Discover how to set up to 10,000 WorldCat holdings at a time in WorldShare Record Manager.

1. In the left navigation, click **Record Work Lists**.
2. From the Bibliographic tab, type or paste up to 10,000 **OCLC numbers** you want to set holdings for in the Target Record(s) form field. Separate each number with a space.
   
   **Note:**
   
   ◦ If commas or line returns are copied into the Target Record(s) form field, they will automatically be converted to spaces.
   
   ◦ If you enter duplicate OCLC numbers, the system automatically removes them when you click outside the form field. You will receive the following message: Removed # duplicate record number(s).
3. From the Record Action(s) drop-down menu, select **Set WorldCat Holding(s)**.
4. From the Set WorldCat Holding(s) dialog, click **Set**.
   
   **Note:** If you entered more than 1,000 OCLC numbers, you will receive the following message: **You are about to set the WorldCat Holding(s) on the first group of 1000 target records.** Any remaining records will be retained in the input box.

   The Processing Record(s) dialog opens, with a progress bar that indicates how many records have already been processed. The dialog closes after processing is complete.

   A confirmation message appears identifying how many records successfully had holdings set when the Processing Record(s) dialog closes. If holdings were unable to set for a record, an error message appears.

   **Note:** If a record failed, see the Error(s) table below the Target Record(s) form field for more information.
5. **(Optional).** If you entered more than 1,000 OCLC numbers, repeat steps 1-4 to set holdings on the remaining records. Repeat until complete.