How do I send a bibliographic record change request?

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Applies to:

- WorldShare Record Manager

Overview:

When you request record corrections or report duplicate records, you are helping to improve the quality of records in WorldCat. The Record Change Request form in Record Manager allows you to:

- Request record corrections
- Report duplicate records
- Provide record feedback

See Duplicate records in the Submitting Reports section of OCLC Bibliographic Formats and Standards for additional guidelines on reporting duplicate records.

Answer:

To request a record Correction

1. Search for the record by the OCLC number in Record Manager
2. Select the Record tab at top of page > Send Record Change Request from the drop-down menu.
3. Select the Requested Change required from the drop-down list > Correct Record
4. Fill out the following fields:
   - Description - Enter information that will assist OCLC staff in determining why the record needs to be corrected.
   - Contact Name - Enter your full name.
   - Contact Email - Enter the email address that we can use to contact you with questions about the record correction.
5. Click Send.
To report a Duplicate record

1. Search for the record by the OCLC number in Record Manager
2. Select the **Record** tab at top of page > **Send Record Change Request** from the drop-down menu.
3. Select the **Requested Change** required from the drop-down list > **Remove Duplicate Record**
4. Fill out the following fields:
   - **Retain this Record** - Enter the OCLC control number of the record that you want to retain in WorldCat.
   - **Remove this Duplicate Record** - Enter the OCLC control number(s) of the record(s) that you want to remove from WorldCat.
     ◦ Note: When entering multiple control numbers, separate each number with a comma.
   - **Description** - Enter information that will assist OCLC staff in determining why the record needs to be corrected.
   - **Contact Name** - Enter your full name.
   - **Contact Email** - Enter the email address that we can use to contact you with questions about the record correction.
5. Click **Send**.

To Provide feedback on a record

1. Search for the record by the OCLC number in Record Manager
2. Select the **Record** tab at top of page > **Send Record Change Request** from the drop-down menu.
3. Select the **Requested Change** required from the drop-down list > **Other**
4. Fill out the following fields:
   ◦ **Description** - Enter information that will assist OCLC staff in determining what the feedback is about and why its been given
   ◦ **Contact Name** - Enter your full name.
   ◦ **Contact Email** - Enter the email address that we can use to contact you with questions about the record correction.
5. Click **Send**.