WorldShare Record Manager allows you to create new and enrich existing items in WorldCat with efficient, record-at-a-time metadata management for your physical and electronic materials using either a MARC 21 editor or a Text View editor. Plus, with Record Manager, you can set and delete WorldCat holdings and export bibliographic records.

- **Get started**
  - [No image available](#)
  
  Get started with WorldShare Record Manager.
  
  - About Record Manager
  - Record Manager account roles
  - Contact OCLC Order Services
  - Keyboard shortcuts
  - Set or reset your password
  - Set preferences
  - Sign in to Record Manager
  - WorldShare Record Manager (Nederlands)

- **Search**
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  Record Manager provides a variety of methods to search and browse WorldCat holdings. You can also set your search preferences to suppress authority and bibliographic search scopes and indexes.
  
  - Advanced
  - Basic
  - Browse
  - Expert
  - Saved - In Progress
  - Search preferences
  - Search result record summary
  - Search results
• Authority records

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Record Manager supports the following authority records: Library of Congress, Medical Subject Headings (MeSH), Dutch (NTA), Māori, and German (GND).

◦ Export authority records
◦ Record Manager Authorities Guide
◦ Work with authority records

• Bibliographic records

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Record Manager allows you to create new and enrich existing items in WorldCat using either a MARC 21 editor or a Text View editor.

◦ Bulk actions
◦ Export MARC 21 records
◦ MARC 21 view
◦ Text view

• Constant data

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With Record Manager, create constant data records for bibliographic and local holdings records to develop and maintain standards for use in all bibliographic or local holdings records, certain collections, or specific types of resources.

◦ Bibliographic
◦ Local holdings records

• Field strings

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When you are editing a MARC 21 WorldCat record or LBD information, you can save frequently used variable field information as a string that can be copied to other fields.

◦ Work with field strings

• Labels

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You can create spine labels from information in an MARC 21 WorldCat bibliographic record or a local holdings records. Your list of labels is only viewable by you and not by other users in your institution.

◦ Add records to a label print list
◦ Delete records from label print list
Edit a spine label
  ◦ Label preferences
  ◦ Preview labels
  ◦ Print labels
  ◦ Select starting position for a label print job

• Local bibliographic data
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  Using local bibliographic data (LBD), you can add local information to a bibliographic record that is specific to your institution’s title; however, other institutions will not be able to see that information in the MARC 21 WorldCat record and your users will only see your institution’s LBD.
  ◦ Work with local bibliographic data

• Local holdings records
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  Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). You add an LHR record to a MARC 21 WorldCat bibliographic record.
  ◦ Build an automated LHR summary
  ◦ Change the location for multiple LHRs
  ◦ Delete an LHR
  ◦ Derive an LHR
  ◦ LHR fields
  ◦ Move an LHR to a different WorldCat record
  ◦ Reformat an LHR
  ◦ Update an LHR
  ◦ Validate an LHR record
  ◦ View LHRs

• Text strings
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  When you are editing a MARC 21 WorldCat record or local bibliographic data information, you can save frequently used variable information as a string that can be copied to other fields.
  ◦ Work with text strings

• Reference
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  Additional resources for WorldShare Record Manager.
Brief guidelines for editing and replacing WorldCat master records

- Differences in searching for WorldCat records: Connexion versus WorldShare
- Record Manager setup worksheet for Connexion browser users
- Searching WorldCat indexes: Quick reference
- Working with local bibliographic data

**WorldShare Record Manager release notes and known issues**

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Find WorldShare Record Manager release notes and known issues. Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.

- 2017 Release notes
- 2018 Release notes
- Known issues

**Training**

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Find training on WorldShare Record Manager.

- Live classes
- Policies for adding original records to WorldCat
- Policies for replacing WorldCat records
- Editing bibliographic data in WorldShare Record Manager
- Exercises
- Videos

**Frequently asked questions**

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Frequently asked questions (FAQ) about WorldShare Record Manager.

- After I set a WorldCat holding in Record Manager, when can it be viewed in other applications?
- If I start a record in Record Manager, can I finish editing it in Connexion browser or Connexion?
- Why didn't Record Manager automatically set a WorldCat holding when I added my record?
- Will my user preferences from Connexion Browser automatically carry over to Record Manager?