LOCAL HOLDINGS RECORDS (LHR) PUBLISHING PROFILES

SUNY Library Shared Services
Maggie McGee

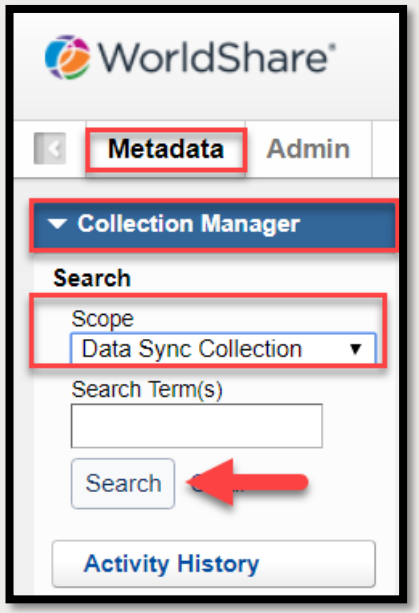
SUNY The State University of New York

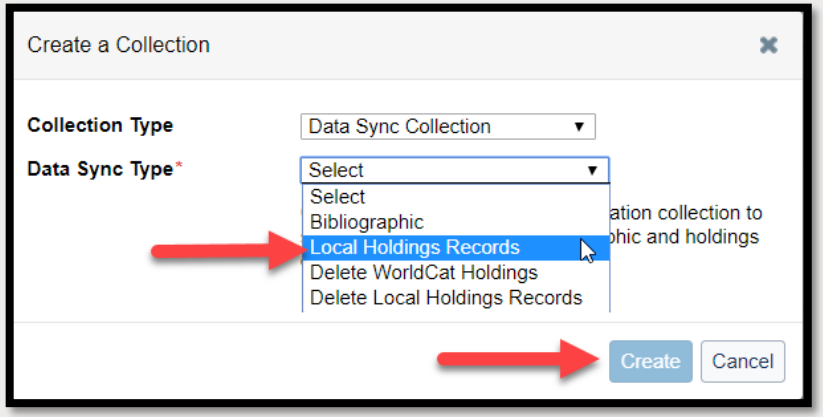
Create an LHR Data Sync Collection in OCLC Worldshare

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**



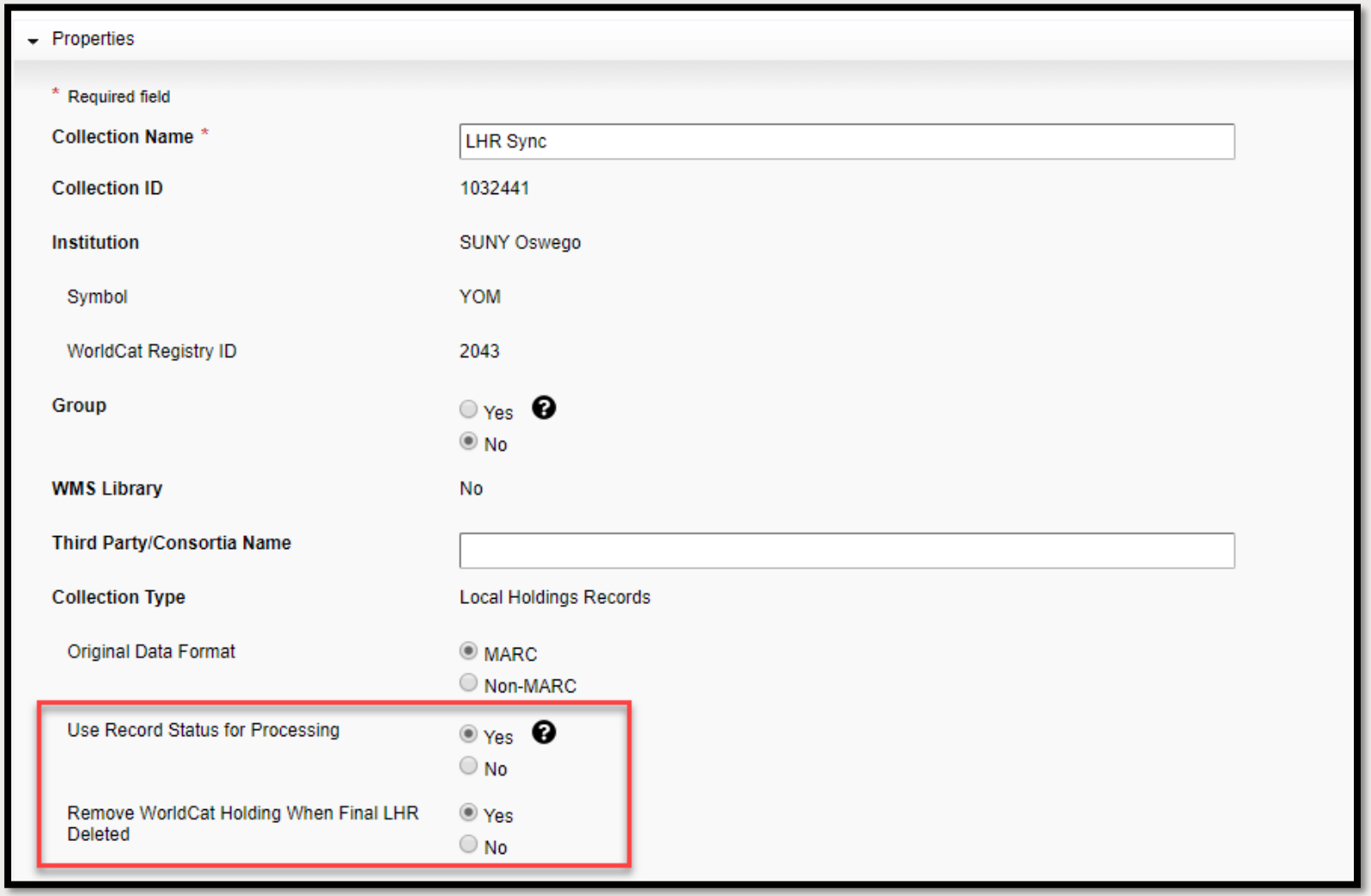


Create an LHR Data Sync Collection in OCLC Worldshare

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

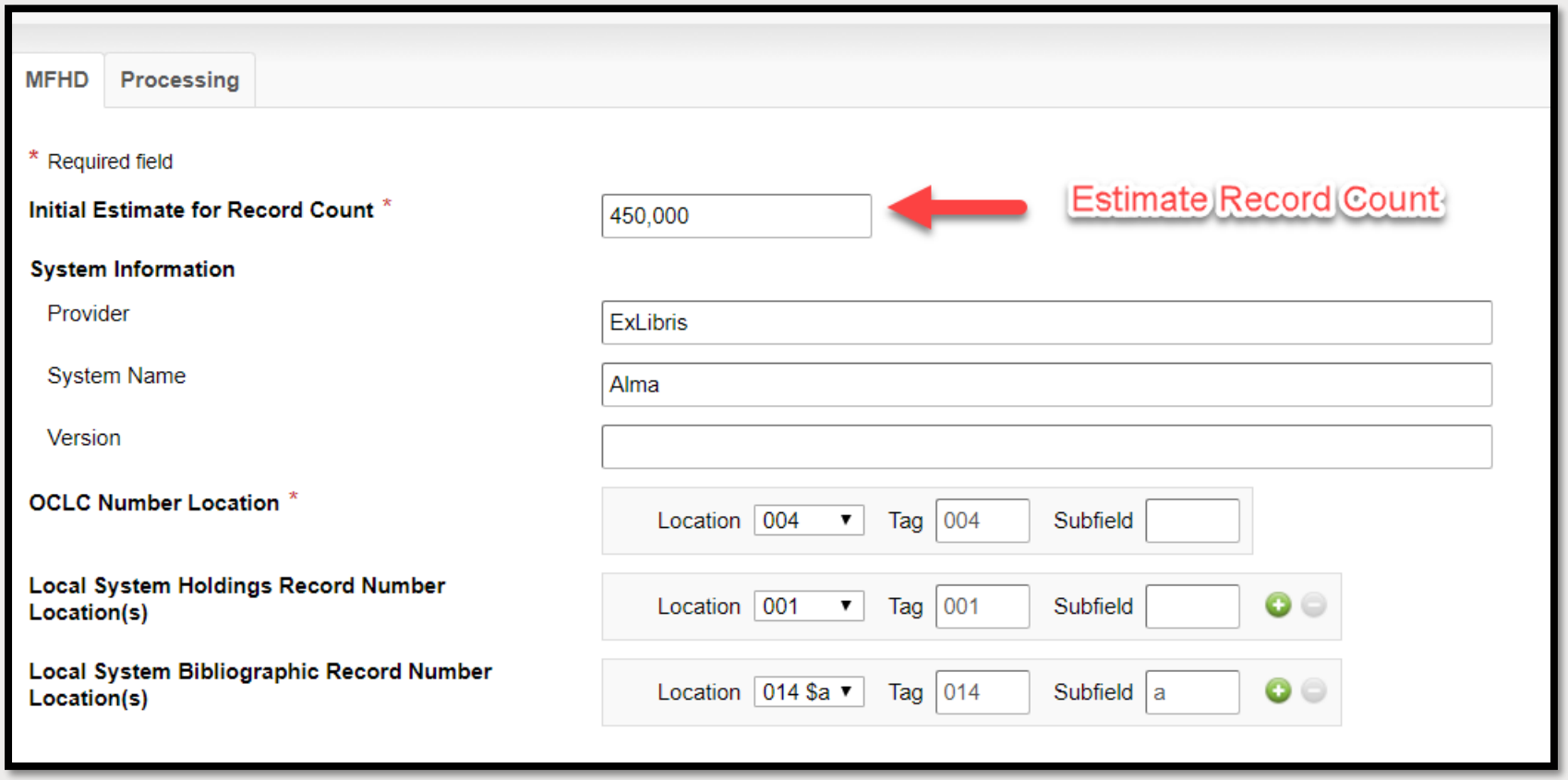
Properties Tab Example:



