

OCLC MARC records are available for OverDrive electronic resource titles.

OverDrive can order OCLC MARC records on your behalf. You will receive OCLC MARC records with a custom URL in field 856 specific to your library. Please note that before OverDrive can order sample records, content covering all desired formats must be ordered.

To set up your library to receive OCLC MARC records, please complete the [Cataloging Partners MARC Request for OverDrive](#).

Sample records are available for review [here](#).

### **STEPS IN THE PROCESS FOR NEW LIBRARIES**

- 1) After submitting the [Cataloging Partners MARC Request for OverDrive](#), OCLC will set up your account. This typically takes 3-5 business days.
- 2) After your account has been set up at OCLC, OverDrive will be notified to send the first sample order. The sample order typically arrives in 7-10 business days – providing that you have ordered titles and records are available.
- 3) OCLC will deliver the first sample order to you. If the records are approved, you must notify either OverDrive or OCLC so that additional orders can be sent. If the records are not as desired, notify [OCLC](#) and work through any changes.
- 4) After the samples are approved and OverDrive is notified to send additional orders, no further action is needed by you. As you order titles the MARC records will be ordered by OverDrive when they are available.

### **SIGN UP QUESTIONS**

#### **Do I need to be an OCLC member/have an existing OCLC symbol to receive records?**

No, any library can receive OCLC records for OverDrive titles. OCLC membership is not a requirement. Libraries with current cataloging subscriptions will have their holdings set in WorldCat.

#### **Are the records being created using RDA?**

We're currently creating records using AACR2 and will begin cataloging OverDrive titles using RDA in September. We are currently leveraging existing RDA records from WorldCat, so you may see the occasional RDA record prior to our official implementation.

#### **My library is part of a consortium. Are there any special considerations for consortia?**

To avoid confusion the [Cataloging Partners MARC Request for OverDrive](#) should be completed as the consortium itself, not the individual library you are representing.

If a select group of libraries are getting MARC records, or libraries wish to be billed specifically for the MARC records related to the titles they order, please make sure you select OverDrive to invoice you on the form. If you want to use either option, please email [invoicing@overdrive.com](mailto:invoicing@overdrive.com) and copy your OverDrive Account Specialist to assist with the set up.

Additionally, we recommend that you select [Product Services Web](#) as your method of record delivery. This is the best delivery method for consortia. We can notify an email alias or multiple libraries in the consortium when files are posted on the [PSW](#).

It is also recommended that you maintain a comprehensive file of all MARC records sent so that you may easily distribute them to new libraries as they join the consortium.

If your library purchases a title already owned by your consortium, a duplicate record will not be sent.

#### **What is considered a less-than-full record?**

A less-than-full record can be defined as a record in WorldCat lacking a Dewey call number, LC call number, or an LC subject heading; or as a born-digital record created based on the data made available from OverDrive.

On the [Cataloging Partners MARC Request for OverDrive](#), please indicate if you'd like to receive less-than-full records and if you would like to receive a redelivery of the same record once it's upgraded to a full-level-record.

#### **How do I make changes after submitting the Cataloging Partners MARC Request for OverDrive?**

Contact [OCLC](#) with your OCLC symbol and a description of the change(s).

### **RECORD EDITING**

#### **What editing options are available without raising my per-record price?**

- 1) Public note information can be added to the end of the 856 field (\$z is the default, please specify if \$y is needed instead)
- 2) Constant data elements can be added in new fields in the record. Constant data editing can also be applied to the general media designator (245 \$h).

If your library would like additional editing, please give a brief summation of the editing required in the "Comments" section of the [Cataloging Partners MARC Request for OverDrive](#). OCLC will contact you regarding the editing requested and if that editing will incur additional charges.

#### **Can I have excerpt URLs removed?**

Yes. Please note this in the "Comments" section of the Cataloging Partners MARC Request for OverDrive. If you have already completed the form, please contact [OCLC](#) with your request and include your OCLC symbol for reference.

