Search for collections in Collection Manager

Use the search field to find collections that you have already created of any collection-type. Alternatively, find collections and providers that are in the global WorldCat knowledge base.

About

Follow these instructions to search Collection Manager for:

- Knowledge base collections (collections available in the global WorldCat knowledge base and/or knowledge base collections you have already selected or created)
- Query collections you have already created
- Cataloging partner collections you have already created

See Search for data sync collections for instructions to search for data sync collections that you have created.

Search for collections in Collection Manager

Search for a collection

1. Navigate to the WorldShare interface > Metadata tab > Collection Manager.
2. Select a Scope from the drop-down list.

3. Decide if you will limit your search:
   - Leave My Selected Collections selected to search across your library-specific collections that you have created or selected
   - Deselect My Selected Collections to search across items that are available in the global collections available in the WorldCat knowledge base. For example, deselect My Selected Collections to search for collections to
4. In the Search Term(s) field, enter your terms or leave the field empty.
5. Click Search.

**Tips for using the search field**

**Leave the search box empty to return all collections**

If you plan to filter your search results, first perform a search by leaving the search box empty. Note that if:

- **My Selected Collections** is selected, an empty search will return your library-specific collections
- **My Selected Collections** is not selected, an empty search will return collections in the WorldCat knowledge base

**Use a truncation operator**

To search with a truncation operator, use an asterisk (*). For example:

- **nature*** returns all items starting with "nature"
- **LHR*** returns all items containing "LHR" in the Collection Name or Collection Type fields

**Search by OCLC number, ISBN, or ISSN**

To search by OCLC number, ISBN, or ISSN, choose **Title** from the drop-down list, enter the **number**, and click **Search**.

**Search by Provider if searching by Collection is unsuccessful**

A knowledge base collection might be available but by a slightly different collection name than you expect. If searching by **Collection** does not return what you expect, try searching by **Provider**.

**Use filters**

Perform a search and then filter your search results or return all collections and then filter your results. To return all collections and then filter your search results:
1. Leave the Search Term(s) field empty.

2. The **My Selected Collections** limiter is selected by default. Change the selection based on whether or not you want to search across all of your library-specific collections or across your library-specific collections and all items that are available in the global collections available in the WorldCat knowledge base.

3. Click **Search**.

4. After search results are returned, expand **Filter by** at the top of the search results.

5. Select from the drop-down list an option to filter your search results:

   ◦ Cataloging Partner Collections
   ◦ Collections...
     ▪ I created
     ▪ Shared by my library
     ▪ Shared to my library
   ◦ Contains Open Access Content
   ◦ Databases (Contains No Titles)
   ◦ Demand Driven Acquisitions Collections
   ◦ Discontinued
   ◦ Document Delivery Collections
   ◦ Google Scholar
   ◦ Knowledge Base Collections
   ◦ Maintain WorldCat Holdings

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https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Get_started/Search_for_collections_in_...
- MARC Record Delivery
- OCLC Cataloged Collections
- Query Collections

**Search results**

Items in your search results will be marked with a collection type and other details.

**Selected collection types and attributes - Table**

<table>
<thead>
<tr>
<th>COLLECTION TYPE</th>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cataloging partner collections, Knowledge base collections, and Query collections</td>
<td>Collection</td>
<td>Click a collection name to view or edit the collection. The Collection ID can be used in lieu of a collection name when discontinuing a feed.</td>
</tr>
</tbody>
</table>