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

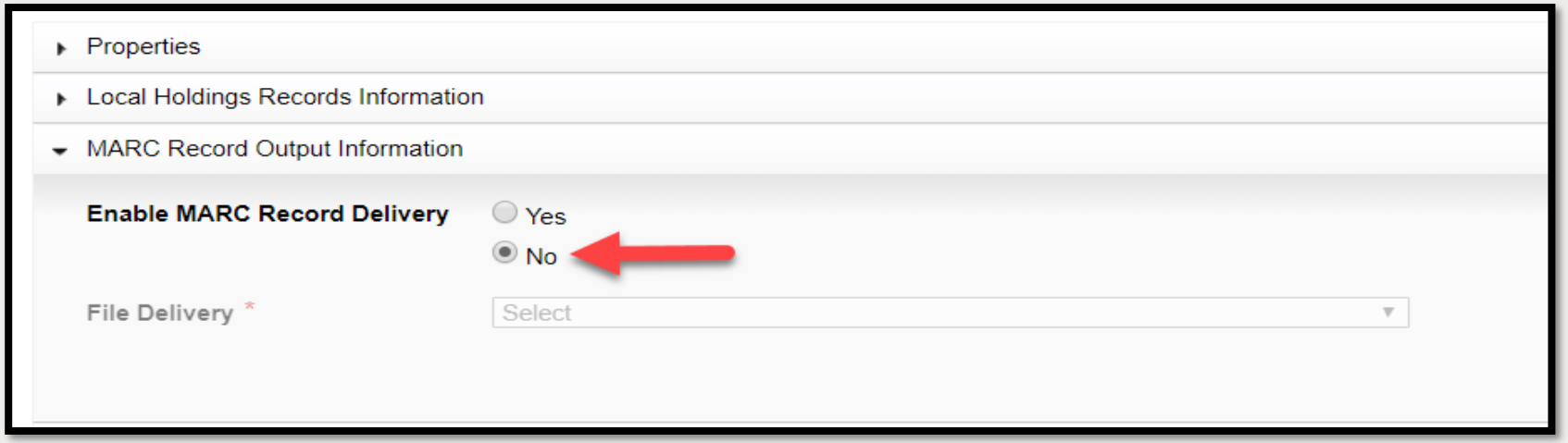
Local Holdings Records Tab Continued:

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:

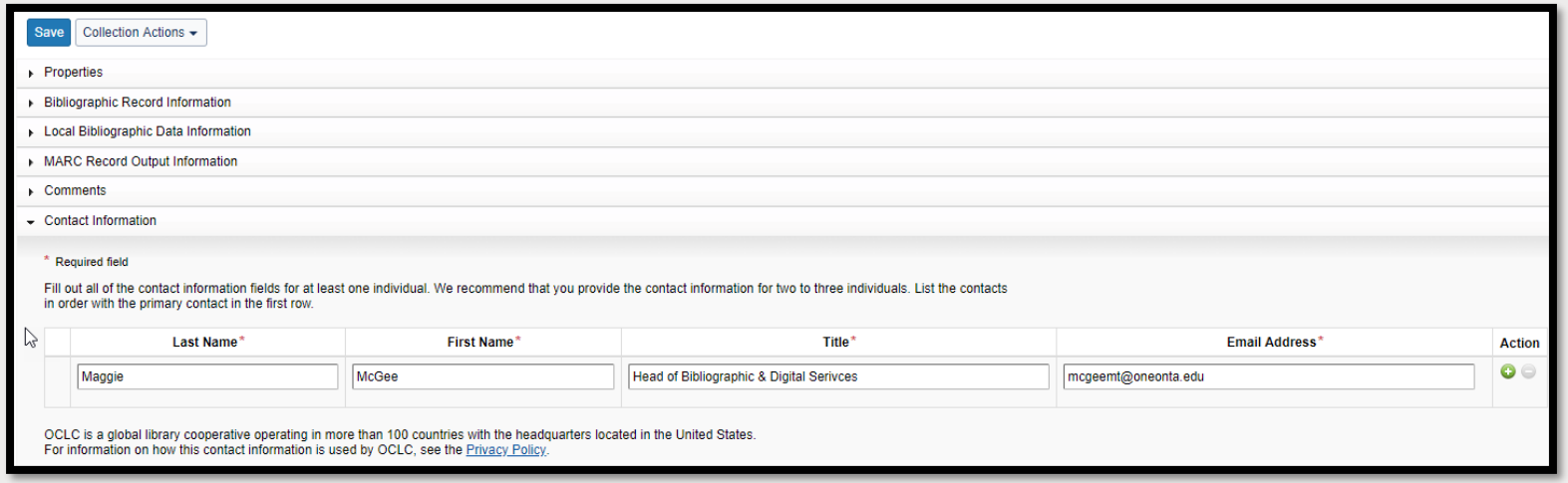
11. Enable MARC Record Delivery: No



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

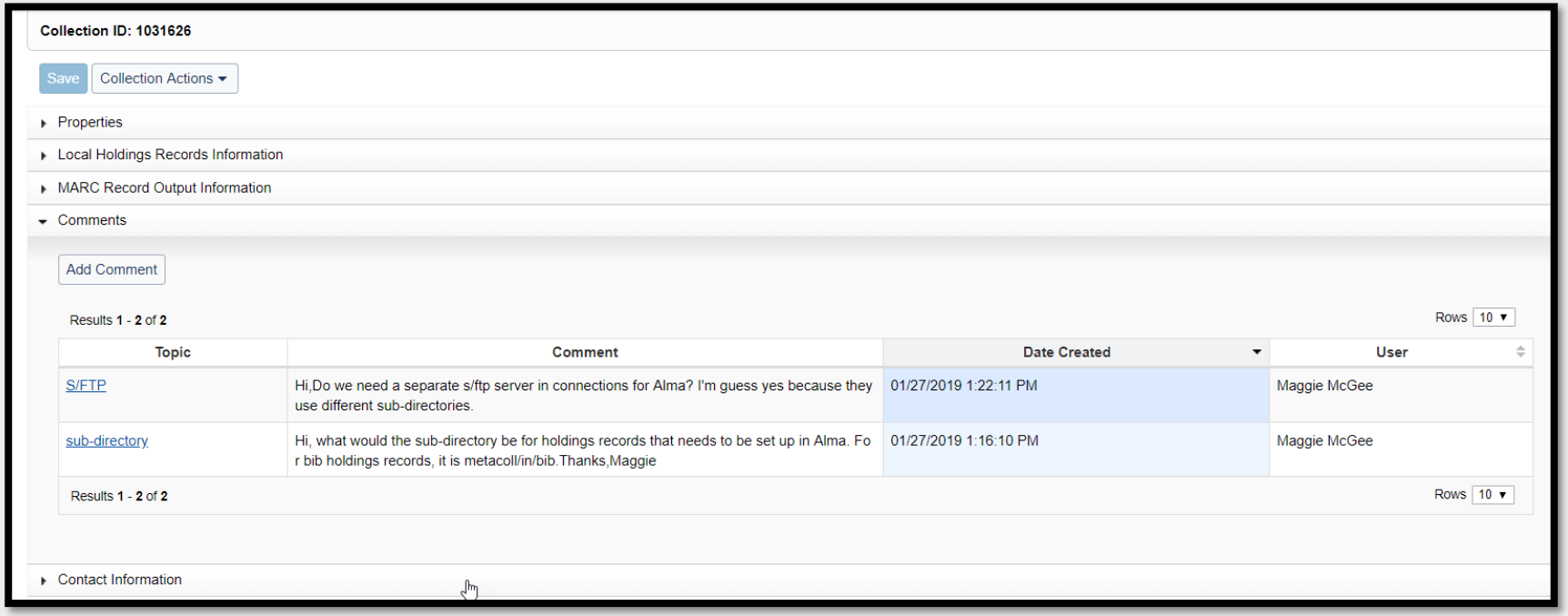


13. Click ***Save***

Create an LHR Data Sync Collection in OCLC Worldshare

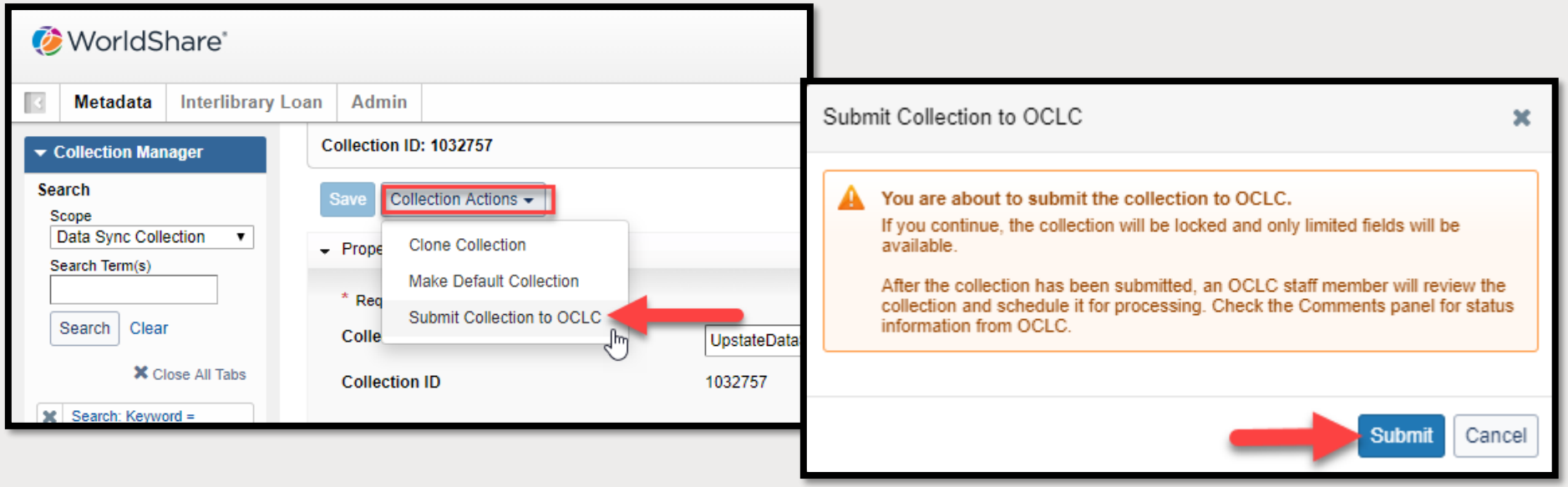
Comments Tab:

