# LOCAL HOLDINGS RECORDS (LHR) PUBLISHING PROFILES

SUNY Library Shared Services
Maggie McGee

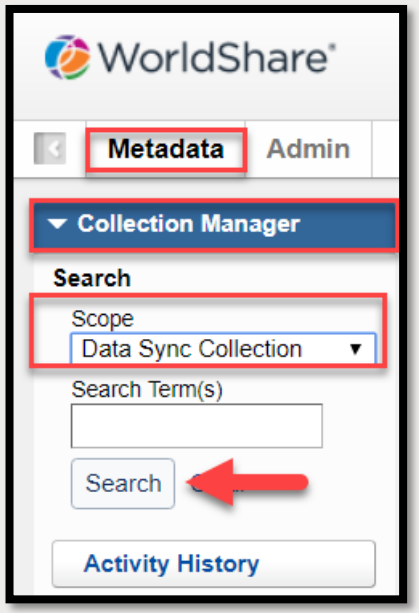
SUNY The State University of New York

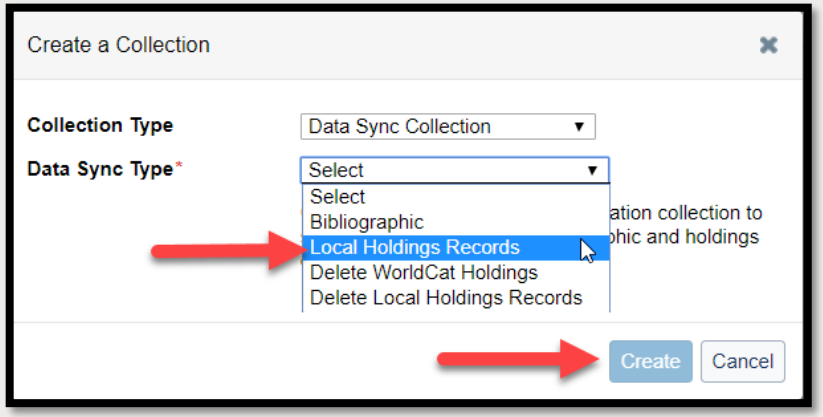
# Create an LHR Data Sync Collection in OCLC Worldshare

1. Login to WorldShare
2. Click on the Metadata Link
3. Click on Collection Manager and expand it
4. Change Scope to: Data Sync Collection
    a) Check for existing Data Sync Collections by leaving the search term box empty and click search

**If there are no existing collections that will be used:**

5. Click Create a Collection
    a) Collection Type: Data Sync Collection
    b) Data Sync Type: Local Holdings Record
    c) Click **Create**



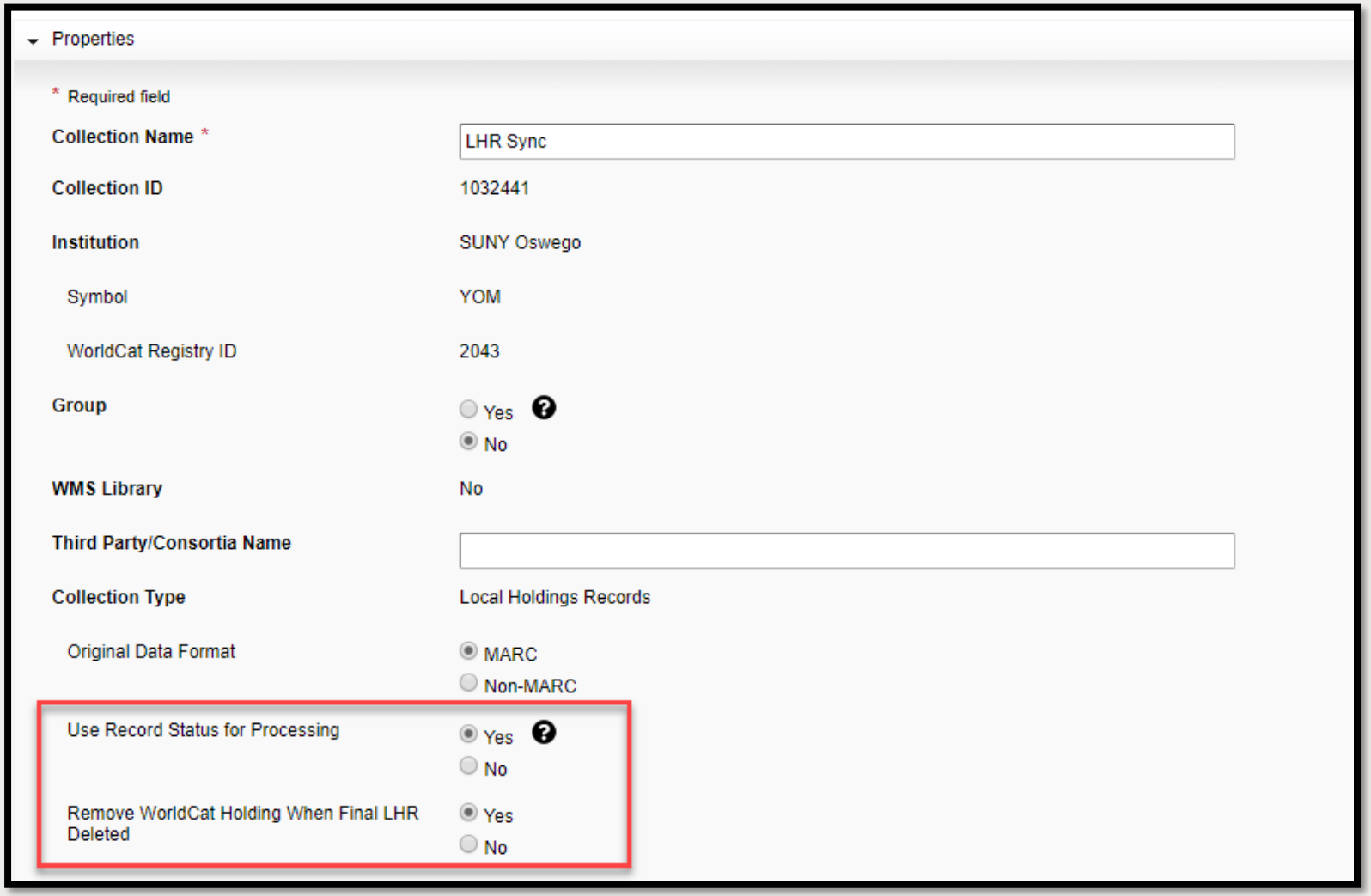



# Create an LHR Data Sync Collection in OCLC Worldshare

6. Click on the Expand Properties Tab:
    a) Type in a Collection Name
    b) Collection ID will populate once you save the Data Sync Collection*
    c) Group: No
    d) Original Data Format: MARC
    **e) *Use Record Status for Processing: Yes**
        **a) This means when "d" is in the LDR of the LHR record, it will delete the holdings in OCLC when the last holding record for the OCLC # has been deleted**
    **f) Remove Worldcat Holding When Final LHR Deleted: Yes**
    g) Description: optional

# Create an LHR Data Sync Collection in OCLC Worldshare

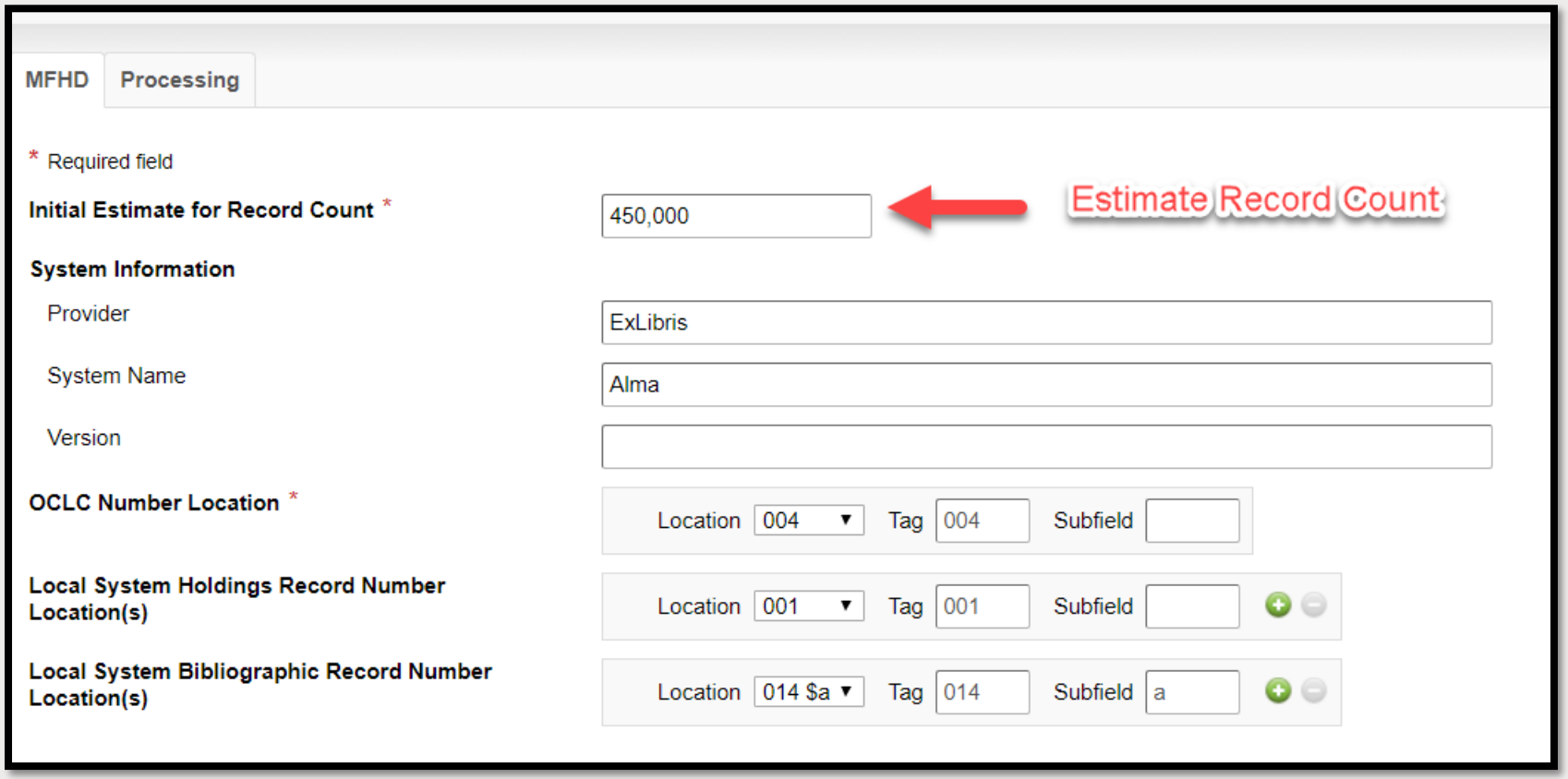
## Properties Tab Example:



# Create an LHR Data Sync Collection in OCLC Worldshare

## Local Holdings Records Information Tab:

7. Initial Estimate for Record Count:
    a) Put in an estimate of the number of bibliographic records for the institution.



# Create an LHR Data Sync Collection in OCLC Worldshare

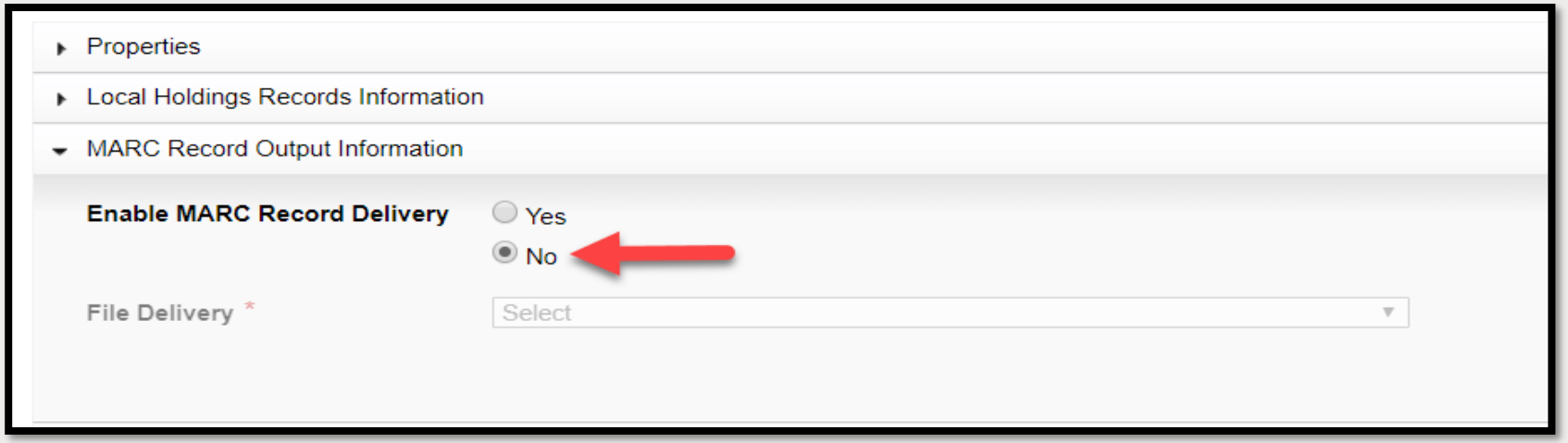
## Local Holdings Records Tab Continued:

8. Provider: Ex Libris
9. System Name: Alma
10. Version: [leave blank]
11. OCLC Number Location(s): [default values]
12. Local System Number Location(s): [default values]
13. Local System Bibliographic Record Number Locations: [default values]

