Create a cataloging partner collection

Create a Collection Manager account

If you need access to Collection Manager (the Metadata tab in the WorldShare interface), follow the steps to Create a Collection Manager account.

Coordinate with your provider

After you order items from your provider, at your request your provider will send OCLC an electronic invoice with your order information to OCLC. Please note:

The account number and collection ID you enter in Collection Manager must match what your provider sends to OCLC on your behalf.

- To find more information about required fields, see Cataloging partner collection-level settings.

Providers differ in the data elements they send to OCLC.

- See Data values (for cataloging partner collections) for more information about the data elements you can map in Collection Manager to your MARC records.

Configure settings and create the collection in Collection Manager

Get WorldCat MARC records that include your electronic order information. See the guide Create a cataloging partner collection which includes instructions to:

1. Configure institution settings for cataloging partner collections
2. Create a cataloging partner collection
3. Download files in My Files

Need help?

Visit us in office hours. Bookmark the landing page for instructional materials on Cataloging partner collections.