#### **Can I have cover image URLs removed?**

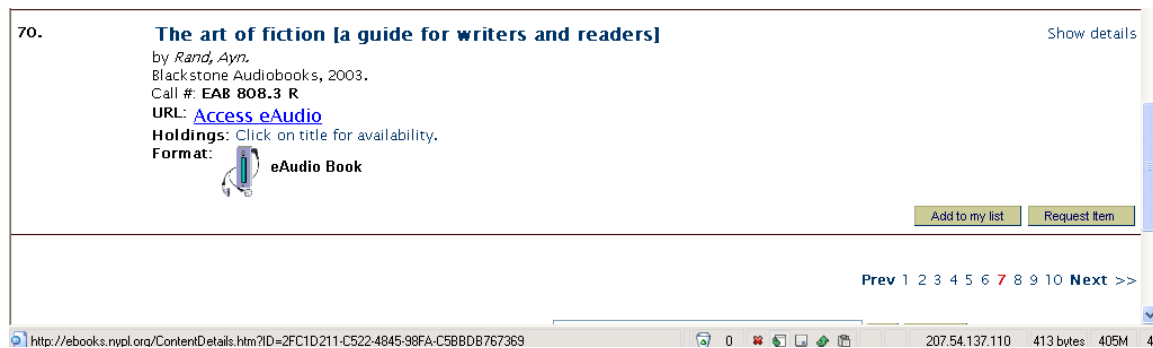
Yes. Please note this in the "Comments" section of the Cataloging Partners MARC Request for OverDrive. If you have already completed the form, please contact [OCLC](#) with your request and include your OCLC symbol for reference.


#### **What is the public note and how is it used?**

To help your patrons browse your catalog more effectively, we encourage you to choose to have "public note" information display to patrons. This will show in the 856 field of the title record.

Some examples of this include: Access Title, Click Here To Access Title, Access Digital Title, etc. You can list multiple “Click Here” headings for the different formats you may eventually choose to purchase (eBooks, Audiobooks, Music, and Video). We suggest you avoid language like “Click here to download” as a patron may expect to download the title immediately, and not realize that the service is located at an OverDrive-hosted site.

The example below shows “Access eAudio” in the 856 field. If text was not entered, the URL would instead display as <http://ebooks.nypl.org/ContentDetails.htm?ID=2FC1D211-C522-4845-98FA-C5BBDB767369> which is not as user friendly as the text option.



70. **The art of fiction [a guide for writers and readers]** Show details  
by *Rand, Ayn.*  
Blackstone Audiobooks, 2003.  
Call #: **EAB 808.3 R**  
URL: [Access eAudio](#)  
Holdings: Click on title for availability.  
Format:  eAudio Book

[Add to my list](#) [Request item](#)

Prev 1 2 3 4 5 6 7 8 9 10 Next >>

<http://ebooks.nypl.org/ContentDetails.htm?ID=2FC1D211-C522-4845-98FA-C5BBDB767369> 207.54.137.110 413 bytes 405M 4

## **BILLING**

### **How will I be billed, if I choose to receive less-than-full records?**

If your library chooses to receive less-than-full records you'll be charged your existing per record price for the initial delivery less-than-full records. The subsequent re-delivery of the upgraded full-level records, those re-deliveries will be provided at no additional charge.

### **Are the records included in my cataloging subscription?**

These records are not included in your cataloging subscription. You will be invoiced separately for these records. You can choose to be billed through OverDrive, directly from OCLC, or via your OCLC billing partner.

### **How often will I receive invoices?**

OCLC and OCLC billing partner invoices are generated monthly. OverDrive invoices are also generated monthly.

### **My library is not in the United States and I would like to be billed in my native currency. What should I do?**

Non-US libraries who would like to be billed in their native currency need to select “Bill through OCLC” billing as OverDrive is only able to bill in US dollars.

### **Why doesn't the number of records on my invoice match the number of titles I ordered from OverDrive?**

Not all records are available at time of order. As titles are cataloged, the records will be sent automatically.

### **Can I change how I receive invoices?**

Yes, this can be changed at any time, to do so please contact [OCLC](#). The methods of invoicing are:

- 1) Receive invoice from OverDrive
- 2) Receive invoice directly from OCLC
- 3) Receive invoice through billing partner

## **RECORD SPECIFIC QUESTIONS**

### **Will records be sent for titles as they are created?**

Yes. As new records are created, OverDrive is notified and submits orders to OCLC for delivery.

