



Western Regional Storage Trust

SPDS Monograph User Manual

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I. Introduction to SPDS

The Shared Print Decision Suite, or SPDS, is a user interface that provides access to various functions and reports to support shared print collection analysis.

URL: <https://spds.cdlib.org>

The SPDS Main Menu displays functions in three major areas: Member Functions, Reports and Downloads, and Contacts. The contents available under these headings will vary depending on your user permissions.

Note: To return to the main SPDS home page at any time, click on the “Brought to you by Western Regional Storage Trust | SPDS” text in the upper-left corner, which is available on all screens.

II. Login and logout

Users must have user accounts in order to log in and access the SPDS system.

Login Screen:

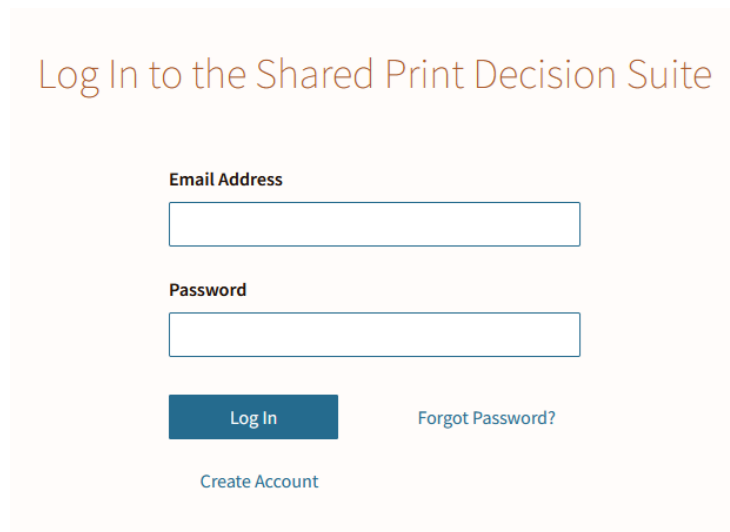
The image shows the login screen for the Shared Print Decision Suite (SPDS). It has a light orange background. At the top, the text "Log In to the Shared Print Decision Suite" is displayed in a brown font. Below this, there are two input fields: "Email Address" and "Password", both with blue borders. Under the "Email Address" field is a blue "Log In" button. To the right of the "Log In" button is a link that says "Forgot Password?". Below the "Log In" button is a link that says "Create Account".

Figure 1: SPDS login screen

A. First-time Login

Any active SPDS member library staff member may use the “Create an Account” link below the login box to self-register for SPDS.

In the registration form, enter your full name, email address, password (and confirm), and select your member institution from the pull-down list. Optionally you may also enter your job title and phone number. Click Create Account.

Create a New Account

Full Name*	Institutional Affiliation* Allegheny College Arizona State University Austin College Baylor University Boston University Brandeis University Brigham Young University Brown University Bryn Mawr College California Baptist University
Email Address*	You must be affiliated with an active SPDS member institution to create a SPDS account. Please be aware that accounts will need to be authorized after creation. You will receive an email when your account has been authorized and is ready for use.
Password* 8-15 characters	
Confirm Password*	
Job Title	Phone XXX-XXX-XXXX

Figure 2: Create A New Account screen

The system will send a message to your registered email address to confirm the new account.

After you’ve created your account, your account will need to be approved by SPDS staff before you can use it. You will receive an email when your account has been approved and is ready to be used. Please allow up to 1 business day for your account to be approved.

New users added through the “Create Account” function will be authorized for only two functional areas at this time: [Bibliographic and Holdings Data Ingest](#) and [Reports and Downloads](#). Additionally, all users have permission to [Update Your Account](#). SPDS project staff and authorized library staff may authorize new users for additional functions.

B. Resetting Your Password

If necessary, you may reset your SPDS password at any time by selecting the “Forgot Password?” link from the Login screen. (You don’t need to enter an Email Address or Password before clicking the reset link.)

You will be taken to a page to enter the email address you originally registered:

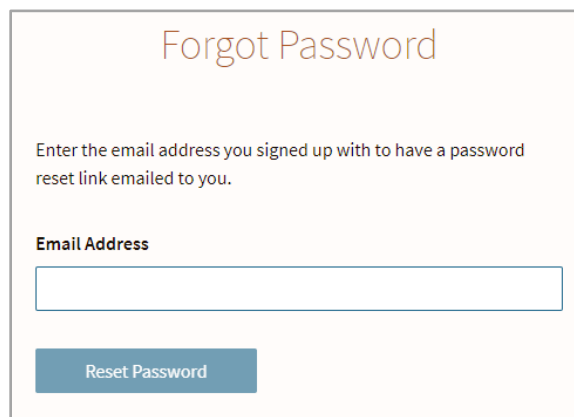


Figure 3: Reset password

The system will email a Password Reset link to you.

