Share knowledge base collections

See how to share collections with the knowledge bases of libraries in your consortium so that only one of you has to do collection maintenance.

Share individual collections

You can share individual knowledge base collections in Collection Manager with libraries in your consortium. Benefits of sharing an individual collection:

- The work you have done to customize or create a new collection will benefit your partner libraries
- Any updates you do in the future to maintain a collection will be automatically applied to your partner libraries once the collection is shared
- If you make the collection customizable and one of your partner library chooses to further customize the collection, any updates you make to the collection will not apply to them

Share a collection with a library

1. Before you can share a collection, you must add a knowledge base collection. Collections that are good candidates for sharing are those you have modified or created because they are not in the WorldCat knowledge base. If you haven't added collections yet, see Choose a method to add or create a knowledge base collection.

   Note: If you create a collection, use the collection-level Sharing setting to determine whether or not libraries will be able to select a subset of the collection or if they will only be able to select the collection as a whole. See Customizable and non-customizable collections to help you decide which setting to choose.

2. Search for the collection you want to share in the Collection Manager search field and click on the collection to open it.

3. Expand the Sharing accordion.

4. You have two options. You can share the collection one library at a time or multiple libraries at once:
   1. To share the collection with a single library:
      1. In the search box, type the name or the WorldCat Registry ID of the library you want to share the collection with and select the library from the list.
      2. Click Add to add the library to the list of institutions that currently have access to the collection.
   2. To share the collection with multiple libraries:
      1. Click Share to multiple libraries.
      2. Enter the Registry IDs of the libraries you want to share the collection with separated by a space.
3. Click **Share** to add the libraries to the list of institutions that currently have access to the collection.

Collections can only be unshared when the library the collection was shared with deselects the collection from its holdings. The Use column indicates whether the collection is in use by the library. For more information, see [Stop sharing a collection](#), below.

### Find and select a collection another library has shared

Once a collection has been shared with you, you must locate the collection and select it in order to use it. If the collection is customizable, you can also select individual titles within the collection. For more information on selecting titles, see [Select a collection](#).

To find and select a collection that has been shared with you:

1. In Collection Manager, uncheck **My Selected Collections**.
2. Click **Search**.
3. Expand the **Filter** accordion.
4. Select **Collections**...
5. Select **Shared to my library**.
6. In the **In My Holdings** column for the collection you want to select, click **Select Collection**.

In order for a collection that has been shared with you to appear as part of your holdings in WorldCat, you must have your institution-level Maintain Holdings setting set to Yes. For more information on enabling your holdings, see WorldCat Holdings.
Deselect a collection another library has shared

To deselect a previously selected shared collection:

1. In Collection Manager, uncheck My Selected Collections.
2. Click Search.
3. Expand the Filter accordion.
4. Select Collections...
5. Select Shared to my library.
6. In the In Selections column for the collection you want to select, click Deselect.

The collection will still appear in the list of collections filtered to Shared to my library, but will no longer be selected.

Stop sharing a collection

Before you stop sharing a collection, you must make sure that it is not in use by another library. If a collection is in use by another library, you must contact them and ask them to deselect the collection before you can stop sharing the collection.

To stop sharing a collection:

1. If a collection is in use by another library, contact the library and ask them to deselect the collection.
2. Find the collection you want to stop sharing in Collection Manager. See the instructions above for using the search filter.
3. Expand the Sharing accordion.
4. In the Share column, click Unshare for all institutions you want to stop sharing with.

Share all collections

You can share all of your knowledge base collections in Collection Manager with libraries in your consortium. Benefits of
sharing all of your collections:

- It is more efficient for some libraries to share all of their holdings rather than sharing collections one by one. For example, a consortium that negotiates the same content for many member libraries might want all their holdings shared with a set of other libraries.
- If a receiving library does not wish to accept the entire collection from the parent library, they have the option to accept individual collections by searching for and selecting them one by one.

**Share all your collections with a library**

1. In the Collection Manager section of the Metadata (or Licenses) tab, click **Institution Settings**.
2. Expand the **Sharing** accordion.
3. You have two options. You can share all your collections with one library at a time or multiple libraries at once:
   a. To share your collections with a single library:
      1. In the search box, enter the name or WorldCat Registry ID of the library you want to share all of your collections with and select the library from the list.
      2. Click **Add** to add the library to the list of libraries that currently have access to all of your collections.
   b. To share your collections with multiple libraries:
      1. Select the **Multiple libraries** radio button.
      2. Click **Share to multiple libraries**.
      3. In the Share All Collection to Multiple Libraries window, enter the Registry IDs of the libraries you want to share the collection with.
      4. Click **Share** to add the libraries to the list of institutions that currently have access to all of your collections.

![Settings](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_wor...)

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All collections can only be unshared when the library the collections were shared with turns off their subscription. The Usage column indicates whether the collection is in use by the library. For more information, see Stop sharing all collections, below.

Find and accept a library's set of shared collections

Once a library has shared all of their collections with you, you can subscribe to their collections.

To subscribe to another library's collections:

1. In Collection Manager, click Institution Settings.
2. Expand the Sharing accordion.
3. Click the Subscribe tab.
4. Select the library whose collections you want to subscribe to.

Unsubscribe from a library's set of shared collections

Follow the steps below if you determine you need to unsubscribe from all the collections a library has shared with your institution.

1. In Collection Manager, click Institution Settings.
2. Expand the Sharing accordion.
3. Click the Subscribe tab.
4. Deselect the library whose collections you want to unsubscribe from or select None to unsubscribe from all libraries who have shared their entire collections with your institution.

The institution(s) will still appear as available for you to subscribe to if you determine to do so in the future.

Stop sharing all collections

Before you stop sharing all your collections with other libraries, you must make sure that they are not in use by another library. If your Share All is in use by another library, you must contact them and ask them to un-accept the share before you can stop sharing your collections.

To stop sharing all collections:

1. If your Share All is in use by another library, contact the library and ask them to go into Institution Settings and deselect the Share All from your library.
2. Navigate to your Institution Settings. Expand the Sharing accordion.
3. In the Share column, click the Unshare button for all institutions you want to stop sharing with.