# Create an LHR Data Sync Collection in OCLC Worldshare

## Marc Record Output Information Tab:

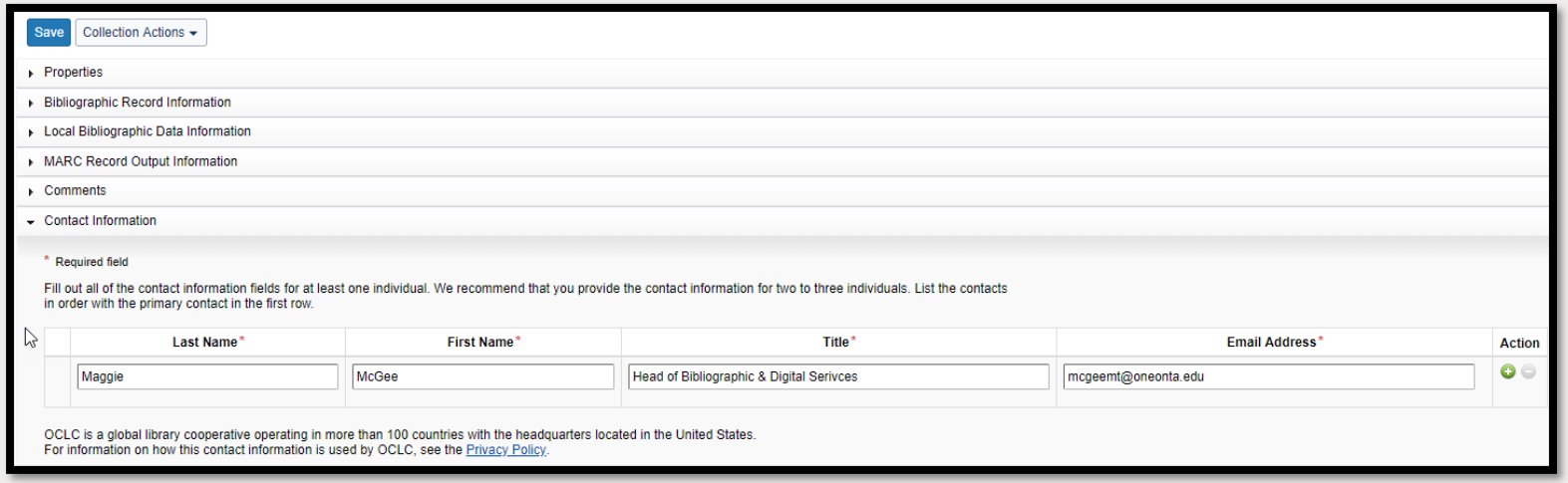
11. Enable MARC Record Delivery: No



# Create an LHR Data Sync Collection in OCLC Worldshare

## Contact Information Tab:

12. Input contact person's information
    a) This assigns a data sync specialist to this data sync collection for troubleshooting

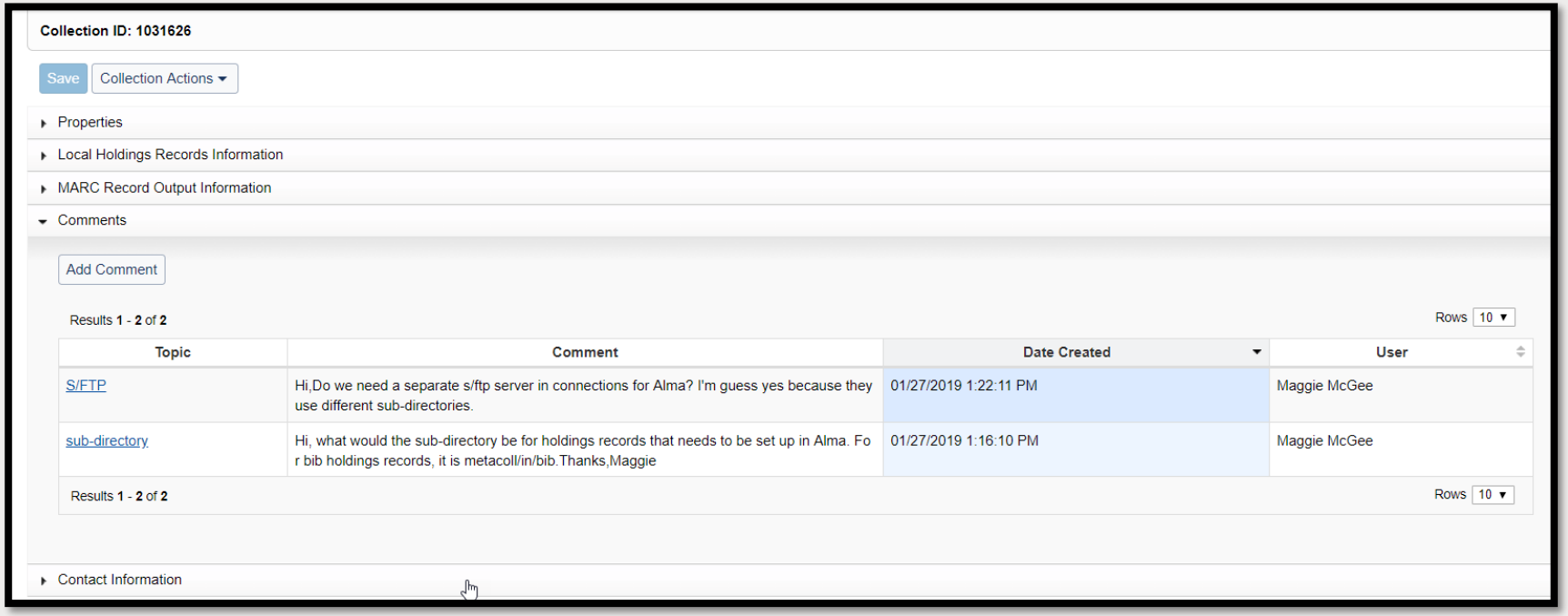



13. Click ***Save***

# Create an LHR Data Sync Collection in OCLC Worldshare

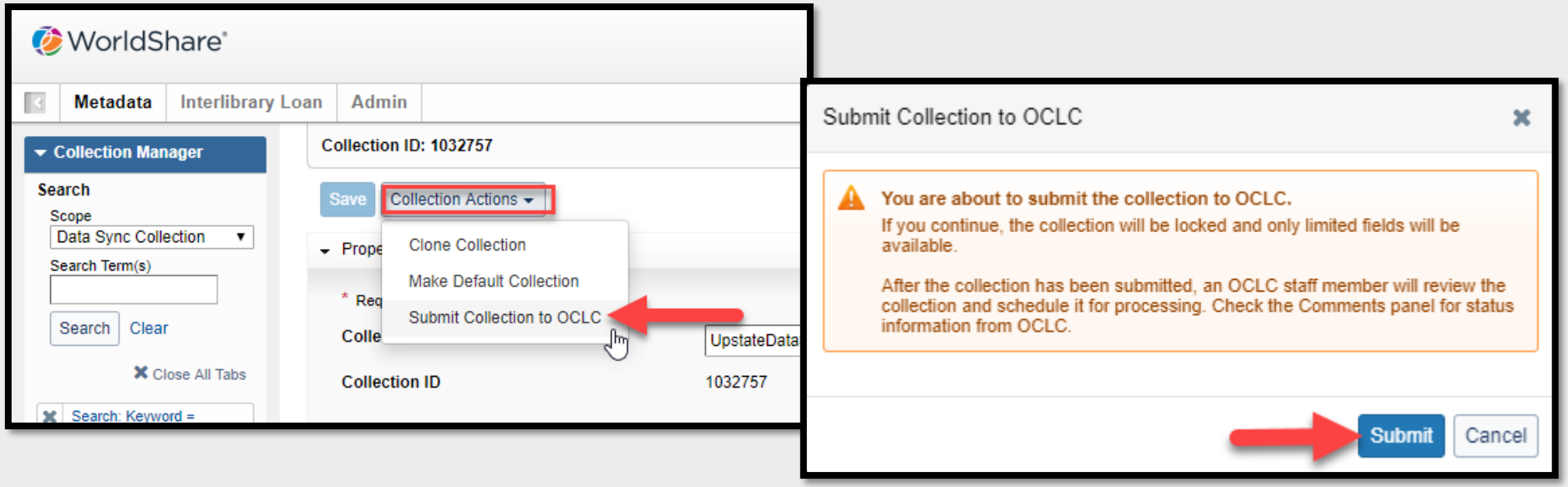
## Comments Tab:

- Only appears after filling out the Contact Tab and Saving the Data Sync Collection
- This is where each institution can communicate with an OCLC Data Sync Specialist if there are any issues with creating a Data Sync Collection



# Create an LHR Data Sync Collection in OCLC Worldshare

14. Submit the LHR data sync collection
    a) Click ***Collection Actions***
    b) Click ***Submit Collection to OCLC***
    c) Click ***Submit***



# SETTING UP PUBLISHING PROFILES FOR LOCAL HOLDINGS RECORDS IN ALMA

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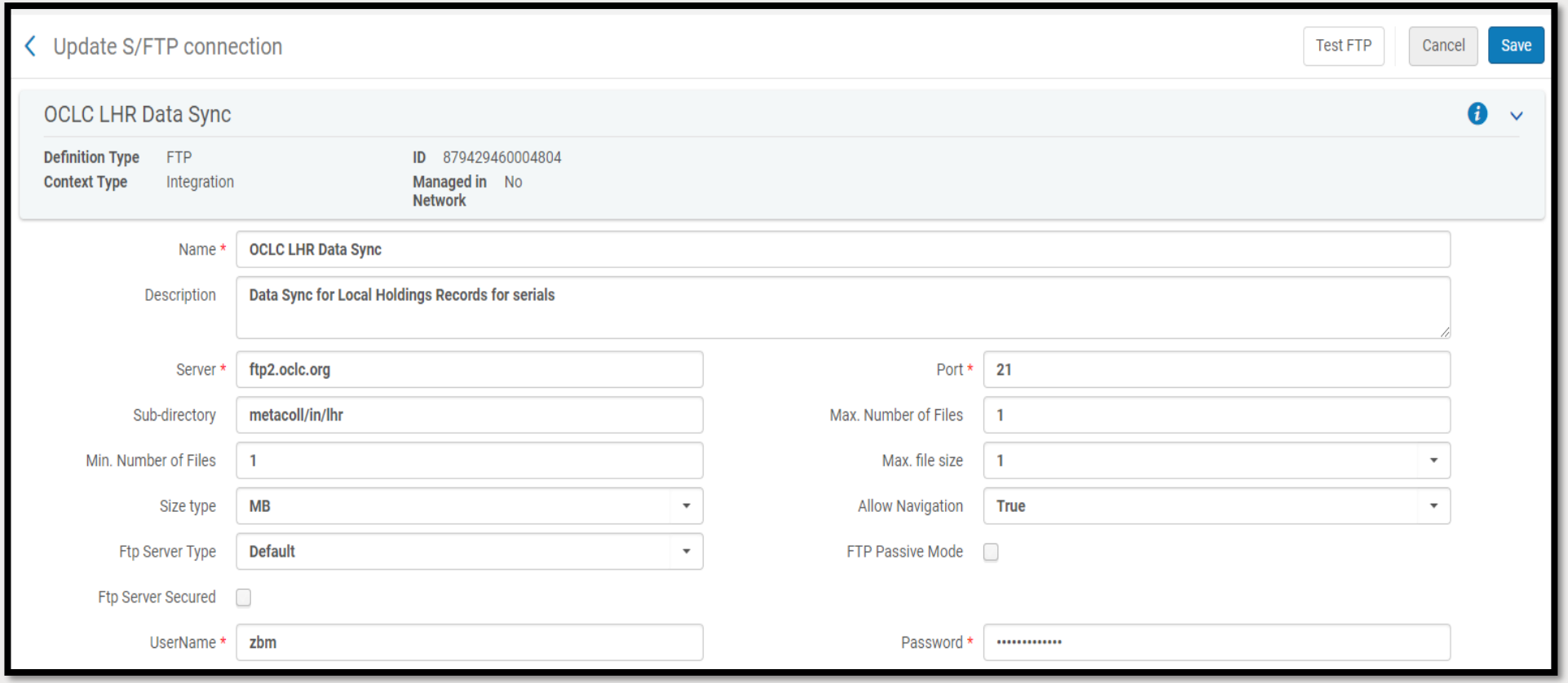
# Setting Up Publishing Profiles for Local Holding Records In Alma

## STEP 2: Add S/FTP Definitions for Local Holdings Records

- *Configuration>General>External Systems>S/FTP definitions*
  - Click ***Add S/FTP connection***
    - Name: OCLC LHR Data Sync
    - Server: ftp2.oclc.org
    - Port: 21
      - Use 22 if 21 fails to successful connect during testing
    - Sub-directory: metacoll/in/lhr
    - Max. Number of Files: [leave blank]
    - Min. Number of Files: 1
    - Max. file size: 100000
    - Size type: MB
    - Allow Navigation: True
    - Ftp Server Type: Default
    - Ftp Passive Mode: [keep unchecked]
    - Ftp Server Secured: [check the box]
    - Authentication method: username/password authentication
    - Username: [OCLC Symbol – must be in lower case]
    - Password: [supplied by OCLC]

# Setting Up Publishing Profiles for Local Holdings Records in Alma

## STEP 2: S/FTP Definitions for Local Holdings Records Example



# Setting Up Publishing Profiles for Local Holdings Records in Alma

## STEP 2 S/FTP Definitions for Local Holdings Records Continued

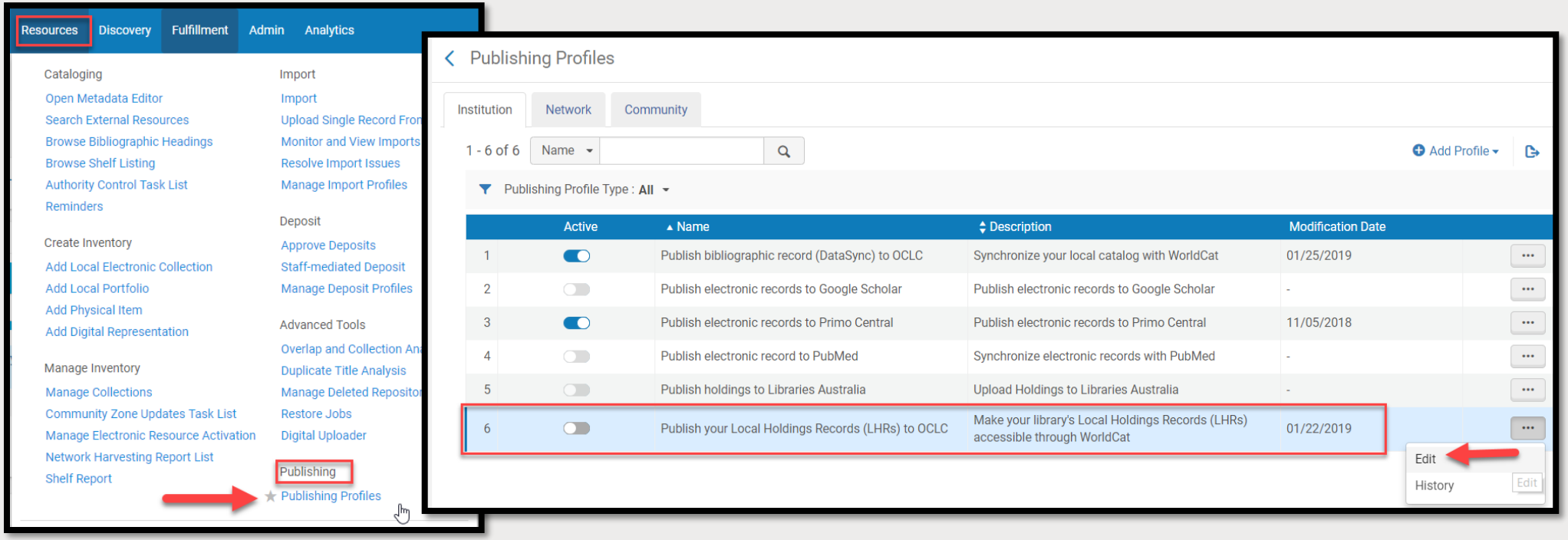
- Click ***Test FTP***
  - A message will appear saying the Ftp upload, download, and delete were successful
  - If an error message appears, try changing the Port to 22