Please note: The “Forgot Password?” option only works for email addresses that are already registered and enabled in the system.

Once you have received the Password Reset link by email, select the link provided to you. You will be asked to enter and confirm a password. Passwords must be between 8 and 15 characters.

C. Logout

To logout at any time, click the “Log Out” link found in the dropdown menu under your name in the upper right hand corner of the screen. Your name and this menu will display on every screen, allowing you to manage your account or log out at any time. When you log out, the system will return to the Login screen.

III. File Upload

A. Upload Bibliographic or Holdings Data

HathiTrust Retention Libraries have been asked to submit MARC bibliographic records for their HathiTrust Retention Commitments with embedded holdings where relevant. What you submit will depend on how your 583 retention notes are stored. For information on the correct way to format your 583 retention notes, please refer to the [HathiTrust Shared Print Operating Policies and Guidelines](#).

If your monograph 583 retention notes are included at the bib level, you will only need to submit bib records. Please make sure your submission has the following required information:

- Leader and 008
- OCLC Number
- Title
- Local Bib ID
- 583 retention note for the HathiTrust retention commitments with subfields a, d, and f

Where available, please include:

- ISBN
- Any other 583s or additional 583 subfields

If your 583 retention notes are included in local holdings records (preferred option), you should submit bib records with embedded holdings information. Please make sure your submission has the following required information:

- Leader and 008
- OCLC Number
- Title
- Local Bib ID
- 583 retention note for the HathiTrust retention commitments with subfields a, d, and f

Where available, please include:

- Local Holdings ID
- ISBN
- local item location (in field 852\$b)
- and any other 583s or additional 583 subfields

Please note: SPDS will only accept one upload, or submission, per institution OCLC symbol. If you are unable to export your records in a single file, please zip them together in a .zip folder before submission. Additionally, if you are submitting a very large file (1GB or more), the submission process will be much faster if you zip your file before submission. If your institution has multiple OCLC symbols, please provide one upload per symbol.

When asked to upload monographic data for your HathiTrust retention commitments, please use the following naming conventions depending on whether you are submitting a .mrc file or a .zip file.

For zip folders (case insensitive except holdings symbol):

HT.<OCLC symbol>.<ILS code>.mono.<creation date (yyyymmdd)>.zip

- EXs:
 - HT.CDL.iii.mono.20251125.zip
 - HT.XYZ.alma.mono.20260608.zip

For individual files (case insensitive except holdings symbol):

HT.<OCLC symbol>.<ILS code>.mono.<creation date (yyyymmdd)>.mrc

- EXs:
 - Single file:
 - HT.CDL.folio.mono.20251125.mrc
 - Multiple files contained in .zip file:
 - HT.CDL.iii.mono.20251125.a.mrc
 - HT.CDL.iii.mono.20251125.b.mrc
 - HT.CDL.iii.mono.20251125.c.mrc

If you're not sure what your ILS code is, please refer to the table below. Contact [SPDS staff](#) with any other questions or concerns.

ILS Name	ILS Code
Alma	alma
FOLIO	folio
Koha	koha
Sierra (or Millenium)	iii
WMS	wms

Table 1: ILS name and corresponding ILS code for use in naming file submissions.

1. Upload Your File

SPDS offers two options for uploading a file: upload file from your desktop and upload file from remote server.

Upload Your Files

Only one file can be uploaded at a time.

Upload from your device Upload from remote server

File Type: ☐ Serials (WEST) ☐ Monographs (HT)

Choose file to load

Choose file Browse Upload

Figure 4: Upload files to SPDS

i. Upload file from your device

This option allows you to submit a file that is saved on your computer. This option is ideal for those members who do not have direct server access. This is the default file upload option.

To use this option, either select “browse” to open your native file explorer, then navigate to the file’s location and select your file. Once selected, click “upload” to submit your file.

ii. Upload from remote server

This option allows you to use the command line to upload a file via a remote server. This option is appropriate for those members who have very large files and also have direct server access.

