

Local Data in WorldCat

Version 1.0 – October 2018

Created by the UKB Expertisegroep Metadata

Contents

Introduction	3
Local data at the Bibliographic Level	3
Local Bibliographic data (LBD)	4
Local Holdings Record (LHR)	5
Current issues with the display of Local Data	5
Advice	6
Enhancement requests	6
OCLC Guidelines and help	8
Local data in bibliographic description	8
Local Bibliographic Data	9
Local Holdings Records.....	10
Provenance.....	11

Introduction

The WorldCat Record contains a full bibliographic description of a publication. Apart from this general description copy- or institution-specific data may be recorded.

WorldCat offers three options to add local data to bibliographic records.

Local data may be recorded in:

- the Bibliographic Level Record (BIB level)
- the Local Bibliographic Data record (LBD)
- the Local Holding Record (LHR)

The decision where to store local data depends on the need for visibility and indexing of specific data in WorldCat. Non-WCDS libraries may have other options to handle local data in their ILS.

Only data recorded at the bibliographic level of WorldCat records is visible for all users of WorldCat discovery environments.

Data stored in LBD-records and LHR's is not visible for users outside the local WCDS environment.

Several fields stored in LHR's are never shown in WCDS.

Local data at the Bibliographic Level

Copy- or institution-specific notes and added entries may be added to the full bibliographic record.

When a copy- or institution-specific note or added entry is relevant to all WorldCat users, then information may be added to the bibliographic record in the appropriate field. This should be accompanied by subfield \$5 with the owner/holding institution's MARC code. \$5 is available in fields 246, 500, 501, 506, 526, 540, 541, 561, 562, 583, 584, 585, 655, 700, 710, 711, 730, 740, and 851.

Notes:

Visibility in WCDS of local data present at the bibliographic level:

- Local data intended for all users is displayed in the brief item presentation and/or in the expanded Description pane. However, the relevant holding Institution's name is not currently displayed in WCDS; as a result, these fields appear to apply to all copies.

Non-WCDS libraries

Libraries using another ILS than WMS can use all of the above named options but may also choose to add copy- or institution-specific notes and/or added entries which are of local interest only in non-standard fields 590, 599, 790, 791, 792, 793, 796, 797, 798, or 799 of the WorldCat record. The information provided in these fields is not retained in the master record and therefore not shown in WCDS.

The fields however will be included in exported records which makes it possible to use them in the institution's ILS.

Records delivered to WorldCat via other services may also include these local fields.

All fields are displayed and editable when working with Record Manager.

Local data may also be stored and handled in the local ILS only.

Local Bibliographic data (LBD)

LBD-records contain bibliographic information that is specific to an institution's copy (or copies) of a title. It provides local information that complements the bibliographic data at BIB level in the WorldCat database.

Types of data frequently stored in LHR's are:

Local Uniform Titles

- Uniform titles which are specific to an institution's collection should be entered in the LBD.

OCN 1011494697

LBD 730 0# \$aBijbel.\$pO.T. Ps..\$INederlands.\$0(NL-LeOCL)203074505\$guniforme titel (lokaal)

Displayed as: [Bijbel. O.T. Ps.. Nederlands. uniforme titel \(lokaal\)](#)

Visibility in WCDS of local data present in LBD:

- Local information recorded in the LBD is visible only in the local WCDS environment of the institution that provided the LBD.
- All available LBD-fields are displayed in the local WCDS interface.
- Data from the LBD is shown interspersed among the bibliographic data from the BIB level, both in the brief item detail area and in the expanded Description pane.
- Indexing of local data present in LBD:
All LBD-fields are indexed and can be searched.
See the document [Working with Local Bibliographic Data](#) for an overview of available indexes.

Non-WCDS libraries

Not all library systems have the use of LBD-records. When exporting records from WorldCat to the local ILS institutions may choose to add the LBD data to the bibliographic data at BIB level or export LBD-records separately. The separate export option enables institutions to handle the LBD data according to local settings.

Display and indexing of LBD-fields in the local ILS depends on the settings in the institution's environment.

Local Holdings Record (LHR)

LHR's contain information that is specific to the item(s) held by an institution, such as a holding, or the location of an item.

Some of the LHR-fields are used for recording bibliographic information. These fields are also found at the bibliographic level.

