

Before beginning your database preparation for batchloading please consult all OCLC batch processing documentation ([www.oclc.org/support/documentation/batchprocessing/](http://www.oclc.org/support/documentation/batchprocessing/)) and contact OCLC Consultative Services at [consult-srvcs@oclc.org](mailto:consult-srvcs@oclc.org) for help with filling out the OCLC batchload order form.



## Georgia Online Database (GOLD)

### Preparing Your Data Files After The Batchload Order Form Is Complete

First you need to prepare your data file (contact your local system vendor for assistance)

- Extract MARC records from your local system
  - If there are more than 90,000 records split them into multiple files
- Save the file as DATA.Dyymmdd (example: DATA.D040930 for 9/30/2004)
  - If there are multiple files add .File1 (example: DATA.D040930.File1)

Next, you need to create a label file.

1. Open Notepad or Word or other word processing tool.
2. Enter the following fields
  - Do not use line numbers
  - Use capitals where indicated
  - Use two spaces between the element and the data
  - Use a new line for each of the five elements
    - 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 from first step)
    - ORS xxx (where the x's is your OCLC symbol)
    - FDI Pxxxxxx (where xxxxxx is your project ID - emailed to you after the order form was completed; if you need it again contact OCLC Consultative Srvcs at [consult-srvcs@oclc.org](mailto:consult-srvcs@oclc.org))

Once the data and label files are completed move onto Sending Your Data via Product Services Web (PSW) or Electronic Data Exchange (EDX).

```
DAT 20040913000000.0
RBF 45261
DSN DATA.D040913
ORS MID
FDI P123456
```



## Georgia Online Database (GOLD)

### Sending Your Data via Product Services Web or Electronic Data Exchange (EDX)/FTP

Now that you've created your data and label files you are ready send your data to OCLC.

There are two options for sending your data to OCLC. We recommend using the Product Services Web to upload your file. Electronic Data Exchange (EDX/FTP) is also an option. Instructions for both options are included below.

#### OPTION 1: INSTRUCTIONS FOR UPLOADING DATA AND LABEL FILES VIA PRODUCT SERVICES WEB

Step 1	Link to Product Services Web: <a href="http://psw.oclc.org">http://psw.oclc.org</a>
Step 2	Click on File Uploads
Step 3	Click on OCLC Batch Services
Step 4	Enter your OCLC Cataloging, OCLC FirstSearch (Administrative or Statistics type password), OCLC ILL, or OCLC Union List authorization and password then click Enter.
Step 5	Use browse buttons provided to select file to be uploaded. You can upload 3 DATA and 3 LABEL files at one time. If you have more than 3 files to upload, continue to browse and upload 3 at a time (maximum 19 DATA and 19 LABEL files per day).
Step 6	Click Upload Files to begin transfer
Step 7	Click logout when finished
Step 8	<b>Receive</b> confirmation of file successfully received by OCLC

**OPTION 2: INSTRUCTIONS FOR SENDING DATA  
AND LABEL FILES VIA EDX/FTP  
Steps 1 - 4**

Step 1	<p>Click on the Start button, and choose Run from the menu.</p> <p>In the Run window, type cmd and click on OK.</p> <p>This will open a window with a DOS prompt in it.</p>
Step 2	<p><i>Type the OCLC FTP address as follows:</i></p> <p>ftp edx.oclc.org</p> <p>Hit Enter on your keyboard.</p>
Step 3	<p>Type your Logon:</p> <p>txxx1 (Replace the xxx with your OCLC symbol.)</p> <p>Hit Enter on your keyboard.</p>
Step 4	<p>For the <u>first</u> time you log on, your current password is your logon, txxx1, and must be changed.</p> <p>Think of a password between 4 and 8 characters then type it as follows:</p> <p>CurrentPassword/NewPassword/NewPassword Again (The passwords will <u>not</u> display as you type.)</p> <p>Hit Enter on your keyboard.</p> <p><i>Password example: tmid1/susan/susan</i></p> <p>If you log on again in the future, just type your <i>new</i> password by itself. However, passwords expire every 90 days, so you may have to follow these steps again.</p>

Screen display for steps 1-4

```

C:\WINNT\System32\cmd.exe - ftp edx.oclc.org
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

C:\>ftp edx.oclc.org
Connected to edx.oclc.org.
220-TCPIPFTP IBM FTP CS U2R10 at ESA1.DEU.OCLC.ORG, 09:32:28 on 2002-02-07.
220 Connection will close if idle for more than 10 minutes.
User (edx.oclc.org:(none)): tmid1
331 Send password please.
Password: _
  
```

**OPTION 2: INSTRUCTIONS FOR SENDING DATA  
AND LABEL FILES VIA EDX/FTP  
Steps 5 - 12**

Step 5	<p>Tell OCLC's computers where to store the files you are going to transfer by changing the directory:</p> <p>Type: <code>cd 'edx.ebsb.xxx.ftp'</code> (Replace the <i>xxx</i> with your OCLC symbol.)</p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 6	<p>Set the type of file transfer you're going to make:</p> <p>Type: <b>Bin</b></p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 7	<p>Transfer your Data file to OCLC as follows:</p> <p>Type: <code>put DATA.Dyymmdd</code> (Example: DATA.D020313)</p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 8	<p>Transfer your Label file to OCLC as follows:</p> <p>Type: <code>put LABEL.Dyymmdd</code> (Example: LABEL.D020313)</p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 9	<p>The system will respond with a message. When received, end your FTP session:</p> <p>Type: <b>quit</b></p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 10	<p>Close the DOS window:</p> <p>Type: <b>exit</b></p> <p>Hit <b>Enter</b> on your keyboard.</p>
Step 11	<p>Email OCLC Consultative Svcs at <a href="mailto:consult-srvcs@oclc.org">consult-srvcs@oclc.org</a> that files have been transferred.</p>
Step 12	<p>Transfer confirmation will be sent to you the after the file transfer. If you do not receive the confirmation, contact <a href="mailto:consult-srvcs@oclc.org">consult-srvcs@oclc.org</a>.</p>

\* Replace the *yymmdd* with the date as formatted in the name of these files.