all have done so, batchloading for deleting holdings from World Cat at PINES level is not plausible. Further, GOLD member libraries have always been responsible for deleting their own holdings from OCLC. Each PINES library system needs to delete their holdings in OCLC's WorldCat after the library has deleted its last copy from an OCLC record in PINES.

- Record the OCLC TCN numbers [i.e.: ocm12345678, ocm91123456, ocn945353199, on1001550020, etc.], either by hand or manually when you are sure that you have withdrawn your system's **LAST** copy on the record.
- If you've withdrawn your last copies from a PINES's record which does not have an OCLC number based TCN [i.e.: i123456789X or l (small "L")860123456 or PIN1234567891, etc.], you need to search WorldCat via Connexion or the Connexion Client to find the record's corresponding OCLC record, and can remove your library's holding right then (when it is confirmed that the holding is still held by your library).
- If you remove or update your holdings sporadically, you can do so record by record—removing holdings online one at a time.
  - \* Log on to the Connexion Client
  - \* Pull up the record on display
  - \* If the record is shown "Held by" your library's symbol,
    - Go to Action - **Holdings -Delete Holdings**
- If you plan to remove or update holdings in a batch, especially for a large weeding project, you may want to do a batch deleting by following procedures:
  - \* Compile a .txt file for all OCLC records' title control numbers from which you want to remove your library's holdings and save the file in your C:\temp or any folder.

2345687 (please remember to delete the prefix and any initial

zero(s) from an OCLC number based TCN)</font>

<font 12.0pt/inherit;;inherit;;inherit>12345678</font>

<font 12.0pt/inherit;;inherit;;inherit>23456789</font>

<font 12.0pt/inherit;;inherit;;inherit>34567891</font>

<font 12.0pt/inherit;;inherit;;inherit>45678923</font>

- <font 12.0pt/inherit;;inherit;;inherit>Open Connexion Client offline</font> \* <font 12.0pt/inherit;;inherit;;inherit>Click on **Batch**</font> - <font 12.0pt/inherit;;inherit;;inherit>**Holdings by OCLC Numbers**</font><font 12.0pt/inherit;;inherit;;inherit>;</font> \* <font 12.0pt/inherit;;inherit;;inherit>On the screen of **Batch Holdings by OCLC Numbers**, first click on **Browse** on the top-right hand corner to find the file you want to import, and then click on **Import** button;</font>
  - <font 12.0pt/inherit;;inherit;;inherit>You will see your OCLC numbers displayed to the left of the window and the message "Do you want to delete your original import file?" (Say "No" just in case all numbers are not imported or keep record for stats).</font>
  - <font 12.0pt/inherit;;inherit;;inherit>Click on the radio button for **Delete holdings** and click on **OK**.</font>
  - <font 12.0pt/inherit;;inherit;;inherit>Connexion logs on automatically to do batch searching and deleting and immediate after that, you will see a report for your batch.</font>

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