Types of data frequently stored in LHR's are:

- Provenance
- Copy and Version Identification Note
- Local Uniform Titles
- Print information
- Selection Key

Provenance

One of the most frequently used types of local data is the provenance, especially when describing rare- or special-collections materials. Ownership and Custodial History of an item can be recorded in tag 561 of the LHR. Names of former owners should be recorded in LBD-tag 7XX.

The options for recording the provenance:

	Bibliographic Level	LBD	LHR	Notes
561 present?	yes	no	yes	\$5 mandatory at bib level
7XX present?	yes	yes	no	\$5 mandatory at bib level
visible?	yes, worldwide	yes, locally	yes, locally	LHR not visible when *RTA is used
indexed?	yes	yes, locally	no	

*RTA = Real-Time Availability

Provenance should only be added at the bibliographic level if the record describes an unpublished resource or collection.

In all other cases the best place is LHR or LBD.

At the moment it is not possible to record both 561 and 7XX in either LBD or LHR. When forced to choose:

- always use 561 in LHR.
- Use tag 7XX in LBD depending on the need of your institution.

Copy and Version Identification Note

This field contains information that distinguishes the copy(s) or version(s) of materials held by an archive or manuscript repository when more than one copy or version exists or could exist.

Printing

- Mention of the specific printing of an item may be recorded in the LHR.
E.g.: 562 \$b 2nd printing

Selectiesleutel

- *Used for the synchronisation Worldcat > GGC:*
583 \$aSEL<code> \$cyyymmdd \$5<institution code>
e.g.: 583 \$aSEL<code>boo\$c20171114\$5NL-AmVUU

Non-WCDS libraries

Local data in local systems may be recorded in the local system at the bibliographic level. Subfield \$5 should be added to these local fields to be able to distinguish the data from the main bibliographic data. The presence of this subfield enables correct handling of the local fields when up- or downloading records to or from WorldCat.

Current issues with the display of Local Data

Bibliographic Level

WCDS displays fields with subfield \$5, containing local data intended for all users, to all users but it doesn't show the content of subfield \$5 for all tags; it is shown for note fields (for example tag 561) but not for name fields (e.g. tag 700). Lacking the information from this subfield users can't see to which institution the data applies. Also the codes in subfield \$5 should be expanded to the Institution's name to be meaningful for users.

Example:

(Test)Record 908079462 contains the following fields

- 561 \$aTest\$5NL-UtRU
- 561 \$aTest2\$5QGJ
- 7001 \$aKüper, Yvon\$4fmo\$5NL-UtRU
- 7102 \$aRijksuniversiteit te Utrecht.\$5NL-UtRU
- 7102 \$aUniversiteit Utrecht.\$5QGJ

In WCDS fields 700 and 710 are displayed in the brief presentation without the contents of subfields \$4 and \$5:

- Yvon Küper, Rijksuniversiteit te Utrecht., Universiteit Utrecht.

Tags 561 are displayed with the Description, including the content of \$5:

Ownership and Custodial History Note:

- Test NL-UtRU
- Test2 QGJ

LBD

- It's not possible to use controlled headings in LBD-records.
Having this option would enable the uniformization of entries in the LBD
- Tag 561 is not present.

LHR

- Tag 700 is not present.
- Indexing of local data present in the LHR:
Not all LHR-fields are indexed yet. For example tags 561, 562 and 563 are not indexed.
See: [Search for local holdings record data](#) for an overview of indexed LHR-fields.
- *Not all tags which could be used to record local data are available in LHR's.*
- Some data from the LHR, like provenances, should be displayed with the description, instead of with the availability information.

Non-WCDS libraries

When RTA is used to display item information from a local ILS in WCDS the data from the LHR's isn't shown. To enable visibility of LHR data, like provenance, in WCDS, the data could be duplicated in the LBD.

Advice

To increase search and display options for local data, any relevant data has to be recorded in the LBD-record. Data from fields in the LHR that aren't indexed or displayed should be duplicated in the LBD-record to improve visibility. This includes fields 561, 562 and 563 from the LHR.

If there is a need to record information for which there is no separate LBD-field available, LBD-tag 500 should be used.

When using LBD-tag 500, always include an introductory text indicating what type of information is provided.

For example:

500 \$aOwnership and custodial history:

500 \$aBinding information: ...

