FDM Tutorial: Finding SuDoc call numbers for local catalog records that only have LC or Dewey classification numbers.

Background:

Some libraries use LC or Dewey classification call numbers in their catalog records instead of Superintendent of Documents (SuDoc) call numbers. To maximize the chances of 'matching' another library's Need when offering material in FDLP eXchange, a SuDoc call number should be used. FDM has CGP records for content from 1976 to present, and select records for content predating 1976. Your local catalog report can be enhanced with SuDoc call numbers if your catalog report has OCLC numbers that match GPO's OCLC numbers.

Process:

FDM report:
- Log into FDM.
- Click **MARC Records**.
- Click **Get MARC** (you may have to wait a while)
- Click **Export to Excel** (you may have to wait a while)
- Open up the Excel spreadsheet and copy the OCLC column into a new column. In that new column, you will 'clean up' the field.
    - **Find & Replace** > **Find what** >
        - Find (OCoLC) and Replace with [leave blank]
        - Find ocm and Replace with [leave blank]
        - Find ocn and Replace with [leave blank]
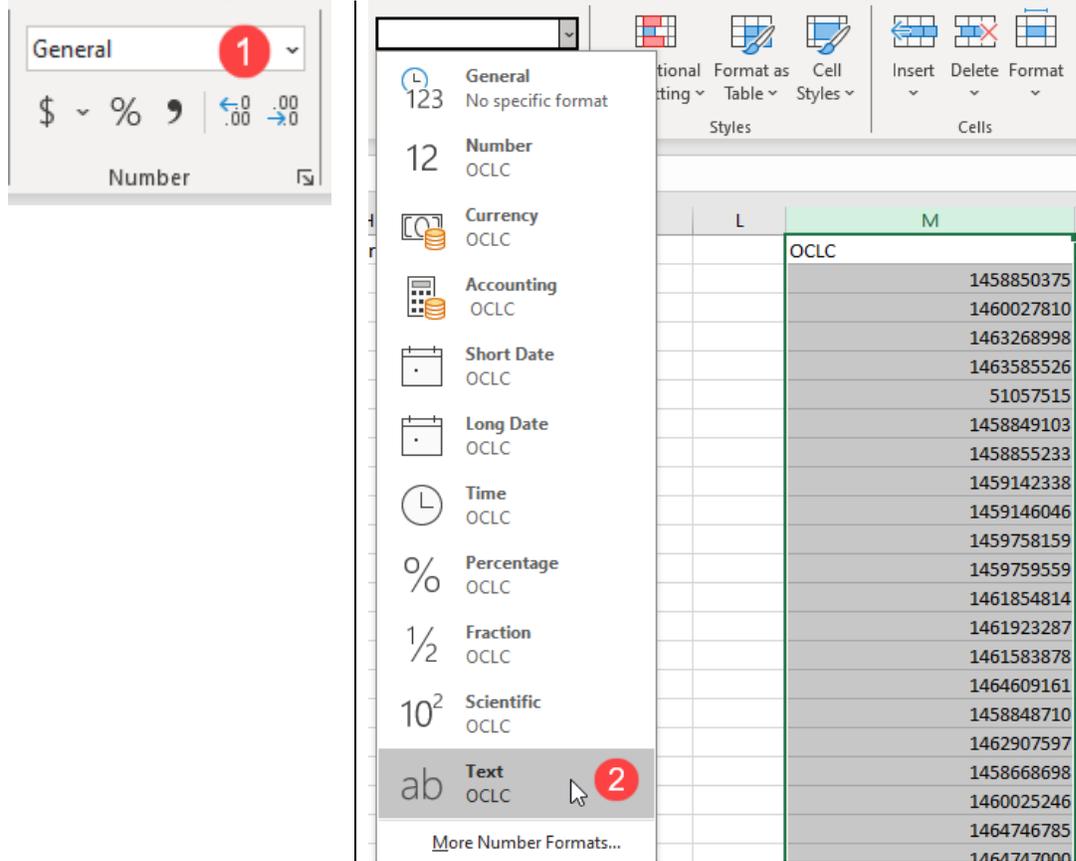   - And so on. The goal is to strip out everything but the actual OCLC numbers.

Catalog report:
- Identify a section of your collection to inventory or evaluate for weeding and run a local catalog report to create a spreadsheet of material.
- In your spreadsheet, clean up your OCLC field so it is just the OCLC number itself. Like above, you will likely have to do a similar Find & Replace operation for (OCoLC), ocm, and ocn.
- In a new spreadsheet tab, copy and paste the clean OCLC column from your FDM report. Copy and paste the SuDoc column from your FDM report to the right side of the OCLC number.
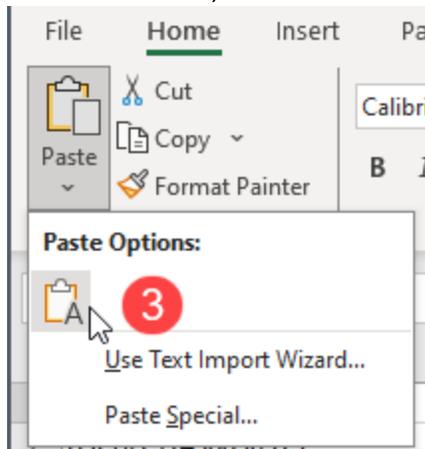
Setting OCLC values to be Text format:
- Both OCLC columns will need to be set to Text format.
    - Select and copy the OCLC column.
    - Paste the column into NotePad++ or TextPad (any text editing software).

