Local Holdings Maintenance

You can use the Local Holdings Maintenance service to maintain accurate, current holdings information and to create Local Holdings Records (LHRs) that enable you to share detailed holdings information with library staff, users, and other libraries. By providing your library's detailed holdings information for materials in any format, including serials, the service supports resource sharing, collection development, circulation and acquisitions activities.

Make your library’s Local Holdings Records (LHRs) accessible through WorldCat

- Add local holdings at the same time you catalog an item with Connexion browser and WorldShare Metadata Record Manager or upload your local holdings through OCLC’s Batchload service.
- Create LHRs in WorldShare Acquisitions or WorldShare Circulation.
- Output LHRs with bibliographic data through WorldShare Metadata Collection Manager.
- Local Holdings Records reside in WorldCat. As a result, your local holdings data is available to libraries and their users that are using WorldShare Interlibrary Loan, WorldCat Local or WorldCat Discovery.
- When you maintain LHRs, you update your detailed holdings as well as lending and reproduction policies. This enables borrowing institutions to target resource sharing requests.
- Information in the LHR can be used to supply favorite lender information in the WorldShare Interlibrary Loan custom holdings process.
- WorldShare Interlibrary Loan uses the deflection policies set in LHRs to deflect requests.
- The service supports cooperative collection development by making all aspects of the collection known.
- WorldCat LHRs conform to the MARC 21 Format for Holdings Data.
- You may attach your local holdings data to bibliographic records created and maintained by national libraries and CONSER (Cooperative Online Serials Program) participants.

- A holdings primer: Principles & standards for local holdings records

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Provides general information on Z39.71 Holdings Format and MARC 21 Format for Holdings Data (MFHD); OCLC LDR format and SERHOLD format are also briefly discussed.

- Introduction
- Z39.71
- MARC 21 Format for Holdings Data (MFHD)
- Batchloading of holdings records
- Examples of holdings records
- Exercise answer key
Glossary

- **Create and apply local holdings constant data**
  
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  Discover how to create, customize, and apply local holdings constant data records.

  ◦ Create local holdings constant data
  ◦ Apply local holdings CD from list or by name
  ◦ Use local holdings constant data
  ◦ Find local holdings constant data
  ◦ Local holdings constant data search results

- **Create and maintain local holdings records**
  
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  Discover how to create, edit, and delete local holdings records.

  ◦ Create local holdings record
  ◦ Edit local holdings record: Basics
  ◦ Edit local holdings record: Details
  ◦ Replace an LHR or delete local holdings
  ◦ Local holdings agent activities

- **Find local holdings records**
  
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  Discover how to search for local holdings records in WorldCat and use search results.

  ◦ Find local holdings records
  ◦ View and use WorldCat search results
  ◦ Local holdings group summary
  ◦ Local holdings institution summary

- **Quick references**
  
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  Discover how to order the Local Holdings Offline Product, download it, and import it into Excel as well as how to maintain local holdings information via Connexion browser.

  ◦ Local holdings maintenance quick reference
  ◦ Local holdings offline product quick reference

- **OCLC-MARC local holdings format and standards**
  
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A detailed reference on the format for OCLC local holdings records. Defines fields, subfields, and indicators. Provides guidelines for creating and editing record content.

- Introduction
- Leader
- 0xx fields
- 3xx fields
- 5xx fields
- 8xx fields

• **OCLC-MARC local holdings format tag chart**

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  Provides brief, general information on each tag and subfield.

• **Local Holdings Maintenance training**

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  Find training on Local Holdings Maintenance.