View Shared Print retention commitments

Learn how to view Shared Print commitments in Connexion, FirstSearch, WorldCat Discovery, WorldShare Collection Manager, WorldShare Record Manager, and via the WorldCat Metadata API.

Overview

You can search for your library's Shared Print commitments using your OCLC symbol in the Shared Print Institution (sh:) index. This index is available in Connexion, WorldCat Discovery, WorldShare Collection Manager, and WorldShare Record Manager.

When you search the Shared Print Institution index, WorldCat records for items that your library has committed to retain are retrieved. The 583 retention note is not visible in the bibliographic record display, because it is part of the library's local holdings record (LHR).

Although FirstSearch does not include the Shared Print Institution index, it does allow you to view your library's Shared Print commitments through various access points.

See OCLC Shared Print Solutions: Functionality across services for more information about accessing Shared Print commitment information available to your library through OCLC services.

Connexion

You can search for local holdings records with Shared Print retention commitments in Connexion. 583 retention notes are always displayed when viewing a local holdings record.

Basic search

1. Sign in to Connexion.
2. Click Search under the Cataloging tab.
3. Under Command Line Search, enter sh:Library's OCLC symbol (e.g., sh:OCWMS) in the Search for text field.
4. Click **Search**. If your library has local holdings records for an item, an LH link appears next to the item number on the search results list.

**Search results list - Example**

![Search results list example]

5. Click **LH** to view the local holdings record or, if you have multiple local holdings records linked to the bibliographic record, the institution summary. Local holdings records with Shared Print retention commitments will contain the following:
   - An SP flag after the OCLC number at the top of the record.
A "committed to retain" action note in field 583.

Local holdings record with Shared Print retention commitment - Example

FirstSearch

The FirstSearch interface provides multiple points of access to review retention commitments.

Search for records with Shared Print commitments

There are two options available to search for records with Shared Print commitments: a basic bibliographic record search or an advanced bibliographic record search.

Basic search

1. Sign in to FirstSearch.
2. Select a database from the Search in database drop-down list.
3. Enter one or more search terms in any of the following index form fields:  
   Note: If you are searching for an exact phrase, enclose the phrase in quotes.
   - Keyword - Includes information from Authors, Titles, Subjects, Notes, and ISBNs. Use this index if you are unsure of the correct title or subject.
   - Author - Includes authors of books, actors and directors of movies, and company names.
   - Title - Includes words from the title and translated or variant forms of titles.
   - ISBN - Includes publishing industry standard 10- or 13-digit identifiers for books, videos, and sound recordings.
   - Year - This index can be searched for an individual year or for ranges of years.  
     Note: It cannot be searched without at least one other index.
4. Click **Search**. The brief records in the search results will indicate whether the title has a retention commitment and if it does, the number of libraries that have retention commitments on the record.

**Brief records in basic search results list - Example**

1. **Novels**
   - Author: Wharton, Edith, 1862-1937, author; Wharton, Edith.; Wharton, Edith, and others
   - Document: English : Book : Fiction
   - **Libraries Worldwide: 2458 [6 Committed to Retain]**
   - More Like This: Search for versions with same title and author | Advanced options ...
   - See more details for locating this item

2. **Edith Wharton, a collection of critical essays.**
   - Author: Howe, Irving, editor.
   - Document: English : Book
   - **Libraries Worldwide: 2048 [1 Committed to Retain]**
   - More Like This: Search for versions with same title and author | Advanced options ...
   - See more details for locating this item

3. **A new literary history of America**
   - Document: English : Book Internet Resource
   - **Libraries Worldwide: 1750 [2 Committed to Retain]**
   - More Like This: Search for versions with same title and author | Advanced options ...
   - See more details for locating this item

4. **The house of mirth**
   - [Link](http://uiarchive.csc.uiuc.edu/pub/etext/gutenberg/gutenberg95/hmirt10.txt)
   - [Link](http://uiarchive.csc.uiuc.edu/pub/etext/gutenberg/gutenberg95/hmirt10.zip)
   - [Link](http://www.gutenberg.org/eText/284)
   - https://jenniferspo.co.onedclickdigital.com/Products/ProductDetail.aspx?titlegroupid=3181
   - http://jenniferspo.co.onedclickdigital.com/Products/ProductDetail.aspx?titlegroupid=3181
   - [Link](http://www.netlibrary.com/urlapi.aspx?action=summary&amp;v=1&amp;bookid=1085217)
   - http://wyomingstatevw.rbdigital.com/#!/titles/9781470398799
   - [Link](http://search absoloutecom/login.aspx?direct=true&source=site&db=nlab&amp;AN=1055216)
   - [Link](http://search absoloutecom/login.aspx?direct=true&source=site&db=nlab&amp;AN=1055216)
   - [Link](http://adarsabsolutoononedclickdigital.com/Products/ProductDetail.aspx?titlegroupid=3181)

