RECOMMENDATIONS FOR DELETING UCB HOLDINGS FROM OCLC AND RLIN
WHEN RECORDS ARE WITHDRAWN OR DELETED FROM GLADIS (July 17, 2001)

Holdings Deletes from the Utilities when Records are Withdrawn or Deleted from GLADIS

Under current practice, we do not remove our holdings symbol from records in OCLC and RLIN when records are deleted or withdrawn from GLADIS. This can be misleading to scholars and generates ILL requests for materials we no longer have. A task force was formed to investigate whether we could send holdings deletes to the utilities automatically when records are deleted from GLADIS or when the last UCB copy has been withdrawn.

Following are the task force's recommendations:

1. Deleting holdings records from RLIN:
Programmatically deleting our holdings from RLIN presents many problems, and it will require considerable programmer analysis to determine if it can be done at all. Interlibrary Services has informed us that they are not receiving ILL requests through RLIN, so we therefore recommend not to pursue deleting holdings records from RLIN at this time.

2. Deleting holdings symbols from OCLC records:
It is possible to programmatically delete our holdings symbol from OCLC when records are deleted from GLADIS or the last "cuy" copy has been withdrawn. This would not be an easy or trivial project, and would take a moderate amount of programming and analysis.

The task force recommends:

a. Retrospective project to remove holdings for materials already withdrawn: identify bib records for which the last "cuy" copy has been withdrawn (if the affiliate libraries are eventually loaded into GLADIS, then we will have to account for non-cuy cataloging entities), and send as batch deletes to OCLC. There is no charge to the Library for deletes. N-level records for non-GLADIS affiliate libraries would be excluded. We will also need to be able to identify records from the California Newspaper Project which is a union cataloging project that uses OCLC Local Data Records. OCLC records with LDR's cannot be batch deleted.

We believe we can adapt some existing programming to identify withdrawn materials, although this will require considerable analysis.

Retrospective deletes from OCLC cannot be done for records which have already been deleted from GLADIS.

b. Ongoing programmatic deletes for withdrawn/deleted GLADIS records:
   i. Identify newly withdrawn records as above, and send as deletes to OCLC on a regular basis.
   ii. Create a new trigger file for records deleted from GLADIS which contains enough information to create a delete records for OCLC. These deletes
would be sent to OCLC on a regular basis. This would involve completely new programming.

3. Other Recommendations (non-programming):
   a. Until programming is completed to automatically delete holdings from OCLC, they should be manually removed. Units should send the GLADIS number to monmaint or sermaint so that central Technical Services can delete our holdings from the utility. ILL should also send information to monmaint and sermaint when they receive requests for materials we no longer have. Self-cataloging units may remove their holdings from OCLC. This may have a significant impact on workload for serials and/or monographs.
   b. Withdrawal and replacement procedures should be reviewed and training provided where necessary since GLADIS will have to reliably identify withdrawn materials. The BPM procedures are currently under review.

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