- Click ***Save***

# Setting up Publishing Profiles for Local Holdings Records in Alma

## STEP 3: Configure Publishing Profiles for Local Holding Records

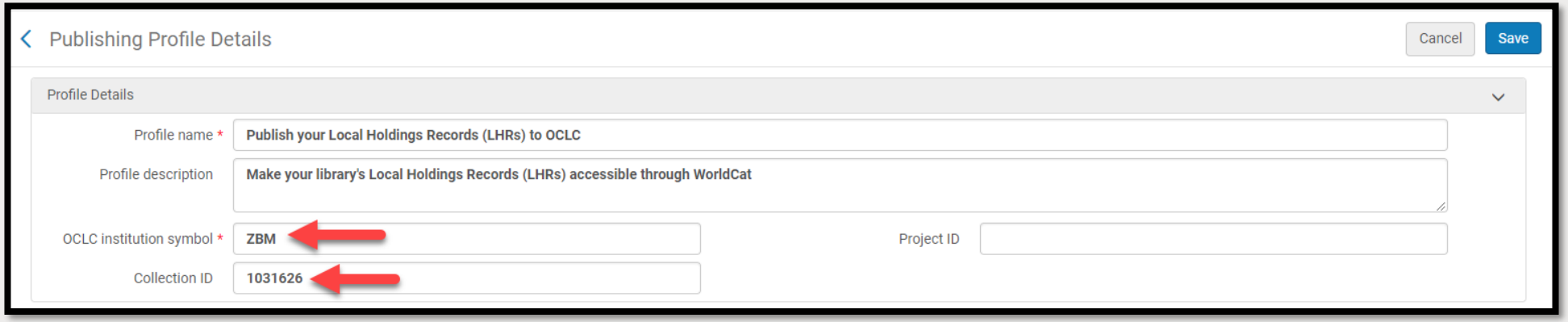
- *Resources>Publishing>Publishing Profiles*
  - Click the ellipses for *Publish your Local Holdings Records (LHRs) to OCLC*
  - Choose ***Edit***



# Setting Up Publishing Profiles for Local Holdings Records in Alma

## STEP 3: Configure Publishing Profiles for Local Holdings Records Continued

- Profile Details
  - Name: [keep]
  - Profile description: [keep]
  - OCLC institution symbol: OCLC Symbol
  - Project number: [keep blank]
  - Collection ID: From OCLC Data Sync Collection



# Setting Up Publishing Profiles for Local Holdings Records in Alma

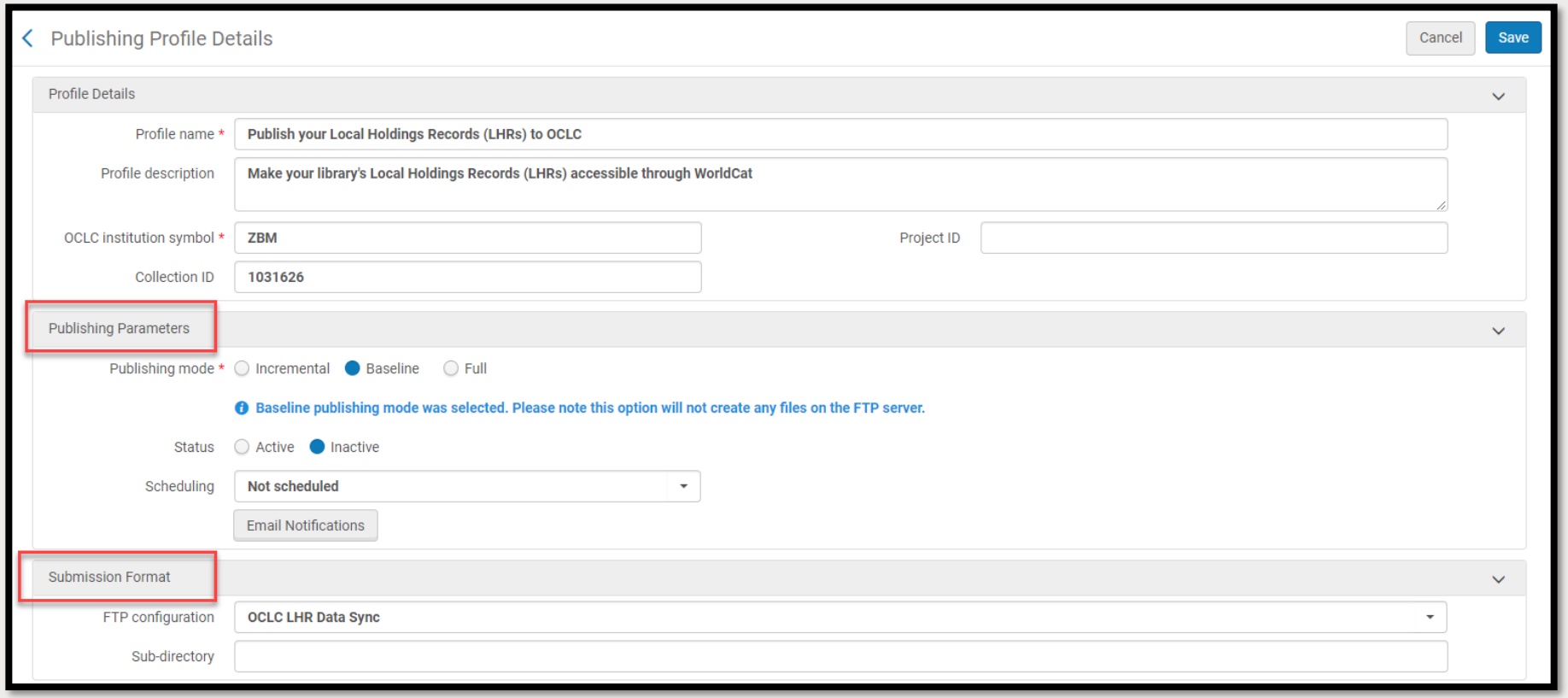
## STEP 3: Configure Publishing Profiles for Local Holdings Records Continued:

- Publishing Parameters & Submission Format for Local Holdings Records:
  - *Publishing Mode:*
    - Baseline – SELECT and RUN FIRST
    - Incremental – Automatically runs after the Baseline runs
    - Full – DO NOT USE
  - Status:
    - Active or Inactive: [Keep status inactive until LHRs are ready to be published]
  - Scheduling: [*Select* ***Every Saturday at 6:00***]
  - Email Notifications: [optional]
  - Submission Format:
    - FTP Configuration:  [the name of the s/ftp definition]
  - Click ***Save***

# Setting Up Publishing Profiles for Local Holdings Records in Alma

## STEP 3: Configure Publishing Profiles for Local Holdings Records Continued

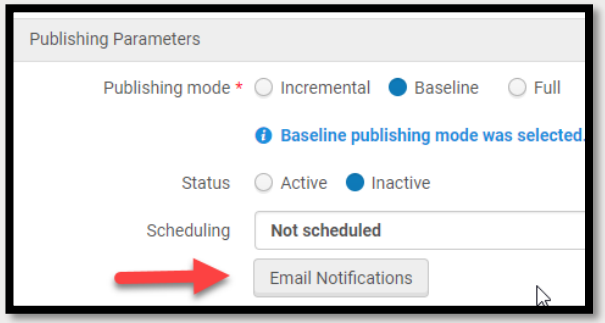
Publishing Parameters & Submission Format for LHR Record Example:



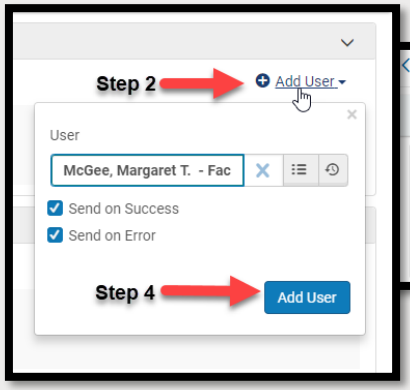
# Setting Up Publishing Profiles for Local Holdings Records in Alma

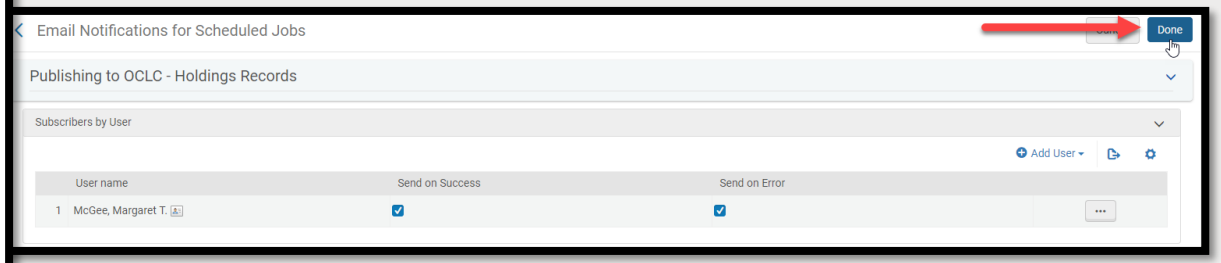
## STEP 3: Configure Publishing Profiles Profile Details Local Holdings Records Continued

Setting up email notifications:




1. Click on **Email Notifications**
2. Click **Add User**
3. Enter username or search for user
   - Keep Send on Success and Send on Success checked unless you do not want to receive a notification the job is complete
4. Click **Add User**
5. Click **Done**



# LHR REQUIREMENTS

SUNY Library Share Services
Maggie McGee

SUNY The State University of New York

# LHR Optional Fields

LHRs can be published without these fields, but these fields provide the library's holdings for the serial title. The following fields in the LHR will publish the library's holdings information to OCLC:

1. 853/863 (must be paired together)
2. 854/864 (must be paired together)
3. 855/865 (must be paired together)
4. 866

**Please Note:** if you have been manually adding your LHRs and using MARC Holdings fields that are different than in Alma it will either be:

1. Purge/fill – the LHR information is overwritten with whatever is sent from ALMA
2. Append – will add each submitted LHR to WorldCat and can very easily lead to duplication. It is used sparingly.

# LHR Requirements

Local holding Records need to have:

1. OCLC # (OCN) – only flag LHRs with OCLC #s to publish
    a) Only holdings records related to a bibliographic record with an OCLC control number in the 035 field are published to OCLC when the bibliographic record is flagged/marked to be published to OCLC
2. LHRs cannot have existing 004s
    a) OCLC cannot publish LHRs with more than one 004
    b) Alma file places the OCN (OCLC#) in the LHR 004
3. **852 $b – Collection (or sublocation)**
4. **852 $c – Shelving location**
5. **Second 852 $b - OCLC local holdings codes for periodicals - Optional**
    a) Will use OCLC Symbol if a campus does not use OCLC local holdings codes
    b) The local holdings code displays where the material is available in Worldshare

# STEPS TO PERFORM IN ALMA BEFORE PUBLISHING LHRS

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# Steps to Perform in Alma Before Publishing LHRs

1. Create a set(s) for serial collections for LHR Publishing Profiles
   a) Physical Title Set
   b) Save the Query
   c) Review the set and remove any records that may have been caught in the serials set
2. Remove MARC holdings field 004 from migration
   a) Copy SUNY LHR Remove 004 Normalization Rule
   b) Create a MARC21 Holdings Normalization process
   c) Run the "Change Holding Information“ job on the set
3. Change the flag for serials from “Publish Bib” to “Publish LHR”
   a) Run the “Synchronize Bib records with external catalog” job on the set
4. Activate the LHR Publishing Profile in Alma
   a) Run the baseline first
   b) LHR publishing profiles should be set to run every Saturday at 6:00
   c) The LHR data sync collection in OCLC Worldshare needs to be submitted before activating the Alma LHR Publishing Profile
5. Work With OCLC
   a) Communicate with OCLC via the LHR data sync communication tab
   b) Create a Translation Table
   c) Correct Errors

