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

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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...).

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...) useful.

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

But the types that are listed as serial are: series, Newspaper, and periodical. These are represented as mse, new, and per.

So an example query for all of the series, Newspapers, and periodicals at your institution would be:

```
I4:(your OCLC symbol) AND mt:mse AND mt:new AND mt:per
```

A search for all your serials could be done using:

```
I4:(your OCLC symbol) AND mt:mse AND mt:ser
```

Additional information

Tip: if you log into your staff WorldCat Discovery account, you can run these searches in Discovery to see the results.