To use this option, select the “upload from remote server” tab, then follow the instructions on the screen to access your remote server, create the upload command, and upload your file from your server to SPDS.

iii. File Type

When submitting your HathiTrust retention commitment data please make sure to select the radial button for “Monographs (HT)”. For more information on serial retention data submissions, please refer to the [SPDS Serial User Manual](#).

iv. Ingest Profile

Once you have selected the radial button for “Monographs (HT)” you will be asked to fill out an ingest profile before submitting your file. This short series of questions allows us to better understand where to locate key elements in your data so that we can make sure your records are being ingested correctly.

You will be asked to provide your OCLC symbol and the MARC field location of the following data elements: OCLC Number, Bib System ID, and Holdings ID where relevant.

Only one file can be uploaded at a time.

Upload from your device

Upload from remote server

File Type: ☐ Serials (WEST) ☒ Monographs (HT)

OCLC Symbol *

OCLC Number Location *

Bib System ID Location *

Holdings ID Location

Choose file to load

Figure 10: File upload screen for monograph submissions in SPDS.

Please note: control-field tags (001-009) should not include subfields where data-field tags must include a subfield (ex: 035\$a), an unexpected subfield or lack of a subfield will prompt an error message and your submission will not be uploaded.

IV. Reports and Downloads

This section of the dashboard provides access to a variety of reports, the majority of which are relevant to WEST member serial retention commitments. In this section there are a select number of reports which are relevant to monograph retention commitments: the Monograph On Demand Analytics Report and the Monograph Validation Reports.



Figure 11: Collections Reports and Downloads section on the SPDS Dashboard

A. Monograph On Demand Analytics Report

The Serial On Demand Analytics Report tool allows all WEST members to generate a report of titles held by pre-defined groups from the SPDS titles registry. Reports are generated on the fly (immediately following upload of the local list), and can be run as often as needed anytime throughout the year. The output reports generated by the tool also include contact information for the institution responsible for each archived backfile, allowing members to more easily offer volumes to fill gaps.

See [Appendix 1](#) for detailed instructions on using the Monograph On Demand Analytics Report tool.

B. My Institution's Reports

All reports that are specific to the user's institution are grouped together in the My Institution's Reports section. This section includes many report types which are not relevant to monograph users at this time and are specific to WEST serial users. However, this is where monograph users will find their Monograph Validation Reports.

Collections Reports and Downloads
Serial On Demand Comparison Report
Serial On Demand Analytics Report
Monograph On Demand Analytics Report
My Institution's Reports ▾
• Newest Reports
• Collection Comparison Reports
• Archiving Commitment Reports
• Serial Validation Reports
• Monograph Validation Reports
• JRNL Export Files
WEST Archived Collections ▾
WEST Group Reports ▾

Figure 12: Detail of My Institution's Reports section expanded to show all reports

1. Monograph Validation Reports

When members submit files of monograph retention commitments, they are automatically run through a validator tool to check the metadata and ensure the records are in good order before loading to SPDS. These output reports are made available to members to facilitate local data correction and cleanup projects to support both program-wide and local needs.

In order to retrieve the validation report for your institution, type your OCLC symbol into the text box and click "Get". If your institution has multiple OCLC symbols, then you will need to retrieve your reports one at a time.

Monograph Validation Reports

Institution: University of Chicago

OCLC Symbol:

Figure 13: The monograph validation report download screen.

More information on the specific outputs of the Monograph Validation Report can be found in [Appendix 2](#).

V. Contacts

SPDS includes contact information for the SPDS project team as well as key staff at member institutions. This information is available and accessible to all registered SPDS users.

A. Contact SPDS Staff

SPDS users may use the Contact SPDS Staff link on the SPDS dashboard to contact the SPDS project team at any time. This link will open a draft email to west-staff-l@listserv.ucop.edu in your email client.

B. Institution Contact Roster

The Institution Contact Roster lists Primary, Alternate, and Technical contacts for each current member institution. SPDS members are expected to keep these contacts up to date so the most current information is made available both in this roster and in various reports generated by SPDS (such as the Monograph On Demand Analytics Report).

To use the roster, click on an institution name to expand the drawer and see the contacts for that institution. If you want to see the full roster at once, use the Download Roster button at the top of the page.

Download Roster		
Allegheny College		
Arizona State University		
Austin College		
Baylor University		
Boston University		
Brandeis University		
Brigham Young University		
Brown University		
Bryn Mawr College		
California Baptist University		
California Digital Library		
OCLC Symbol(s)		
Primary Contact	Alison Wohlers alison.wohlers@ucop.edu	
Alternate Contact	Nika Worth nika.worth@ucop.edu	

Figure 14: Institution contact roster

C. Member Institutions

Users with Campus Admin privileges may update their institution's primary, alternate, and technical contacts. Each institution may include up to three staff contacts. Campus Admin users are also able to view but not edit their institution's name, WEST membership status, and OCLC Symbols.

