

## New Processes and Services Mark FY2002

During FEDLINK's first year as a revolving fund organization, staff members finished designing and began implementing a new five-year business plan that takes advantage of the increased opportunities of FEDLINK's authority under the Fiscal Operations Improvement Act of 2000 (P.L. 106-481). The plan outlines FEDLINK's new business processes, the expanded number and types of services that libraries and information centers can procure via the FEDLINK program, broader audiences, and better market position and message creation. It also projects fiscal goals including capitalization, anticipated expenditures and revenues through 2006.

Of the 39 recommendations in the five-year plan, FEDLINK made significant progress on 20 in the first

fiscal year, including expanded vendor offerings, reduced barriers, improved marketing and enhanced systems. The business plan also paid special attention to assisting the government in building and improving digital libraries, increasing FEDLINK's contributions and access to current market data and best practices in the field, and identifying new services to support effective use of the Web.

### Saving Customers' Money Is FEDLINK's Priority

FEDLINK continued to enhance its fiscal operations while providing its members with \$56.6 million in transfer pay services and \$38.1 million in direct pay services, saving federal agencies approximately \$10.3 million in vendor volume discounts and approximately \$7.6 million more in cost avoidance.

The program also expanded its consortial purchasing and enterprise-wide licenses for journals, aggregated information retrieval services and electronic books. Staff members negotiated substantial vendor discounts and established new basic ordering agreements with a variety of publication, electronic resource and other products and services vendors.

FEDLINK continued to give federal agencies cost-effective access to an array of automated information retrieval services for online research, cataloging, and interlibrary loan (ILL). FEDLINK members also procured print serials, electronic journals, books and other publications, CD-ROMs, and document



delivery via Library of Congress/FEDLINK contracts with more than 100 major vendors.

Database retrieval services represented \$19.5 million and \$25.7 million spent, respectively, by transfer pay and direct pay customers. Within this service category, online services comprised the largest procurement for transfer pay and direct pay customers, representing \$18.2 million and \$25.6 million, respectively. Publication acquisition services represented \$30.0 million and \$12.3 million, respectively, for transfer pay and direct pay customers. Within this service category, serials subscription services comprised the largest procurement for transfer pay and direct pay customers, representing \$22.4 million and \$12.0 million, respectively. Library support services represented \$7.1 million and \$74 thousand, respectively, for transfer pay and direct pay customers. Within this service category, bibliographic utilities constituted the largest procurement area, representing \$5.1

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***The new five-year plan outlines FEDLINK's new business processes, the expanded number and types of services that libraries and information centers can procure via the FEDLINK program, broader audiences, and better market position and message creation.***

million and \$74 thousand for transfer pay and direct pay customers, respectively.

When deep discounts are combined with purchasing volume and new business methods, it is no surprise that FEDLINK exceeded its FY2002 revenue targets by more than 5 percent with program fee revenue exceeding obligations by \$66,000.

### **Direct Express Pilot Takes Off**

Similar to making a purchase from a GSA schedule, FEDLINK customers can place FY2003 orders directly with five commercial information services vendors; the FEDLINK fee, included in the vendor prices, will be remitted to FEDLINK by the vendor on a quarterly basis. EBSCO Publishing (online services only), Gale Group, LexisNexis, ProQuest, and West Group are the first vendors to offer their services under this new streamlined process. Their product and service offerings continue to be as comprehensive as always—electronic database publications, document delivery services, associated print publications and specialized access options.

Preliminary reports on the success of the program indicated that Direct Express will expand in FY2004 to include all interested vendors.

### **New Realities Drive Enhanced Business Processes**

For the first time, customers registered up until the penultimate day of the fiscal year to take advantage of procurement opportunities under the revolving fund. FEDLINK also expanded its online registration options so that starting in FY2003 customers can procure FEDLINK services with a purchase order, military interdepartmental purchase requisition, or alternative customer agency document authorizing the transfer/obligation of member funds.

In response to local mail delivery problems, FEDLINK worked diligently to provide statements to Washington, D.C. area customers in a portable document format. Staff members scanned statements and invoices to email to customers or set up Web files for customers whose network firewalls prevented delivery of executable files.

To improve the efficiency of this process, FEDLINK and the Library's IT staff set up customer files on the Library's Web Server.

The new statement process has saved money and will continue to do so. FEDLINK will eventually migrate all of its customers to this method of receiving statements. Short term response to mail delays included creating a 90-day additional grace period for interagency agreements (IAG) bill collections; faxing IAGs and supporting documentation between customers and the Library; and encouraging FEDLINK customers to move to electronic funds transfer.

FEDLINK maintained an open Request for Proposal for online retrieval services, which attracted responses from Bright Planet, *The Economist*, Inside Washington Publishers, Linguistics Systems, *The Nation* Digital Archives, Rapsheets.com, and Standard and Poor's IMS. FEDLINK also held an open season for books and other monograph publications which resulted in agreements with eight additional companies: Books Research, Inc., Complete Book & Media Supply, Inc., Delmar Learning/Thomson, EBSCO Information Services, Econo-Clad Books/Sagebrush Corporation, G+L Wissenschaftliche Buchhandlung GmbH-Scientific Booksellers, Midwest Library Service, and Research Periodicals & Books Services, Inc.

