Course description

Data synchronization is an automated process that compares bibliographic or local holdings data sent from an institution against records in WorldCat and manages holdings on those matching records. This data may be from an institution’s local catalog or from another source sent on the institution’s behalf. WorldCat data sync collections are created in WorldShare Collection Manager, at an institution’s custom Web address. This process ensures that the institution’s holdings are accurately represented in WorldCat to support services such as resource sharing and discovery.

This course will help learners gain a better understanding of how to create and submit a data sync collection, how to properly name files and upload them for processing, how to interpret output reports and files and how to review unresolved records from WorldCat Staging (a temporary location for unresolved records that result from processing).

This course is intended for staff who work in cataloging and/or systems to manage the online catalog and perform holdings maintenance activities. Other staff who want to learn more about how to get started with data sync collections will benefit as well.

View a recorded session

View a recorded session (85 minutes)

Course handouts

Process records in WorldCat staging

WorldCat data sync collections: Useful links

Request closed captioning

Closed captioning is available in the US upon request with 5 business days’ notice. To request closed captioning for a training session, please contact us at training@oclc.org.
Cancellation policy

In the event of low attendance, OCLC may cancel a training session. In this situation, registrants will be notified by email in advance of the session.