

Goals:

- * To have URLs for all **locally-licensed** e-resources coded in MARC field **956** in bibliographic records
- * To **discontinue** use of value **"g"** (OhioLINK resource) for **BCODE3**, and to update records currently coded with this value

Steps:

1. All government documents, free web resources, and other generally available links such as TOC and publisher blurb links in bibliographic records, may remain as is, with URL in 856
2. OhioLINK e-journals (EJC), e-books (EBC), and digital videos may remain as is, with OhioLINK "rave" URL in 856.
3. OhioLINK EBSCO and Learning Express Library records should continue to have URL in 856, and BCODE3=z (not contributed to central) (Because these records lack OCLC numbers, they are contributed to central only by YSU and SLO, respectively. If you have coded any of these as BCODE3=g, please change to "z" immediately.)
4. Identify locally-licensed e-resources
 - * Change 856 for local access URL to 956
 - * If you have records that include both OhioLINK and locally-licensed access points on the same record, leave the OhioLINK access in 856, and update the local access to 956
 - * If you had previously coded such resources with BCODE3=z, AND they have full OCLC records, records may now be contributed to central at your discretion.
 - * If you have lots of e-resource records, and especially many resources with both OhioLINK and local access, you may find it helpful to adapt procedures developed by OSU and KSU for using review files to identify all the records needing updates. [These procedures use location and other codes specific to OSU and KSU. If you use them, be certain to adapt them for your local codes and practices.]

IMPORTANT: If you change an 856 to a 956 in a record that was already contributed to Central, you MUST suppress and unsuppress that record in order for the change to show at Central.

5. If you use a local URL for OhioLINK databases (for local proxy address or other reasons), this local URL should be moved to a 956.
6. Elimination of BCODE3=g
 - When all above steps are completed, gather all records that have BCODE3=g
 - To update these requires a 2-step process. Both steps are required to make the change take effect properly in the central catalog
 - a. Rapid update code "g" to code "z"
 - b. Rapid update code "z" to code "-"
7. When you have completed all steps above, including removal of code "g", please report to Meg Spernoga (meg@ohiolink.edu).
8. Review ongoing workflows as needed to make sure that 956 continues to be used for newly acquired local online resources. Again, remember that if you import a record with an 856 and BCODE3= "-"; and change the URL field to a 956, you MUST suppress and unsuppress for the change to be reflected at Central.

Questions? Contact Marty Jenkins (martin.jenkins@wright.edu); Amey Park (apark@kent.edu), or Meg.