- 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

SUNY The State University of New York

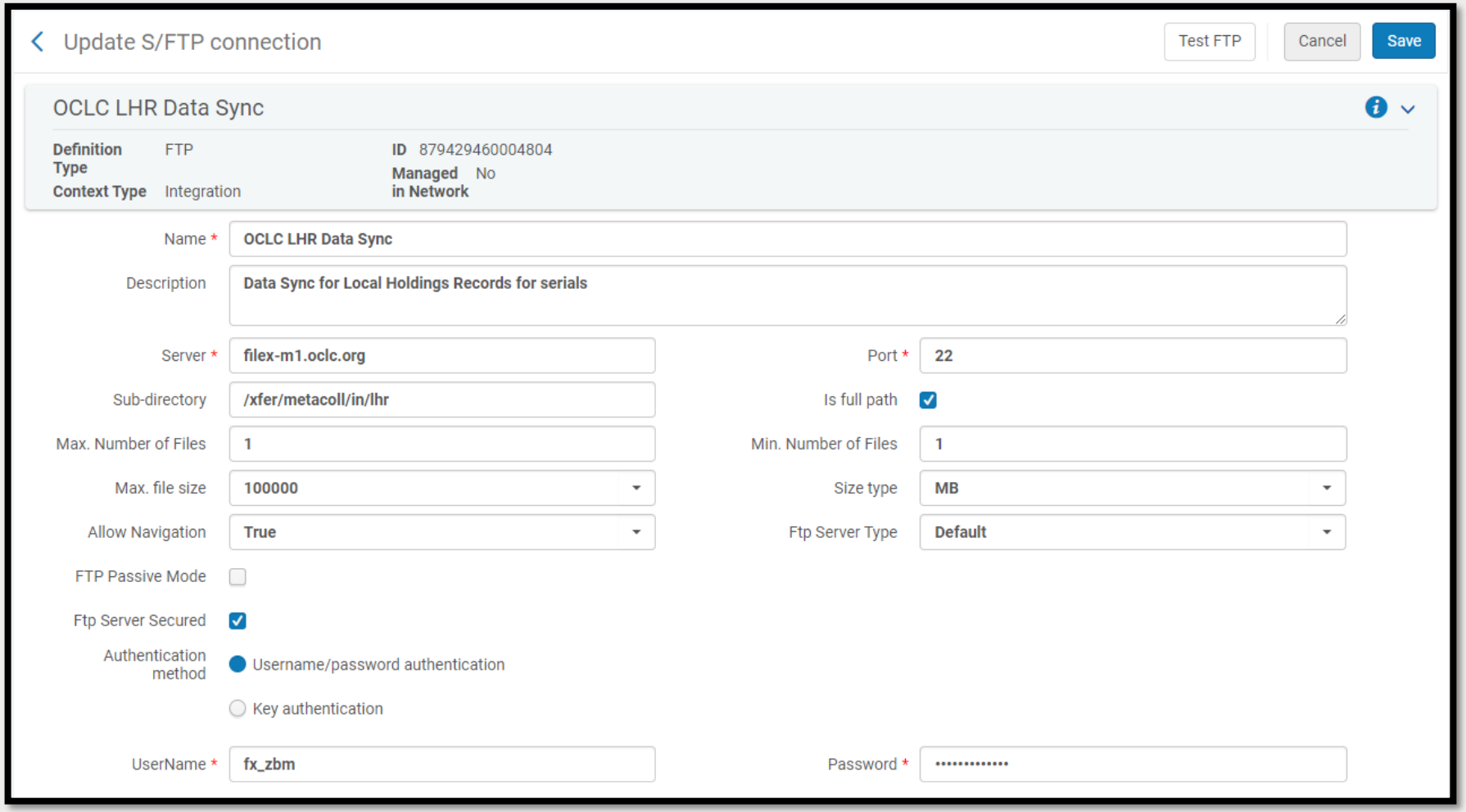
Setting Up Publishing Profiles for Local Holding Records In Alma

Add S/FTP Definitions for Local Holdings Records

- Go to ***Configuration>General>External Systems>S/FTP definitions***
  - Click ***Add S/FTP connection***
    - Name: OCLC LHR Data Sync
    - Server: filex-m1.oclc.org
    - Port: 22
    - Sub-directory: /xfer/metacoll/in/lhr
    - Is full path: [click in the box]
    - 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: fx_oclcsymbol [OCLC Symbol – must be in lower case]
    - Password: [supplied by OCLC]

Setting Up Publishing Profiles for Local Holdings Records in Alma

Add S/FTP Definitions for Local Holdings Records Example



Setting Up Publishing Profiles for Local Holdings Records in Alma

Add S/FTP Definitions for Local Holdings Records Continued

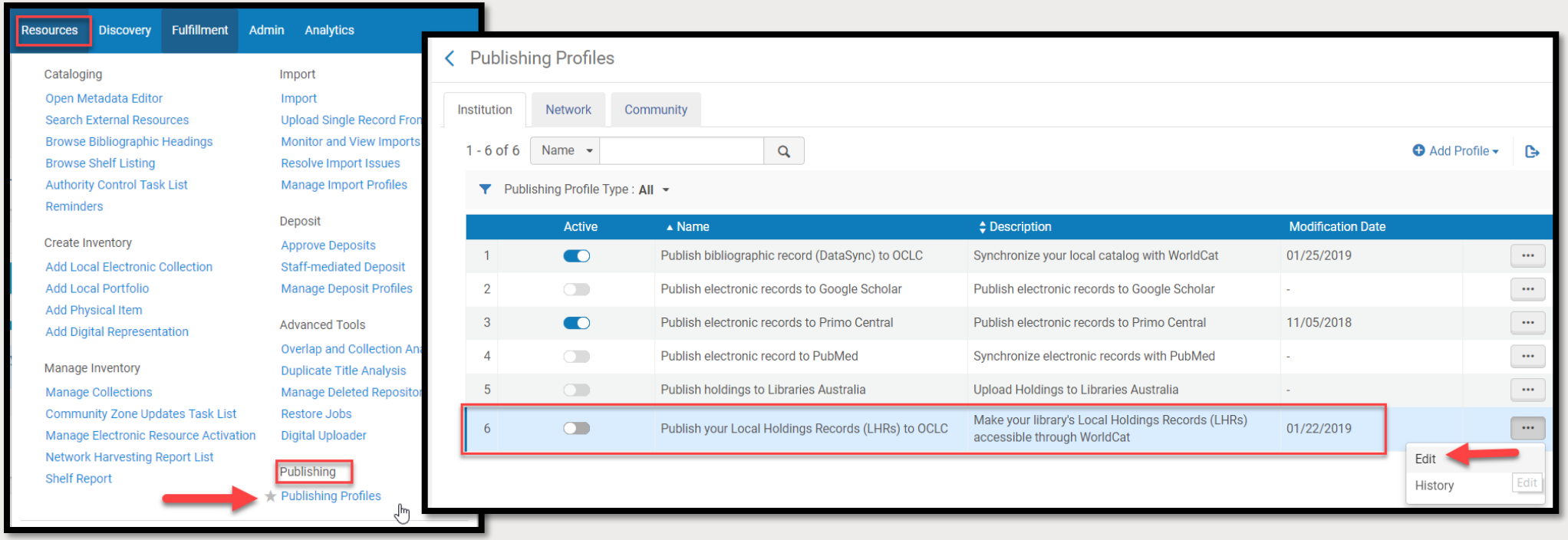
- Click *Test FTP*
  - A message will appear saying the Ftp upload, download, and delete were successful

- Click *Save*

Setting up Publishing Profiles for Local Holdings Records in Alma

Configure Publishing Profiles for Local Holding Records

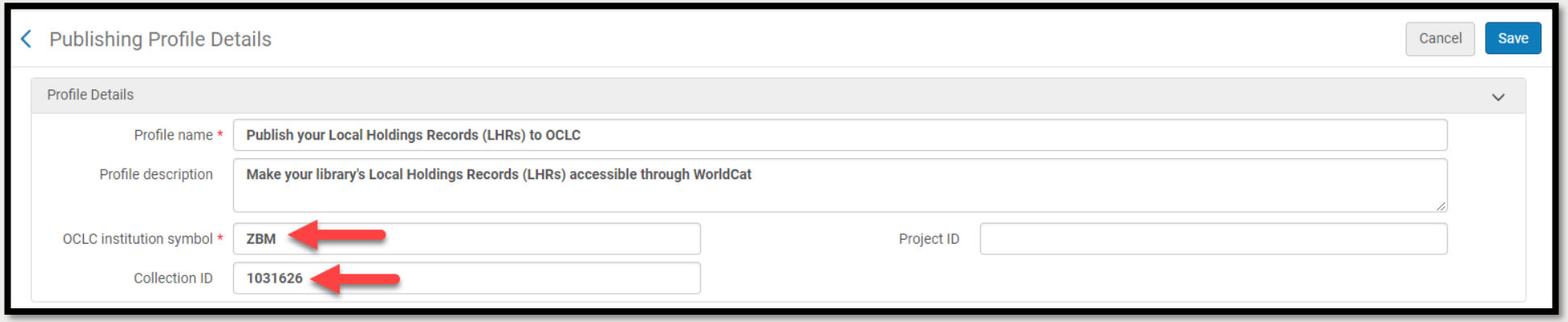
- *Resources>Publishing>Publishing Profiles*
  - Click the ellipses for *Publish your Local Holdings Records (LHRs) to OCLC*
  - Choose ***Edit***