The screenshot shows a web form titled "Update Member Institution". At the top, it says "Institution: Baylor University". Below this, there are three contact sections: "Primary Contact", "Alternate Contact", and "Technical Contact". Each section has a "Full Name" and "Email Address" input field. To the right of these sections is a "Membership" section with a checkbox for "Current WEST Member" and an "OCLC Symbols" field containing the text "IYU". At the bottom of the form are two buttons: "Submit" and "Cancel".

Figure 15: Update your institution contact(s)

Once you are finished updating your contacts select Submit. The new contact information will be available in the Institution Contact Roster and in the Monograph On Demand Analytics Report.

VI. User Administration Functions

This set of functions allows users to update their own user records or, if authorized, to update the records of other users at their institution.

A. Authorized roles

Each authorized user of SPDS is assigned roles that authorize access to certain functions. All users are automatically authorized as "Readers", with access to Member Reports and Update Own Record functions. Users may be authorized for other roles in addition, as appropriate. Please note that, at present, all monograph only users are set with the "Reader" role since the other functions within SPDS that require the Holder or Builder Role are relevant only to serial retentions. Monograph only users can still be campus admin as appropriate for their institution.

SPDS Function	Reader	Holder	Builder	Campus Admin	WEST Admin
Upload Bibliographic and Holdings Data	x	x	x	x	x

Reports and Downloads	x	x	x	x	x
JRNL Export Files		x	x	x	x
Set Archiving Commitments		x	x	x	x
Review Budgets			x		x
User Permissions: Update own record	x	x	x	x	x
User Permissions: Manage a library's user permissions				x	x

Table 2: SPDS Authorized Roles for users and corresponding functions

B. Update Your Account

Each user has permission to update certain information in their SPDS account. The Update Your Account function is available in the dropdown menu in the top right hand corner of each page, under your name, when you are logged in:

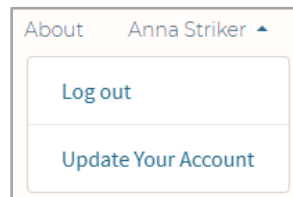


Figure 16: User management option menu

This function allows all users to update the name, phone number, and job title associated with their SPDS account. Users may not change their email address or institution affiliation. If either of these fields is incorrect, you must Delete your current user record, then create a new account using the [First-Time Login](#) instructions. Most users will not be able to change their Authorized Roles (only users with the Campus Admin role may update what roles are assigned to users within their WEST member institution).

Figure 17: Update your account

If you make changes, you will need to log out and log in again to see the changes reflected.

C. Manage Your Library's Users

WEST library staff with the Campus Admin authorization role may use this function to add or delete users and manage user permissions for their own institution.

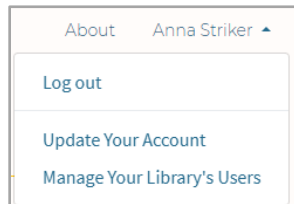


Figure 18: User management option menu - Campus Admin view

The system will display existing user records affiliated with your institution.

Institution: California Digital Library					
Select user to edit					
Name	Email	Reader	Holder	Builder	Campus Admin
Alison Wohlers	alison.wohlers@ucop.edu	✓	✓	✓	✓
Anna Striker	anna.striker@ucop.edu	✓			✓

Figure 19: Manage your institution's users

1. Edit User

To edit a user account, select the name of the user record. The system will display current information for that user.

Manage User

Full Name Anna Striker	Institutional Affiliation California Digital Library
Email Address anna.striker@ucop.edu	Authorized Roles ☒ Reader ☐ Holder ☐ Builder ☐ Campus Admin
Phone 510.287.3819	
Title Shared Print Operations and Collections Analyst	
Save Changes	Cancel Changes Delete User

Figure 20: Manage User

As authorized Campus Admin, you may update the name, phone number, and job title associated with the account, as well as assign or remove authorized roles.

Select the Save Changes button when you have finished your edits. The system will automatically send an explanatory email to the user.

2. Delete user

To delete a user account from your institution, open the account following the above instructions, then select the red Delete User button, then confirm.