Enhancement requests

Suggestions for further improvements to search and display of local data

To increase search and display options for local data we would suggest the following improvements:

- Several of the standard fields from the bibliographic level aren't shown in WCDS (E.g. 340, 524, 581.), even though they do contain information that may be relevant to all users.
Show all content from the bibliographic record that's relevant to users in WCDS (not including administrative data like the content of fixed fields) or create a configurable option to display all data.
- Currently, the code recorded in subfield \$5 is not shown for all applicable fields in the WCDS. An Enhancement request for this has been put forward.
- The codes in subfield \$5 should be expanded to the Institution's name to be useful for users.
- Make it possible to display the content of LHR's in WCDS even though the item information is retrieved from a local ILS.
- Make 521 field (Target Audience) visible in Discovery or add the target audience as a Facet.
- Include more (or all) fields from the LHR, like 561 and 562, in the indexes.
- Enable the option to control headings in the LBD.

There are currently several enhancement requests already submitted that would also improve search and display of local data. Two important request are:

- [Let us choose what fields display in Worldcat Discovery](#)
- [We would like to see a material format icon in discovery that caters for manuscripts that have been correctly catalogued to MARC 21](#)

OCLC Guidelines and help

Local data in bibliographic description

Special Cataloging Guidelines (From OCLC Support and Training)

3.8 Copy- or Institution-Specific Notes and Added Entries

Notes and added entries

You may supply copy-specific or institution-specific notes and added entries for rare and special-collections materials. However, do not create new records because single master records can have such information for more than one copy or institution.

Master records for published materials represent all copies of a work, the "universal description" of the item. MARC 21 defines subfield ‡5 (Institution to which field applies) for use in notes and added entries that do not apply to the universal description. Usually, only rare and special-collections materials are candidates for fields containing subfield ‡5.

Use subfield ‡5 in fields 246, 500, 501, 506, 526, 540, 541, 561, 562, 583, 584, 585, 655, 700, 710, 711, 730, 740, and 851 to identify the institution to which the copy- or institution-specific notes and added entries apply (by MARC Organization Code, formerly called NUC Code).

Accessibility/ usefulness

Consider the usefulness of the information in accessing and identifying the item versus the likelihood that the record will be used in copy-cataloging or found by others who will not need your copy- or institution-specific notes and added entries.

Unpublished items and collections

Do not include subfield ‡5 in master records for unpublished items and collections. Such notes and added entries do apply to the universal description, since they are single items.

Items not owned

Do not include subfield ‡5 in master records for works that you do not own. It is difficult to confirm the validity of the information, even if the information is from LC printed copy.

Local interest only

If the copy- or institution-specific note or added entry is of local interest only and you want to include the information for your local processing, use the appropriate 590, 599, 790, 791, 792, 793, 796, 797, 798, or 799 field. These fields are not retained in master records. Subfield ‡5 is also valid in fields 790, 791, 792, 793, 796, 797, 798, and 799.

Guidelines for entering subfield ‡5

If you add subfield ‡5, use the following guidelines:

Enter subfield ‡5 as the last subfield. Enter the MARC Organization Code of the institution holding the copy. To find these codes, see [Find an OCLC Library](#) or the [MARC Code List for Organizations](#).

Do not include terminal punctuation as part of ‡5. Terminal punctuation should be included in the subfield immediately preceding ‡5.

Use field 501 ("With" Note) with subfield ‡5 for "with" notes for items bound together after publication.

Use field 710 (Added Entry—Corporate Name) with subfield ‡5 for an added entry for the name of a special collection.

Examples of subfield ‡5

500 Fine Arts Library's copy has bookplate of the Benedictine Monastery in Graftschafft; inscribed by Thomas Jefferson. ‡5 NbDU-F

700 1 0 Jefferson Thomas, ‡d 1743-1826 ‡e former owner. ‡5 NbDU-F

710 2 0 Graftschafft (Monastery), ‡e former owner. ‡5 NbDU-F

500 Fine Arts Library's copy with: Index librorvm prohibitorvm. Antverpiae, 1570. Edition with 108 p. Bound together after publication. ‡5 NbDU-F