Setting Up Publishing Profiles for Local Holdings Records in Alma

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

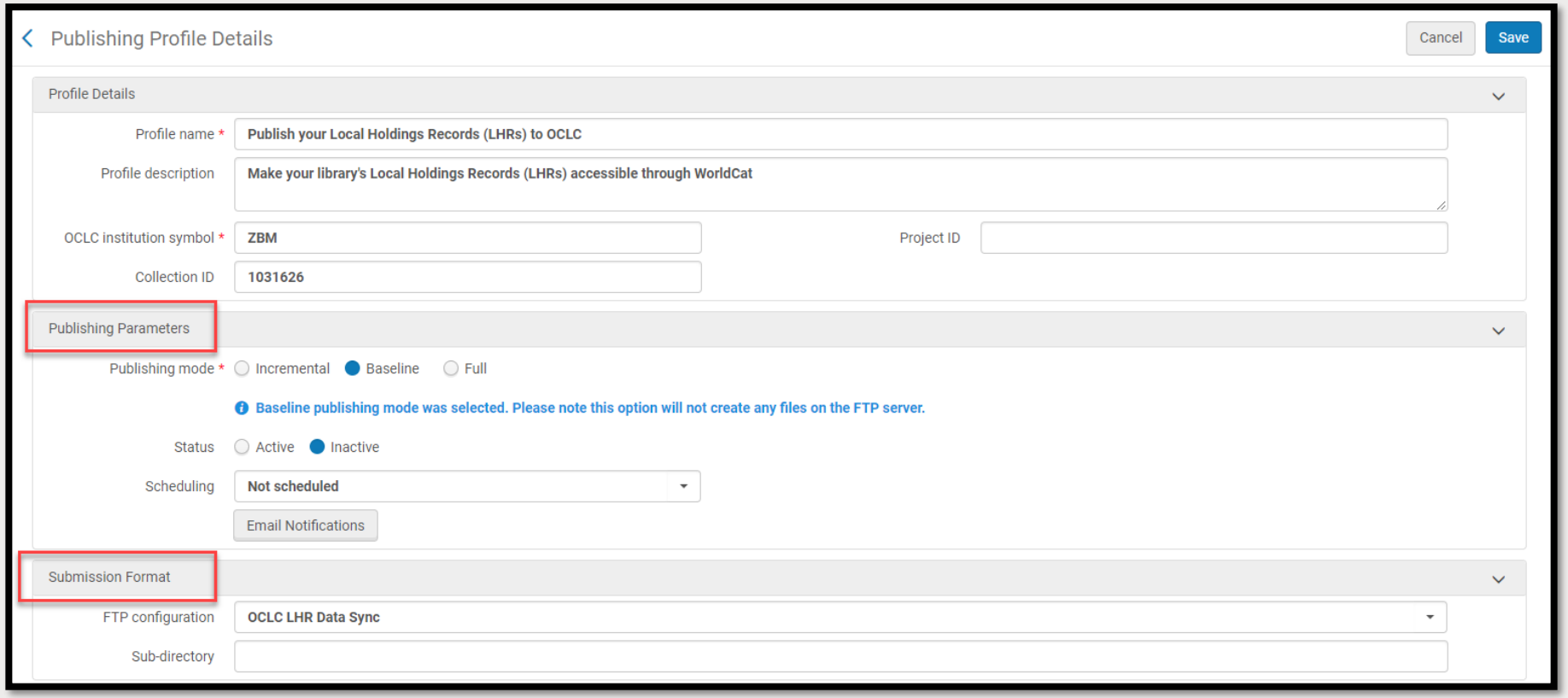
Configure Publishing Profiles for Local Holdings Records Continued:

- 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***]
    - First time you run the baseline and incremental can be Everyday at 6:00, but change it back to Every Saturday at 6:00 after the first incremental runs
  - 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

Configure Publishing Profiles for Local Holdings Records Continued

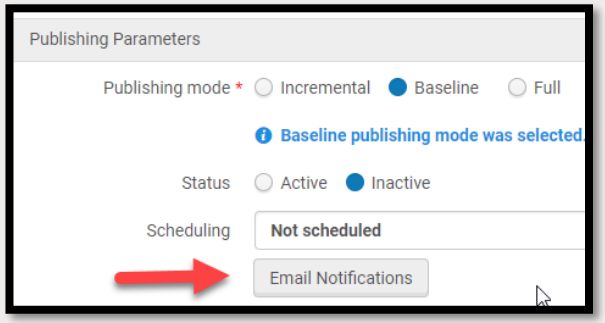
Publishing Parameters & Submission Format for LHR Record Example:



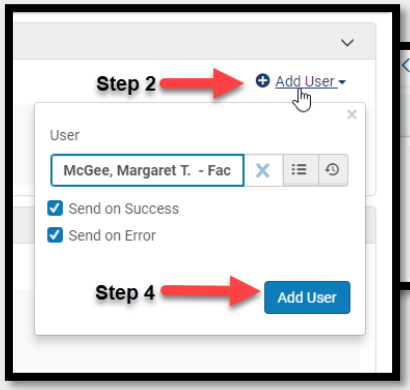
Setting Up Publishing Profiles for Local Holdings Records in Alma

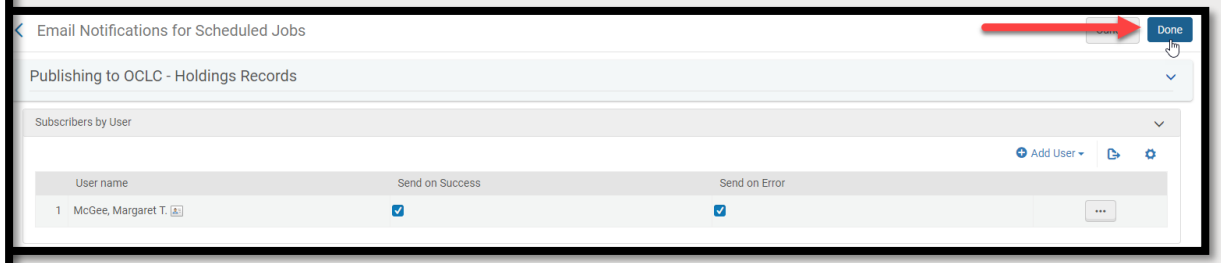
Configure Publishing Profiles Profile Details Local Holdings Records Continued

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
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LHR Optional Fields

LHRs can be published without these fields, but these fields provide the library's holdings information for serial titles. 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
        a) Alma's Enhancement removes any existing 004s when publishing LHRs to OCLC
    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 holdings location 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 included in the serials set that are not serials
2. 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
3. Change the flag for serials from “Publish Bib” to “Publish holdings only” after the baseline runs
    a) Run the “Synchronize Bib records with external catalog” job on the set to change the set management tag to “Publish holdings only”
4. Work With OCLC
    a) Communicate with OCLC via the LHR data sync communication tab
    b) Create a Translation Table
    c) Correct Errors
    d) Publish

