

Invite a cataloger to check a sample record set to see if global changes are necessary to the records (i.e. if the library adds a proxy rewrite; or a \$z to the 856 field that is unique; or an 006 or 007 needs to be added)

## LDR

- All records need a Leader in order to load properly.
- Encoding Level (byte 17) should be set to “L” (full-level input added from a batch process) or “U” (Unknown). The “L” indicates a full-level record batch-loaded from an institution other than the Library of Congress, National Library of Medicine, British Library, National Library of Canada, or National Library of Australia. With some electronic record sets, the ISBN for the print version is included in the record, and in some cases the vendor uses the print record with the same 001 for the electronic version. In order to avoid having the electronic records overlay the print records in Prospector, the encoding level is dropped to either “L” or “U” so the print record has a higher level in the precedence table, and the master record is unchanged.

## 001

- All records should include field 001.
- Confirm that the number of 001 fields equals the number of 245 fields.
- Review a sample of records checking the 001 to see if the number is a valid OCLC number and that it matches the potential OCLC record assigned to that number.
- Any record that doesn't have an OCLC control number in the 001 needs an alphabetic prefix. If there is no 001, create an identifier adding an alphabetic prefix to a number.
- When creating a prefix, check *Prospector*, performing an OCLC number search to see if that prefix has already been used. Commercial vendors usually provide their own prefix on their 001. For instance, *ebrary* adds “ebr” in front of its 001 number and *SerialsSolutions* adds “ssj”. Marcive uses “tmp”; OCLC employs “ocm,” or “ocn” however, the INN-Reach program strips all OCLC prefixes.
- When checking to see if a prefix has been used in *Prospector*, the goal is one of two points – to make sure that if the prefix already exists, it is found on records from the same vendor. That way, records match when appropriate within that vendor set. The second point is to make sure the prefix is unique if it is locally created. This insures that the local control number does not match on a vendor control number by mistake.

## 020 and 022

Because *Prospector* uses ISBN or ISSN as a second match point (001 is the first match point), change coding of print ISBN to 020\$z or print ISSN to 022\$y. The matching algorithm ignores data coded in 020\$z and 022\$y.

## Item/holdings record

Note that the absence of an attached item record will affect the display in Prospector.

<b>Author</b>	<a href="#">Ferrante, Elena, author.</a>
<b>Title</b>	<b>The days of abandonment [electronic resource] / Elena Ferrante.</b>
<b>Publisher</b>	[United States] : Blackstone Audio, Inc. : Made available through hoopla, 2016.
<b>Online access may vary by institution. See library holdings.</b>	
<a href="#">Instantly available on hoopla.</a>	
<a href="#">Cover image</a>	

**HOLDINGS FOR Prospector CENTRAL DATABASE**

[Request this item](#)

Library	Shelving Location	Electronic Link	Call Number and Holdings	Request Status
Alliance - Aurora Public Library	Copy information unavailable			
Alliance - Aurora Public Library		<a href="#">Instantly available on hoopla.</a>		
Alliance - Aurora Public Library		<a href="#">Cover image</a>		
Alliance - Jeffco Public Library		<a href="#">Instantly available on hoopla.</a>		
Alliance - Jeffco Public Library		<a href="#">Cover image</a>		
Alliance - Jeffco Public Library	Jefferson Co Public Lib		eAudiobook hoopla	Online

Above: without an item record the default WebPAC display for **Shelving Location** reads *Copy information unavailable*

Special Collection	Where is it:
Alliance - Aurora Public Library	No local holdings
Alliance - Aurora Public Library	<a href="#">Instantly available on hoopla.</a>
Alliance - Aurora Public Library	<a href="#">Cover image</a>
Alliance - Jeffco Public Library	<a href="#">Instantly available on hoopla.</a>
Alliance - Jeffco Public Library	<a href="#">Cover image</a>
Alliance - Jeffco Public Library	Jefferson Co Public Lib eAudiobook hoopla Online

Above: without an item record the default Encore display for **Where is it** reads *No local holdings*

In the Prospector environment, separate records for the print and electronic versions work best because of the overlay/merging algorithm which looks for a match on OCLC#, ISN, or title. At this time, only the 022\$a is indexed in Prospector, and it is also used as a link to holdings by various vendors. Many online versions of serials carry their own unique ISSNs, they may have titles that vary slightly from the print versions, and there may be significant differences between the print and online versions. To facilitate and give precision to the merging and overlay process, separate records are preferable in Prospector.

If the record is for the original print version, the first 022\$a should contain the ISSN of the print. If the online version is included on the same record and has a unique ISSN, that ISSN can be entered in the \$y of the same 022, or another 022 field can be created, which contains the ISSN of the online version in \$y. If duplicate 022 fields are created, the 022 of the original version should precede the 022 of the online version.

In Prospector, the single-record approach for multiple aggregator versions (provider neutral) is preferable because it reduces the potential for record duplication. See:

<http://www.loc.gov/aba/pcc/scs/documents/PCC-PN-guidelines.html>

### **Loading large record sets**

Test load 1-5 records; check *Prospector* to see how and what these records matched.

