



## **Contract Cataloging Record Delivery for Naxos Music Library Frequently Asked Questions (FAQ)**

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### **How many records are available?**

As of March 2022, there are 123,184 records available in the complete backfile.

New records will be made available for delivery on a monthly basis. Approximately 1,000 records are added to the collection each month (this is an estimate; some months may include more or less than 1,000 records)

### **How much do the records cost (US dollars)?**

The price for the complete-backfile is \$2,500.00. New records are made available on a monthly basis at \$0.35 per record.

### **Are the records included in a library's OCLC cataloging subscription?**

No, fees associated with the records are not included in the cost of OCLC cataloging subscriptions and you will be invoiced separately.

### **Does my library need to be an OCLC member to receive the records?**

No, it's not necessary to be an OCLC member in order to receive the records. An OCLC symbol is required for ordering and if you don't have one already, one will be assigned to you during the set-up process (please add 3 additional days for setup if a new symbol is required).

### **How are records delivered?**

Records are delivered once a month, usually near the beginning of the month. Records are delivered to the MyFiles interface via OCLC's WorldShare platform. If you are new to WorldShare, you will receive an email with information about login and use after you've been profiled.

## How will my library be notified that records are available?

OCLC will send a delivery notification email to the contact person provided when a new file is ready for download.

## Can more than one person receive delivery notifications?

Yes, a library can supply multiple email addresses for notification. If the library has already completed the Naxos form, please send a message to [support@oclc.org](mailto:support@oclc.org) to add additional contacts to your Naxos profile.

## Can I change the contact person that receives the delivery notifications?

Yes, please send a message to [support@oclc.org](mailto:support@oclc.org) and let them know the contacts to add and/or remove.

## How often will the library receive invoices?

Invoices are generated monthly (for records delivered the previous month).

## How does a library sign-up to receive the MARC records?

To receive MARC records for the Naxos Music Library Collection, please complete the Cataloging Partners MARC Request form at: <https://www.oclc.org/forms/naxos.en.html> .

## What local editing options are available?

The following editing options are available for the Naxos records. Please include the information in the MARC Record Request Form:

- *Public note information in 856*
- *856 field proxy prefix*
- *Constant data field(s) to be added to new field(s) in the record*

## Will the hyperlink in the 856 field be customized?

Yes, records will be edited to contain a custom, library-specific URL that links at the title level. The authenticated user will be taken to a landing page showing a player where they can select the tracks from the title they wish to listen to.

## Are sample records available?

Yes, five sample records are available upon request. The corresponding OCLC record numbers are:

\*1096387014  
\*1096332981  
\*1097249350  
\*1096331955  
\*1097191050

\* Please note, the URLs in the Naxos master records point to the Naxos website. However, when a library participates in our OCLC/Naxos record delivery service, they will receive records with library and title- specific URLs, which will seamlessly authenticate the user to Naxos' content.

## **Are the records available through the WorldCat Knowledge Base?**

The records created by OCLC's Contract Cataloging team are presently only available through Contract Cataloging. There is a Naxos collection available through the WorldCat Knowledge Base, this collection contains some acquisition-level records.

## **Will libraries be notified if a record is deleted from the collection?**

Contract Services doesn't have a mechanism for notifying libraries about deleted records at this time.

## **How does a library report a record with an error in it?**

Please send a message to [support@oclc.org](mailto:support@oclc.org)

## **How does a library cancel its order?**

Please send a message to [support@oclc.org](mailto:support@oclc.org) Please be sure to include your OCLC symbol that you receive records under.

## **Is OCLC planning to provide records for Naxos Spoken Word and Naxos Jazz as well?**

At the moment, OCLC is focusing the record creation for Naxos Music Library titles (Classical).

## **Who should a library contact with questions?**

Libraries in the United States should contact OCLC Customer Support via email to [support@oclc.org](mailto:support@oclc.org)

For libraries outside of the United States, please refer to this page for support in your region:

<https://www.oclc.org/en/contacts/support.html>