STEP 1: CREATE A SET FOR LHRS PUBLISHING PROFILES

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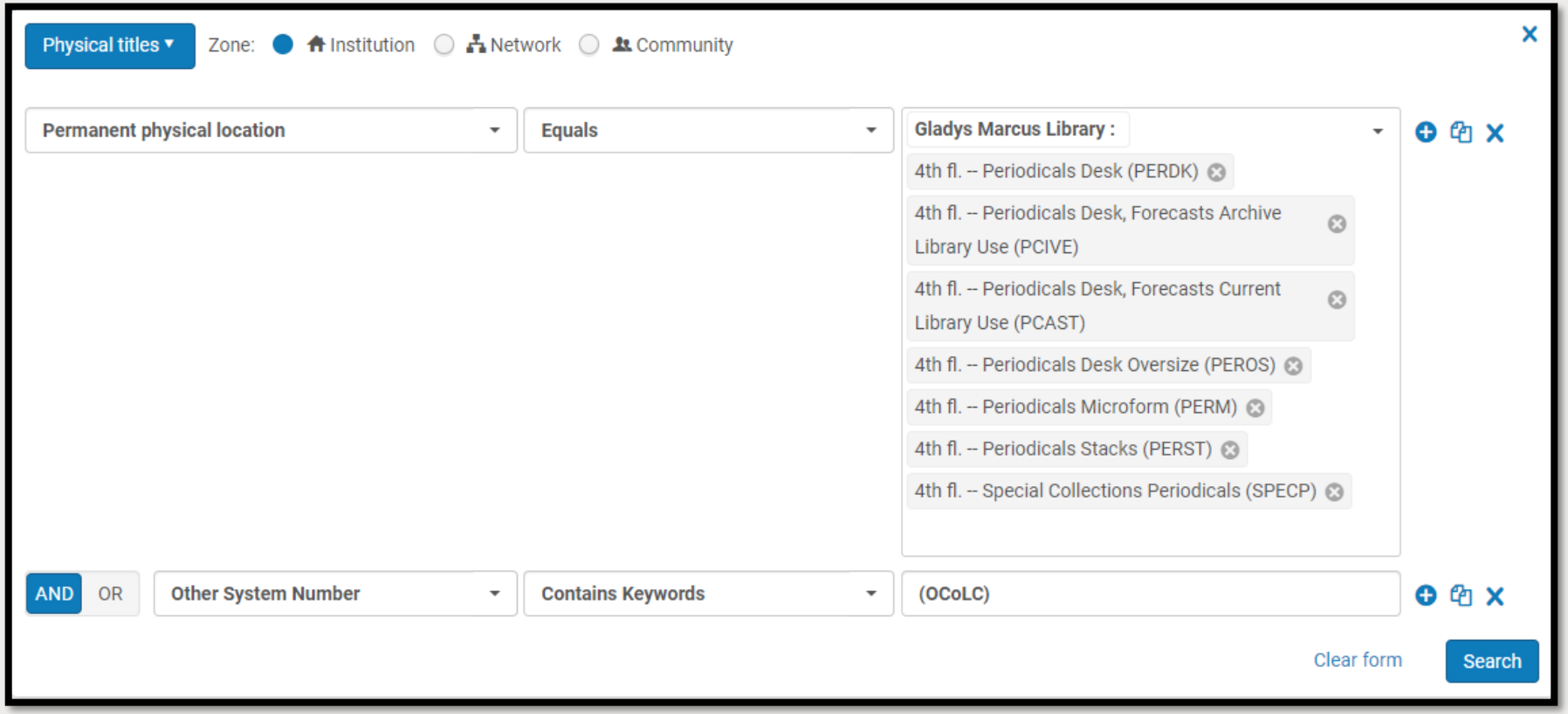
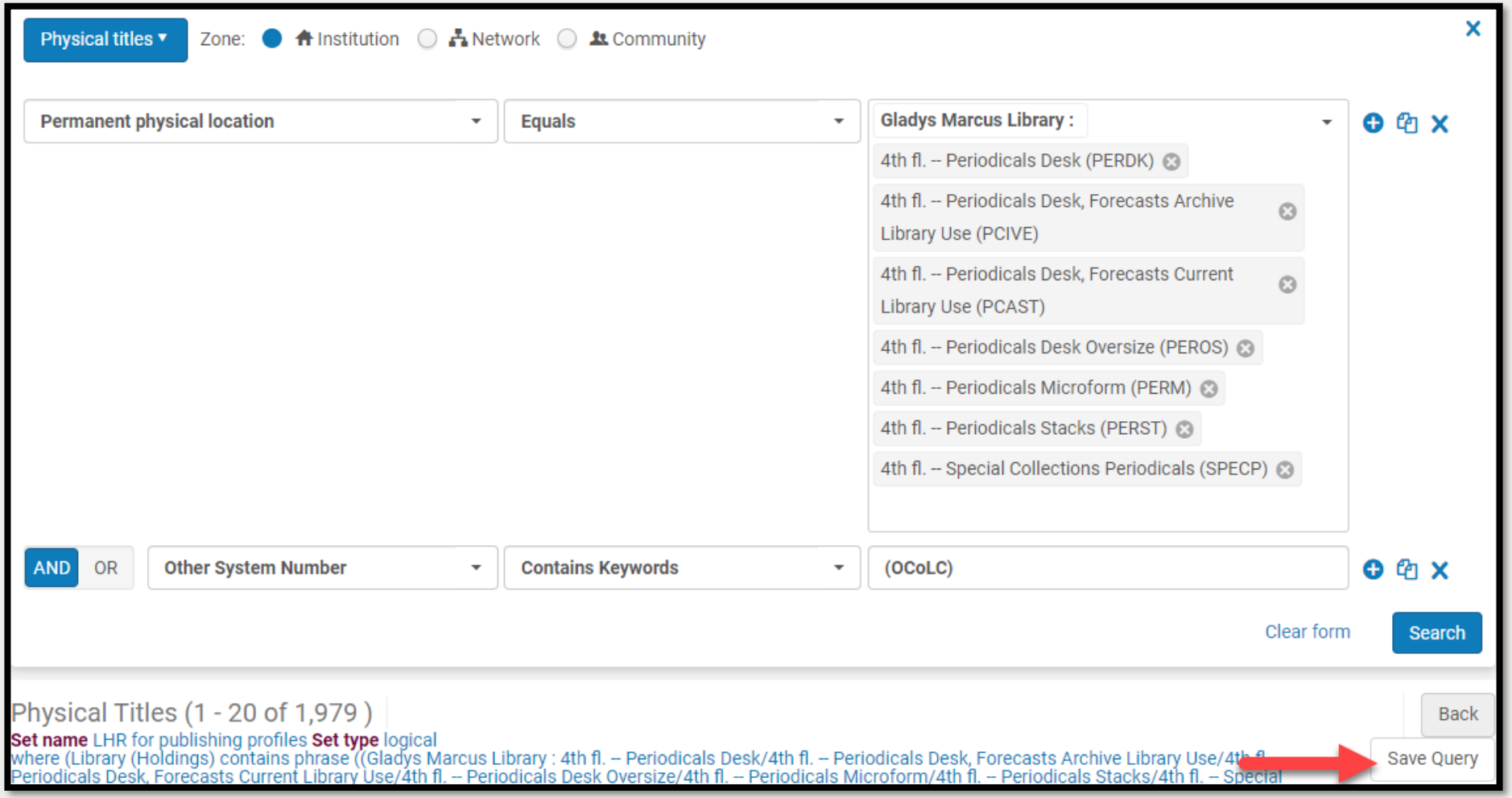
Step 1: Create a Set for LHRs Publishing Profiles

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



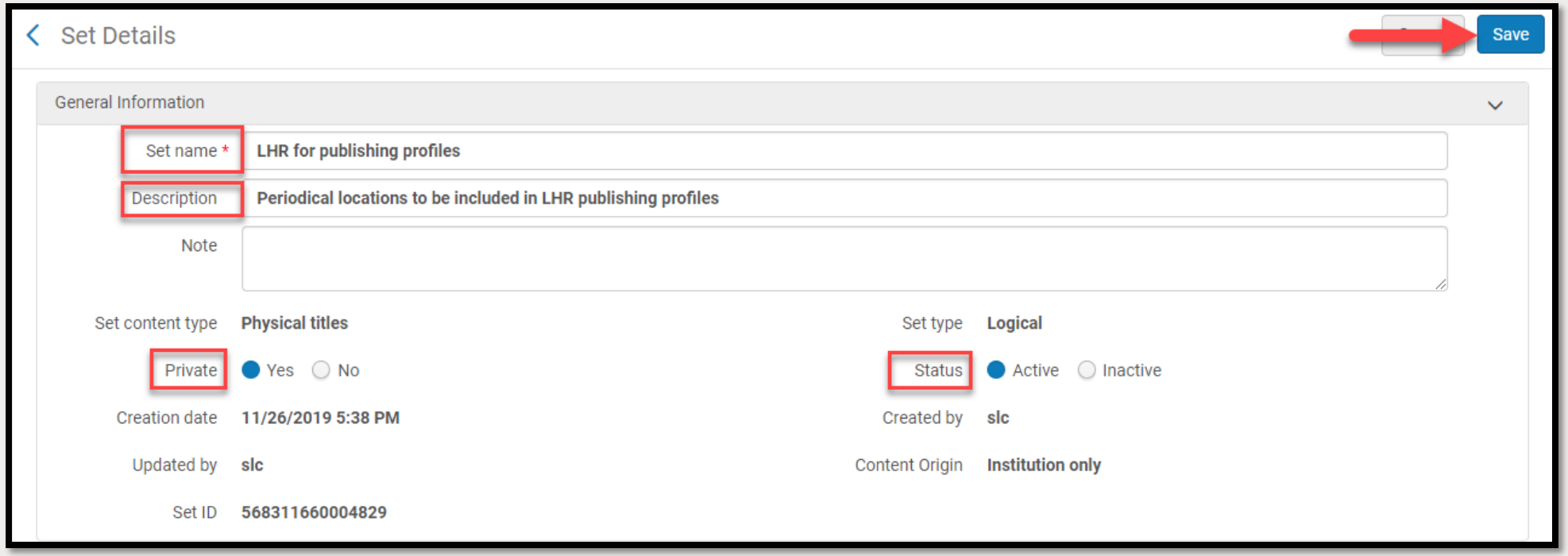
Step 1: Create a Set for LHRs Publishing Profiles

2. Click ***Save Query***



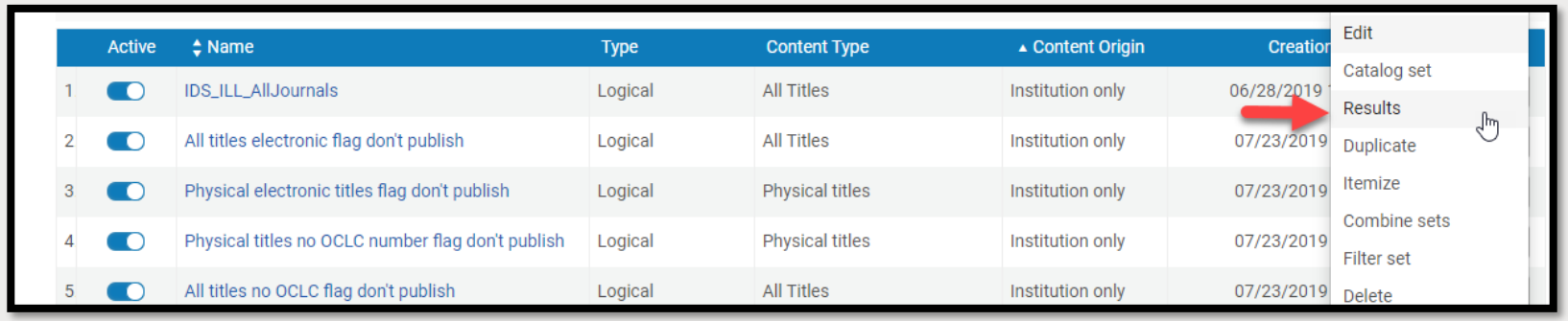
Step 1: Create a Set for LHRs Publishing Profiles

