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**

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**

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.

- Add a Shared Print commitment to a LHR
- Build an automated LHR summary
- 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
- View LHR Change History