Local holdings records

Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). LHRs provide information about your item-specific holdings as well as lending and reproduction policies.

• **Bulk actions for local holdings records**

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  With Record Manager, you can bulk edit up to 9,000 local holdings records at a time.
  
  ◦ About LHR bulk actions
  ◦ Add a LHR field
  ◦ Add a LHR field string
  ◦ Add a note to an existing field
  ◦ Add a temporary shelving location
  ◦ Add LHRs to a work list
  ◦ Add LHR subfields
  ◦ Create a customized LHR script
  ◦ Create a LHR record work list
  ◦ Create a LHR script package
  ◦ Delete a LHR field
  ◦ Delete a LHR subfield
  ◦ Delete a note from an existing field
  ◦ Delete a temporary shelving location
  ◦ Replace a LHR field string
  ◦ Update the branch
  ◦ Update the lending policy
  ◦ Update the permanent shelving location
  ◦ Update the reproduction policy
  ◦ Update the temporary shelving location

• **Work with local holdings records**

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  Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). You add an LHR record to a MARC 21 WorldCat bibliographic record.
  
  ◦ Build an automated LHR summary

https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Local_holdings_records

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- Change the location for multiple LHRs
- Delete LHRs
- Derive an LHR
- LHR fields
- Move a LHR to a different WorldCat record
- Reformat a LHR
- Remove Shared Print flag and retention statement from a LHR
- Search and view LHRs
- Update a LHR
- Validate a LHR