Can I request files of all the serial holdings for our library?

**Last updated: Tue, 10 Mar 2020 19:55:19 GMT**

**Applies to**

- WorldShare Collection Manager

**Answer**

To get those serial records delivered to your institution, you will need to create a query collection of just serials held by your institution. This is done inside WorldShare Collection Manager.

Here is the documentation on creating a [query collection](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Troubleshooting/Can_I_request_files_of_all_the_serial_holdings_for_our_library/).

Since you are going to be running the query to find serials only, you may find the [material type documentation](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Troubleshooting/Can_I_request_files_of_all_the_serial_holdings_for_our_library/) useful.

When you put together the query, the index for "material type" is "mt".

So an example query for all of the serials which your institution holds (replace [OCLC Symbol] with your OCLC symbol):

```
li:[OCLC Symbol] AND mt:ser
```

To return serials that have a URL present in the 856 field, use the search criteria:

```
```

Here is an example of a query created by a library who wanted records for all print serials on which they have an OCLC symbol (replace [OCLC Symbol] with your OCLC symbol):

```
```

**Additional information**

You may find it useful to organize the data you gain into a [spreadsheet](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Troubleshooting/Can_I_request_files_of_all_the_serial_holdings_for_our_library/).

Tip: Log into WorldCat Discovery with your staff account to run these searches in Discovery for a quick view of results.