# STEP 1: CREATE A SET FOR LHR PUBLISHING PROFILES

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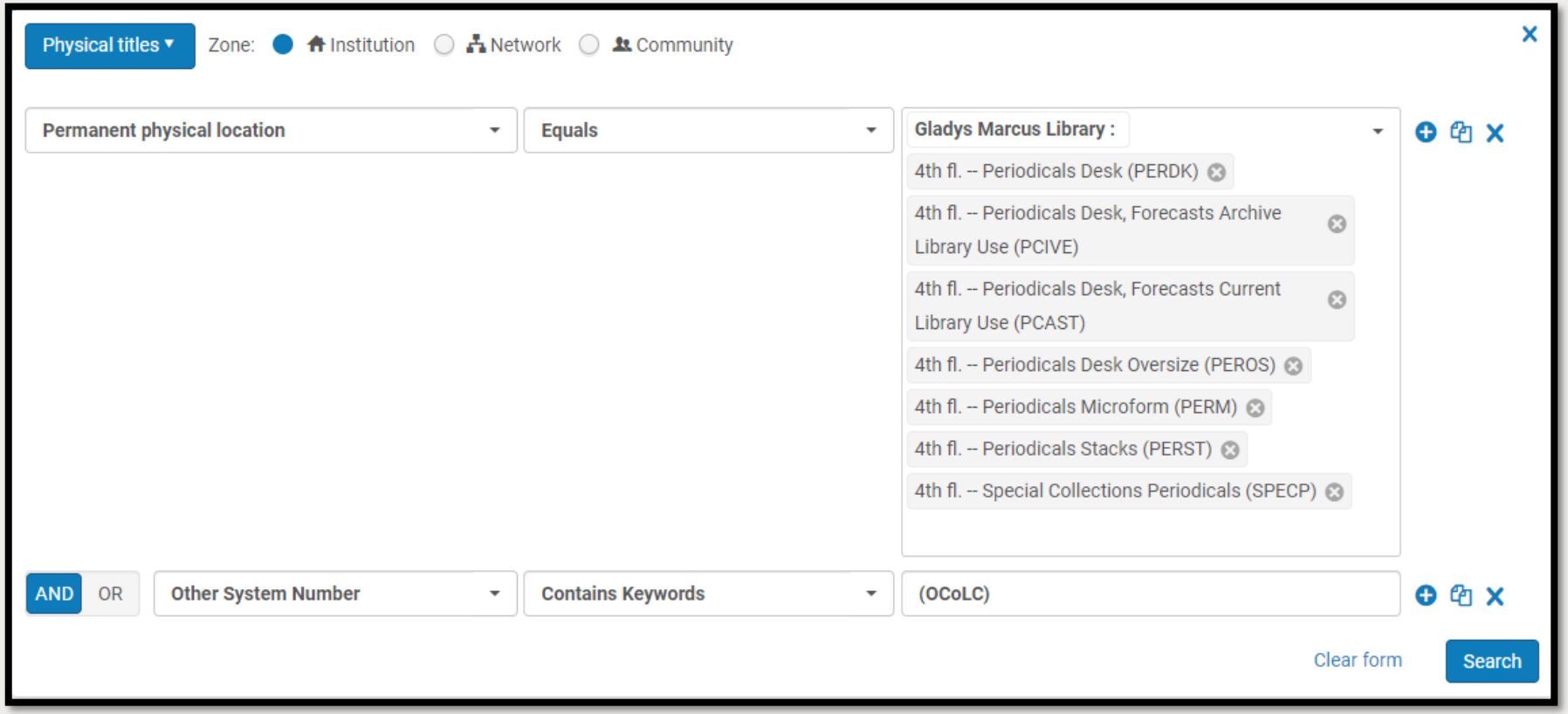
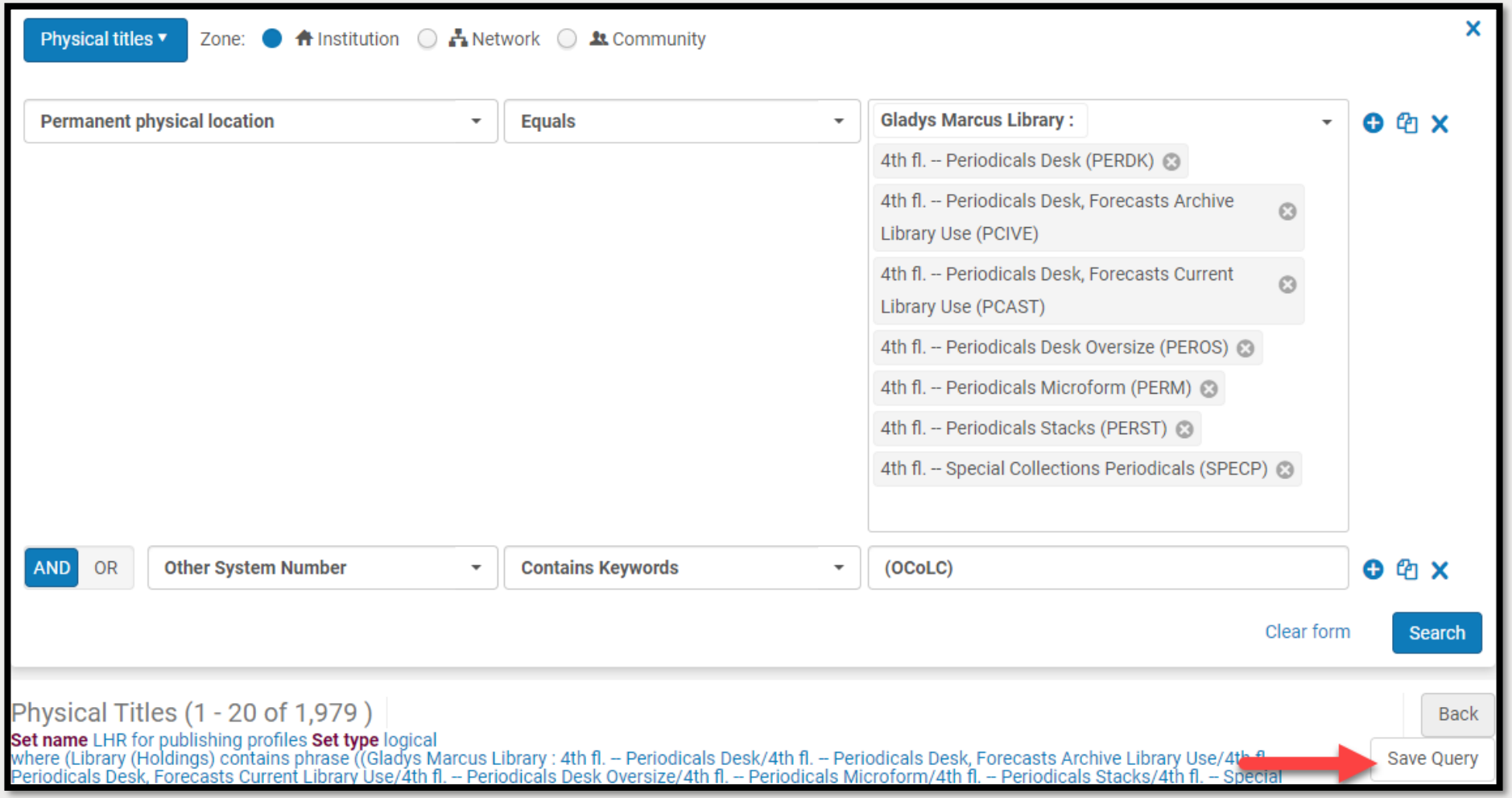
# Step 1: Create a Set for LHR Publishing Profiles

1. Create a set using an advanced physical titles search using the “permanent physical locations” for serials in the collection



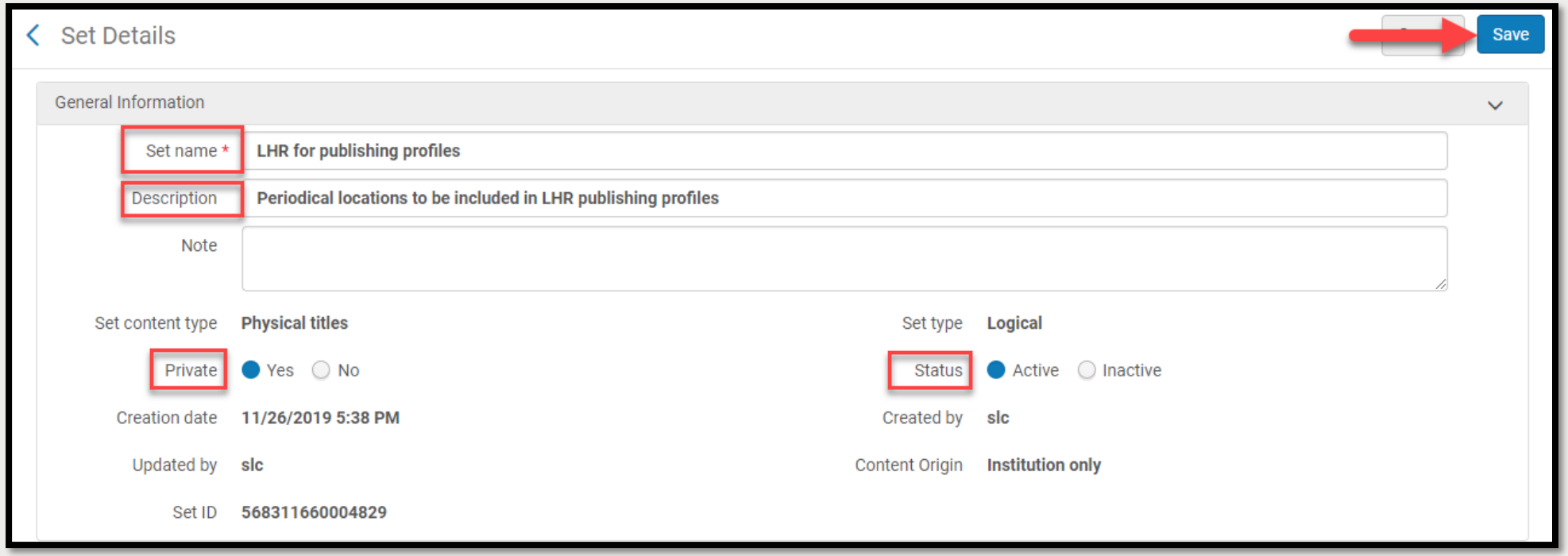
# Step 1: Create a Set for LHR Publishing Profiles

2. Click ***Save Query***



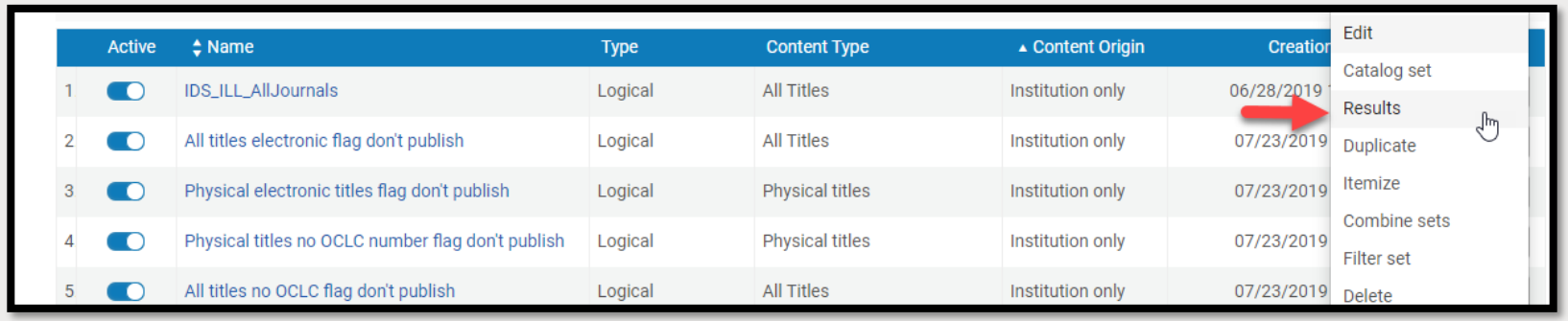
# Step 1: Create a Set for LHR Publishing Profiles

3. Set Details
    a) Set name: [Mandatory]
    b) Description: [Optional]
    c) Private: [No, if want to share the set]
    d) Status: [Active]
    e) Click ***Save***

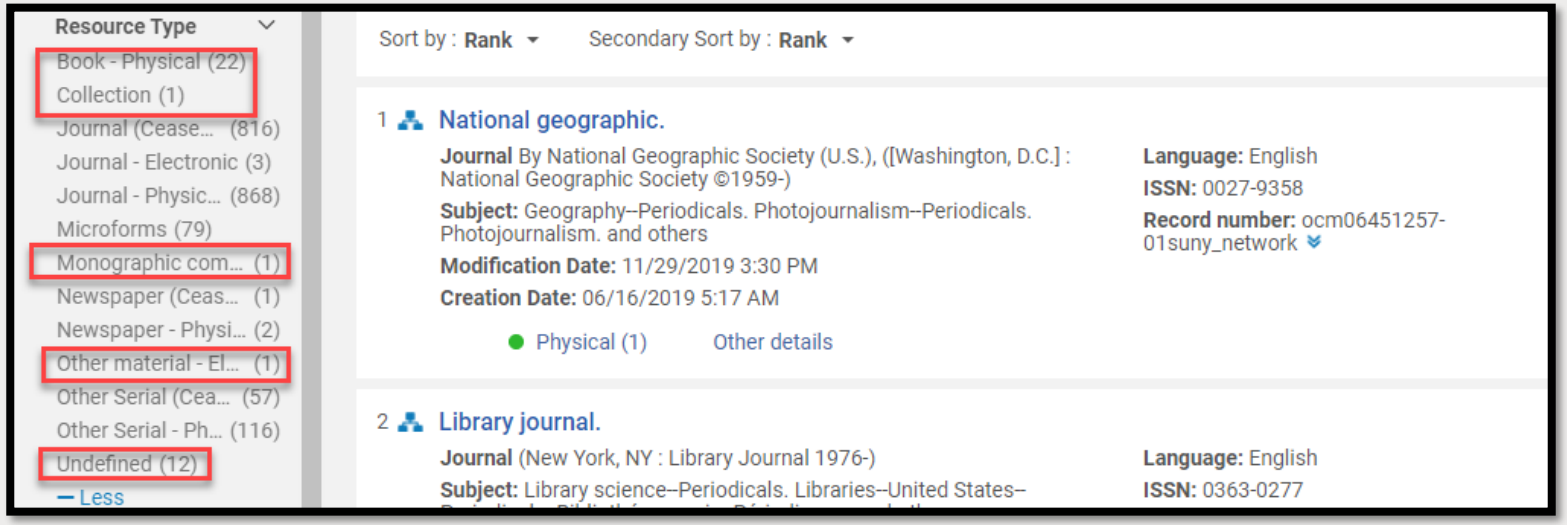


# Step 1: Create a Set for LHR Publishing Profiles

4. Click ***Results*** from the ellipses of the set to review the bib records that have been added to the set

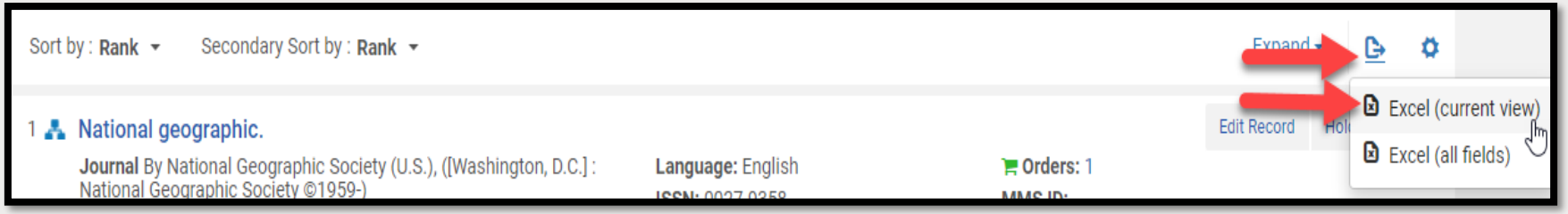



5. Click on the **Resource Type** facet for non-periodicals to review if they are in the wrong location and/or should not be included in the LHR set



