

CARL Conversations: June 30, 2021

Topic: Cat Requests

Question and Answer Session

1. Should we periodically be looking at our active requests to see if a record has been added to OCLC or if we can add any additional information to our outstanding requests?

Yes. If your staff has time to go back and check OCLC again or to add new information you found out about your item, then yes, you can go back in and recheck the request.

2. If I have a kind of odd item that I need a record for, should I add scans or pictures of my item to the Catalog Request just in case?

Yes, please do! As long as the documents that are attached are readable by the catalogers when we open them, attachments are quite helpful. Typing in details to the Description box is really helpful as well.

3. If I search by my standard number in OCLC and get a record that is missing the 300 information and looks like it might be for an ebook, can I add it to the OCLC export list or do I need to submit a Cat Request?

If the format of the record does not match the item you have in hand, (an ebook record versus a book record) definitely do **not** add it to the OCLC export list. Please submit a Cat Request for the item you have in hand.

Cat Request Stats

- There are 173 requests for records right now
- 14 requests are currently being worked on by a cataloger (or we are waiting for the library to answer our questions about the item)
- The oldest request that is NOT being worked on yet was submitted about 6 weeks ago (on May 21)
- Our goal is to have a two week or less wait time for records
- In May 114 requests were submitted by libraries
- 187 requests were completed by the catalogers in May