WorldShare Record Manager

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.

**Record Manager - Nederlands**

- **Get started**
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  Get started with WorldShare Record Manager.
  
  - About Record Manager
  - Record Manager account roles
  - Add a privacy notice
  - Contact OCLC Order Services
  - Create a Record Manager account
  - Keyboard shortcuts
  - Set or reset your password
  - Sign in to Record Manager
  - WorldShare Record Manager (Nederlands)

- **Record Manager preferences**
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  Learn how to set search, export, label, and record editor preferences.
  
  - Exporting - Authority records
  - Exporting - Bibliographic records
  - Searching - Advanced
  - Searching - Basic
  - Working with Labels
  - Working with records
• 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 results
◦ Search result record summary

• 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).

◦ Work with authority records
◦ Export authority records
◦ Record Manager Authorities Guide
◦ Keyboard shortcuts for 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.

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

• 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**

  ![No image available](https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager)

  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.

• **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
  ◦ 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.

• **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.
  
  ◦ 2018 WorldShare Record Manager release notes
  ◦ 2017 WorldShare Record Manager release notes
  ◦ Known issues

• **WorldCat validation release notes and known issues**
  
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  Find WorldCat validation release notes and known issues. Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.
  
  ◦ 2018 WorldCat validation release notes
  ◦ Known issues

• **WorldShare Record Manager training**
  
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  Find training on WorldShare Record Manager.
  
  ◦ Live classes
  ◦ Editing bibliographic data in WorldShare Record Manager
  ◦ Policies for adding original records to WorldCat
Find frequently asked questions (FAQ) and troubleshooting steps (Troubleshooting).

- After I set a WorldCat holding in Record Manager, when can it be viewed in other applications?
- A Printbook displays as an Online record, how can I resolve this problem?
- Can I delete a WorldCat bibliographic record?
- How can I change the default Label type in Record Manager?
- How can I control NTA headings in WorldShare Record Manager?
- How do I add Record Manager to my WorldShare account?
- How do I get textual holdings information to show in the Holdings Summary?
- How do we get our records into WorldCat?
- How to remove duplicate item barcodes safely
- How to restore an item that was accidentally withdrawn
- If I start a record in Record Manager, can I finish editing it in Connexion browser or Connexion?
- Is it possible to undo a merge of inappropriately merged records?
- I am getting an error message when I try to edit a record in the bibliographic saved in-progress file
- I am getting an error message when I try to search for records in the bibliographic saved in-progress file
- I can't update pcc bibliographic record.
- I cannot submit a Record Change Request. What should I do?
- I keep getting a Bib Read Failed Unexpectedly. How can I fix it?
- I need the authorities roles added to my WorldShare account
- My Online record displays in WorldCat Discovery as Print. How can I resolve this problem?
- The Label Print List is showing two labels for each record
- What are the OCLC cataloging rules for full-level records related to ELvl "M" and local data?
- When editing the Item Details of a Local Holding Record I get an error in relation to not being able to find the specified holding item
- When I try to edit a bib, I get an "unauthorized" message. Is there a reason I can't fix this record?
- Why am I seeing the wrong Local holding code come up in the 049 tag in Record Manager?
- 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?