### **Can I get records separated by format?**

Yes, this is the standard used by OverDrive. We deliver the following formats in separate files: ebooks, eaudiobooks, emusic, evideo. The format(s) of the records will be listed in the email you receive.

### **I received two files of records; how do I know what formats they are?**

The email message you received about the records lists the filename(s) and the format of the records.

### **Can multiple files of records be consolidated so that I don't get small files of records every two or three days?**

Unfortunately, this isn't possible as records are sent as they become available and cannot be held until a certain number have accumulated. Records cannot be sent on a weekly or monthly basis either.

### **I received records; now what do I do?**

You can load the records into your local catalog software just as you would any other MARC records. If you don't want to load the records but want to look at them, you can load them into a Connexion local save file or you can use MarcEdit software to break the records into a human-readable version prior to loading.

### **Where are my records?**

Did you receive the initial sample file(s)? (Each library receives sample orders for titles they have from OverDrive.)

Yes: If the records are correct but have not yet been officially approved, please contact your OverDrive Account Specialist so they will send more orders. If the records are not as desired, contact [OCLC](#) regarding any editing needed before asking OverDrive to send more orders.

No: Check your email SPAM filters for a message from either [mcsop@oclc.org](mailto:mcsop@oclc.org) or [mcsqc@oclc.org](mailto:mcsqc@oclc.org).

If you received the sample file and OverDrive was notified but no additional orders have been sent, it is likely that the records are in the process of being cataloged. When the records have been created, they will be sent along to you. Note: You need to order content from OverDrive so that records can be ordered.

### **I want to cancel getting records.**

Please notify both your OverDrive Account Specialist and [OCLC](#). Please include your OCLC symbol.

### **I received a record with an error.**

Please send an email message to [OCLC](#) with the OCLC record number, brief description of the error, and your OCLC symbol (or, if part of a group, the group symbol).

### **How should I set my load tables in my local catalog?**

To ensure MARC Records for your OverDrive content load correctly, we suggest using the OCLC control number (field 001) as the matchpoint. This will help you avoid potential load issues as some publishers use the same ISBN for both the print and electronic versions.

## **RECORD DELIVERY QUESTIONS**

### **I'm leaving/retiring; can someone else receive the records?**

Yes. Please send an email to [OCLC](#) with the new contacts email address and your OCLC symbol.

### **Can more than one person receive records?**

Yes. You can supply an email alias or as many email addresses for notification as you like. If you have already completed the form, please contact [OCLC](#) with your request and include your OCLC symbol for reference.

### **My current method of record delivery is not working; can I change?**

Yes. Please contact [OCLC](#) with your OCLC symbol and preferred new method of record delivery. Methods of record delivery are email attachment, FTP, and [Product Services Web](#).

### **FTP is not working for me; can you help?**

Please see the FTP help document located here: [FTP help](#). If additional help is needed, please send an email to [MCSQC@oclc.org](mailto:MCSQC@oclc.org)

### **How do I get an autho/password for the Product Services Web?**

You can use any existing OCLC authorization/password or you can contact [Order Services](#) to obtain an autho/password.

### **A new library has joined the consortium and they need all of the records delivered to date.**

We recommend that you maintain a comprehensive file of all MARC records sent. This will allow you to easily distribute them to new libraries as they join the consortium.

### **My records keep disappearing from the FTP site.**

Please note that records are available for 90 days from the date of posting. If your library is part of a consortium, please contact the lead and ask them to request that other libraries not delete the files after downloading them. If this happens often, please consider switching to [Product Services Web](#) delivery. To have deleted files restored to the FTP site, contact [OCLC](#) with your OCLC symbol and dates of deleted files.

### **My records disappeared from the Product Services Web.**

Records are only kept on the Product Services Web for 90 days. To have deleted files restored to the Product Services Web, contact [OCLC](#) with your OCLC symbol and dates of deleted files.

### **I usually receive records via email but I'm missing one file of records.**

Sometimes large attachments of records are blocked by email systems. You may need to contact your email administrator to have this resolved. If the email with the attached records cannot be located, please contact [OCLC](#) with your OCLC symbol and description of missing file(s).