OCLC Connexion Cataloging Authorizations FAQ

What is a cataloging authorization?

- Also known as OCLC login, an OCLC Connexion cataloging authorization is a pair of a 9-digit code and a password. The 9-digit code works as the username when you log in.

How do I request a new authorization/login?

- To request a new OCLC cataloging authorization, the following information is needed:
  - OCLC symbol
  - Contact name (i.e., approver)
  - User’s name
  - User’s Harvard email address
  - User’s logon greeting (typically the user’s first name)
  - Cataloging level (Full, Search, NACO, BIBCO, CONSER)
    - Levels other than Full or Search require separate approval by Harvard PCC coordinators.
    - Requests for NACO, BIBCO, or CONSER authorizations must be first cleared with the Harvard coordinator for that program and will also be verified by OCLC.
    - Master level is only for participants in the Member Merge program.
  - Types of classifications used (LC, Government Documents, Dewey, NLM, Other (write in))
  - Selections determine which fields will be automatically populated in a workform for a new record.
  - Types of subjects used (LCSH, MeSH, Local, Other (write in))
  - Selections determine which fields will be automatically populated in a workform for a new record.
  - The OCLC Coordination Working Group works together with Harvard Library Contacts for OCLC Authorizations to request the new login, and the user will be notified when their login is available for use.

Which cataloging level should I request?

- **Search** … if you only search and export records from Connexion.
  - You need only one Search authorization, regardless of OCLC symbols.
- **Limited** … if you catalog in Connexion but only locally.
  - This level allows you to save records to local or online save files but not to WorldCat.
- **Full** … if you do cataloging – in other words, if you modify existing records or add new records – in Connexion.
  - This is the appropriate level for most people in Harvard libraries who catalog in Connexion.
  - Full level is also required if Z39.50 searching is needed.
- **NACO** … if you perform authority work under the NACO program.
  - This cataloging level also allows you to perform regular Full-level cataloging as well as edit BIBCO records.
  - You can perform all your NACO work on one authorization, unless a different MARC Org Code is needed (such as if you participate in a NACO Funnel).
- **BIBCO** … if you perform monograph cataloging work under the BIBCO program.
  - This is also called PCC cataloging, or Enhance National.
  - This cataloging level also allows you to perform regular Full-level (non-PCC) cataloging and NACO work.
  - While both NACO and CONSER levels allow you to edit BIBCO records, only the BIBCO level allows you to both add and edit BIBCO records.
- **CONSER** … if you perform continuing resources (serials) cataloging work under the CONSER program.
  - This is also called PCC cataloging.
  - This cataloging level also allows you to perform regular Full-level (non-PCC) cataloging and NACO work as well as edit BIBCO records.
  - This is the only cataloging level that allows you to perform any work on CONSER records.
- **Master** … if you participate in the Member Merge program.
  - This is very rare. Only three catalogers at Harvard are in this group as of August 2020.
  - If you perform cataloging for more than one OCLC symbol, you will need a separate authorization (of appropriate level) for each symbol.

How can I verify the level of my authorization?

- You can verify your authorization level, or mode, when you log in to Connexion: right after entering your authorization code and password, a "Message of the Day" appears; in that window, right below the greeting, it says which service or mode you will be using on that login: Search, Limited, Full, NACO, Enhance National (which is BIBCO), CONSER National, or Master mode.
What do I do when I receive my new authorization?

- You will have to enter your username and password in Connexion settings (options). See the wiki page How to save your new OCLC Connexion authorization for instructions.

How will I be able to change my password?

- These passwords are managed by OCLC. If you need your password changed, please follow instructions on the wiki page How to Change OCLC Connexion Passwords (requires HUID login).

What if I forget my password?

- If you forget your password, you may be able to find it in the secure e-mail where OCLC initially sent you your password; if not, follow instructions on the wiki page How to Change OCLC Connexion Passwords (requires HUID login).

What happens when someone leaves or no longer needs the authorization?

- These authorizations are individual. When a student or staff member leaves or no longer needs their authorization, the authorization must be deactivated.
- The Harvard Library Contacts for OCLC Authorizations can use the same form to request the deletion of authorizations, or you can send the authorization code or the email address of the departing student or staff member to the OCLC Coordination Working Group.
- Following Harvard's IT security policy, passwords must not be shared with others.

Why do we need individual logins?

- Harvard library collections metadata is a university asset that must be secured. Therefore, all work to update collections metadata must be performed on a login specific to an individual for auditor compliance purposes.

See also

- OCLC Connexion authorizations changes 2020 (requires HUID login)
- OCLC symbols, MARC Organization Codes, and OCLC authorizations