# Step 1: Create a Set for LHR Publishing Profiles

6. Export the set to Excel




7. Sort by Title/Creator/Imprint to make it easier to identify non-serial resources

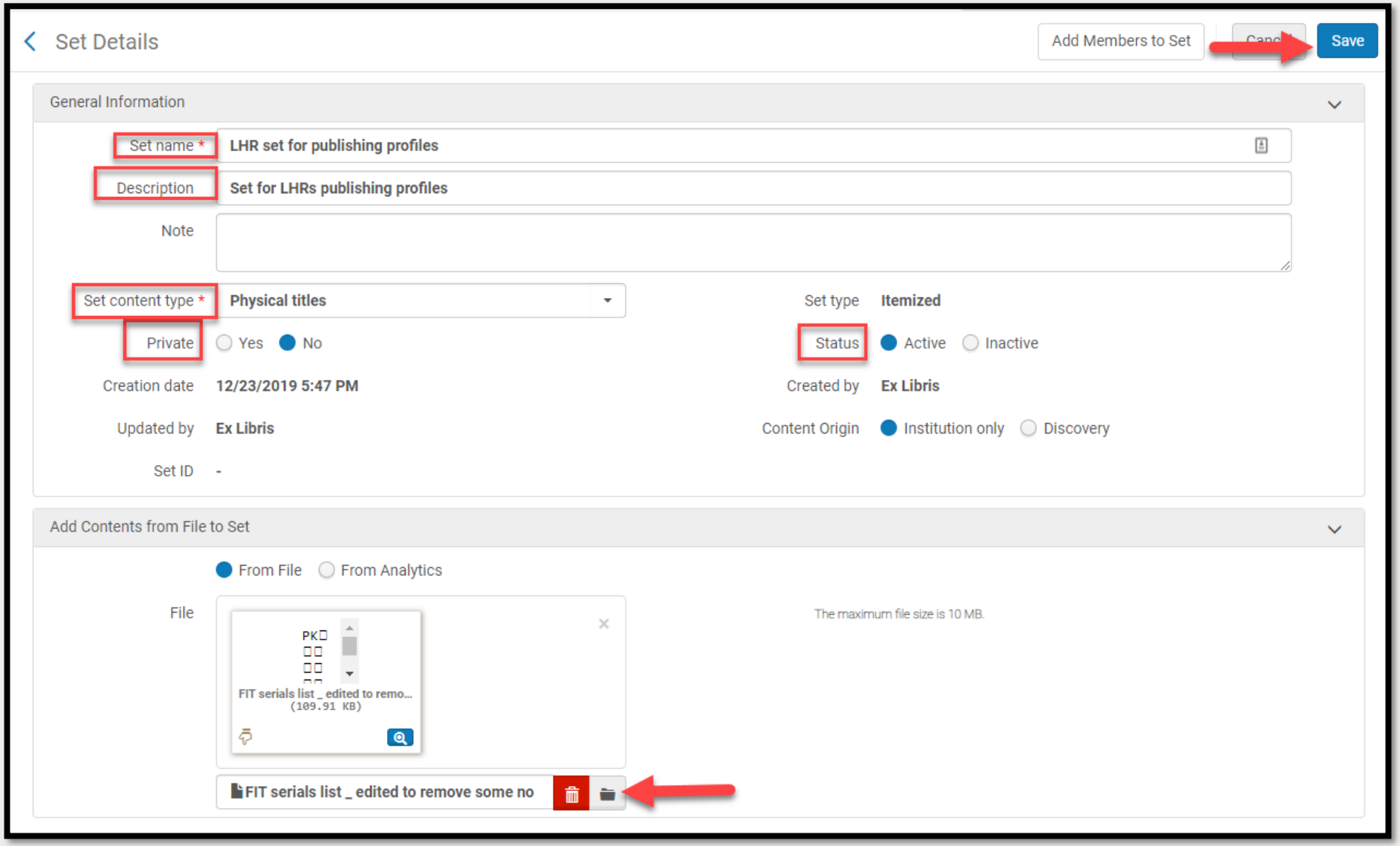
| | Type / Creator / Imprint | Subject | title | Series | Modification Date | Creation Date | R |
|---|---|---|---|---|---|---|---|
| 2 | Book | Fashion designers--United Stat | American designers. | | | 06/16/2019 5:17 AM | c |
| 3 | Book ([Basle, Switzerland] : So | Parasols. Umbrellas. | The Umbrella. | Ciba review ; no. 42. | | 06/16/2019 5:04 AM | c |
| 4 | Book ([New York, N.Y.] : Fairch | Academy Awards (Motion pict | The Oscars : the awards at 75 : | | | 06/16/2019 5:13 AM | c |
| 5 | Book ([Place of publication not | Textile design--Forecasting. T | Once upon a better time. Part | Forecast collection | 11/19/2019 10:07 AM | 06/16/2019 5:02 AM | c |
| 6 | Book (1832-1877.) | Costume--History--Sources.--1 | [Fashion plates]. | | | 06/16/2019 5:03 AM | c |
| 7 | Book (London : Coloro CLR Cod | Coloro (Firm) Color guides. C | Coloro. | | 11/19/2019 1:01 PM | 06/16/2019 4:55 AM | c |
| 8 | Book (New York : Fairchild Pub | Fashion--History--20th century | WWD century : one hundred ye | | | 06/16/2019 4:58 AM | c |
| 9 | Book (New York, N.Y. : Americ | American fabrics Indexes. Tex | American fabrics magazine ind | | | 06/16/2019 5:12 AM | c |
| 10 | Book By B. Altman & Co. (New | B. Altman & Co--Catalogs. B. A | Book of styles, spring and sum | Its: Catalogue ; no. 116. | 07/22/2019 12:42 AM | 06/16/2019 5:10 AM | c |

8. Delete titles from the excel spreadsheet that will not be included with LHR publishing profiles

# Step 1: Create a Set for LHR Publishing Profiles

9. Create an Itemized set
    a) Go to ***Admin>Manage Jobs and Set>Manage Sets***
    b) Click ***Add Set***
    c) Click ***Itemize***
        i. Set name: [Name the set – mandatory]
        ii. Set content type: [Select Physical titles]
        iii. Private: [Select ‘No’ if you want to share the set with others
        iv. Status: [Active]
        v. Add Contents from File to Set: From File: [upload the excel file]
        vi. Click ***Save***

# Step 1: Create a Set for LHR Publishing Profiles



# STEP 2: REMOVE MARC HOLDINGS FIELD 004 FROM MIGRATION

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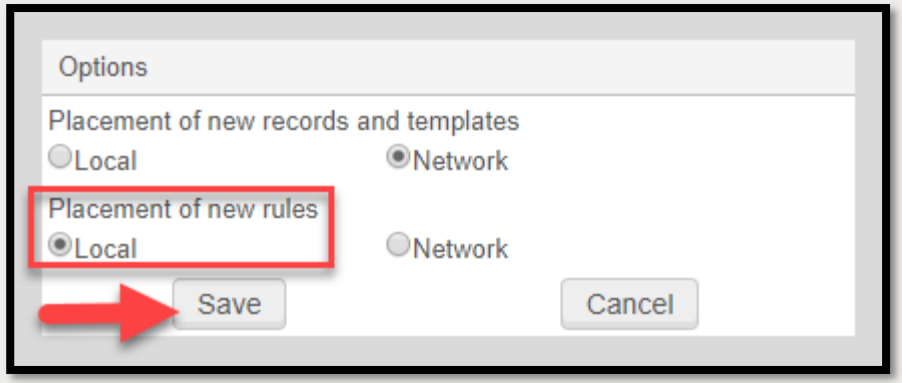
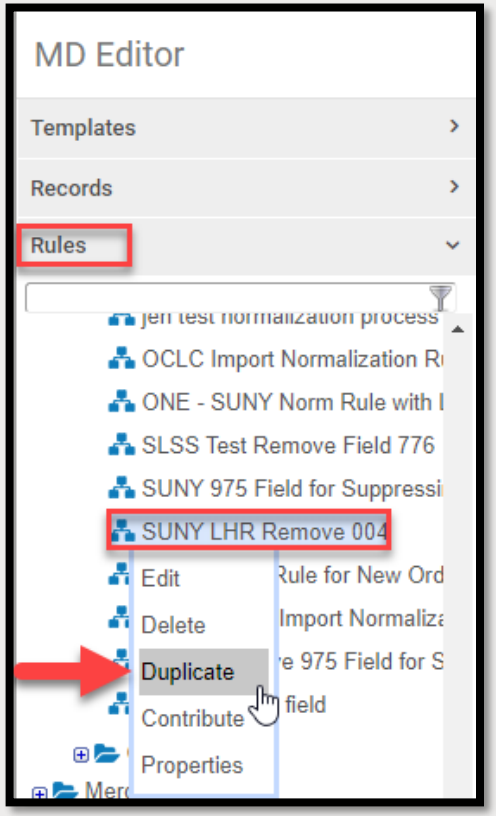
# Copy SUNY LHR Remove 004 Normalization Rule

1. Open the MD Editor
2. Go to ***Files>Options***
   a) Placement of new rules and templates: Local
   b) Click ***Save***

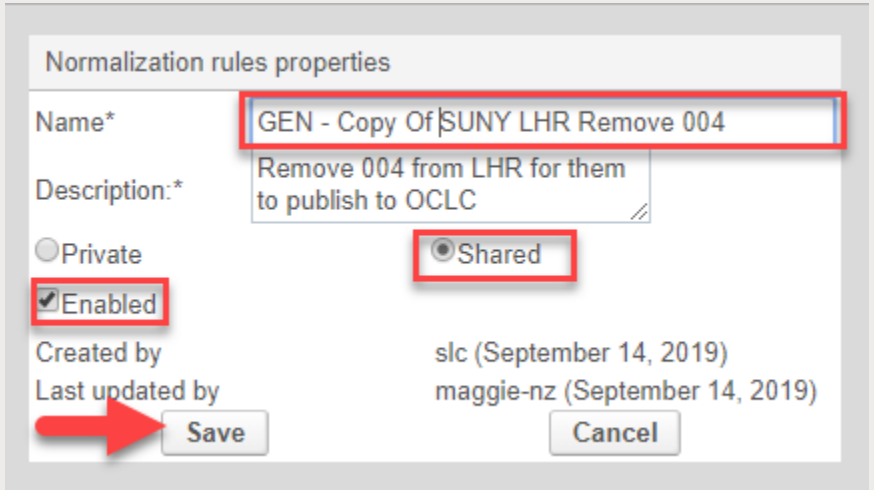


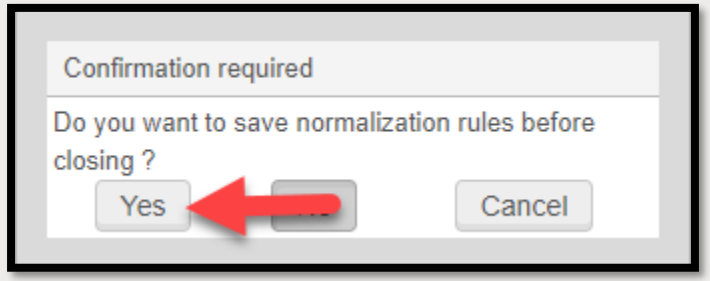

3. Click on Rules in the left-pane of the MD Editor
4. Expand the Normalization Rule folder
5. Expand the Shared folder
6. Click ***Duplicate*** from SUNY LHR Remove 004 normalization rule



# Copy SUNY LHR Remove 004 Normalization Rule

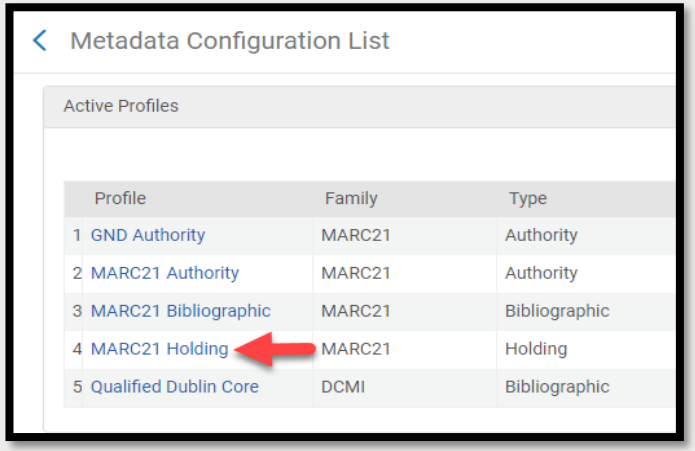
7. Normalization rule properties screen opens
   a) Name: Add the campus three letter identifier
   b) Make sure **Share** and **Enabled** are selected
   c) Click ***Save***
8. The rule opens in the MD Editor
9. Go to ***File>Exit***
10. Click ***Yes*** when the confirmation box pops-up asking if you want to save the rule before closing

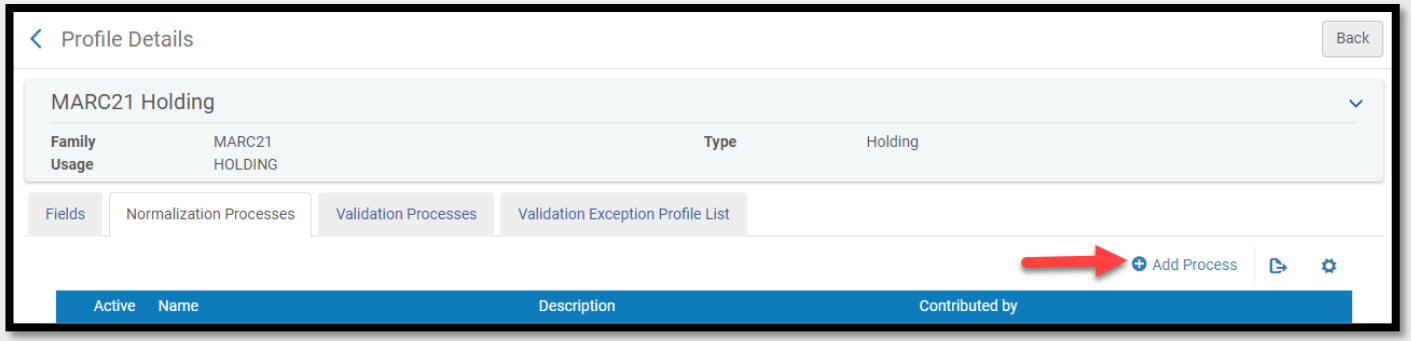


# Create a MARC21 Holdings Normalization process

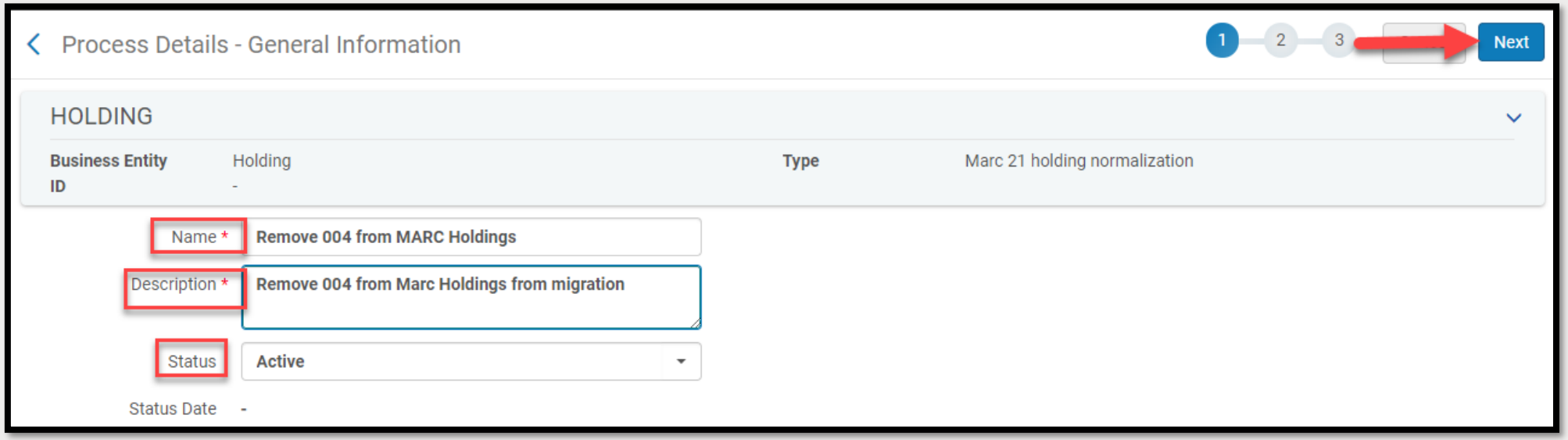
1. Go to ***Configuration>Resources>Cataloging>Metadata Configuration***
2. Click ***MARC21 Holdings***
3. Click on the **Normalization Processes** tab
4. Click ***Add Process***