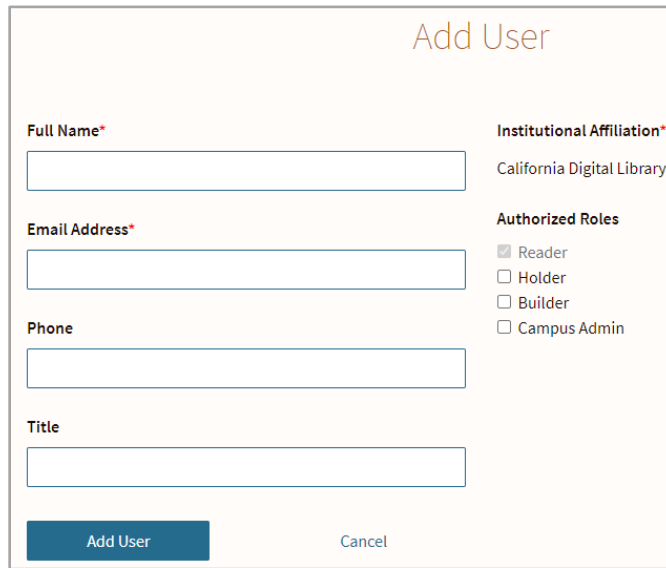
Delete user confirmation ×

Are you sure you want to delete this user account?

Figure 21: Delete User confirmation popup message

3. Add User

To add a user for your institution, select the Add User at the bottom of the table of users for your institution. If you select Add User, the system will display a blank form similar to the Edit User display.

The image shows a web form titled "Add User" in a light orange box. On the left side, there are four text input fields labeled "Full Name*", "Email Address*", "Phone", and "Title". On the right side, there is a label "Institutional Affiliation*" with the text "California Digital Library" below it. Further down on the right is a section titled "Authorized Roles" containing four checkboxes: "Reader" (checked), "Holder", "Builder", and "Campus Admin". At the bottom left of the form is a blue button labeled "Add User", and at the bottom right is a link labeled "Cancel".

Add User

Full Name*

Email Address*

Phone

Title

Institutional Affiliation*

California Digital Library

Authorized Roles

☒ Reader

☐ Holder

☐ Builder

☐ Campus Admin

Add User

Cancel

Figure 22: Add user

Enter the new user's full name and email address, and, optionally, their phone number and job title. The Institutional Affiliation is set to your own institution and cannot be changed.

All users are authorized as Readers. If you wish this new user to have additional privileges, use the check boxes under Authorized Roles to grant these (see Table 1 above for Authorized Roles and user functions).

Select Add User when you have finished your changes. The system will automatically send an explanatory email to the new user.

Appendix 1: Using the Monograph On Demand Analytics Report Tool

SPDS users can now run reports containing key information about HathiTrust shared print retention commitments using the Monograph On Demand Analytics Report. This report is designed to help users review monograph retention commitments, both for themselves and those made by other HathiTrust members. Reports can be run for a single institution or for multiple institutions in the same report.

As with the Serial On Demand Comparison or Analytics Reports, the output monograph report will display multiple rows for a single title if multiple institutions have holdings for that title or if a single institution has multiple holdings.

A. Running the Monograph On Demand Analytics Report

Under “Collections Reports and Downloads” select the Monograph On Demand Analytics Report.

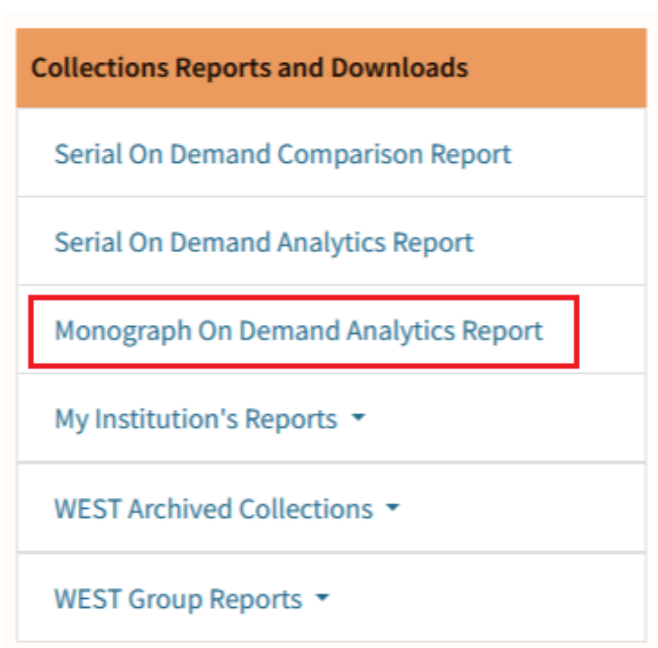


Figure 23: Monograph On Demand Analytics Report location on SPDS dashboard

Select at least one institution in order to scope your download report. In this case, “institution” refers to a single OCLC symbol, if your institution has multiple OCLC symbols please select all symbols for your institution. Select any other institutions as desired.

