

Sending Your Records to OCLC

1. If this is the first time you are sending in records, complete OCLC's batchload/EDX form and send to MLNC. Keep your EDX Account email when it arrives!
2. Prepare your data (might need help from your ILS vendor)
 - a. Extract MARC records from your local system and create a file to send to OCLC
 - b. If you have more than about 70,000 records, split the records into multiple files
 - c. Name your data file: DATA.Dyymmdd
*(if you have multiple files add: .File1 to the end, etc.)
3. Create a label file (see example at bottom for formatting)
 - a. On your computer, open Notepad, a text editing program.
 - b. Type the following fields using a new line for each. Do use capitals where indicated. Use *two* spaces between the element and the data.
DAT yyyyymmdd000000.0 *(keep the extra zeros at the end)
RBF xxxxx (where xxxxx is the number of records you are sending)
DSN DATA.Dyymmdd (name of your file as in 2c above)
ORS xxx (where xxx is your OCLC symbol)
FDI Pxxxxxx (where xxxxxx is your project ID)
 - c. Save this file on your computer as LABEL.Dyymmdd
4. To send your prepared data, go to <http://psw.oclc.org>.
5. Click on *File Uploads*.
6. Click on *OCLC Batch Services*.
7. Enter any OCLC authorization number and password.
8. To select your data file(s), click on the *Browse* button next to the Data File box.
9. Find the DATA.Dyymmdd file on your computer and doubleclick to select the file.
10. Follow the same process to select your corresponding label file(s).
11. Once you have selected both your data and your label file, click on *Upload Files*.
12. You should receive an email the next day acknowledging receipt of the data.
13. You should also receive a batchload report via email that summarizes the results once OCLC has processed your data.
14. If you don't receive either of those emails or have trouble with the steps outlined above, contact OCLC support (800-848-5800, or support@oclc.org).

Example label file, named LABEL.D020313:

```
DAT 20020313000000.0
RBF 45261
DSN DATA.D020313
ORS MID
FDI P123456
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* In all cases, where you see yymmdd (or yyyyymmdd), insert the date in place of those characters where yy is the year (either two or four digit), mm is month, dd is date (example: 020313 for 3/13/2002)