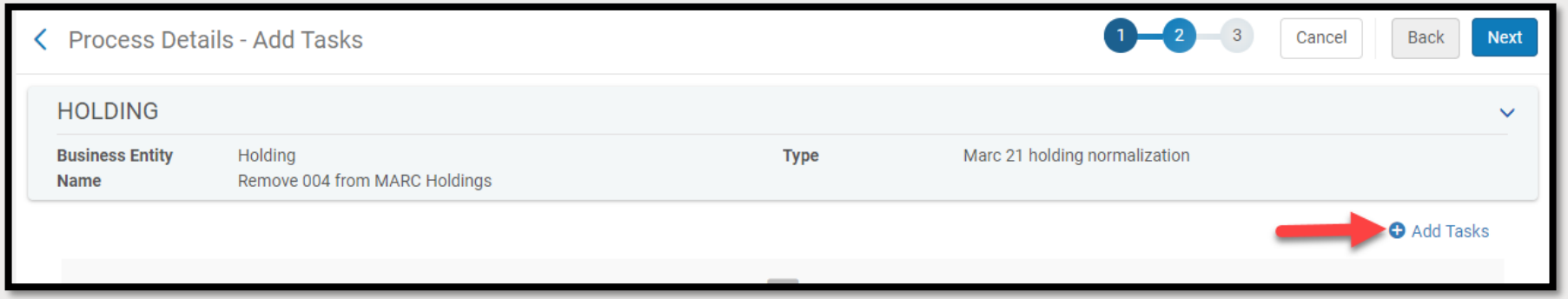
# Create a MARC21 Holdings Normalization process

5. Process Details – General Information screen opens
   a) Name: [name the process]
   b) Description: [add description]
   c) Status: [make sure it is Active]
   d) Click ***Next***

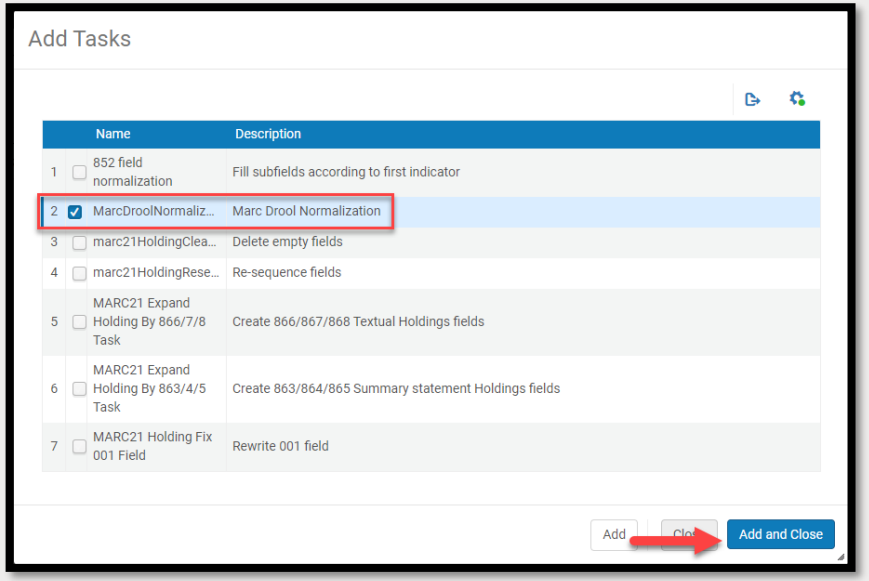


# Create a MARC21 Holdings Normalization process

6. Process Details – Add Task screen opens
   a) Click ***Add Tasks***

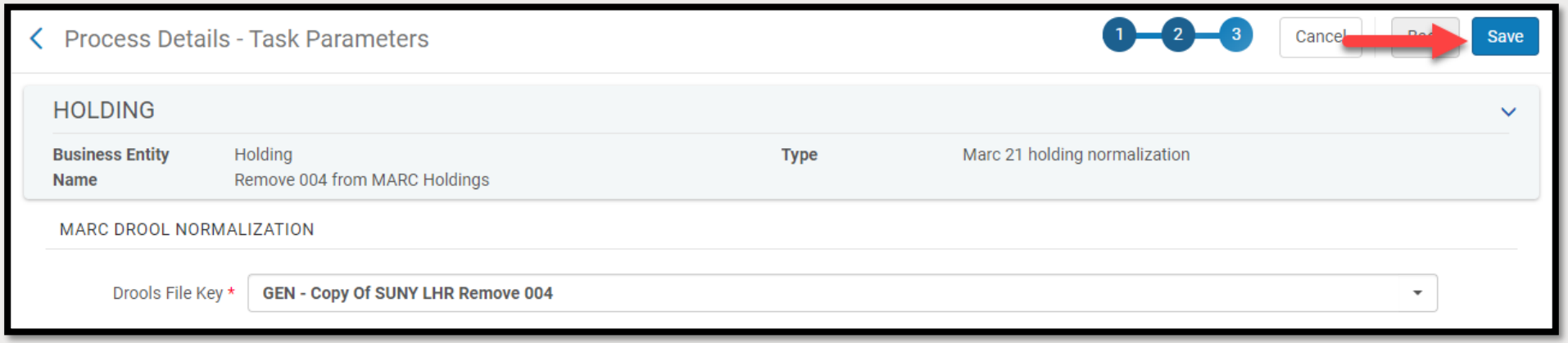



   b) Click the **MARCDroolsNormalization** check box
   c) Click ***Add and Close***
   d) Click ***Next***



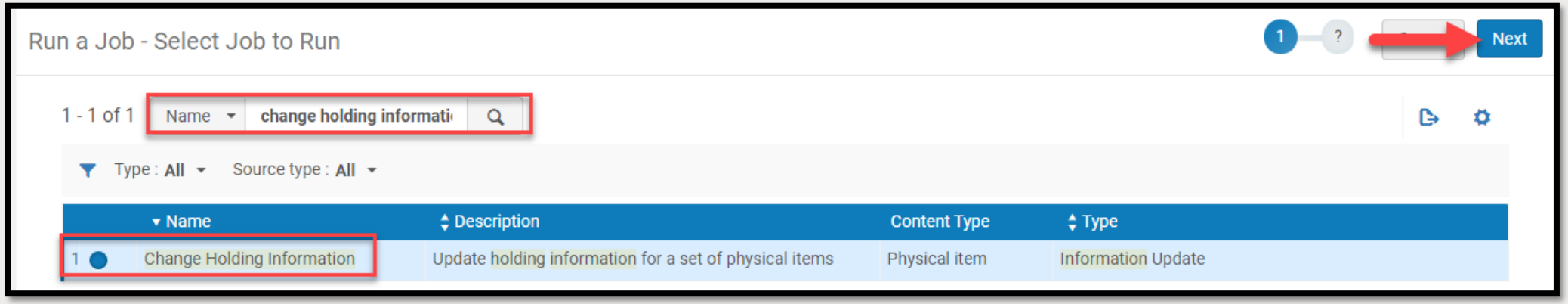
# Create a MARC21 Holdings Normalization process

7. Process Details – Task Parameters screen opens
   a) Drool File Key: [select the copy of the SUNY LHR Remove 0044 normalization rule
   b) Click ***Save***



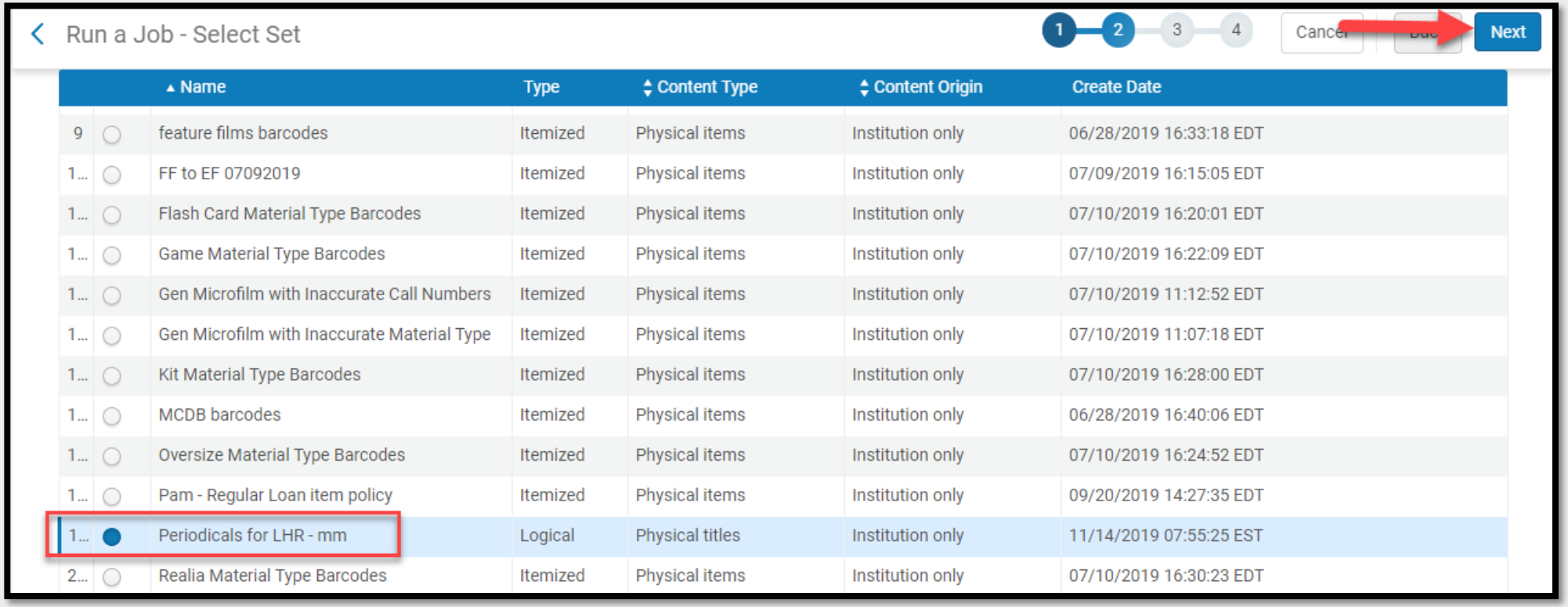
# Run the "Change Holding Information" Job on the Set

1. Go to ***Admin>Manage Jobs and Sets>Run a Job***
2. Search by name for "**Change Holding Information**"
3. Click on the radio button next to the "**Change Holding Information**" job
4. Click ***Next***



# Run the "Change Holding Information" Job on the Set

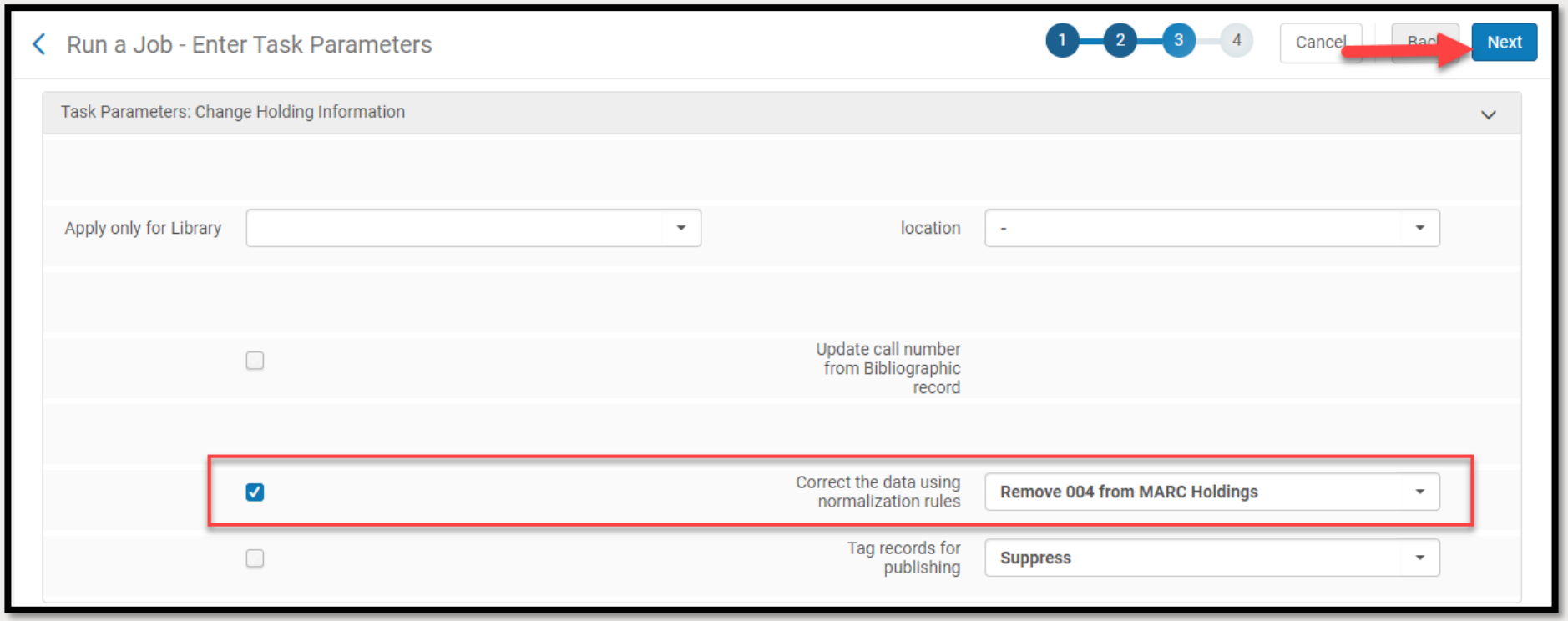
5. Click on the radio button for the LHR set
6. Click ***Next***