**Advanced search**

1. Sign in to FirstSearch.
2. Click the **Advanced Search** tab.
3. Enter one or more **search terms** into the first Search for: box. If you are searching for an exact phrase, enclose the phrase in quotes.
4. Indexes are displayed in the box to the right of your search term. Click the drop-down list box to see all available indexes. Then, select the index in which you expect to find these terms. By default, the Keyword index is selected.
5. **(Optional)** Type search terms in the second and third Search for: box as needed.
   
a. Choose the indexes for the second and third search strings.
   
b. Browse the indexes if you would like to verify the correct spelling and format for any of your search terms. To access the Browse indexes feature, click the **Index button** to the right of each drop-down index box.
   
c. Select Boolean operators (AND, OR, and NOT) to combine the search strings entered in the second or third boxes.
   
d. Select limits if you want to narrow your search. In an advanced search, you can limit by Year. Other available limits vary by database. For more information on limits, see [Refine an advanced search](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Shared_Print_commitments_only_limiter-Example).
   
   - **Year** format = yyyy (for a year range use yyyy-yyyy)

6. Select **Shared Print commitments only** from the Limit availability to: area. This limiter will return any record matching the search term(s) with one or more Shared Print commitment.

**Enabled Shared Print commitments only limiter - Example**

![Limit availability to:](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Shared_Print_commitments_only_limiter-Example)
7. Click **Search**. All brief records in the search results will indicate that the title has a retention commitment and the number of libraries that have retention commitments on the record.

**Brief records in advanced search results list - Example**

1. **Novels /**  
   Author: Wharton, Edith, 1862-1937, author.; Wharton, Edith.; Wharton, Edith., and others  
   Document: English : Book : Fiction  
   Libraries Worldwide: 2458 (6 Committed to Retain)  
   More Like This: Search for versions with same title and author | Advanced options ...  
   See more details for locating this item

2. **Edith Wharton, a collection of critical essays.**  
   Author: Howe, Irving, editor.  
   Document: English : Book  
   Libraries Worldwide: 2049 (1 Committed to Retain)  
   More Like This: Search for versions with same title and author | Advanced options ...  
   See more details for locating this item

3. **A new literary history of America /**  
   Document: English : Book | Internet Resource  
   Libraries Worldwide: 1756 (2 Committed to Retain)  
   More Like This: Search for versions with same title and author | Advanced options ...  
   See more details for locating this item

4. **The American novel: from James Fenimore Cooper to William Faulkner /**  
   Publication: New York, Basic Books 1955  
   Document: English : Book  
   Libraries Worldwide: 1432 (5 Committed to Retain)  
   More Like This: Search for versions with same title and author | Advanced options ...  
   See more details for locating this item

**View local holdings information**

1. Sign in to FirstSearch.  
2. Perform a **basic** or **advanced** search.
3. From the search results list, click the title of an item to open the WorldCat record.

**WorldCat record in FirstSearch - Example**

4. From the record screen, click Libraries worldwide that own item under Get This Item to open the Holdings display screen. The Holdings display screen provides a list of all libraries that own the title and indicates which libraries have committed to retain it.

**Holdings display screen - Example**
5. Click **Committed to Retain** under the Shared Print Commitment column to view local holdings details related to Shared Print from the associated MARC record. These details are based on data included in the 583 subfields of the library's local holdings record.

**Local holdings details in FirstSearch - Example**

![Example holdings details](image)

**WorldCat Discovery**

You can search for local holdings records with Shared Print retention commitments in WorldCat Discovery.

**Basic search**

1. Navigate to your library's WorldCat Discovery URL. Your library's WorldCat Discovery URL will have the following format: https://xxx.on.worldcat.org. Replace **xxx** with your library's identifier.

2. Enter **sh:your library's OCLC symbol** (e.g., **sh:tawms**) in the search box to search the Shared Print Institution index.

3. Click the **search button** or press **<Enter>**. Results are returned for all bibliographic records with associated LHRs containing the Shared Print holding type flag for your institution.

4. From the results list, click the **title** of a bibliographic record to display LHRs with the Shared Print commitment. The bibliographic data screen opens.
5. From the bibliographic data screen, scroll down to the Check Availability section. You will find a retention commitment note under your library's holdings.

**Bibliographic data screen > Check Availability section with retention commitment note - Example**

![Green screen with retention commitment note](image)

**WorldCat Metadata API**

Libraries that maintain an OCLC Cataloging subscription may access the Metadata API to search and retrieve WorldCat bibliographic records and holdings information for Shared Print monograph and serials records. For more information about using OCLC's Metadata API, see [WorldCat Metadata API](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Sh...

