Promote a new cooperative collection

Last updated: Thu, 06 Jan 2022 18:03:47 GMT

See how to add a new collection to the global knowledge base using cooperative management functionality.

Review the guidelines for adding cooperative collections

Please see Guidelines for promoting cooperative collections to the WorldCat knowledge base.

Create a knowledge base collection

To add a new collection to the global knowledge base, you must first create a knowledge base collection. See Create a knowledge base collection.

If you have already created a local collection that you want to submit to the global knowledge base, navigate to your local collection. The easiest way to do this is to click Search and then use the search filter "Collections..." and then select "I created." See Search for collections in Collection Manager, Use filters for more information.

Submit your collection

After you create a new, local collection click the Collection Actions drop-down button on the top of the screen and select Promote Collection to Global knowledge base.

Confirm your changes

Enter the reason why you are adding the collection and confirm your submission. Comments are encouraged but not
required. Once you click **Continue**:

- The comment, as well as your name and institution, is saved to the **Reviews** accordion.
- The collection is submitted to the global knowledge base and a review entry is created and placed in a review queue for OCLC to approve.

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### Promote Collection to Global Knowledge Base

You are about to submit this collection to OCLC to promote it to a global collection for all knowledge base users to use and manage.

**Summary of Changes**

Please add a comment about the collection. Your comment will be visible to OCLC.

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**OCLC reviews your collection**

Collections that are submitted to global knowledge base are reviewed by OCLC for quality assurance. This differs from other cooperative management processes.

OCLC reviews collections within 10 business days. You will be contacted by OCLC if your collection has been denied. To ensure that your collection is approved, follow the [Guidelines for promoting cooperative collections to the WorldCat knowledge base](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Knowledge_base_collections/Cooperati…).

**Promoted collections**

Once OCLC accepts a collection that you submitted for promotion to a global collection, the Collection ID will change from `customer.xxx` to `global.xxx`. The Provider Name will change and be symmetrical with all other cooperative collections: **Promoted: Local to Global Cooperative**.

| Brand Name Cooperative Collection | Knowledge base collection | Promoted: Local to Global Cooperative | 07/10/2017 05:22 PM | Not Selected by my library
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<tr>
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</thead>
<tbody>
<tr>
<td>Collection ID: global.91475.201324003</td>
<td>Google Scholar Disabled</td>
<td></td>
<td>07/10/2017 05:22 PM</td>
<td></td>
</tr>
</tbody>
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In the [Activity History](#) and [Collection History](#), you will see an activity for your local collection that shows the date that the collection was accepted. If for any reason it is not accepted, you will see that OCLC was unable to accept it and a comment with the reason and/or change needed.

**Note:** Click the **Promoted: Local to Global Cooperative** link from the Provider row of a promoted collection to return all global collections created by libraries.
Search for promoted collections

To search for promoted collections created by libraries:

1. Navigate to the WorldShare interface > Metadata tab > Collection Manager.
2. Select Collection from the drop-down list.
3. Deselect My Selected Collections to search across items that are available in the global collections available in the WorldCat knowledge base.
4. In the Search Term(s) field, enter "Promoted".
5. Click Search.