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*Updated June 20, 2016*



**856**

In the example below, the “Access online version CSU-Fort Collins” and “Access online version CSU-Pueblo” is derived from the 856 field of the master record holder, which is CSU. It will also appear at the top of the library’s item record, preceding any item records that may be attached.

<b>Title</b>	Springer handbook of computational intelligence / Janusz Kacprzyk, Witold Pedrycz (eds.).			
<b>Imprint</b>	Dordrecht : Springer, 2015.			
<b>Online access may vary by institution. See library holdings.</b>				
<a href="#">Access online version (CSU-Fort Collins)</a> <a href="#">Access online version (CSU-Pueblo)</a>				
<b>HOLDINGS FOR Prospector CENTRAL DATABASE</b>				
<a href="#">Request this item</a>				
<a href="#">Alliance - Auraria Library</a>	<a href="#">Alliance - Colorado Mesa University</a>	<a href="#">Alliance - Regis University</a>		
<a href="#">Alliance - Colorado College</a>	<a href="#">Alliance - Colorado State University</a>	<a href="#">Alliance - UC-Boulder</a>		
<b>Library</b>	<b>Shelving Location</b>	<b>Electronic Link</b>	<b>Call Number and Holdings</b>	<b>Request Status</b>
Alliance - Auraria Library		<a href="#">Connect to resource</a>		
Alliance - Auraria Library	Online		Q342	Local Use Only
Alliance - Colorado College		<a href="#">View online</a>		
Alliance - Colorado College	E-Books		SpringerLink eBook	Local Use Only
Alliance - Colorado Mesa University	CMU Electronic Access	<a href="#">Click here for access</a>		Online
Alliance - Colorado State University		<a href="#">Access online version (CSU-Fort Collins)</a>		
Alliance - Colorado State University		<a href="#">Access online version (CSU-Pueblo)</a>		
Alliance - Colorado State University	INTERNET		Q342eb	Online
Alliance - Regis University		<a href="#">Electronic Book</a>		
Alliance - Regis University	ONLINE Book		Q342	Online
Alliance - UC-Boulder		<a href="#">Connect to online resource</a>		
Alliance - UC-Boulder	Internet Access		Q342 .S65 2015eb	Local Use Only

Above: If the record is the master record that appears in Prospector, the URL from the 856 field will appear under “**Online access may vary by institution. See library holdings.**” in the default WebPac display.

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**Loading MARC Records for Electronic Resources**  
*Updated June 20, 2016*



Search:  Advanced Search

[Back to results](#)

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**Springer handbook of computational intelligence / Janusz Kacprzyk, Witold Pedrycz (eds.)** Request it  
 Books/Journals | Springer | 2015

Additional actions:

→ [Access online version \(CSU-Fort Collins\)](#)

→ [Access online version \(CSU-Pueblo\)](#)

Alliance - Auraria Library | Alliance - Colorado College | Alliance - Colorado Mesa University | Alliance - Colorado State University  
 Alliance - Regis University | Alliance - UC-Boulder

Above: If the record is the master record that appears in Prospector, the URL from the 856 field will appear at the top of the bibliographic record in the default Encore display.




However, if the institution's record is not the master record but contains an 856 in the bibliographic record, the URL from that 856 field will only appear with the item display. Typically, there is a separate entry for the shelving location and the 856 link.

<b>Title</b>	Springer handbook of computational intelligence / Janusz Kacprzyk, Witold Pedrycz (eds.).			
<b>Imprint</b>	Dordrecht : Springer, 2015.			
<b>Online access may vary by institution. See library holdings.</b>				
<a href="#">Access online version (CSU-Fort Collins)</a> <a href="#">Access online version (CSU-Pueblo)</a>				
<b>HOLDINGS FOR Prospector CENTRAL DATABASE</b>				
<a href="#">Request this item</a>				
<a href="#">Alliance - Auraria Library</a>		<a href="#">Alliance - Colorado Mesa University</a>		<a href="#">Alliance - Regis University</a>
<a href="#">Alliance - Colorado College</a>		<a href="#">Alliance - Colorado State University</a>		<a href="#">Alliance - UC-Boulder</a>
<b>Library</b>	<b>Shelving Location</b>	<b>Electronic Link</b>	<b>Call Number and Holdings</b>	<b>Request Status</b>
Alliance - Auraria Library		<a href="#">Connect to resource</a>		
Alliance - Auraria Library	Online		Q342	Local Use Only
Alliance - Colorado College		<a href="#">View online</a>		
Alliance - Colorado College	E-Books		SpringerLink eBook	Local Use Only
Alliance - Colorado Mesa University	CMU Electronic Access	<a href="#">Click here for access</a>		Online
Alliance - Colorado State University		<a href="#">Access online version (CSU-Fort Collins)</a>		
Alliance - Colorado State University		<a href="#">Access online version (CSU-Pueblo)</a>		
Alliance - Colorado State University	INTERNET		Q342eb	Online
Alliance - Regis University		<a href="#">Electronic Book</a>		
Alliance - Regis University	ONLINE Book		Q342	Online
Alliance - UC-Boulder		<a href="#">Connect to online resource</a>		
Alliance - UC-Boulder	Internet Access		Q342 .S65 2015eb	Local Use Only

Above: The 856 for each owning institution appears in the holdings area of the record in the default WebPac display.