At the bottom of the page, select “Generate Report”.

Monograph On Demand Analytics Report

The Monograph On Demand Analytics Report allows users to generate an "on demand" analytics report by drawing from SPDS's archived monograph titles data set. The output reports may be used to support local collection decision making in a variety of ways.

Please be aware that due to the scale of the monograph titles data set, it is possible to generate reports which have too many rows to work with in Excel. For these files, you can either work with them in a different program designed for handling large data sets, like PowerBI, or re-scope your report to avoid this issue.

Scope by Institution
Select the institution(s) you want to view commitments for from the list below. Please note, if your institution has multiple OCLC symbols please select all OCLC symbols for your institution.

[Select All](#)[Clear Selection\(s\)](#)

☐ Ohio State University (OSU)
☐ Swarthmore College (PSC)
☐ University of Chicago (CGU)
☐ University of Missouri (MUU)

Selected Institution(s):

Generate Report

Figure 24: Monograph On Demand Analytics Report generation screen

Please be aware that reports may take a significant amount of time to download depending on the size of the report you have scoped. Additionally, it is possible to create a report larger than the Excel file size limit (insert exact row limit here). If you find your report is too large to work with in Excel, then you can re-run the report with fewer institutions selected, split the output file into smaller files, or use a different tool to view and work with the report.

B. Downloading and Reviewing Your Serial On Demand Analytics Report

The csv output report files can be accessed through the downloads section in your browser, or in your computer's Downloads folder. The report will contain the following fields:

Column	Definition	Source	Notes
Archiver	The Archiver's OCLC symbol	Archiver data, 852\$a	This is how SPDS refers to the institution who holds the given retention commitment.
Archived Title	The title	Archiver data, 245	
Archived OCLC Number	The master OCLC number of the archived title	Archiver data, 035\$a	
Archived ISBN	The current ISBN for the archived title	Archiver data, 020\$a	

Location	Contributor's supplied library location code	Archiver data, 852\$b	Will display when available
Validation Actions	Any validation actions that have been taken on the holdings	Archiver data, 583\$a	May be at holdings level or bib level. Will display when available.
Condition Validation Notes	The outcomes of the condition validation, if any	Archiver data, 583\$l/\$z where 583\$a is "condition reviewed"	May be at holdings level or bib level. Will display when available.
Archiving Program	The shared print program for which the holdings are retained	Archiver data, 583\$f	May be at holdings level or bib level. At this stage this will only be HathiTrust Shared Print Program.
Other Programs	Other shared print programs for which the holdings are retained		
Date Of Action	The date on which the holdings were committed for retention	Archiver data, 583\$c	May be at holdings level or bib level.
Retention Period	The date on which the retention commitment expires	Archiver data, 583\$d	May be at holdings level or bib level. For HT this is always consistent: 20421231.
Date Disclosed	The date on which the holdings were submitted to SPDS	SPDS	
Primary Contact Name	The institution's primary contact	SPDS Institution Contact Roster	
Primary Contact Email	The institution's primary contact's email address	SPDS Institution Contact Roster	
Alternate Contact Name	The institution's alternative contact	SPDS Institution Contact Roster	

Alternate Contact Email	The institution's alternative contact's email address	SPDS Institution Contact Roster	
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The Monograph Analytics Report Contains:

- information about the retained holding; if there are multiple holdings for a given OCLC number/ISSN in the SPDS database, the multiple holdings are captured in multiple rows
- contacts (name and email) for the archiver (column location varies; located after retained holdings information). These columns are pulled from the [SPDS Institution Contact Roster](#); institutions that have not designated contacts in the roster will not display any contact information in this report.

Users should be aware that it is possible to generate a report using this tool which is larger than the maximum number of rows you can work with in Excel. Users have several options for dealing with this constraint:

1. Users may return to the Monograph On Demand Analytics Report page and select fewer institutions (if multiple were previously selected) to limit the size of the report.
2. Users may split the output .csv file into multiple smaller files in order to be able to work with the files in Excel
 - a. There are many instructions available online detailing how to do this depending on your comfort level working in the Command Line Interface or with programming languages such as Python. There are also web apps available which can do this for you.
3. Users may work with the output .csv file in a tool other than Excel.
 - a. One such option would be to work with the file in Microsoft's PowerBI which can handle files of up to 1GB or work with the file in RStudio using the programming language R. There are a variety of tools available to work with larger file sizes suited to a wide variety of users.

