

## Policy: Cataloging at the WorldCat Level

**Policy justification:** Due to the technical architecture of the Alma NZ, appropriate changes must be entered into the WorldCat bibliographic record or they will be lost when the Alma record is overlaid. By cataloging at the WorldCat level, CCL members improve discoverability for all WorldCat users, including CCL Primo VE users, not just their own users.

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- Members must commit to providing adequate and appropriate cataloging of materials at the WorldCat level according to [OCLC's Bibliographic Formats and Standards](#)
- Corrections and changes to bibliographic records which enhance record retrieval are of primary importance
- Corrections and changes to bibliographic records brought into Alma from WorldCat must be made to the master record in WorldCat
  - One exception to the above would be local data added in local bibliographic extension fields in Alma

Fields that can be edited in the OCLC Master Record:

<https://www.oclc.org/bibformats/en/quality.html#databaseenrichment>

Member Capabilities:

<https://www.oclc.org/bibformats/en/quality.html#membercapabilities>

Replacing Master Records:

[https://help.oclc.org/Metadata\\_Services/WorldShare\\_Record\\_Manager/Reference/Brief\\_guidelines\\_for\\_editing\\_and\\_replacing\\_WorldCat\\_master\\_records](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Reference/Brief_guidelines_for_editing_and_replacing_WorldCat_master_records)