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***

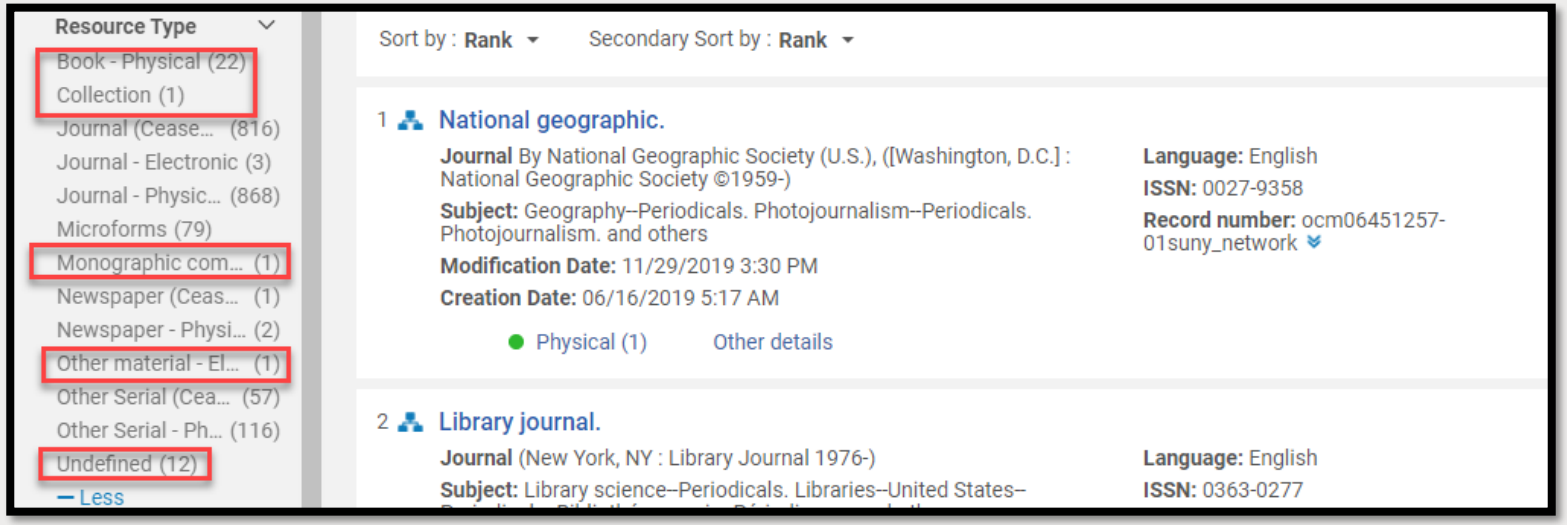


Step 1: Create a Set for LHRs Publishing Profiles

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

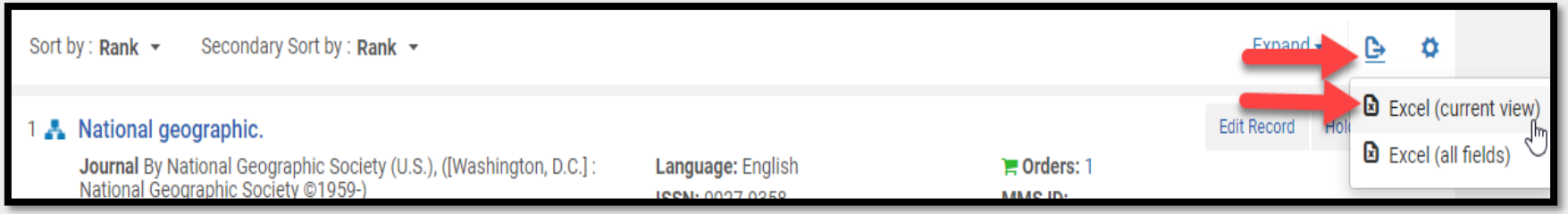


5. Click on the **Resource Type** facet for non-periodicals to review if they are in the wrong location and/or should not be included in the LHR set



Step 1: Create a Set for LHRs Publishing Profiles

6. Export the set to Excel



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

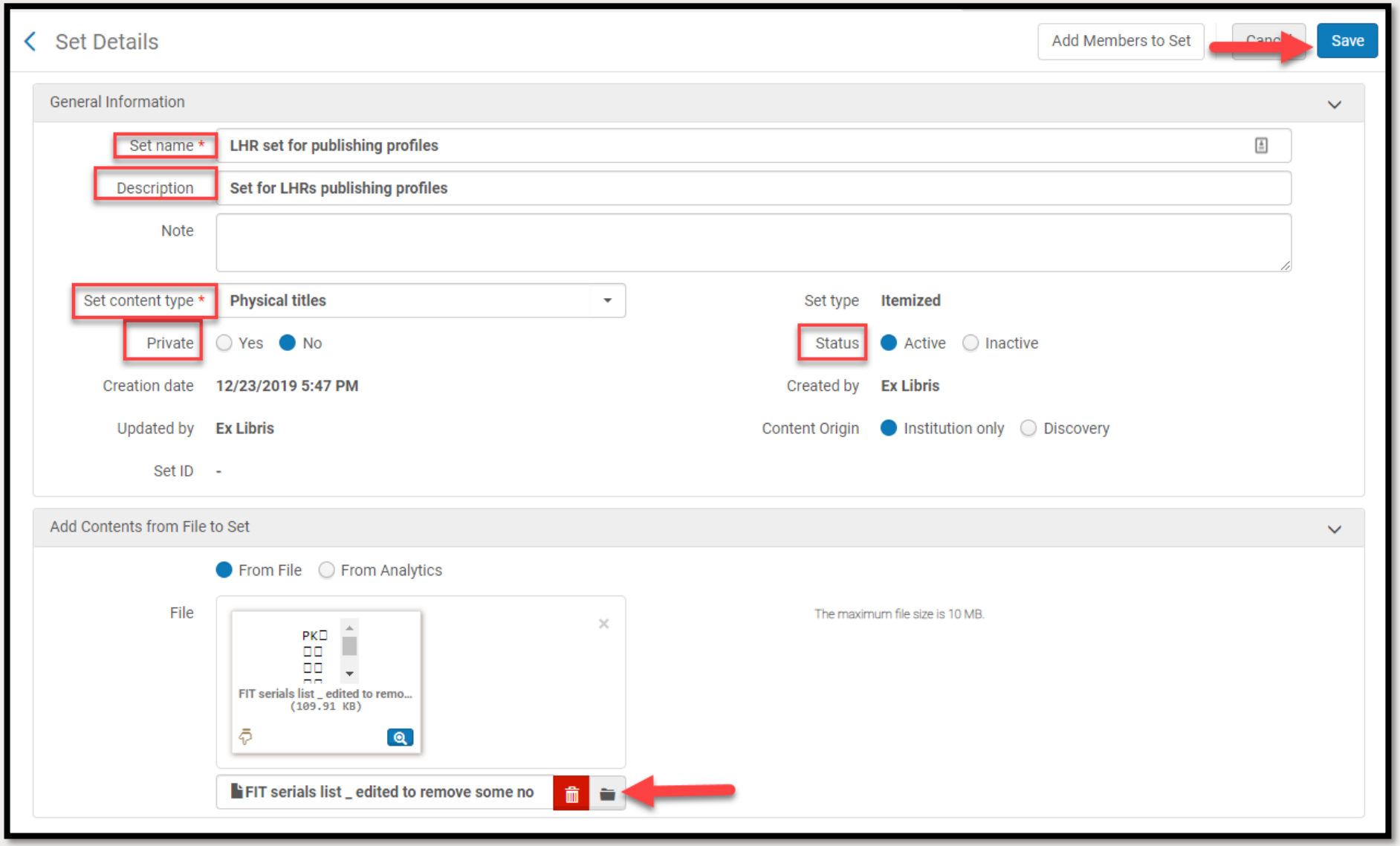
	Type / Creator / Imprint	Subject	title	Series	Modification Date	Creation Date	R
2	Book	Fashion designers--United Stat	American designers.			06/16/2019 5:17 AM	c
3	Book ([Basle, Switzerland] : So	Parasols. Umbrellas.	The Umbrella.	Ciba review ; no. 42.		06/16/2019 5:04 AM	c
4	Book ([New York, N.Y.] : 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 LHRs 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 LHRs Publishing Profiles



