

049 Input Standards in OCLC -- Synopsis

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1. For multiple copies (of same title):

A. For same location:

049 CLUR \$1 L0079876772 \$1 L0087898912

B. For different locations: input respective locations in separate \$a.

049 CLUR \$1 L0088685445 \$a CLUZ \$1 L0089786761

2. For multi-volume sets: input volume designation in numerical order and summary holdings in \$v

049 CLUZ \$1[v.1]L0098767211 \$1[v.2]L0087656567 \$v v.1-2

3. Prefixes: (Note: Also apply appropriate override of locations in section (10) below)

049 [*] CLUR

049 [**] CLUZ

049 [***] CLUV

Other prefixes used (for example, microform materials. See Prefix Codes for accompanying material of different format in (7) below):

049 [Microfiche] CLYD

049 [Microfilm] CLYD

4. For SRLF: (Note: Materials received in Voyager and cataloged for SRLF, lacking a classification/shelving number, require both note below and input of 099 field in OCLC record in order to suppress order information in the OPAC.)

099 SRLF

049 CLUR \$n ASK AT YRL PUBLIC SERVICE DESK--In process for SR

OR

090 NC248.P5 ¶b A4 2000

049 CLUZ \$n ASK AT ARTS PUBLIC SERVICE DESK--In process for SR

5. SPAC Code: input in \$p the appropriate three-letter SPAC code from list available at: <http://unitproj.library.ucla.edu/lis/voyager/cat/spac.cfm> *Note that multiple SPAC codes must be input in separate \$p.*

049 CLUR \$l L0082224546 \$p RFT

049 CLYX \$l L0090124181 \$p DPB \$p FEM

6. For accompanying materials: (NOTE: CHANGE BELOW)

(NOTE: This does not apply to accompanying materials which remain in pocket with main item and not separately barcoded. For example: sup., map, plates, chart, fiche placed in a back pocket.)

A. OF SAME FORMAT AND SEPARATELY BARCODED:

Input materials barcodes in separate \$l (guide, workbook, teacher's guide, student's guide)

049 CLUK \$1 L0098787890 \$1 [Student's guide]L0098989098

049 CLUZ \$1 L0098789899 \$1 [Workbook]L0098765490

B. OF DIFFERENT FORMAT AND SEPARATELY BARCODED:

NOTE: Input standard used to create separate holdings records for the same location for accompanying materials of different format can only be accomplished in Voyager if the "location codes" for both main and accompanying items are different.

- Do not input separate \$a in 049 for accompanying material, if same location code is used for main item.
- Route items to EDIT Box for post-cataloging editing. Holdings and item records will be created post-cataloging.

Input standard for accompanying materials shelved separately can be accomplished via the 049 (apply override of locations and override of Item Type, as appropriate):

- Example Book + CD-ROM for SEL EMS Stacks and SEL EMS AV:

049 CLUE \$1 L0085552221 \$a[CD-ROM]CLUE \$o smav \$1
L0085552224[compfileb]

PLACE MATERIALS IN THE EDIT BOX FOR POST-CATALOGING EDITING.

7. Prefix codes for accompanying material (approved by ACCM):

Audiocassette
Chart [data in graphic or tabular form]
Compact Disc [for sound recordings on CDs]
DVD-ROM
CD-ROM
Disk [for "floppy" disks]
Film [use for open reel of motion picture film]
Filmstrip [cartridge]
Filmstrip [roll]
Filmstrip [short filmstrip not in a roll]
Filmstrip [other than cartridge, roll, or filmstrip]
Map
Microcard

Microfiche
Microfilm [reel]
Phonodisc
Slides
Text [also acceptable as appropriate: Booklet; Guide; Manual; Pamphlet]
Videocassette
Videodisc

8. 049 OCLC Codes & Default Location Codes in Voyager (852 \$b):

OCLC 049 Code \$a	Voyager Holdings location code 852 \$b	Voyager Staff Name
CLUA	bicimm	Bio Circ Desk Media
CLUB	mg	Mgmt Stacks
CLUC	scbook	SEL Chem Book Stacks
CLUD	yrgic	YRL Govt Info
CLUE	sm	SEL EMS Stacks
CLUF	yrrisrr	YRL RIS Read Rm
CLUG	sg	SEL GG Stacks
CLUH	bihi	Bio Hist Stacks
CLUK	cl	Col Stacks
CLUL	lw	Law Stacks
CLUM	bi	Bio Stacks
CLUN	yrcnc	YRL Non-Circ
CLUQ	uaref	UnivArchives Ref
CLUR	yr	YRL Stacks
CLUS	yrsptax	YRL SpecColl Stacks
CLUT	arsc	Art SpecColl
CLUV	mu	Music Stacks
CLUW	ck	Clark Rare Stacks
CLUX	yrcmapc	YRL Closed Maps Stacks
CLUZ	ar	Art Stacks
CLYB	arbt	Art Belt Stacks
CLYD	yrcmi	YRL Microforms
CLYK	ue	UES
CLYL	aa	AAS Stacks
CLYO	ea	EA Stacks
CLYP	musc	Music SpecColl Stacks
CLYQ	errstx	ERR Stacks
CLYR	biscg	Bio SpecColl Cage