| | Name | Type | Content Type | Content Origin | Create Date |
|---|---|---|---|---|---|
| 9 | feature films barcodes | Itemized | Physical items | Institution only | 06/28/2019 16:33:18 EDT |
| 1... | FF to EF 07092019 | Itemized | Physical items | Institution only | 07/09/2019 16:15:05 EDT |
| 1... | Flash Card Material Type Barcodes | Itemized | Physical items | Institution only | 07/10/2019 16:20:01 EDT |
| 1... | Game Material Type Barcodes | Itemized | Physical items | Institution only | 07/10/2019 16:22:09 EDT |
| 1... | Gen Microfilm with Inaccurate Call Numbers | Itemized | Physical items | Institution only | 07/10/2019 11:12:52 EDT |
| 1... | Gen Microfilm with Inaccurate Material Type | Itemized | Physical items | Institution only | 07/10/2019 11:07:18 EDT |
| 1... | Kit Material Type Barcodes | Itemized | Physical items | Institution only | 07/10/2019 16:28:00 EDT |
| 1... | MCDB barcodes | Itemized | Physical items | Institution only | 06/28/2019 16:40:06 EDT |
| 1... | Oversize Material Type Barcodes | Itemized | Physical items | Institution only | 07/10/2019 16:24:52 EDT |
| 1... | Pam - Regular Loan item policy | Itemized | Physical items | Institution only | 09/20/2019 14:27:35 EDT |
| 1... | Periodicals for LHR - mm | Logical | Physical titles | Institution only | 11/14/2019 07:55:25 EST |
| 2... | Realia Material Type Barcodes | Itemized | Physical items | Institution only | 07/10/2019 16:30:23 EDT |

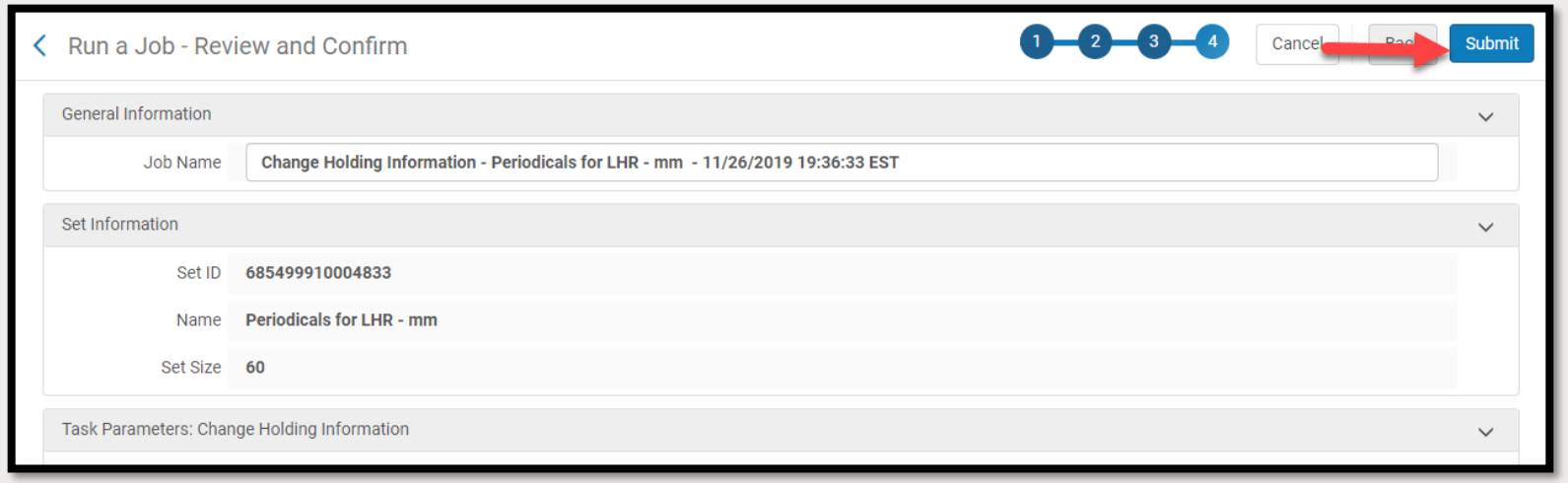
# Run the "Change Holding Information" Job on the Set

7. Click in the box “Correct the data using normalization rules”
8. Select the Normalization Process to remove MARC holdings 004
9. Click ***Next***

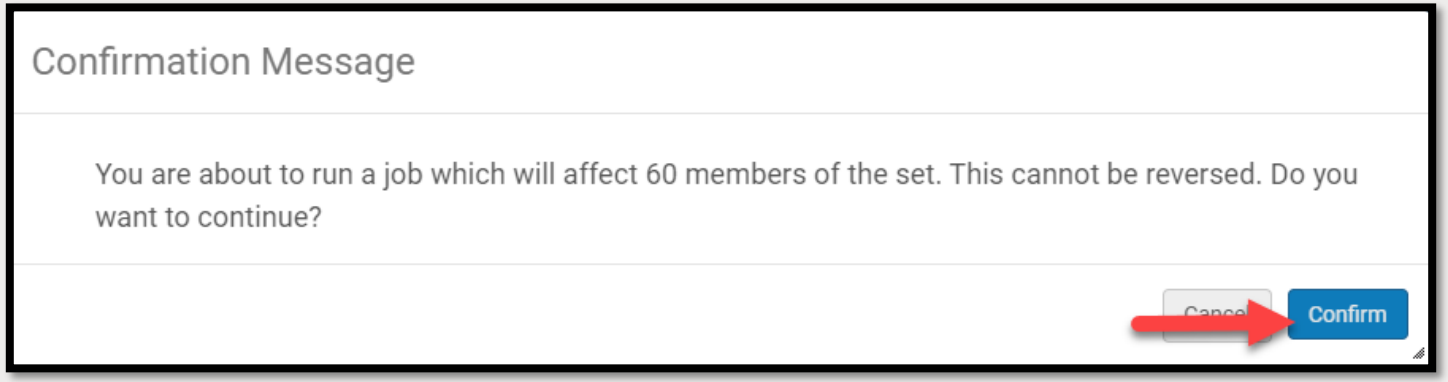


# Run the "Change Holding Information" Job on the Set

10. Review the job
11. Click ***Submit***




12. Click ***Confirm*** when the confirmation job pops-up

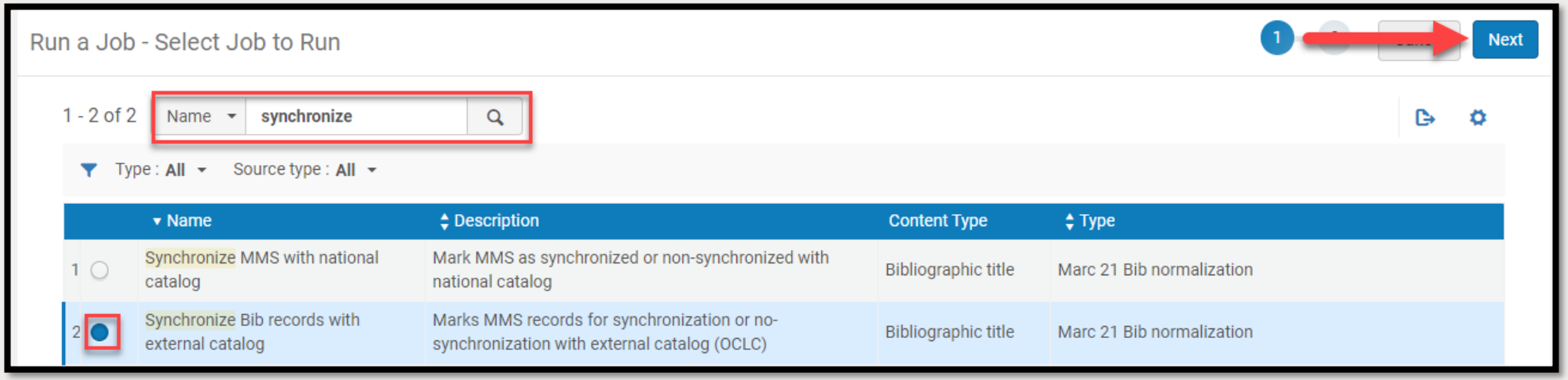


# STEP 3: CHANGE THE FLAG FOR SERIALS FROM "PUBLISH BIB" TO "PUBLISH LHR"

SUNY The State University of New York

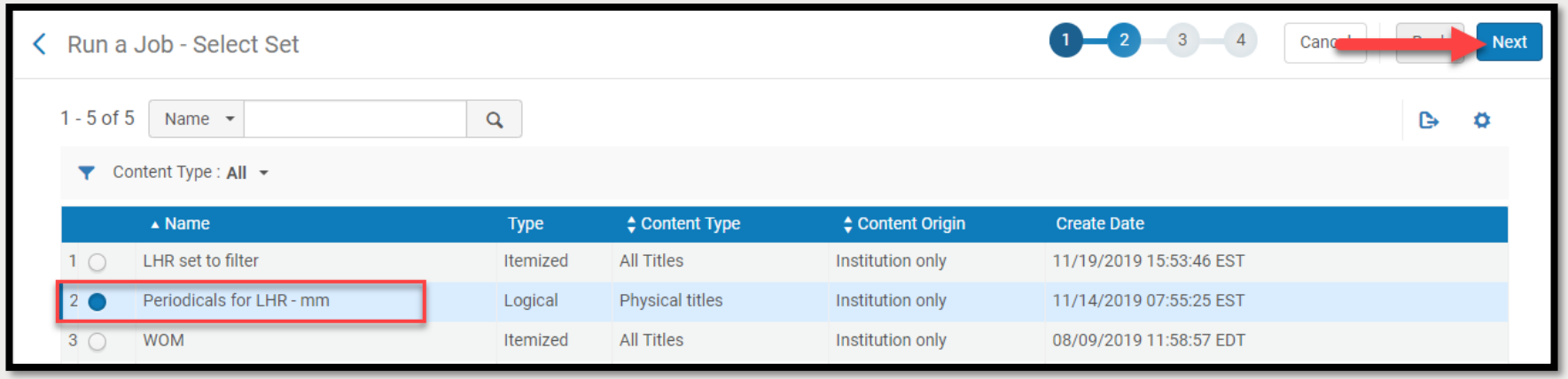
# Change the Flag to Publish LHR

1. Go to ***Admin>Manage Jobs and Sets>Run a Job***
2. Search by name for the term “synchronize”
3. Click on the radio button for **“Synchronize Bib records with external catalog”**
4. Click ***Next***

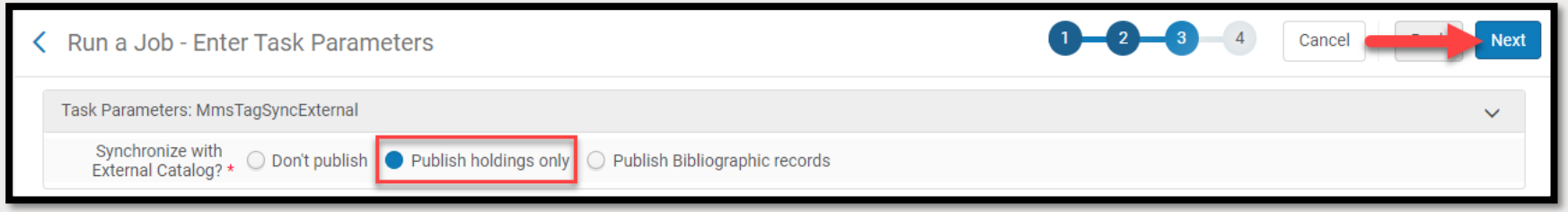


# Change the Flag to Publish LHR

5. Click on the radio button for the LHR set
6. Click ***Next***

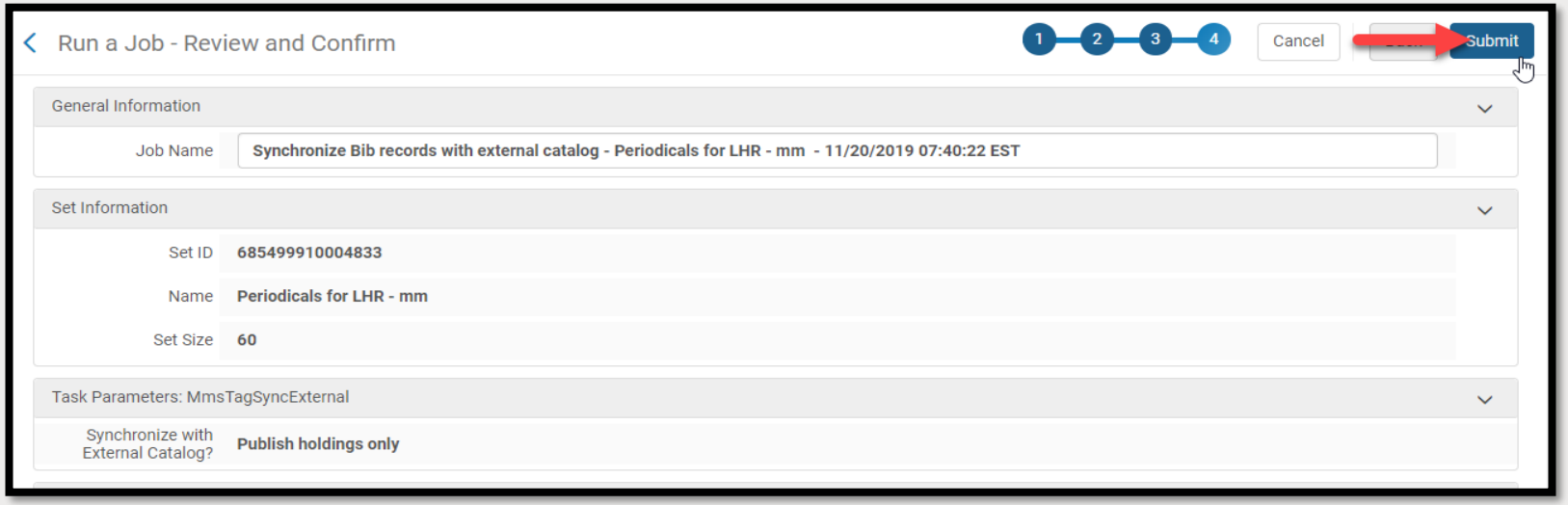



7. Click on the “Publish Holdings” radio button for the Synchronize with External Catalog task parameter
8. Click ***Next***