In addition to these traditional services, staff members collaborated with the Preservation Working Group on a Request for Proposals for preservation services which will be released in FY2003.

### **Meetings Focus on Dollars and Common Sense**

The annual Fall FEDLINK Membership meeting featured an update on the General Accounting Office opinion about FEDLINK's revolving fund, a report from FLICC's 2000 Information Center of the Year, the Patent and Trademark Office Technical Information Center, and reports from librarians affected by the Pentagon terrorist attack. At the Spring FEDLINK Membership meeting, Robert Newlen, Head, Legislative Relations Office, and Jill Ziegler, Management Specialist, Congressional Research Service (CRS), explained their Visual Identity

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# End-of-Year Schedule for FY2003 Accounts

FEDLINK Fiscal Operations (FFO) must receive requests for adding or canceling services, or for adding or transferring funds, by the deadlines noted below to complete necessary IAG activity by the end of FY2003. Requests received after these dates *cannot be processed* this fiscal year.

## REFUND

Requests for refunds must be received in FFO (to ensure receipt in your agency before September 30, 2003)

July 31

## TERMINATION

Requests to terminate service before the delivery order expires must be received in FFO

August 29

## ADD NEW SERVICE REQUEST

Requests to add a new service account must be received in FFO

September 16

## ADD NEW FUNDS REQUEST

Requests to add new funds to an existing account must be received in FFO

September 23

## RETURN OF SIGNED IAG

ALL SIGNED IAGs MUST BE RECEIVED IN FFO (no exceptions)

September 26

## MOVE FUNDS

Requests to move funds to another vendor must be signed and received in FFO (with no new service request)

September 23

For serials competitions or funding increases over \$100,000, please allow enough time for extensive coordination or a formal competition.

For more information on your account or on the FY2003 End-of-Year Schedule, please contact the FEDLINK Fiscal Hotline at (202) 707-4900.

## Attention Direct Pay Customers!

Take advantage of FEDLINK prices and order directly from the Direct Express Vendors listed below. Simply cite the following contract numbers on your agency's purchase order and be sure to contact your local procurement office to meet their end-of-year deadlines.

- EBSCO Publishing #03CSFC70101
- The Gale Group #03CSFC70102
- LexisNexis #03CSFC70103
- ProQuest Information and Learning Company #03CSFC70104
- West Group #03CSFC70105

For more information, contact Lynn McDonald, FEDLINK Network Manager, by phone at (202) 707-4832 or by email to [lmcd@loc.gov](mailto:lmcd@loc.gov).

## Choosing a Migration from OCLC Passport for OCLC Cataloging

Are you still using Passport for cataloging? Should you migrate to OCLC CatME or to the Connexion Browser? What about the Connexion Client? This information will lead you down the right migration path.

### *Macros*

Do you use many Passport macros? If yes, you can migrate to CatME or wait for the client due in June 2003. (*Important reminder: Connexion Browser does NOT support macros.*)

- You may want to wait for the Client so you migrate macros only once. To recreate your Passport macros in the Client, as the structure of Passport macros is different from those used with the Client, you will be able to create macros manually or use the Client's macro recorder.
- If you migrate to CatME, you must manually recreate your macros in CatME as it does not have a macro recorder. Nor can you use macros from Passport with CatME. Eventually, you will have to migrate to Connexion, which means moving macros twice. (OCLC does expect to provide a macro converter to help convert CatME macros for the Client, but you may have to edit macros before they will work with the client.)

### *Terminal Session (Telnet) Connections*

Do you connect to your local system via a telnet session to run macros between Passport and your local system? If yes, you can migrate to CatME to use the terminal session functions in CatME to continue to run macros between OCLC and your local system. This function is not supported with the browser. OCLC expects to add this to the Client in 2004, after they phase out Passport for cataloging. Passport users requiring Telnet must migrate to CatME.

### *Export via TCP/IP*

Do you export directly to your local system via TCP/IP? CatME, Connexion Browser, and Connexion Client all support this function. However, please note the following:

- When exporting from the Connexion Browser, the record is actually delivered directly from OCLC to your system. You may need to open your local system to receive records from the Connexion IP address to get the records inside your firewall. CatME and Connexion Client records are delivered through your workstation, so they do not confront the firewall issue.

- Some local systems return Passport information after an export when export is set up via OCLC Gateway export. This information cannot be displayed in the Connexion Browser; however, it can be displayed in CatME and the Connexion Client.

### *Export via a Communications or Printer Port*

Do you export to your local system via a communications or printer port? The Connexion Browser does not support this type of export. You can export to a communications or printer port with CatME, and this will be available in the Connexion Client.

