Course description

This course provides the basic skills needed to work with authority records in WorldShare Record Manager. At the end of this course, learners will be able to find detailed help on the available authority files in Record Manager; set user preferences for authority records; search and browse the Library of Congress (LC) authority file; use the LC Root/Expanded browse to find authority records having subdivisions; explain the purpose of control headings; control headings in bibliographic records; and export authority records.

This course is intended for original catalogers as well as copy catalogers and other staff responsible for authority control at OCLC member libraries using WorldShare Record Manager. This course is not intended for NACO libraries creating/editing authority records.

Register for live, online training

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<tr>
<td>Wednesday, January 25, 2023</td>
<td>2:00PM - 3:30PM Eastern Standard Time, North America [UTC -5]</td>
<td>Register</td>
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<tr>
<td>Thursday, March 9, 2023</td>
<td>2:00PM - 3:30PM Eastern Standard Time, North America [UTC -5]</td>
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View a recorded session

View a recorded session (93 minutes)

Course handouts

Learner Guide: Authority control

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.