Policies for adding original records to WorldCat

Course description

This recorded course explains OCLC policies and standards for original bibliographic records in WorldCat, regardless of OCLC cataloging interface (Connexion or WorldShare Record Manager) used. It includes guidelines on when to use an existing record or contribute a new record, requirements for records contributed using common encoding levels and fields unique to OCLC. This course does not cover the mechanics of adding original records to WorldCat, nor does it cover RDA, AACR2, or other cataloging rules, MARC, subject headings, or authority control.

This course is intended for staff at member libraries who are familiar with current cataloging rules (such as RDA or AACR2) and MARC. This course will be of particular benefit to catalogers who have experience with creating original bibliographic records but have not yet contributed records to WorldCat, and to technical services managers who oversee original cataloging operations.

View a recorded session

View a recorded session (89 minutes)

Course handouts

Class handout - Policies for adding original records to WorldCat

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.