### *Export to a File*

Do you export to a file and then load the file into your local system? CatME, Connexion Browser, and Connexion Client all support this function. However, please note the following:

- When exporting to a file from the Connexion Browser (with the exception of the Express tab), you cannot append to a file. Each time you export, a new file is created. You can place records in the online Save File and export groups of saved records to create a single file that contains multiple records.
- For a single file of records to load into your local system, get your records through a daily OCLC-MARC subscription file instead of using the Export command. Contact Anne Harrison at FEDLINK for more information about this option.
- You can export and append records to an existing file with CatME. You can also export single records or groups of records.
- The Connexion Client will allow you to export and append records to an existing file and Phase 1 of the client will support exporting single records to a file. Later, you will be able to export groups of records to a file (like CatME).

### *NACO Functionality*

Are you a NACO participant who creates and replaces authority records?

- The Connexion Browser, CatME, and the Connexion Client, second release (expected in the third quarter of 2003) will all support NACO functions. If your records are reviewed by a NACO trainer/reviewer, you cannot put records in a save file and have your reviewer change to your file to review the records with the browser. You must either email the records to your reviewer or give your reviewer your authorization number and password. OCLC will add support for reviewing records later this year.
- If you have your records reviewed by a NACO trainer/reviewer, you cannot put your records in the

online save file with CatME because it does not have access to the online save file. You must email the records to your reviewer.

- The Connexion Client will support NACO functions like it does for the browser.

### **Keyboard and Mouse**

Do you use the keyboard, prefer the mouse or combine both? With the Connexion Browser, you can do most functions with the keyboard, including customizing actions to keystroke shortcuts. However, you must also sometimes use the mouse. With CatME and the Client (June 2003), you can perform all functions with the keyboard, or you can mix using the keyboard and the mouse.

### **Label Printing**

Do you print labels with Passport? CatME, Connexion Browser, and Connexion Client all support label printing. You can continue to display labels, make edits, and print labels in the OCLC formats (SL4, SL6, SLB, SP1) as you do with Passport. Additionally, you can specify print constants, ranges, and copy numbers, and print multiple copies. You can print labels to a printer, or you can create a file of labels to import into the OCLC Cataloging Label Program or other label printing software.

The browser uses the label program for printing labels. When you display a label in the browser, the system automatically opens the label program if not already open and displays the label.

When moving from Passport, you might need to upgrade printer drivers for use with label printing. However, label printing is similar in CatME, the Label Program, the browser, and the client, so the same drivers will work with any of these interfaces.

## **Cataloging Fixed-Fee Pricing for 2003/2004 Now Available**

The cataloging fixed-fee pricing arrangement with OCLC allows FEDLINK customers to know how much they will pay for cataloging in advance. OCLC creates a quote for the entire year's cataloging (from July 2003 through June 2004). The latest quotes were distributed at the FEDLINK Spring OCLC Users Group Meeting on May 7, 2003, along with a list of all cataloging product codes covered by Cataloging fixed fee. (For a copy of your quote, please contact Patrick Miller at FEDLINK by phone at 202-707-4846 or by email to [askocfno@loc.gov](mailto:askocfno@loc.gov).)

The fixed fee is based upon annual transaction averages for about 80 covered product codes. Most online and offline cataloging product codes, including credits, are covered. (Please note: Internet access fees are not covered in the quote.) To calculate the FY2004 annual transaction averages of all covered product codes, OCLC used the previous twelve-month period of January 2002 through December 2002. Then OCLC applied current fiscal year prices to the usage data.

The good news: *The FY2004 cataloging fixed fee has a zero price increase for FY2004.* Any increase or decrease in an institution's quote from the prior year is due strictly to activity fluctuations.

The total amount can be billed in several ways:

- A single annual installment paid either in September (covers cataloging from October-September) or June (covers July-June)
- Four equal quarterly installments in September (covers cataloging activity in October-December), December (covers January-March), March (covers April-June), and June (covers July-September)
- Twelve monthly payments (each installment covers the following month's activity)

OCLC fixed fee for cataloging is billed using four rollup-billing codes. Although four product codes are used for billing, for proper tax accounting, the total of these product codes is considered the fixed fee. All regular product codes covered by the fixed fee are zero-billed.

Cataloging fixed-fee pricing is also optional. Libraries may remain on transaction pricing, but if your library has the following characteristics, you may want to consider cataloging fixed-fee pricing:

- Have stable or increasing OCLC Cataloging activity
- Want predictable OCLC Cataloging bills
- Want to try new cataloging products and services — the cost would not be included in your current quote

Current cataloging fixed-fee subscribers are automatically renewed unless they submit a cancellation. (See <http://www2.oclc.org/oclc/pdf/forms/catfix.pdf> for a form where you may enter data directly into the PDF form, print, and then fax to FEDLINK on 202-707-4828. *Please submit all cancellations and new orders to FEDLINK by June 7, 2003.* If you have any questions, please contact Anne Harrison at FEDLINK (202-707-4834; [anha@loc.gov](mailto:anha@loc.gov).)

