

Catalog Department Statistics FAQ

rev.10/26/11

1. Q: Why are we gathering statistics in a new way?

A: By adding statistic codes to the 956 field in records we work on we can more accurately and easily track the amount and kind of cataloging we do, and have more flexibility in generating counts and reports.

2. Q: What are the statistics codes, and what do they mean?

- A: There are 11 statistics codes for cataloging and other work done on bibliographic and/or item records. A key to the codes and what they represent may be found here:

3. Q: How will the statistics codes get into records?

- A: The statistics codes will live in the subfield c of the 956 field. Cat. staff have had macros added to their OCLC Connexion accounts that will automatically add the 956 to a record when the update holdings (F8) action is taken. The cataloger will then add the appropriate statistics code to the 956 before exporting (F5) the record to Millennium.

4. Q: When performing more than one action on a record (e.g. cataloging and NACO, or cataloging and MVM maintenance) do we add more than one statistics code in the 956?

- A: No. Add a separate 956 field to the record for each action you take on it. For more than one action on a record, additional 956 fields may be generated by hitting the F8 key.

5. Q: When we mark a record for deletion because it's a duplicate, should we add the 956 to that to-be-deleted record or should we just content ourselves with the 956 in the already catalogued record?

- A: Add another 956 with statistics code MR (regular maintenance) to the record that is not being deleted. Do not add 956 fields to records marked for deletion--those statistics might not be counted in a report if the record is actually deleted in the interim.

6. Q: When we mark a record for deletion to remove holdings in OCLC (DELETE: LAST COPY), should we add the 956, since the assumption is that the bib record will remain in the catalog?

- A: Yes, add a 956 with statistics code MR (Regular Maintenance) to the bib record.

7. Q: When adding analytics to a set record, if we do absolutely nothing to the set bibliographic record, should we nonetheless add a 956 to the record, or just go with the 956 on the analytic records that we are adding?

- A: Yes, add a 956 with statistics code MR (for regular maintenance) to the bibliographic record for the set, as well as a 956 with the appropriate statistics code (CC, CCE, etc.) to each analytic record you are adding.

8. Q: What statistics code is appropriate for a thesis?

- A: Use statistics code CM for (UCB) theses.