Help manage global knowledge base data by using the cooperative management features. Update title information, add a new collection, and approve or deny changes made by other libraries to the global knowledge base.

RetentionPolicy cooperativedata inProvider-supplied collections and Cooperative (global) collections

**Cooperative (global) collections**

Cooperative collections are collections created by libraries that have been submitted to the cooperative. Edits to cooperative collections will be retained.

You can identify a cooperative collection by its collection ID. When a library creates a collection locally, the collection has *customer.* at the beginning of its collection ID. When the library submits the collection to the cooperative, it becomes a cooperative collection and has *global.* at the beginning of its collection ID.

**Provider-supplied collections**

Provider-supplied collections are knowledge base collections that are loaded and updated by OCLC with data from providers.

Before making cooperative edits, see if your collection is listed. If it is, proceed with your edits. If your collection is not listed, cooperative edits will not be retained (for fields other than OCN and Grouped OCNs) when OCLC loads provider-supplied data updates. Contact OCLC to fix the issue.

- **List of collections for which cooperative changes are retained** (Updated: Monthly)

  **Caution:** It is possible that edits submitted to the cooperative will not be retained for listed collections. This is caused by complexities in timing and the results of a matching process that allows us to retain or not retain cooperative edits. If you notice that your changes were not retained, you can re-submit your edits. They might be retained and not encounter the timing issue that they did initially. Alternatively, do not hesitate to report the corrections to OCLC.

- **Update title information in existing collections**

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  Help improve the global knowledge base and access to electronic titles by participating in cooperative management. See how to add and update titles in existing collections.

  - Grouped OCNs and cooperative management
  - How to add a new title to an existing collection
  - How to remove a title from an existing collection
How to update title information

• **Add new collections to the global knowledge base**
  
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  Find best practices for adding collections to the global knowledge base and instructions on how to add a new collection.

  ◦ Guidelines for adding cooperative collections to the knowledge base
  ◦ How to add a new cooperative collection

• **Approve and deny changes to the global knowledge base**
  
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  See the cooperative approval and denial goals and thresholds for proposed changes to WorldCat knowledge base data. See how you can approve or deny changes proposed by other libraries.

  ◦ Approval and denial goals for cooperative changes
  ◦ How to approve or deny cooperative changes