## **OCLC PromptCat Now Delivers More DLC Records**

OCLC has installed changes that allow the PromptCat service to deliver more Library of Congress (DLC) records and fewer British Library (UKM) records. Previously, when a DLC and a UKM record co-existed in WorldCat, PromptCat often delivered the UKM record. Now PromptCat delivers the record that it considers the best match to the vendor's record.

PromptCat looks at the cataloging source of the record that is chosen by the matching algorithms. If the cataloging source is anything but DLC, PromptCat searches WorldCat again. If a DLC record is found, that record is delivered instead.

More information about OCLC PromptCat visit the OCLC Web site at <http://www.oclc.org/oclc/menu/prompt.htm>. If you have questions, please contact Anne Harrison at FEDLINK. ■



# JSTOR, Purveyor of the Scholarly Back File

JSTOR is an electronic archive of the complete back runs of selected scholarly journals in certain academic disciplines, mainly in the social sciences and humanities. The JSTOR archive contains the backruns of 322 scholarly journals in 26 academic disciplines, mainly in the social sciences and humanities. Each title begins with volume one, number one and continues up to the “moving wall” date for each journal, which generally is three to five years before the current issue.

The archive is widely used at colleges and universities in the U.S. and abroad and is becoming increasingly valued by the broader research community. Already 38 federal agencies and offices make JSTOR available to their customers including the Pentagon, Treasury, Patent and Trademark Office, National Science Foundation, and Holocaust Memorial Museum. JSTOR became a FEDLINK vendor in 2002 to facilitate FEDLINK customers in licensing access to this growing archive.

## History of JSTOR

Originally conceived by William G. Bowen, President of The Andrew W. Mellon Foundation (and formerly President of Princeton University), JSTOR began to respond to the increasing problems faced by libraries seeking to provide adequate stack space for the long runs of backfiles of scholarly journals.

In 1993, as a member of the board of trustees of Denison University in Ohio, Bowen along with other board members considered the proposal to build an addition to the library to address the annual increase to the periodical and government documents collections. Bowen realized that many other institutions must be storing identical volumes of the same journals. With such an amount of real estate being devoted to duplicate collections, Bowen thought that a shared electronic archive might relieve institutions while simultaneously improving access to the journal content.

To demonstrate the concept, the Mellon Foundation sponsored a pilot project in 1994 to provide electronic access to the backfiles of 10 journals in two core fields, economics and history. The foundation selected five library test sites and converted every issue of the participating journals published prior to 1990—approximately 750,000 total pages—from paper into an electronic database at the University of Michigan and mirrored at Princeton University. Using technology developed at Michigan, high-resolution images of each page were

linked to a text file generated with optical character recognition (OCR) software, which, along with newly constructed table-of-contents indexes, permitted complete search and retrieval of the journal material.

Initial users of JSTOR were enthusiastic; the concept had great promise. Linking a searchable text file to the page images of the journal offers a level of access to the content that was previously unimaginable. Authorized users could view and print articles any time and from any networked location. Issues of journals are never checked out; they are always available, and in pristine condition. From the pilot project's success evolved JSTOR, an independent not-for-profit organization, incorporated in August 1995.

## From Pilot to Practice

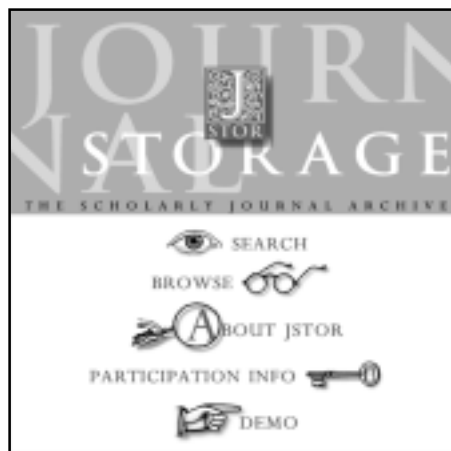
The addition of powerful search and printing capabilities makes the JSTOR archive more than just a way for libraries to save capital costs; it has become a scholarly

tool of enormous potential value. From the 200 initial institutions participating at JSTOR's launch in March 1997 (including the Library of Congress), the list has grown to more than 1,500 institutions around the world, in 71 countries.

To those first participants, JSTOR promised to deliver at least 100 journals by the turn of the century. Journals were released to participants as each discipline was completed. In late 1999 that first collection, now called Arts & Sciences I and containing 117 titles in 15 academic disciplines,

was completed and available to then approximately 600 participating institutions. JSTOR then solicited input from participants as to what further journals and disciplines would be desired by the academic community to be treated in the JSTOR way.

From the enthusiastic responses received (“do everything”), JSTOR narrowed down the suggestions to several collections to put into the production pipeline. The General Science Collection was released in chronological segments throughout most of 2000 and joined by Ecology & Botany in November 2000. The Business Collection became available to participants in September 2001 with Arts & Sciences II, containing 122 titles in some of the same disciplines and some complementary disciplines in Arts & Sciences I, released over the 18-month period from June 2001 through December 2002. The newest collection, Language & Literature, became available in October 2002.