Appendix 2: Monograph Validation Reports

A. Monograph Validation Report

When members submit files of monograph retention commitments, they are automatically run through a validator tool to check the metadata and ensure the records are in good order before loading to SPDS. These output reports are made available to members to facilitate local data correction and cleanup projects to support both program-wide and local needs. The output .csv file provides information on what records contained errors during validation, what the specific error was, the severity of the error, and basic bibliographic information to support users locating these records if they wish to address these errors locally. At this time, the only error severity is “CRITICAL” this means that the record containing the error was not loaded.

B. Email Summary

Once a user has submitted their file and the file has been processed, they will receive an email with summary information about the submission. This email, subject line: Validation complete for [OCLC symbol], contains information on the relevant file name, number of records loaded, the number of records which failed to load due to errors, and which errors were encountered and how often.

Here is an example of the body of the email, created with test data:

File: HT.CDL.monographs.zip
Validation is complete for CDL.
Total records: 115, Failed: 60.

Error summary:

Record is a duplicate within this submission.: 41
Record lacks a bibliographic unique system ID.: 2
Record lacks an OCLC number.: 3
Record lacks a complete retention commitment note 583.: 21
Record lacks bibliographic title field 245.: 2

Please note: The number of errors encountered may not match up with the number of records which failed to load. This is because multiple errors can be counted in a single record.

This email will also contain a link at the bottom to your full validator report, which can be downloaded from SPDS as mentioned earlier.

C. Types of Errors

There are a handful of critical errors that can be generated when your file is validated. One or more critical error will cause a record to be dropped from the file for ingest. A validation report will be generated if your file has any records with one or more errors, which you can download and review following data ingest.

Note that for some fields, there are internal database field limits. If one of your submitted records contains a field that is out of range, that field will be truncated. Truncated fields will be noted in summary load report. Field length limits are as follows:

- ISBN (MARC 020\$a) - Individual input 020\$a values are normalized, then concatenated in the database field. Max length = 255 bytes.
- Title (MARC 245\$abknp) - Max length = 1000 bytes.

- Program Name (MARC 583\$f) - Individual input 583\$f values are normalized, then concatenated in the database field. Max length = 255 bytes.
- Public Note (MARC 583\$z) - Individual value max length = 1000 bytes.
- Retention Condition (MARC 583\$x) - Individual value max length = 1000 bytes.

1. Critical Errors and Suggested Remediation

Leader

The leader is required. It must be well-formed and 23 bytes (00-23) in length.

MARC 008

MARC 008 is required. It must be 39 bytes (00-39).

Lacks OCLC Number

The primary OCLC number is required in order to determine title level matches in the database. When you upload your file, you specify where the validator should look for the record's primary OCLC number. Make sure you input both the MARC tag and the subfield. Where records fail for lack of an OCLC number, you may need to correct the MARC tag and/or subfield in the dropped record, or, you may need to add the primary OCLC number to the record.

1. If the primary OCLC number is located in the 001, the value can be numeric only OR include valid leading OCLC prefix (case insensitive).

Examples:

- 001 1234567\ <-- numeric only; **passes** validation.
 - 001 on234567890 <-- contains valid OCLC prefix; **passes** validation.
 - 001 (OCoLC)3456789 <-- contains valid OCLC prefix; **passes** validation.
 - 001 SFX099241078 <-- is not a numeric only, nor does it contain a valid OCLC prefix; **does NOT pass** validation.
2. If the input OCLC number is in bibliographic MARC 035\$a, it must include a valid leading OCLC prefix (case insensitive). Note that where there are multiple valid input values, only the first will be retained.

Example (set of 035 fields in a single MARC record):

- 035 \a(OCoLC)ocm987654321\$z(OCoLC)34458901 <-- Includes valid OCLC prefix; first instance is picked; **passes** validation.
 - 035 \saocm876543210 <-- Includes valid OCLC prefix; **would pass** validation, but is ignored, since second instance in record.
 - 035 \sa34458901 <-- Does not include valid prefix; **would fail** validation, but is ignored, since there is already a valid instance in this record.
 - 035 \sa(CAoN)a90032891 <-- Does not include valid prefix; **would fail** validation, but is ignored, since there is already a valid instance in this record.
 - 035 \sa.b3008912 <-- Does not include valid prefix; **would fail** validation, but is ignored, since there is already a valid instance in this record.
 - 035 \9\$aalpha-29-567-86 <-- Does not include valid prefix; **would fail** validation, but is ignored, since there is already a valid instance in this record.
3. If the input OCLC number is located in any other field, it can be either a *unique* numeric only, OR have a valid OCLC prefix (case insensitive). Note that if there are both numerics and values prefaced with a valid OCLC prefix, the value with the OCLC number prefix will be preferred.

