Ordering when there is no WorldCat record

Course description

In this recorded course, you will learn how to determine whether an existing WorldCat® record matches the item you are ordering, and if not, how to create a brief (Encoding Level 3) record in WorldCat. This course would be useful for staff that is responsible for ordering in WorldShare Acquisitions. If you are not familiar with MARC Bibliographic records, watch this 6-minute MARC Bibliographic Basics video.

View a recorded session

View a recorded session (57 minutes)

Course handouts

Handout Create a brief level record Rev

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.