Get started

If you need access to WorldShare Collection Manager (the Metadata tab in the WorldShare interface), see Create a Collection Manager account. Instructions are included both for libraries with and for libraries without an OCLC Cataloging Subscription. Find Support contacts and additional resources below.

Libraries without an OCLC Cataloging Subscription: Because your access to Collection Manager is for the exclusive purpose of receiving selective provider records, you will not have access to some of the functionality discussed in the instructional materials. For example, you will not be able to set holdings in WorldCat.

This provider has OCLC cataloged collections.

Determine the best method to add your collections

Choose the type of collection to add in Collection Manager based on how you order materials from your provider. Do you order title-by-title or in online book packages?

If you order title-by-title, follow the instructions to Create a cataloging partner collection through Collection Manager.

If you order in online book packages, follow the instructions to Add a knowledge base collection within Collection Manager.

If you subscribe to a User Based Collection Management (UBCM) collection, follow a hybrid approach. For the duration of your subscription, add a knowledge base collection within Collection Manager. When your subscription ends, to add your perpetual access titles, create a cataloging partner collection through Collection Manager. Please see the Table of collection names and IDs for details.

Create a cataloging partner collection through Collection Manager

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.

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

- For cataloging partner collections you create in Collection Manager for content from Wiley, use your OCLC symbol:
  - Account Number: Use your OCLC symbol for the Account Number
  - Collection ID: Use your OCLC symbol Collection ID
- To find more information about required fields, see Cataloging partner collection-level settings.

Providers differ in the data elements they send to OCLC.

- When Wiley sends your electronic order information to OCLC, Wiley includes the following cataloging partner data values:
  - Currency Code
  - Invoice Date
  - Invoice Number
  - Language
  - Line Item Number
  - Product Type
  - Purchase Order Date
  - Purchase Order Number
  - Vendor Book Number
- 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

Add a knowledge base collection within Collection Manager

Collection names and IDs

There are many collections in the global WorldCat knowledge base. Use the collection data in the table to help you find the relevant collections. If your collection is not returned when you search within Collection Manager, try entering a root word and an asterisk (*) as a truncation operator. For example: Wiley AGU*
Wiley collections have similar names in Collection Manager but there are slight differences from the collection names used by your provider.

<table>
<thead>
<tr>
<th>COLLECTION NAME(S) FOR SEARCHING</th>
<th>COLLECTION ID(S) FOR SEARCHING</th>
<th>NOTES ABOUT THE COLLECTION(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wiley AGU Book Series, or Wiley AGU*</td>
<td>wiley.agubookseries</td>
<td>This collection contains all of the American Geophysical Union titles published with Wiley. Select the collection. See <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_work...">Select a knowledge base collection in full</a>.</td>
</tr>
<tr>
<td>Wiley Blackwell Reference Online, or Wiley Blackwell*</td>
<td>wiley.bro</td>
<td>This is the entire Blackwell Reference Online collection with monthly updates. Select the collection or modify it to match your subset of titles. See <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_work...">Select a knowledge base collection in full</a>. or <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_work...">Modify a collection to select your subset of titles</a>.</td>
</tr>
<tr>
<td>Wiley Frontlist*</td>
<td>wiley.front[YYYY] wiley.front[multiple]</td>
<td>These collections are available for customers making frontlist subject purchases or yearly subject frontlist purchases (2015 and later). New titles are added each month. If your institution purchased the full UBCM package, select the collection for the duration of your subscription. See <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_work...">Select a knowledge base collection in full</a>. Note:</td>
</tr>
<tr>
<td>Wiley Online Books UBCM*</td>
<td>wiley.ubcmall wiley.ubcm[multiple]</td>
<td>• You will have the option in Collection Manager to add a note in your collection and to map collection notes to your records in Customize Records. Your note will help you identify UBCM titles. See <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_work...">Get WorldCat MARC records for knowledge base collections</a>. • When your subscription ends,</td>
</tr>
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<td>COLLECTION NAME(S) FOR SEARCHING</td>
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<tr>
<td><strong>Wiley Online Library</strong></td>
<td>wiley.backlist[multiple]</td>
<td>deselect the collection in Collection Manager. You will have the option to receive &quot;delete&quot; records. You can use them, if desired, to remove records from your system.</td>
</tr>
<tr>
<td><strong>Wiley Online Library</strong></td>
<td>wiley.books</td>
<td>To add your perpetual access titles when your subscription ends, create a cataloging partner collection through Collection Manager and ask Wiley to send OCLC an electronic invoice with your title information. See <a href="#">Cataloging partner collections</a>.</td>
</tr>
<tr>
<td><strong>Wiley Online Major Reference Works</strong></td>
<td>wiley.mrw</td>
<td>Backlist collections are available for specific subjects.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Customers can manually modify this collection to match their subset of titles. UBCM customers should not use this collection. See <a href="#">Modify a collection to select your subset of titles</a>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Select or modify the collection to match your subset of e-Major Reference Works (eMRW) titles. See <a href="#">Select a knowledge base collection in full</a> or <a href="#">Modify a collection to select your subset of titles</a>.</td>
</tr>
</tbody>
</table>

### Add the collections to your knowledge base

There are two main ways to add collections to your knowledge base:

- [Select a knowledge base collection in full](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_wor…), or
• Modify a collection to select your subset of titles

See the Notes about the collection(s) column in the table above to help you choose a method.

Choose the instructions that apply to your needs

Get WorldCat MARC records

Record delivery is available both to libraries with and to libraries without an OCLC Cataloging and Metadata Subscription.

1. Configure institution settings for knowledge base collections.
2. Configure institution MARC Records settings for knowledge base collections.
3. Enable record delivery in your collection.
4. Download files in My Files.

Manage WorldCat holdings

WorldCat holdings maintenance is available only to libraries with an OCLC Cataloging and Metadata Subscription.

1. Navigate to Institution Settings > WorldCat Holdings.
2. Set Maintain holdings in WorldCat to Yes.

The collection-level setting for knowledge base collections will be enabled by default. For complete instructions, see Institution Settings, WorldCat holdings.

Use collection data with other services

• Display full-text links and elevate links from a specific provider in WorldCat Discovery
• Deflect lending requests (knowledge base collections)
• Surface your materials in Google Scholar

For more information, see Use collection data with other services.

Support contacts and additional resources

OCLC

• Visit us in office hours. See the WorldShare Collection Manager support site for a complete set of instructional materials.
Your provider

- Additional resources are available from Wiley in [Wiley Online Library](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_www).