**Springer handbook of computational intelligence / Janusz Kacprzyk, Witold Pedrycz (eds.)** [Request it](#)

Books/Journals | Springer | 2015

Additional actions:  
  

→ Access online version (CSU-Fort Collins)  
 → Access online version (CSU-Pueblo)




Alliance - Auraria Library | Alliance - Colorado College |  
 Alliance - Colorado Mesa University | Alliance - Colorado State University

Alliance - Regis University | Alliance - UC-Boulder

Special Collection	Where is it:
Alliance - Auraria Library	Connect to resource
Alliance - Auraria Library	Online Q342 Local Use Only
Alliance - Colorado College	View online
Alliance - Colorado College	E-Books SpringerLink eBook Local Use Only
Alliance - Colorado Mesa University	CMU Electronic Access Online
Alliance - Colorado State University	Access online version (CSU-Fort Collins)
Alliance - Colorado State University	Access online version (CSU-Pueblo)
Alliance - Colorado State University	INTERNET Q342eb Online
Alliance - Regis University	Electronic Book
Alliance - Regis University	ONLINE Book Q342 Online
Alliance - UC-Boulder	Connect to online resource
Alliance - UC-Boulder	Internet Access Q342 .S65 2015eb Local Use Only

Above: Typically, the 856 link appears above the location in the default Encore display.


If the institution's record contains an 856 field only in the item record, the 856 link will appear only in the item record, just below the line that contains the library's item information.

LOCAL RECORD # ▾ 9hsdp b1175155 System Sorted ▾ Search

**Author** [Burke, Karen M.](#)  
**Title** Medical-surgical nursing care [electronic resource] / Karen M. Burke, Elaine L. Mohn-Brown, Linda Eby.  
**Imprint** Boston : Pearson, [2016]

1 Prospector library has this item  
[Request this item](#)

Search and Borrow From  


**Edition** 4th ed.  
**Description** 1 online resource (xxx, 1410 p.) : col. ill.  
**Subject** [Surgical nursing.](#)  
[Nursing.](#)  
**Medical Subj** [Perioperative Nursing methods.](#)  
[Nursing Care methods.](#)  
[Nursing Process.](#)  
**Bibliography** Includes bibliographical references and index.  
**Add Author** [Mohn-Brown, Elaine.](#)  
[Eby, Linda.](#)

Above: The 856 link is missing from the top of the bibliographic record display.

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**Loading MARC Records for Electronic Resources**  
*Updated June 20, 2016*



Start Over          Save Records          MARC Display          Home										
LOCAL RECORD # <input type="text" value="9hscp b1175155"/> System Sorted <input type="button" value="Search"/>										
Record: <a href="#">Prev</a> <a href="#">Next</a>										
<b>Author</b> <a href="#">Burke, Karen M.</a> <b>Title</b> <b>Medical-surgical nursing care [electronic resource] / Karen M. Burke, Elaine L. Mohn-Brown, Linda Eby.</b> <b>Imprint</b> Boston : Pearson, [2016]										
<b>HOLDINGS FOR Prospector CENTRAL DATABASE</b> <a href="#">Request this item</a>										
<table border="1"> <thead> <tr> <th>Library</th> <th>Shelving Location</th> <th>Electronic Link</th> <th>Call Number and Holdings</th> <th>Request Status</th> </tr> </thead> <tbody> <tr> <td>Alliance - UC-Health Sciences</td> <td>HSL Web Access</td> <td><a href="#">Connect to full text via STAT!Ref. Limited to UC-D. Anschutz Medical Campus.</a></td> <td></td> <td>Online</td> </tr> </tbody> </table>	Library	Shelving Location	Electronic Link	Call Number and Holdings	Request Status	Alliance - UC-Health Sciences	HSL Web Access	<a href="#">Connect to full text via STAT!Ref. Limited to UC-D. Anschutz Medical Campus.</a>		Online
Library	Shelving Location	Electronic Link	Call Number and Holdings	Request Status						
Alliance - UC-Health Sciences	HSL Web Access	<a href="#">Connect to full text via STAT!Ref. Limited to UC-D. Anschutz Medical Campus.</a>		Online						
Search and Borrow From Missouri Libraries										
<b>Edition</b> 4th ed. <b>Description</b> 1 online resource (xxx, 1410 p.) : col. ill. <b>Subject</b> <a href="#">Surgical nursing.</a> <a href="#">Nursing.</a> <b>Medical Subj</b> <a href="#">Perioperative Nursing methods.</a> <a href="#">Nursing Care methods.</a> <a href="#">Nursing Process.</a> <b>Bibliography</b> Includes bibliographical references and index.										

Above: The 856 link only appears in the holdings area of the record.

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