This January JSTOR released a very different kind of collection. Unlike other collections with new journals to the archive, the new Mathematics & Statistics Collection is comprised entirely of journals already available through existing JSTOR collections. This is a unique undertaking for JSTOR, as it traditionally has offered collections that would increase the journal literature available to participating institutions. This collection, however, responds to the expressed interests of a targeted research community with a limited need for the broad spectrum of disciplines available through the larger collections.

The combination of “stand-alone” collections and some large multi-disciplinary collections gives librarians flexibility in selecting the most appropriate collections for their research communities. Institutions may participate in any combination of collections at any time. JSTOR plans to develop further collections, always in consultation with participants. In 2003 a collection of music journals will debut followed by the first titles of the Arts & Sciences III Collection.

## Building a Collection

All titles in the archive have been digitized beginning with Volume 1, Number 1. Not only does JSTOR use page images to maintain the “look and feel” of the original publications, it also ensures that the archive has the correct title and ISSN information for each publication.

Librarians know well that over the course of time, journals may change names and evolve. But JSTOR is committed to digitizing the entire run of a journal, no matter when it began publication and no matter the number of iterations. Sometimes the most difficult stage of the production process is acquiring a complete back run of a title. Publishers do not always own complete runs, and are sometimes not aware that a title they publish in fact succeeds an earlier title. JSTOR is well-populated with librarians who use all their training and experience to procure valid complete runs of titles.

JSTOR contains more than the ‘full text’ of the titles. The entire journal, cover to cover, is stored, including tables of contents, advertisements, book reviews, and of course the front and back matter of each issue. All illustrations and tables and plates are included and are faithfully reproduced as in the original.

## Backup and Redundancy Protect Collections

Because JSTOR is an archive, broad measures ensure that digital data is not at risk. This is especially important because caring for resource materials is going to be far more centralized in the electronic environment than it has been in the print environment. Centrally stored copies of valuable data cannot be allowed to be subject to natural disasters, political or civic unrest, and other crises.

To respond to these issues, JSTOR maintains backup tapes of its collections in OCLC’s vaults and mirrors its content on three servers, at the University of Michigan, Princeton University, and the University of Manchester in northern England. During the preparations for Y2K, JSTOR proved its guarantee would hold. Despite early assurances from both Michigan and Princeton that they would not jeopardize access to JSTOR, at the last moment both universities announced that all servers at both institutions would be removed from the internet for as many as 24 hours between December 31, 1999 and January 1, 2000. Dedicated to maintaining access for its users, JSTOR arranged with the Manchester staff members who were committed to remaining connected to the Internet. JSTOR quickly developed software for U.S. users to access the Manchester server while the Michigan and Princeton servers were unavailable. This software was helpful in reverse during the summer of 2001 when Manchester’s server room fell victim to the series of burglaries that was sweeping European universities. When the stolen servers were replaced by Manchester, this software enabled JSTOR access for UK researchers until the archive could be re-mirrored.

## Working With the Entire Information Community

In the broadest sense, JSTOR’s mission is to help the information community take advantage of emerging information technologies. In pursuing this mission, JSTOR has adopted a system-wide perspective, taking into account the sometimes conflicting needs of libraries, publishers, and researchers. In helping the community take advantage of advances in technology, JSTOR has: (1) created a trusted archive of core scholarly journal literature, and (2) attempted to extend access to the archive as broadly as possible. In pursuing those goals, JSTOR aims to provide benefits to the publishers that provide the resources, the libraries who provide access and archiving services to their institutions, and the scholars and students who gain access to the body of work and are also the authors of the original scholarly research.

## JSTOR Looks to the Future

JSTOR is committed to continuing to add new collections to the archive, at the direction and suggestion of its participants. In addition to outreach to public and school libraries, JSTOR is working with the U.S. and other countries around the world. In other countries, very often the first JSTOR participant is the national bank, making JSTOR’s Business Collection very popular in that arena, as it has been for the Federal Reserve Bank in the U.S., and the World Bank.

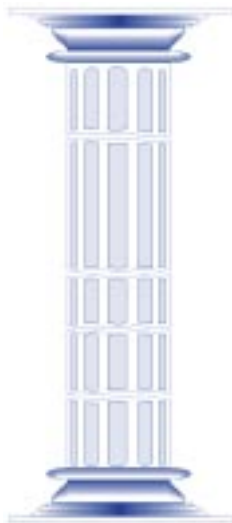
For the latest information about JSTOR, visit their Web site at <http://www.jstor.org/>. ■

*The Vendor Spotlight features FEDLINK vendors and the latest vendor news. Vendors who would like to be featured or have news regarding their products and services should contact Jim Oliver, FEDLINK Vendor Services Coordinator at (202) 707-4960.*

Project to redesign the CRS logo and other visual aspects of their publications. Carol Bursik, chair of the FLICC Budget and Finance Working Group, presented the proposed FY2003 budget. For the first time, this annual meeting was cybercast via the FLICC/FEDLINK Web site, allowing those unable to travel to the Washington area an opportunity to see the proceedings.