# Change the Flag to Publish LHR

9. Review the job
10. Click ***Submit***




11. Click ***Confirm*** when the pop-up confirmation message appears

# STEP 4: ACTIVATE THE LHR PUBLISHING PROFILE

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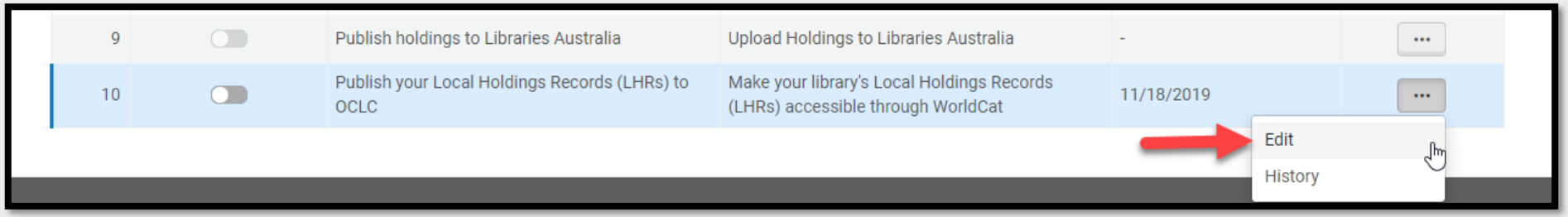
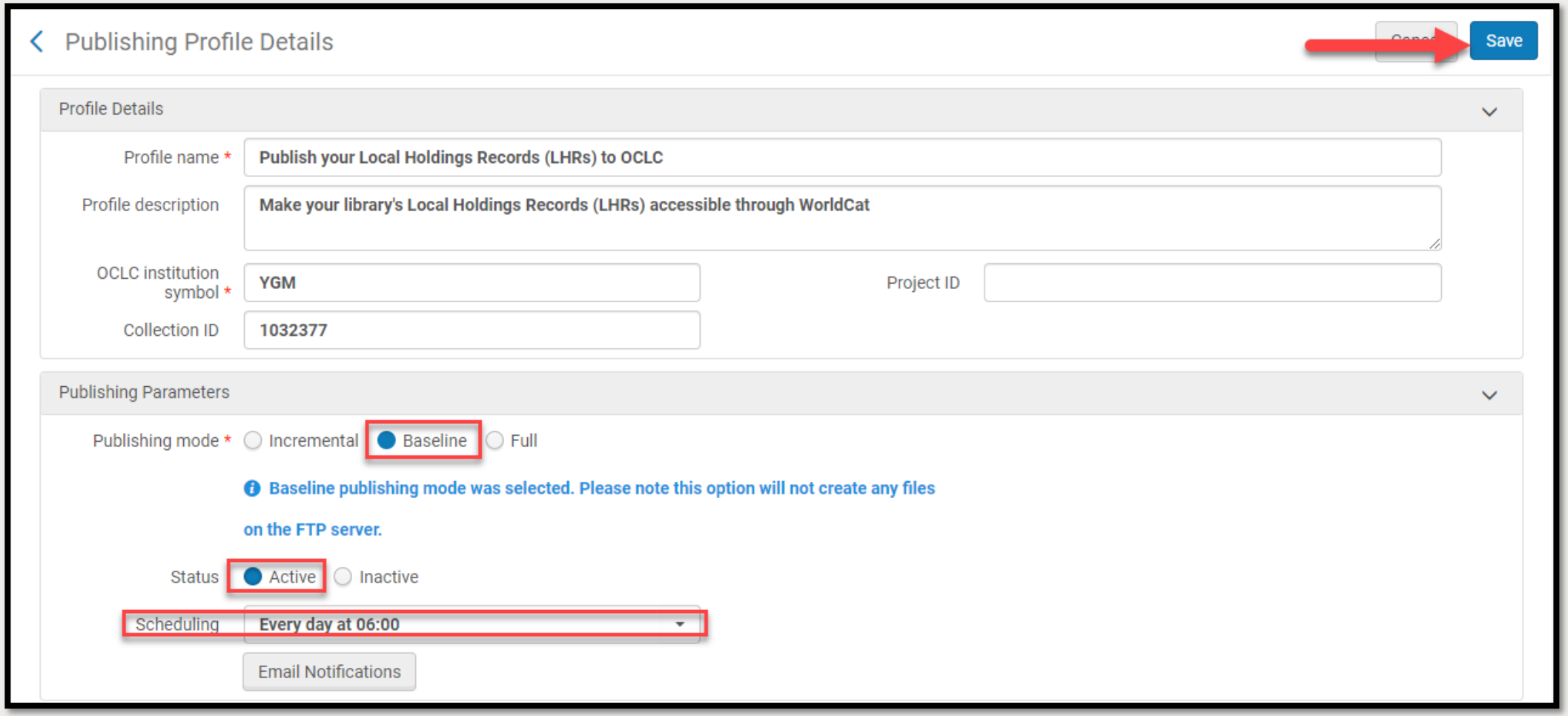
# Activate the LHR Publishing Profile in Alma

1. Go to ***Resources>Publishing>Publishing Profiles***
2. Click ***Edit*** from the ellipses of the LHR publishing profile



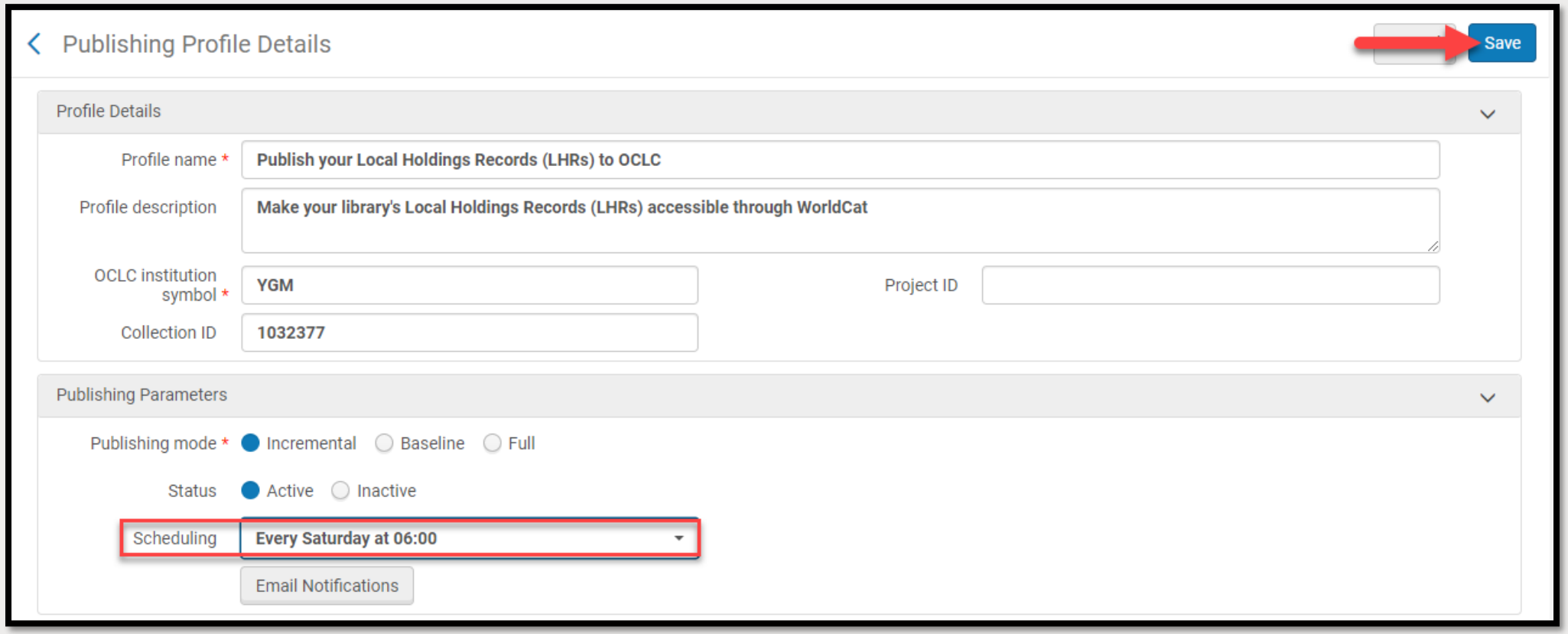

3. Set the Publishing Mode for the first time to **Baseline**
   a) After the baseline runs it will automatically switch to incremental
4. Set the Status to **Active**
5. Set scheduling to ***Everyday at 6:00*** for the Baseline and the first time the incremental job runs
6. Click ***Save***

# Activate the LHR Publishing Profile in Alma



# Activate the LHR Publishing Profile in Alma

- Change the LHR Publishing Profile to Publish every Saturday at 6:00 after working with OCLC to create the mapping table and handling errors



# STEP 5: WORK WITH OCLC TO CORRECT ERRORS AND CREATE A TRANSLATION MAPPING TABLE

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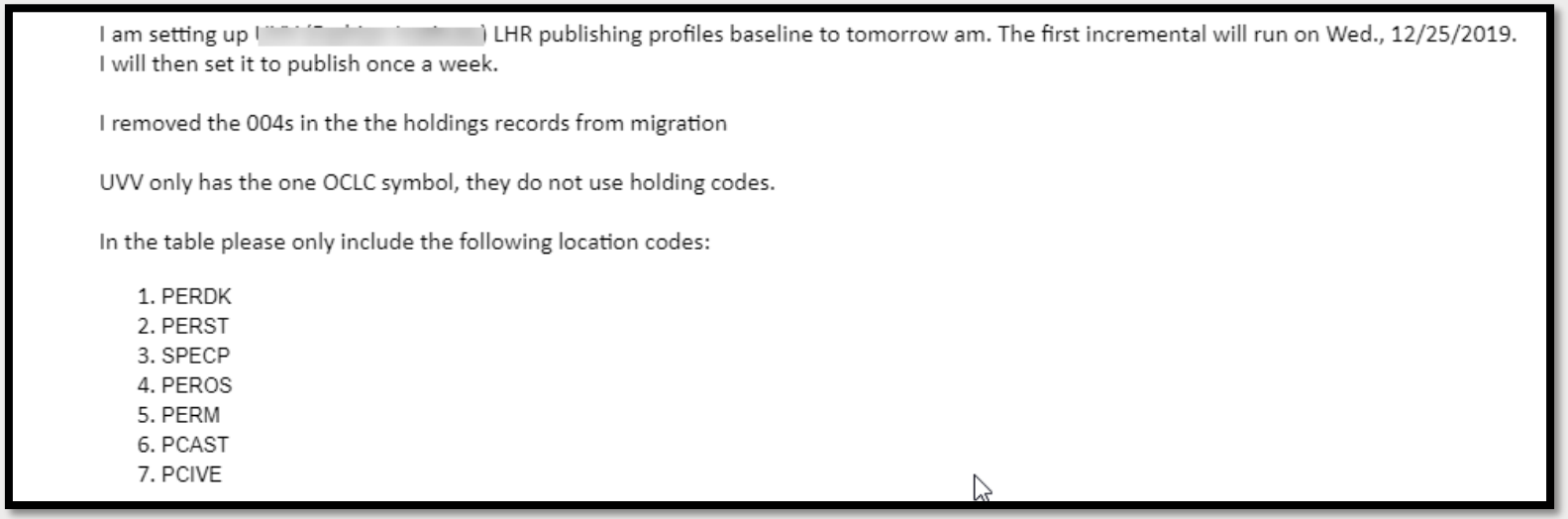
# Provide OCLC with the following Information

From your LHR data sync collection communication's tab provide OCLC with the following information:

1. Alma location codes for the translation mapping table
2. OCLC Holdings codes that are associated with the Alma location codes if you are currently using OCLC holdings codes
3. Existing 004s in the LHRs MARC holdings records have been removed
4. Date the baseline is being run
5. Date the first incremental file is being run



I am setting up [redacted] LHR publishing profiles baseline to tomorrow am. The first incremental will run on Wed., 12/25/2019. I will then set it to publish once a week.

I removed the 004s in the the holdings records from migration

UVV only has the one OCLC symbol, they do not use holding codes.

In the table please only include the following location codes:

1. PERDK
2. PERST
3. SPECP
4. PEROS
5. PERM
6. PCAST
7. PCIVE

# LHR Worldshare Datasync Collection

OCLC will work with each campus once files begin to run to:

1. Review the files
   a) Will identify holdings with potentially incorrect Alma locations
   b) Will identify records with issues and run a job to resolve conflicts
2. **Create a translation mapping table**
   a) **The Table contains:**
      I. **852 $a – OCLC Symbol**
      II. **852 $b – Collection (or sublocation)**
      III. **852 $c – Shelving Location**
      IV. **Second 852 $b – OCLC Holdings location code**
   b) The table can also include the following information if it has been or will be maintained in the LHR:
      I. 008/20 (Lending Code)
      II. 008/21 (Reproduction Code)
3. Will publish the LHRs to OCLC

| 852 $a | 852 $b | 852 $c | | 852 $a | 852 $b |
|---|---|---|---|---|---|
| ZBM | ONEMN | BOOKO | | ZBM | |
| ZBM | ONEMN | BOOKM | | ZBM | |
| ZBM | ONEMN | ORDER | | ZBM | |
| ZBM | ONEMN | CHILD | | ZBM | |
| ZBM | ONEMN | SCCN | | ZBM | |
| ZBM | ONEMN | SCC | | ZBM | |
| ZBM | ONEMN | PERRR | | ZBM | |
| ZBM | ONEMN | PERM | | ZBM | |
| ZBM | ONEMN | PERC | | ZBM | |
| ZBM | ONEMN | PERMF | | ZBM | |
| ZBM | ONEMN | PER | | ZBM | |

| 852 $a | 852 $b | 852 $c | 852 $a | 852 $b |
|---|---|---|---|---|
| ZBM | ONEMN | PER | ZBM | ZBMM |
| ZBM | ONEMN | PERRR | ZBM | |
| ZBM | ONEMN | PERMF | ZBM | |
| ZBM | ONEMN | PERM | ZBM | |

# SUPPORTING DOCUMENTATION

SUNY The State University of New York

# Supporting Documentation

- OCLC Publishing Profiles presentation: https://public.3.basecamp.com/p/xmaGzrJCuPcG4uYun8dtEj2L
- Ex Libris Documentation: Publishing to OCLC