STEP 2: ACTIVATE THE LHR PUBLISHING PROFILE

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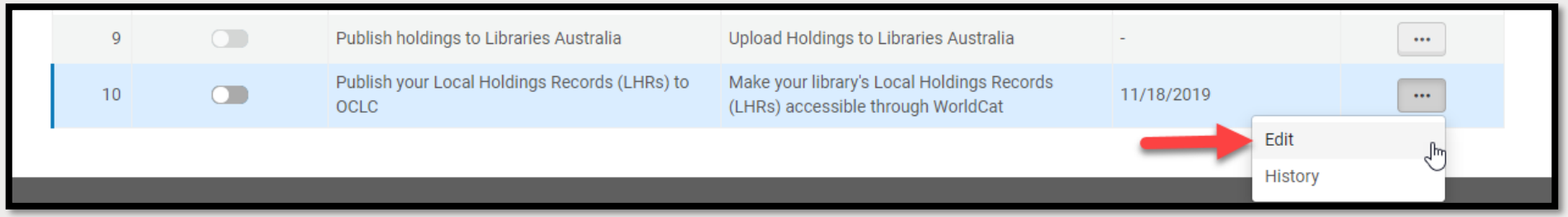
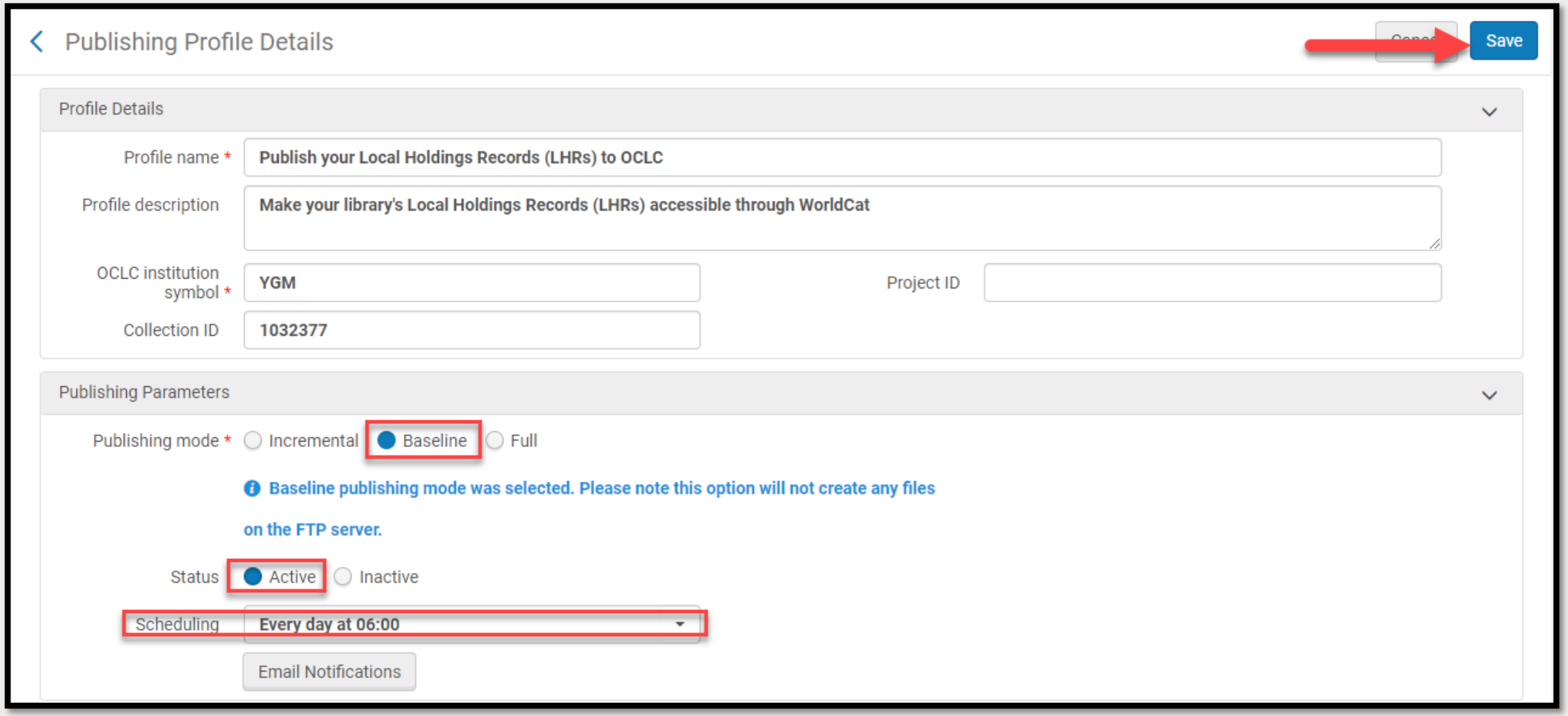
Activate the LHR Publishing Profile in Alma

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



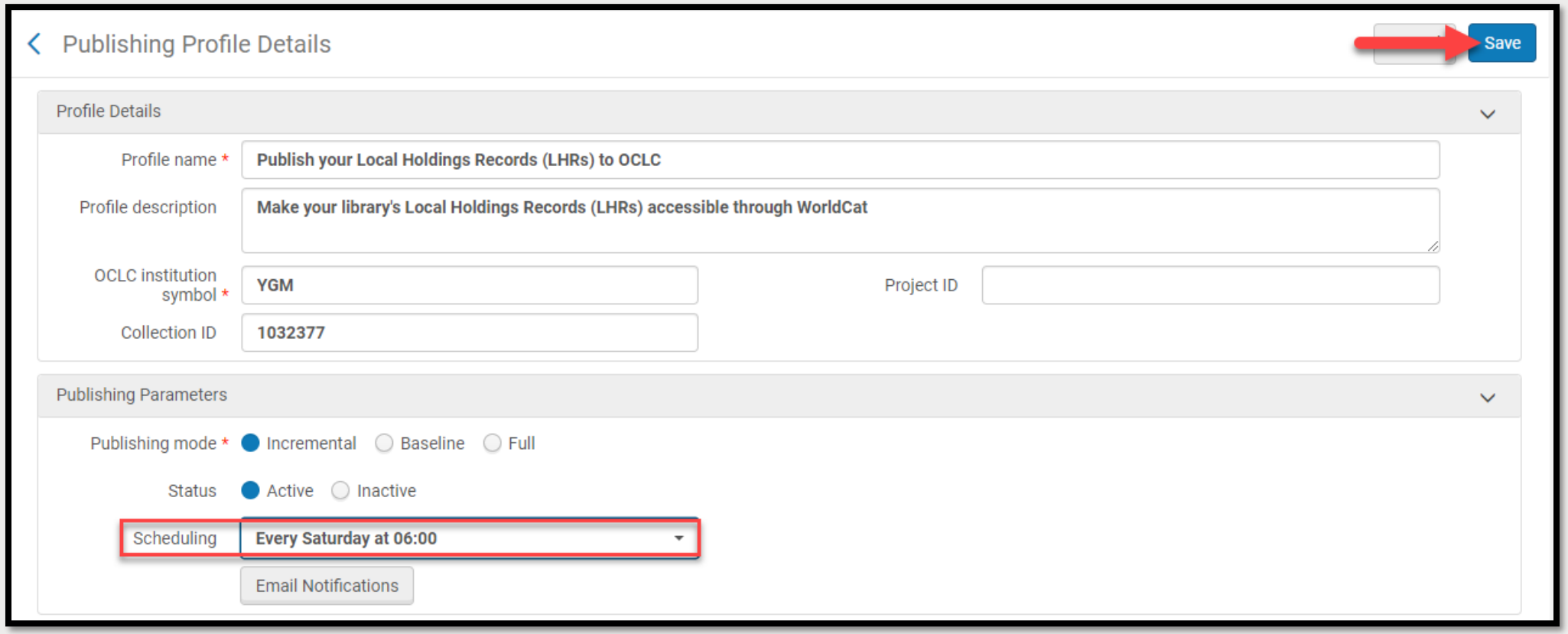
3. Set the Publishing Mode for the first time to **Baseline**
   a) After the baseline runs it will automatically switch to incremental
4. Set the Status to **Active**
5. Set scheduling to ***Everyday at 6:00*** for the Baseline and the first time the incremental job runs
   - After the first incremental job has run change the job to publish Every Saturday at 6:00
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 3: CHANGE THE FLAG FOR SERIALS FROM "PUBLISH BIB" TO "PUBLISH LHR"

