

**Harrington Library Consortium
Cataloging Packets: OCLC Alternative**

Search OCLC WorldCat for a bibliographic record that matches your item.

If you find more than one matching record, prefer the record with the most holdings or with most complete information.

Print the complete record. The **OCLC Accession No. must appear** in the print-out.

If you do not set holdings on a brief record in the HLC system, **and** the library name appears on the print-out, no packet form is necessary.

If you do set holdings on a brief record in the HLC system, attach the appropriate packet form. Fill in Library, Item ID, and Brief Record Control #. You may leave other areas blank. However...

If information about PAGES and SIZE (for books) is missing from the selected OCLC WorldCat record, fill in the entire packet form.

If NUMBER OF DISCS or CASSETTES (for video and sound recordings) is missing from the selected record, create a regular cataloging packet instead.