Both FEDLINK OCLC Users Group meetings, held in November and May, provided in-depth presentations on OCLC's expanded Web services: OCLC has improved both cataloging and ILL interfaces via the Web and added more functionality to FirstSearch to increase its connections to full text and improve libraries' ability to integrate it with their other Web-based systems. Other reports at the meetings indicated that GPO will continue to participate in OCLC's pilot to build a digital archiving system and that FEDLINK will continue to assist federal libraries in their participation in the pilot stage of QuestionPoint, the Library of Congress-OCLC cooperative digital reference system.

The 2002 FEDLINK training program included 31 onsite training classes for 251 students and seven offsite programs for 164 participants. In the U.S. and Europe, staff members supplemented the basic Web searching courses by adding a course on searching the alternative, or "dark," Web. Robert Ellett, Jr., chief of cataloging at the Joint Forces Staff College, taught Advanced Cataloging and Authorities. OCLC courses emphasized use of Web interfaces to cataloging and interlibrary loan. In conjunction with FLICC Educational Programs, FEDLINK customers and others attended innovative educational initiatives including workshops and seminars on Library of Congress subject headings, serial holdings, descriptive and cartographic cataloging, virtual reference, library assessment and benchmarking, and knowledge management.



FEDLINK also emphasized using training agreements so that FEDLINK customers could fund training accounts for OCLC and other workshops held by sister networks such as Amigos, BCR, CAPCON, NYLINK, Michigan Library Consortium, OCLC Western and Palinet. FEDLINK also brokered the Computers in Libraries conference at a discounted rate for 282 attendees, saving the government \$80,000.

### **Customer Service Arrives In Person, By Phone, Online**

The FEDLINK Fiscal Hotline responded to a variety of member questions ranging from routine queries about IAGs, delivery orders, and account balances, to complicated questions regarding FEDLINK policies and operating procedures. In addition, the FLICC Web site and email contacts continued to offer FEDLINK members and vendors 24-hour access to fiscal operations.

Fiscal staff members continued to meet with FEDLINK member agencies and FEDLINK vendors to discuss complicated account problems and assigned senior staff members to concentrate on resolving complex current and prior year situations. Network staff members visited 16 member libraries to provide in-depth demonstrations of OCLC services and to consult on workflow and best practices, demonstrations and lectures at several agency meetings such as the Army Library Institute, the Military Librarians Workshop, a U.S. Army Europe Libraries meeting and the Geological Survey Library Consortium Meeting.

FEDLINK staff members supplemented hands on customer service with the release of a newly designed Web site, detailed information in *FEDLINK Technical Notes*, postings on electronic lists, extensive telephone consultations and email. FEDLINK online financial service system, ALIX-FS, maintained current and prior year transfer pay accounts in FY2002 and continued to provide members early access to their monthly balance information throughout the fiscal year. ■

## ***What's Happening Is What's New***

*For the latest information on all FEDLINK programs, products and services, visit the What's New Page at the FLICC/FEDLINK Web site <http://www.loc.gov/flicc/whatsnew.html> or call the FEDLINK Fiscal Hotline at (202) 707-4900.*



## OCLC Database Enrichment Credits Available

OCLC cataloging members with regular full authorization may correct certain fields in a bibliographic record and receive credit. Use the Lock command, add or edit the fields indicated below, then use the Replace command to change the master WorldCat record. The record will reflect the library symbol in ‡d of the 040. The user receives one credit per replace transaction. The following actions also earn a database enrichment credit of \$0.54 (Product Code ONT2565):

Tag	Description	Notes
024	Other Standard Identifier	May add additional field, if not already present with the same code in ‡2, but may not edit existing field
050	Library of Congress Class #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
055	Call #/Class # Assigned in Canada	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
060	National Library of Medicine Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
070	National Agricultural Library Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
072	Subject Category Code	May add additional field but may not edit existing field
080	Universal Decimal Classification #	Must be authorized for class scheme in which adding a call number; cannot add or modify call number of type already in record
082	Dewey Decimal Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
084	Other Classification Number	May add additional field, if not already present with the same code in ‡2, but may not edit existing field
086	Government Document Class #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
090	Locally Assigned LC-type Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
092	Locally Assigned Dewey Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
096	Locally Assigned NLM-type Call #	Must be authorized for class scheme in which adding a call number and cannot add or modify call number of type already in record
505	Formatted Contents Note	May edit existing 505 or add 505, if not already present
506	Restrictions on Access Note	May edit existing 506 or add 506, if not already present
520	Summary, Etc. Note	May edit existing 520 or add 520, if not already present
526	Study Program Information Note	May edit existing 526 or add 526, if not already present
530	Additional Physical Form Available Note	May edit existing 530 or add 530, if not already present
583	Action Note	May edit existing 583 or add 583, if not already present
600	Subject Added Entry-Personal Name	May add new, if not already present, but cannot modify subject heading of same type already in record and must be authorized for subject heading scheme in which they are adding a subject heading
610	Subject Added Entry-Corporate Name	
611	Subject Added Entry-Meeting Name	
630	Subject Added Entry-Uniform Title	
650	Subject Added Entry-Topical Term	
651	Subject Added Entry-Geographic Name	
655	Index Term-Genre/Form	
656	Index Term-Occupation	May add additional field, if not already present with the same code in ‡2, but may not edit existing field
657	Index Term-Function	May add additional field, if not already present with the same code in ‡2, but may not edit existing field
856	Electronic Location and Access	May edit existing 856 or add 856, if not already present