CLYS	biujnl	Bio Journals Read Rm
CLYU	cs	CSR Stacks
CLYV	ca	CAS Stacks
CLYX	bisc	Bio SpecColl
CLYY	in	Internet
CLYZ	ai	AIS Stacks

9. Override of Location Codes:

Use to override the default 852 \$b associated with the symbol in 049 \$a. Consult **Voyager Location Codes** for correct location code. (Location code in 852 \$b of holdings record must be checked prior to applying option A or B):

A. For Matching Locations & New Holdings Records:

To override the default 049 OCLC code (\$a), a subfield \$o **without** square brackets must be input into the 049. The subfield \$o must contain the actual VOYAGER location code. *Note that this procedure applies only to pre-existing holdings records with locations that match the value in the \$o or to new holdings records to be generated.*

OCLC 049	Holdings Record Generated
049 \$a CLUR \$o yrnbs	852 0 \$b yrnbs
049 \$a [*]CLUZ \$o ar*	852 0 \$b ar*
049 \$a CLUE \$o smav	852 0 \$b smav
049 \$a CLUM	852 2 \$b bi

B. For Mismatched Locations:

To replace (overwrite) the location (852 \$b), a subfield \$o must contain both the existing 852 \$b code unbracketed, followed by the replacement code within square brackets. *Note that this procedure applies to all pre-existing holdings records with mismatched locations, even if the holdings location (852 \$b) matches the default value of the OCLC 049 code.*

OCLC 049	Pre-existing Holdings	Resulting Holdings
049 \$a CLUM \$o sciacq [bi]	852 0 \$b sciacq	852 2 \$b bi
049 \$a CLUK \$o yrsshacq [cl]	852 0 \$b yrsshacq	852 0 \$b cl
049 \$a CLUE \$o sciacq [smnbks]	852 0 \$b sciacq	852 0 \$b smnbks
049 \$a[*] CLUR \$o yrsshacq [yr*]	852 0 \$b yrsshacq	852 0 \$b yr*
049 \$a[*] CLUR \$o yr [yr*]	852 0 \$b yr	852 0 \$b yr*
049 \$a CLUZ \$o ar [arrf]	852 0 \$b ar	852 0 \$b arrf
049 \$a CLUB \$o mg [mgrf]	852 0 \$b mg	852 0 \$b mgrf

10. Overlay of records: (see also Using Macro Express macros document)

Overlay of Records	
<p>MATCHES</p> <p>OCLC record (number) <i>matches</i> Voyager 035 \$a (OCoLC) number</p>	<ul style="list-style-type: none"> • In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="text-align: center;">949 4780686</p> • In Voyager: <ul style="list-style-type: none"> ○ Verify 035 \$a (OCoLC) number matches OCLC record number ○ Make sure number consists of 8 digits (if not, add leading zeros) <p style="text-align: center;">035 ‡a (OCoLC)00012245</p>
<p>MISMATCHES</p> <p>OCLC record (number) <i>does not match</i> Voyager 035 \$a (OCoLC) number</p>	<ul style="list-style-type: none"> • In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="text-align: center;">949 4780686</p> • In Voyager: <ul style="list-style-type: none"> ○ Replace 035 \$a (OCoLC) with incoming record number ○ Make sure number consists of 8 digits (if not, add leading zeros) <p style="text-align: center;">035 ‡a (OCoLC)51072410</p>
<p>NO OCLC Number in Voyager ADD 035 \$a (OCoLC)</p> <p>Voyager Bib record lacks 035 \$a field</p>	<ul style="list-style-type: none"> • In OCLC: <ul style="list-style-type: none"> ○ Input 949 field with Voyaged BIB RECORD ID <p style="text-align: center;">949 4780686</p> • In Voyager: <ul style="list-style-type: none"> ○ Add 035 \$a (OCoLC) number to bib record ○ Make sure number consists of 8 digits (if not, add leading zeros)

	<p>035 ‡a (OCoLC)04875656</p> <p>To add 035 \$a field in Voyager: Click inside the first variable field in the Voyager BIB record Press F3 to insert a line (above the field) Enter 035 field as shown below (include prefix) Add OCLC number after prefix</p> <p>035 ‡a (OCoLC)12345678</p>
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