Examples:

- 901 \a29384756 <--Single occurrence numeric in record; **passes** validation.
- 999 \a1004567 <--Multiple occurrences in record; duplicate numerics; **passes** validation; choose first.
999 \a1004567 <--Multiple, identical values are deduplicated; this second value is ignored, but **would pass** validation, but is ignored since it is a duplicate.
- 014 \a98765001 <--Multiple occurrence of unique value; **would pass** validation, but is ignored since another has an OCLC number prefix.
014 \aocn1092837456 <--Multiple occurrence in record; **passes** validation; choose first occurrence with prefix.
- 907 \a2247891 <--Multiple occurrences of non-duplicative numeric values in input record following deduplication; no OCLC prefix in other input values; **does NOT pass** validation.
907 \a2247891 <--Multiple occurrences of non-duplicative numeric values in input record following deduplication; no OCLC prefix in other input values; **does NOT pass** validation.
907 \a\$FX099241078 <--Multiple occurrences of non-duplicative numeric values in input record following deduplication; no OCLC prefix in other input values; **does NOT pass** validation.
907 \a52489012 <--Multiple occurrences of non-duplicative numeric values in input record following deduplication; no OCLC prefix in other input values; **does NOT pass** validation.

4. Valid OCLC number prefixes:

- on
- ocn
- ocm
- (OCoLC)
- (OCoLC)on
- (OCoLC)ocn
- (OCoLC)ocm

Lacks Bibliographic System Unique ID

Your local bibliographic system unique ID is required for reporting and ease of identification in your local system. It is also used in tandem with the Holdings System Unique ID to determine uniqueness where split holdings are submitted. When you upload your file, you specify where the validator should look for the Bibliographic System Unique ID. Where records fail for lack of a Bibliographic System Unique ID, make sure that this value is being consistently output in the same location. Note that the Holdings System Unique ID is not a required field, but should be provided where you are providing split holdings. Note that whatever is contained in the field you specify will be loaded to the database; there is no normalization.

Examples:

- 001 991006475329706532
- 907 \a.b114523x
- 996 \e(CaPo)33648904

Lacks Title Field (MARC 245)

The input record's title is used for reporting functions. MARC 245 must be supplied, and must include at least one of the following subfields **with contents**: \$a\$b\$k\$n\$p. Where records fail, check to be sure that your record contains a 245, and that at least one of the required subfields (abknp) is present **with contents**.

Examples of valid 245s:

- 245 10\$aPrivate eyeballs :\$ba golden treasury of bad taste.
- 245 00\$aLove from Joy :\$bletters from a farmer's wife.\$nPart III,\$p1987-1995, At the bungalow.
- 245 10\$aFour years at Yale :\$kdiaries
- 245 10\$aFaust.\$nPart one.
- 245 00\$aHistorical statistics.\$pSupplement.
- Examples of invalid 245s:
- 245 10\$cby John Doe.
- 245 00\$a\$sMember release
- 245 10\$a\$z[Title based on the organization's official name]

Retention Commitment Note (MARC 583)

The retention commitment note is used for reporting functions. MARC 583 must be supplied, and must include the following subfields **with contents**: \$a\$d\$f. You may have more than one 583 in your input records, but at least one of them must contain \$a\$d\$f, where the \$f contains the string "hathi" (case insensitive). Where at least one of your input 583 fields contains the \$f string "hathi", all input 583s will be loaded regardless of \$f value, if they also contain \$a and \$d **with contents**.

Examples of valid 583s:

- 583 \ \$aCommitted to retain\$d20421231\$fHathiTrust Shared Print Program
- 583 \ \$acommitted\$ddate\$fHathiTrust
- 583 \ \$acommitted to retain\$d20451231\$fGWLA\$fhathiSP
- Examples of invalid 583s:
- 583 \ \$a\$d20421231\$fHathiTrust Shared Print Program
- 583 \ \$aCommitted to retain\$d20421231
- 583 \ \$aCommitted to retain\$d20421231\$fGWLA <--Only invalid if no other valid 583 with \$f for "hathi"
- 583 \ \$aCommitted to retain\$d20421231\$fHT Shared Print Program <--Only invalid if no other valid 583 with \$f for "hathi"