Other fields may be edited or added, but receive no database enrichment credit. If you upgrade a less-than-full record to full level using the Lock and Replace procedure, you receive a credit of \$2.75 (Product Code TOC3491). For more information about database enrichment and upgrading records, see Chapter 4 of the online *OCLC Cataloging Service User Guide*, 3<sup>rd</sup> edition, found at <http://www.oclc.org/connexion/documentation/guide/>.

# FLICC/FEDLINK CALENDAR KEY

- <sup>1</sup> **FEDLINK TRAINING CLASS:** REGISTRATION IS MANDATORY. CALL (202) 707-4848.
- <sup>2</sup> **THE FEDLINK TRAINING ROOM** IS LOCATED AT THE LIBRARY OF CONGRESS, ADAMS BLDG., ROOM 216, 2ND ST. AND INDEPENDENCE AVE. SE, WASHINGTON, D.C.
- <sup>3</sup> **FLICC EDUCATIONAL PROGRAM:** REGISTRATION IS MANDATORY. CALL (202) 707-4800, UNLESS INSTRUCTED OTHERWISE IN THE CALENDAR LISTING.
- <sup>4</sup> **PREREQUISITES FOLLOW:**
- **COPY CATALOGING ON OCLC**—PREREQUISITE: INTRODUCTION TO SEARCHING OCLC.
  - **FINDING IT: INTRODUCTION TO RESEARCH ON THE WORLD WIDE WEB**—PREREQUISITE: EXPERIENCE USING THE WORLD WIDE WEB.
  - **OCLC AUTHORITIES**—PREREQUISITE: INTRO TO SEARCHING OCLC; COPY CATALOGING ON OCLC
  - **OCLC CONNEXION OVERVIEW**—PREREQUISITE: INTRO TO SEARCHING OCLC; COPY CATALOGING ON OCLC; KNOWLEDGE OF CATALOGING AND THE MARC FORMAT.
  - **ORIGINAL CATALOGING ON OCLC**—INTRO TO SEARCHING OCLC; KNOWLEDGE OF CATALOGING PRINCIPLES AND THE MARC FORMAT
  - **WEB INTERFACE TO THE OCLC ILL SUBSYSTEM**—PREREQUISITE: INTRODUCTION TO SEARCHING OCLC.
- <sup>5</sup> **NO PRINT NOTICE WILL BE ISSUED.**

FOR INFORMATION ON COURSES NOT APPEARING IN THIS EDITION OF THE CALENDAR, VISIT THE FLICC/FEDLINK WEB SITE AT [HTTP://WWW.LOC.GOV/FLICC](http://www.loc.gov/flicc).

REQUEST ADA ACCOMMODATIONS FIVE BUSINESS DAYS IN ADVANCE AT  
**(202) 707-6362** TTY OR  
[ACA@LOC.GOV](mailto:ACA@LOC.GOV).

## JUNE

- 7-12 SPECIAL LIBRARIES ASSOCIATION ANNUAL CONFERENCE—FEDLINK EXHIBIT BOOTH #164**  
NEW YORK, NY
- 24 FEDLINK VENDOR BRIEFING: RAPSHEETS.com**  
9:30AM - 11:30AM OR 1:30PM - 3:30PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 19-25 AMERICAN LIBRARIES ASSOCIATION ANNUAL CONFERENCE**  
TORONTO, CANADA
- 26 FLICC ORIENTATIONS TO FEDERAL LIBRARIES AND INFORMATION CENTERS SERIES<sup>5</sup> HOWARD UNIVERSITY LIBRARY<sup>3</sup>**  
TIME TO BE ANNOUNCED  
FREE—REGISTRATION REQUIRED

*Great Escapes!*

## JULY

- 8 INTRODUCTION TO SEARCHING OCLC<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125
- 9 COPY CATALOGING ON OCLC<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 10 WEB INTERFACE TO THE OCLC ILL SUBSYSTEM<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 11 SEARCHING AND ADMINISTERING FIRSTSEARCH<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125
- 12-16 AMERICAN ASSOCIATION OF LAW LIBRARIES ANNUAL MEETING AND CONFERENCE**  
SEATTLE, WASHINGTON
- 16 FINDING IT: INTRODUCTION TO RESEARCH ON THE WORLD WIDE WEB<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 17 OCLC CONNEXION DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED

- 21-25 THE INSTITUTE FOR FEDERAL LIBRARY TECHNICIANS<sup>3</sup>**  
9:00AM - 4:00PM  
LIBRARY OF CONGRESS  
MUMFORD ROOM (6TH FLOOR)  
\$300—REGISTRATION REQUIRED
- 23 OCLC CONNEXION DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 29 FEDLINK VENDOR BRIEFING: WEST GROUP**  
9:30AM - 11:30AM OR 1:30PM - 3:30PM  
NATIONAL DIGITAL LIBRARY LEARNING CENTER  
LIBRARY OF CONGRESS—MADISON BUILDING  
FREE—REGISTRATION REQUIRED
- 30 OCLC CONNEXION OVERVIEW<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>

## AUGUST

- 5 QUESTIONPOINT DEMONSTRATION<sup>1</sup>**  
1:30PM - 3:30PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 6 QUESTIONPOINT DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 7 OCLC CONNEXION DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 13 ILLIAD<sup>1</sup>**  
9:00AM - 11:30AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$65—REGISTRATION REQUIRED

**Reminder:**  
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FLICC Educational Programs**  
Cancellations must be called into the  
FLICC office  
**(202-707-4800)**  
48 hours prior to the start of an  
educational program  
or the full fee will be charged.

- 14 OCLC CONNEXION OVERVIEW<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125—PREREQUISITE REQUIRED<sup>4</sup>
- 20 OCLC CONNEXION DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- ## SEPTEMBER
- 4 OCLC CONNEXION DEMONSTRATION<sup>1</sup>**  
9:00AM - 11:00AM  
FEDLINK TRAINING ROOM<sup>2</sup>  
FREE—REGISTRATION REQUIRED
- 12 2003 INFORMATION TECHNOLOGY UPDATE INSTITUTIONAL REPOSITORIES<sup>3</sup>**  
9:00AM - 4:00PM  
THE LIBRARY OF CONGRESS  
FEE TO BE ANNOUNCED—REGISTRATION REQUIRED
- 16 INTRODUCTION TO SEARCHING OCLC<sup>1</sup>**  
9:00AM - 4:00PM  
FEDLINK TRAINING ROOM<sup>2</sup>  
\$125

### Editorial Staff

*FEDLINK Technical Notes* is published by the Federal Library and Information Center Committee. Send suggestions of areas for FLICC attention or for inclusion in *FEDLINK Technical Notes* to:

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Library of Congress  
101 Independence Avenue SE  
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FLICC/FEDLINK:  
Phone (202) 707-4800 • Fax (202) 707-4825  
FEDLINK Fiscal Operations:  
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Email: [fliccfpe@loc.gov](mailto:fliccfpe@loc.gov)  
Web Site: <http://www.loc.gov/flicc>

**Executive Director:**  
Susan M. Tarr

**Editor-In-Chief:**  
Robin Hatziyannis

**Editorial Assistant:**  
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FLICC was established in 1965 (as the Federal Library Committee) by the Library of Congress and the Bureau of the Budget for the purpose of concentrating the intellectual resources of the federal library and related information community. FLICC's mission is to foster excellence in federal library and information services through interagency cooperation and to provide guidance and direction for the Federal Library and Information Network (FEDLINK).



## Search the FLICC/FEDLINK Web Site

While staff members learn the ins and outs of developing a local search engine for the FLICC/FEDLINK Web site, the Library of Congress search function finds FEDLINK and FLICC related materials quickly and accurately.

The FLICC/FEDLINK Web site is adding a link to the Library's search engine on the "Under Construction" page users encounter when they click on search. "We are integrating this new link throughout the Web site as pages are updated," said Robin Hatziyannis, FLICC's Editor-in-Chief. "When we heard at the Spring Membership Meeting that members needed a quicker fix for their searching needs, we wanted to respond immediately."

Hatziyannis remains optimistic that the FLICC Web Team will be able to launch a site-specific search function by the end of the summer. "In the meantime, customers should click on the search link to access the Library's engine (<http://search.loc.gov:8765/query.html>). She also asked those with other Web-related questions, ideas and comments to send them on to [fliccfpe@loc.gov](mailto:fliccfpe@loc.gov). "Suggestions from our users are the best tools we have for fine tuning our resources," said Hatziyannis.

## FEDLINK Pricing Now More Electrified

In addition to the 40+ online vendor pricing pages (and still growing) available on the FLICC/FEDLINK Web site at <http://www.loc.gov/flicc/pricingschedules.html>, discount pricing information on books vendors has expanded to include eight new vendors. To see the latest discounts from all books vendors, point your browser to <http://lcweb.loc.gov/flicc/prices/bksprice.html>. For information on individual vendors, contact Jim Oliver, FEDLINK's Vendor Services Coordinator by phone (202) 707-4960 or email to [joli@loc.gov](mailto:joli@loc.gov). ■

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