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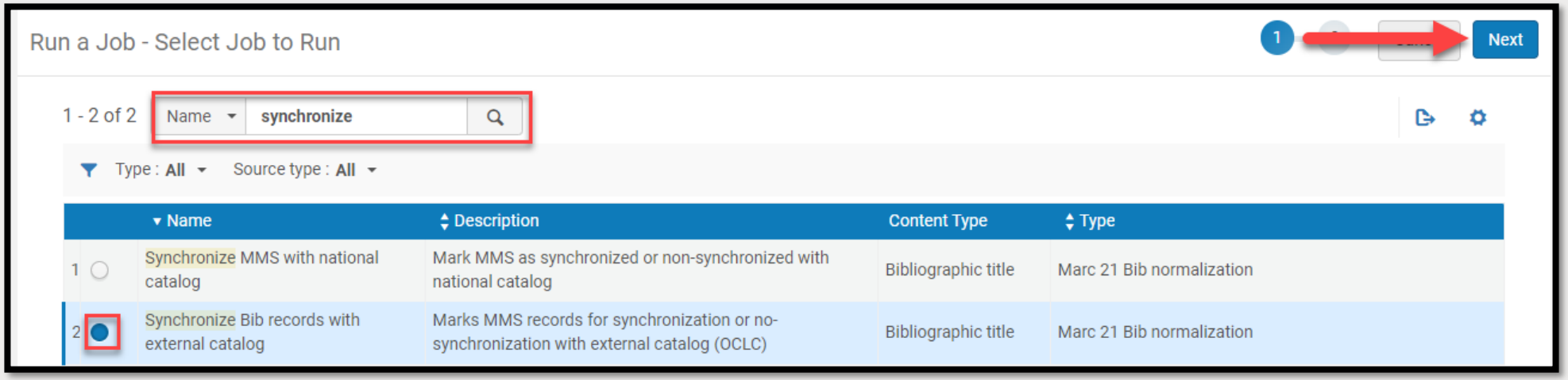
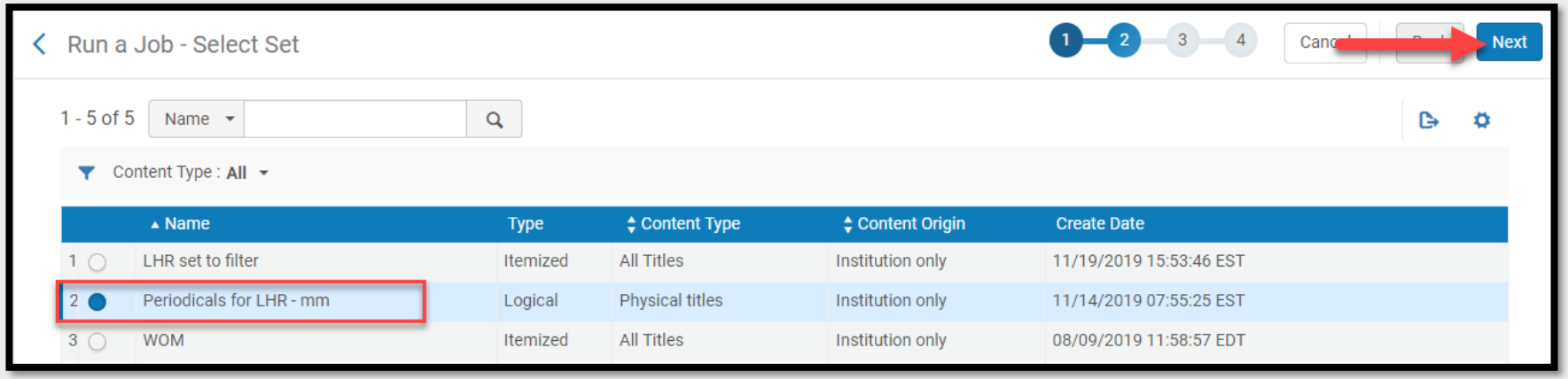
Change the Flag to Publish LHR After the Baseline Runs

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***

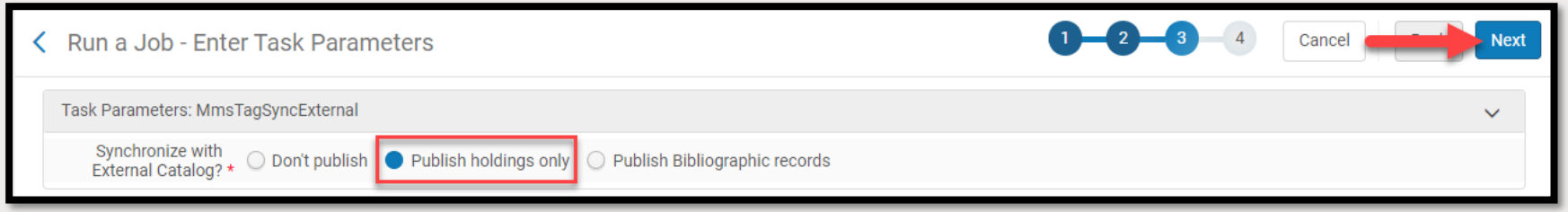


Change the Flag to Publish LHR

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

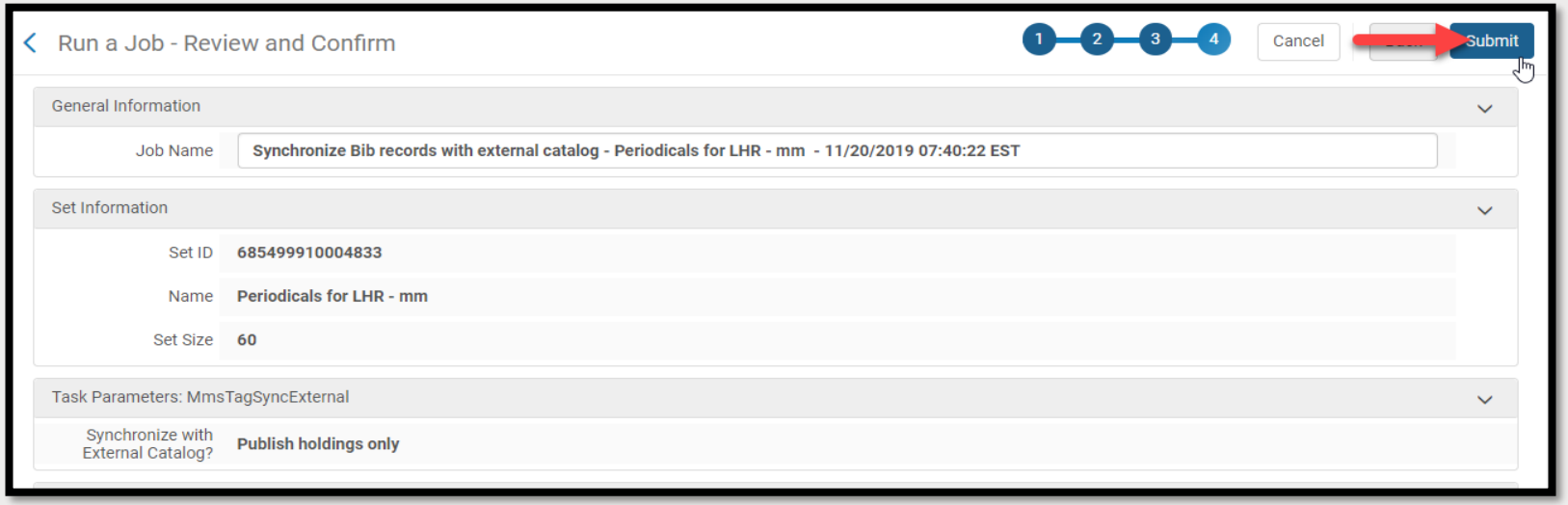


7. Click on the “Publish Holdings” radio button for the Synchronize with External Catalog task parameter
8. Click ***Next***



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

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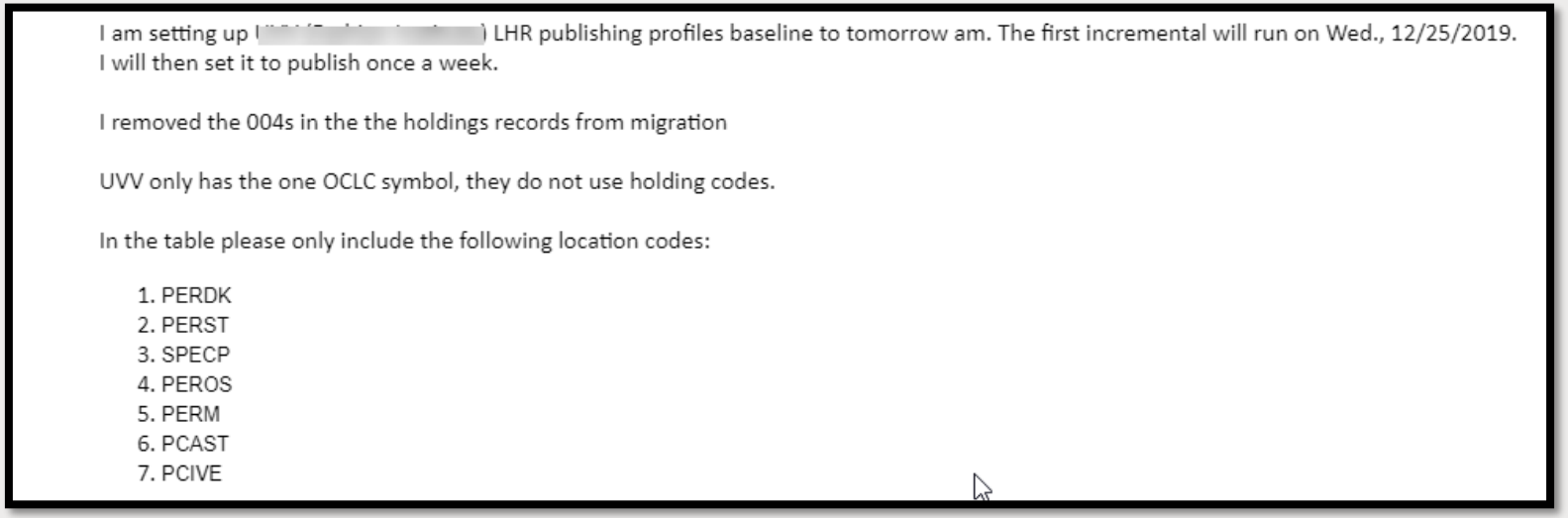
Provide OCLC with the following Information

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. Date the baseline is being run
4. 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**
         I. **OCLC Symbol is an OCLC holdings location code does not exist**
   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)

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	

Troubleshooting – Republishing LHRs to OCLC

3. Ask OCLC for the LHR file to review
   - The file contains the LHR information
   - 004 contains the OCLC # (ocn)
4. Extract the 004 ocn from the OCLC file using MARCedit
5. Create and itemized set in Alma to compare from the extracted ocn's and compare the original set to the set published to OCLC
6. OCLC will publish the LHRs once the campus has approved the table and file

TROUBLESHOOTING

SUNY The State University of New York

Troubleshooting – Republishing LHRs to OCLC

To Republish LHRs to OCLC run the "Holding OCLC Republish Set of Titles” job

1. Go to ***Admin>Manage Jobs and Sets>Run a Job***
2. Search for the "Holding OCLC Republish Set of Titles” job
3. Click on the radio button next to the job
4. Click ***Next***
5. Click on the radio button of the LHR set created in step 1
6. Click ***Submit***

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
- How to publish a set of records from Alma to OCLC/WorldCat, regardless of management tags?