**WorldShare Collection Manager**

You can [create a query collection](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Sh…) in WorldShare Collection Manager to output MARC records that include the 583 retention note. For your query, enter one of the following:
• Individual libraries - sh:Library's OCLC symbol (e.g., sh:OCWMS) to search for a specific OCLC symbol.

• Groups
  ◦ sg:Your GAC group symbol (e.g., sg:ILLD) to return commitments made by group members to any group your institution is participating in. See the Shared Print Group index for more information.
  Or
  ◦ l8:Your archiving name (e.g., l8:WEST) to return commitments made by group members to your Shared Print program. See the LHR Shared Print index for more information.

You will also need to select a collection type for your query.

• Select One-time delivery to receive a file of records for the WorldCat query collection once. The One-time delivery option is output daily.
• Select Ongoing delivery to receive records on an ongoing basis, and then select an output schedule:
  ◦ Daily (default)
  ◦ Weekly
  ◦ Monthly
  ◦ Quarterly

To download your MARC records:

1. In the WorldShare interface, navigate to Metadata > My Files > Downloads.
2. Locate the file you want to download. Files will include an .mrc extension.
3. In the Action column, click Download. The report will automatically download to your computer.

WorldShare Record Manager

You can search for local holdings records with the Shared Print holding type flag in WorldShare Record Manager.

Update user preferences

User preferences must be updated to display Shared Print holdings in Record Manager. If your preferences are not updated, you will not be able to successfully search for Shared Print titles.

1. Sign in to Record Manager.
2. Click User Preferences.
3. Open the Searching – Basic accordion.
   a. On the LHRs tab, select the Shared Print checkbox under Display Information in Search Results.
4. Open the Working with Records accordion.
   a. On the LHRs tab, select the Shared Print checkbox under Display Information in Records.
5. Click Save.
Search Shared Print records held by your library

Once your user preferences are updated, you can search for your Shared Print records using three different options: an advanced bibliographic record search, an index search, or a Local Holdings Records Action Note search.

Advanced search

1. Sign in to Record Manager.
2. Click Advanced Search under the search box.
3. Select the following:
   a. Search Scope: All WorldCat
   b. Index(es): Select Shared Print Institution (sh:) from the drop-down list. The Shared Print Institution index searches for a specific OCLC symbol.
   c. Search box: Enter your library's OCLC symbol.
   d. (Optional) Repeat steps b and c to search for multiple OCLC symbols at a time.
   e. Click Search. Results are returned for all bibliographic records with associated LHRs containing the Shared Print holding type flag for your institution.

Advanced search dialog window - Example

![Advanced Search Dialog Window](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Sh...)

https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Sh...
4. Click the title of a bibliographic record to display LHRs with the Shared Print column specifying the LHRs with the holding type flag (Yes).

**Bibliographic record with LHR Shared Print column displayed - Example**

---

**Index search**

1. Sign in to Record Manager.
2. Select the following:
   a. Data Type: **Bibliographic Records**
   b. Scope: **All WorldCat**
   c. Index: **Keyword**
d. Term(s): Enter sh:Library's OCLC symbol (e.g., sh:OCWMS)

**Index search - Example**

3. Click **Search**. Results are returned for all bibliographic records with associated LHRs containing the Shared Print holding type flag for your institution.

**Local Holdings Records search**

1. Sign in to Record Manager.
2. Select the following:
   1. Data Type: **Local Holdings Records**
   2. Scope: **My LHRs**
   3. Index: **Action Note**
4. Term(s): Enter **committed to retain**

3. Click **Search**.

**Local Holdings Record search results - Example**

![Local Holdings Record search results](image)

4. Click the **title** to view the bibliographic record.

   Or

   Click the **call number** link to view the LHR.

**Search Shared Print records across your group**

You can search for Shared Print records held by libraries in your group by searching the group symbol. The search limits to bibliographic records for which members of a profiled group have created LHRs with the Shared Print holding type flag.

You may want to search across your group to determine whether you need to retain a title or see if a title has already been retained by another library in your group.

**Advanced search**

1. Sign in to Record Manager.

2. In the Term(s) text field, enter one of the following searches:
   
   a. Enter sg:Your **GAC group symbol** (e.g., sg:ILLD) to return commitments made by group members to any group your institution is participating in. See the [Shared Print Group index](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_Shared_Print_Group_index) for more information.

   b. Enter l8:Your archiving name (e.g., l8:WEST) to return commitments made by group members to your shared print program. See the [LHR Shared Print index](https://help.oclc.org/Metadata_Services/Shared_Print/Work_with_Shared_Print_retention_commitments/View_LHR_Shared_Print_index) for more information.

3. Click **Search**. Results are returned for all bibliographic records held by your group.