o   Back in your spreadsheet, select the OCLC column and on the Home tab, under Number (1), click on the drop down box to select **Text** (2).

o   In NotePad or TextPad, copy the OCLC numbers.
o   In your spreadsheet, click in the first cell of the OCLC column.
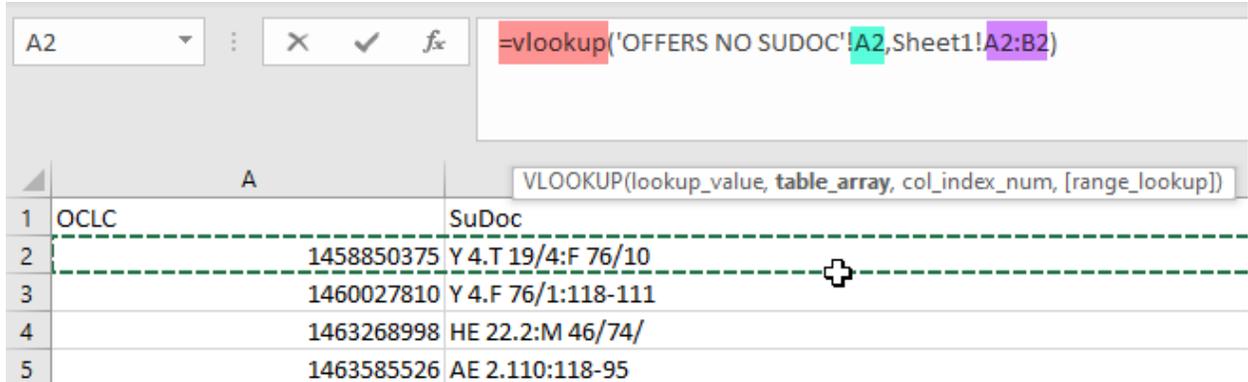o   On the Home tab, click on **Paste** > **Paste** (3).

This will paste the OCLC numbers as Text values into the Text-formatted column.

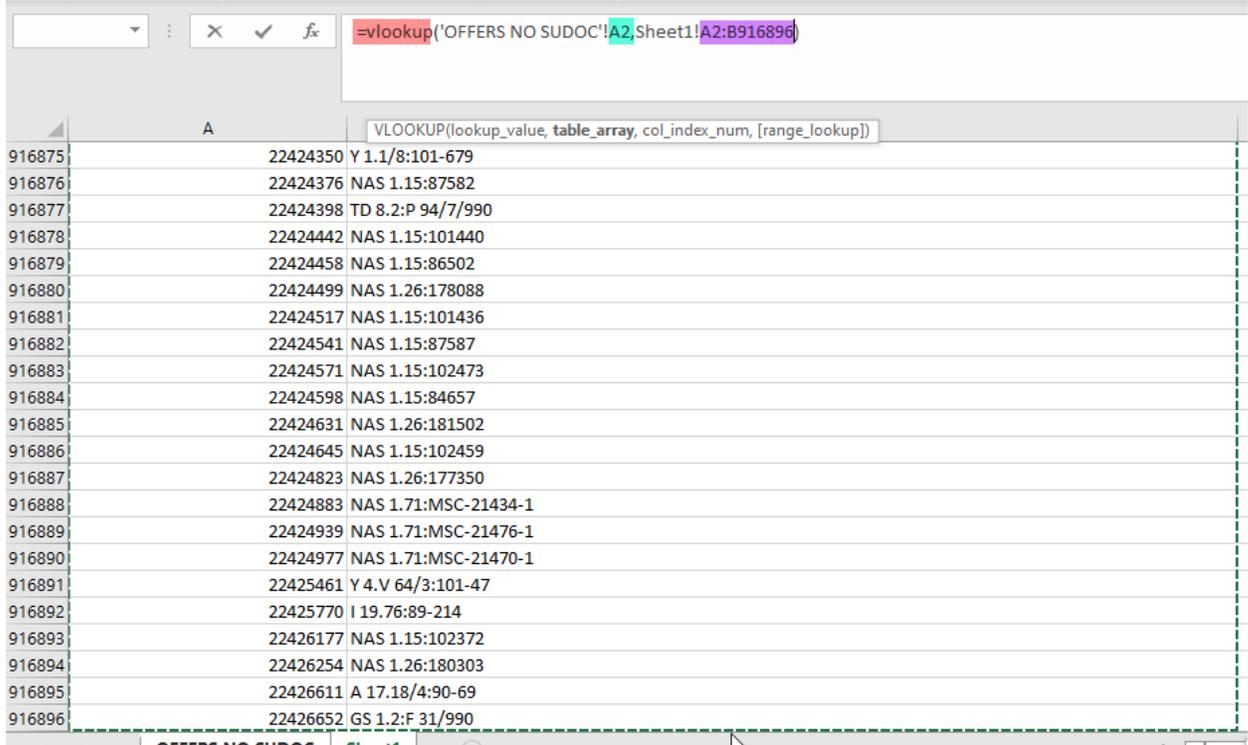● Repeat the operation for the other OCLC column.