730 0 2 Index librorum prohibitorum. ‡f 1570. ‡5 NbDU-F

500 Fine Arts Library's copy has ms. notes by author on end papers. ‡5 NbDU-F

Local Bibliographic Data

Record Manager help:	
Using local bibliographic data (LBD), you can add local information to a bibliographic record that is specific to your institution's title; however, other institutions will not be able to see that information in the MARC 21 WorldCat record and your users will only see your institution's LBD. Essentially, LBD is local information that complements the full bibliographic data in the WorldCat database. Enhance the bibliographic record for local use by adding local subject headings, uniform titles, or notes.	
Available fields in LBD-records:	
240	Uniform Title
500	General Note
501	"With" Note
590-598	Local Note
599	Differentiable Local Note
600	Subject Added Entry--Personal Name
610	Subject Added Entry--Corporate Name
611	Subject Added Entry--Meeting Name
630	Subject Added Entry--Uniform Title
650	Subject Added Entry--Topical Term
651	Subject Added Entry--Geographic Name
655	Index Term--Genre/Form
690	Local Subject Added Entry--Topical Term
691	Local Subject Added Entry--Geographic Name
695	Added Class Number
696	Local Subject Added Entry--Personal Name
697	Local Subject Added Entry--Corporate Name
698	Local Subject Added Entry--Meeting Name
699	Local Subject Added Entry--Uniform Title
700	Added Entry--Personal Name
710	Added Entry--Corporate Name
711	Added Entry--Meeting Name
730	Added Entry--Uniform Title
790	Local Added Entry--Personal Name
791	Local Added Entry--Corporate Name
792	Local Added Entry--Meeting Name
793	Local Added Entry--Uniform Title
796	Local Added Entry--Personal Name
797	Local Added Entry--Corporate Name
798	Local Added Entry--Meeting Name
799	Local Added Entry--Uniform Title

Local Holdings Records

Record Manager help:	
Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). You add an LHR record to a MARC 21 WorldCat bibliographic record. The information contained in the LHR contains information that is specific to your institution.	
Specific fields are appropriate for LHRs. Some of these fields contain information that is similar to fields in the MARC 21 WorldCat record; however, the information in the LHR is not appropriate for users outside your institution.	
Available fields in LHR-records:	
007	Physical Description Fixed Field
008	Fixed-Length Data Elements - General Information, alleen Language wel
014	Linkage Number
017	Copyright or Legal Deposit Number
020	International Standard Book Number
022	International Standard Serial Number
024	Other Standard Identifier
035	System Control Number
337	Media Type
338	Carrier Type
506	Restrictions on Access Note
538	System Details Note
541	Immediate Source of Acquisition Note
561	Ownership and Custodial History
562	Copy and Version Identification Note
563	Binding Note
583	Action Note
842	Textual Physical Form Designator
843	Reproduction Note
844	Name of Unit
845	Terms Governing Use and Reproduction Note
852	Location
853	Captions and Pattern - Basic Bibliographic Unit
854	Captions and Pattern - Supplementary Material
855	Captions and Pattern - Indexes
856	Electronic Location and Access
863	Enumeration and Chronology - Basic Bibliographic Unit
864	Enumeration and Chronology - Supplementary Material
865	Enumeration and Chronology - Indexes
866	Textual Holdings - Basic Bibliographic Unit
867	Textual Holdings - Supplementary Material
868	Textual Holdings - Indexes
876	Item Information - Basic Bibliographic Unit
877	Item Information - Supplementary Material
878	Item Information - Indexes

Provenance

Data for provenances is indexed for the following fields which are present at the full bibliographic level:

Field	Subfields
561	a 3 5
563	a 3 5
The following fields are indexed on this condition: Subfield ‡4 or ‡e of the field includes the code (‡4) or text (‡e) from the list of Relator Codes below, in which case all the subfields listed are included in the keyword index for the field.	
100	a b c d e j q u 4
110	a-e n u 4
111	a c d e n q u 4
700	a-e j q u 4
710	a-e n u 4
711	a c d e n u q 4

Relator Codes relevant for Provenances
ann: Annotator
asn: Associated name
bnd: Binder
bsl: Bookseller
col: Collector
dte: Dedicattee
dnr: Donor
fmo: Former owner
ins: Inscriber
own: Owner
rps: Repository

Links:

- [Record Manager online help](#)
- [OCLC Bibliographic Formats and Standards](#)
- [Local Holdings Maintenance documentation](#)
- [Local Data in WorldCat Discovery](#)
- How [Item Bibliographic Data is Displayed](#)
- [UKB metadata application profile](#)