Catalog report:

● Back on the original tab, create a new column next to the LC Call Number column.
● In a blank cell of that new column, type: =vlookup(

- Click in the first cell of your OCLC column and type a comma, for example, if your catalog's OCLC numbers are in column A: =vlookup(A2,
- On the tab where you copied the FDM OCLC and SuDoc information, click in the first OCLC number and drag the selection over to the SuDoc field. Below, the first OCLC number and SuDoc are selected.
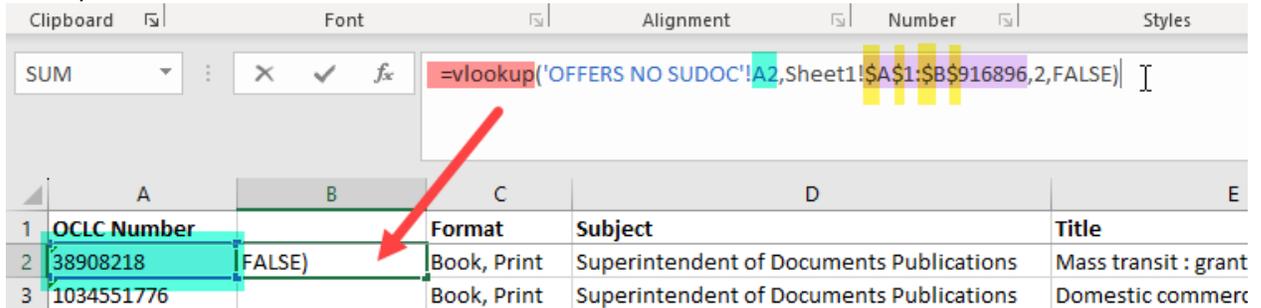
| A2 | ▼ | ⋮ | ✕ | ✓ | ƒx | =vlookup('OFFERS NO SUDOC'!A2,Sheet1!A2:B2) |

	A		VLOOKUP(lookup_value, **table_array**, col_index_num, [range_lookup])
1	OCLC	SuDoc	
2		1458850375	Y 4.T 19/4:F 76/10
3		1460027810	Y 4.F 76/1:118-111
4		1463268998	HE 22.2:M 46/74/
5		1463585526	AE 2.110:118-95

- Hit **CTRL** + **SHIFT** + **down arrow** to select all the way down to the bottom of the list - this is the 'array.' In the image below, the full array is selecting all OCLC and SuDoc cells.

| | ▼ | ⋮ | ✕ | ✓ | ƒx | =vlookup('OFFERS NO SUDOC'!A2,Sheet1!A2:B916896) |

	A	VLOOKUP(lookup_value, **table_array**, col_index_num, [range_lookup])
916875	22424350	Y 1.1/8:101-679
916876	22424376	NAS 1.15:87582
916877	22424398	TD 8.2:P 94/7/990
916878	22424442	NAS 1.15:101440
916879	22424458	NAS 1.15:86502
916880	22424499	NAS 1.26:178088
916881	22424517	NAS 1.15:101436
916882	22424541	NAS 1.15:87587
916883	22424571	NAS 1.15:102473
916884	22424598	NAS 1.15:84657
916885	22424631	NAS 1.26:181502
916886	22424645	NAS 1.15:102459
916887	22424823	NAS 1.26:177350
916888	22424883	NAS 1.71:MSC-21434-1
916889	22424939	NAS 1.71:MSC-21476-1
916890	22424977	NAS 1.71:MSC-21470-1
916891	22425461	Y 4.V 64/3:101-47
916892	22425770	I 19.76:89-214
916893	22426177	NAS 1.15:102372
916894	22426254	NAS 1.26:180303
916895	22426611	A 17.18/4:90-69
916896	22426652	GS 1.2:F 31/990

OFFERS NO SUDOC | Sheet1

- Type a comma

- In the formula bar at the top, type: 2,FALSE)
- In the formula bar, in the array, add dollar signs to the rows and columns (yellow highlighting below).

- Hit **ENTER**
- If the same OCLC number was found in the FDM report, it will report out the corresponding SuDoc value found in the second column. If it does not find the same OCLC number, it will report out #N/A.
- Draw the formula down the new column by mousing over the plus sign in the lower right corner of the cell you created the formula in. Double click on the plus sign.

Notes:

- Not everything is cataloged in the CGP/FDM. GPO cataloging in MARC format is strong from 1976 to present, with pockets of record sets predating 1976. Record sets from other utilities may have SuDoc numbers for material not in the CGP/FDM.
- Serials will only have SuDoc stems, not full SuDoc call numbers.