**Cataloging partner collection - Available attributes**

<table>
<thead>
<tr>
<th>ATTRIBUTE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARC Delivery Enabled</td>
<td>The collection has the setting to Enable MARC Record Delivery enabled.</td>
</tr>
<tr>
<td>MARC Delivery Disabled</td>
<td>The collection has the setting to Enable MARC Record Delivery disabled.</td>
</tr>
<tr>
<td>COLLECTION TYPE</td>
<td>COLUMN</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>Knowledge base collection - Available attributes</td>
<td>ATTRIBUTE</td>
</tr>
<tr>
<td></td>
<td>Customizable</td>
</tr>
<tr>
<td></td>
<td>Demand Driven Acquisitions</td>
</tr>
<tr>
<td></td>
<td>Discontinued</td>
</tr>
<tr>
<td></td>
<td>Document Delivery</td>
</tr>
<tr>
<td>COLLECTION TYPE</td>
<td>COLUMN</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>ATTRIBUTE</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>document delivery program.</td>
<td></td>
</tr>
<tr>
<td>Google Scholar Disabled</td>
<td>The titles in the collection are not submitted to Google to create links in Google Scholar. See <a href="https://scholar.google.com">Google Scholar</a> for more information.</td>
</tr>
<tr>
<td>Google Scholar Enabled</td>
<td>The titles in the collection are submitted to Google to create links in Google Scholar. See <a href="https://scholar.google.com">Google Scholar</a> for more information.</td>
</tr>
<tr>
<td>License(s) Available</td>
<td>The collection has licenses available. Click <a href="https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Get_started/Search_for_collections_in_...">License(s) Available</a> to see the status of the license (current, expired, ...)</td>
</tr>
<tr>
<td>COLLECTION TYPE</td>
<td>COLUMN</td>
</tr>
<tr>
<td>----------------</td>
<td>--------</td>
</tr>
<tr>
<td>ATTRIBUTE</td>
<td>DESCRIPTION</td>
</tr>
<tr>
<td>etc.). For more information, see Edit, renew, or terminate a license.</td>
<td></td>
</tr>
<tr>
<td>Locally Created</td>
<td>The collection is a custom collection created by your institution.</td>
</tr>
<tr>
<td>Non-Customizable</td>
<td>The collection cannot be edited.</td>
</tr>
<tr>
<td>OCLC Cataloged</td>
<td>The collection is cataloged by OCLC staff and made available through Collection Manager by the provider.</td>
</tr>
<tr>
<td>Open Access</td>
<td>The collection is an open-access collection.</td>
</tr>
<tr>
<td>COLLECTION TYPE</td>
<td>COLUMN</td>
</tr>
<tr>
<td>-----------------</td>
<td>--------</td>
</tr>
<tr>
<td>Query collection - Available attributes</td>
<td>ATTRIBUTE</td>
</tr>
<tr>
<td></td>
<td>One-time delivery</td>
</tr>
<tr>
<td></td>
<td>Ongoing delivery</td>
</tr>
</tbody>
</table>

Provider: The vendor or content provider who supplies the collection. Click a provider name to view all collections supplied by the provider.

Updated: The date and time the collection was last updated.

Selections: Indicates whether the collection has been added to your holdings and, if it has, how many titles from the collection are in your holdings.

To remove a cataloging partner collection and/or knowledge base collection from your holdings, click Deselect.

To remove a query collection from your holdings, click Delete.

Sharing: Indicates whether you have shared...
<table>
<thead>
<tr>
<th>COLLECTION TYPE</th>
<th>COLUMN</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>the collection with another institution. To view libraries you shared the collection with, click the collection’s name. Once you are in the collection, click the Sharing accordion.</td>
</tr>
</tbody>
</table>

**Action**

Click **Add to...** to:

- Add the collection to an order or license (click **Add to... > License**)
- Create a new order (click **Add to... > Order**)
- Add the collection to a purchase request without leaving Collection Manager (click **Add to... > Purchase Request**)

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**Watch a video**

Search for collections (9:48)

This video demonstrates how to search in WorldShare® Collection Manager and use filters to refine your search results.

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**Search for cataloging partner collections**

**Use a filter and perform a bulk collection action**

Search for cataloging partner collections that you have already created:

1. Navigate to the search box in Collection Manager. Leave **My Selected Collections** selected.
2. Click **Search**. The search will return all of the collections your library has selected or created.
3. Select **Cataloging Partner Collections** from the Filter by drop-down list.
Once you have used the search and filter to find your cataloging partner collections, you can select multiple collections and perform a collection action. To enable record delivery in multiple cataloging partner collections at one time, continue with the following steps:

4. Click the box next to each collection you need to activate or click the box at the top of the results list to select all of the collections.
5. At the top of the screen, expand Collection Actions and select Cataloging Partner Collections.
6. Select Enable MARC Record Delivery.

Search for OCLC cataloged collections

To find additional information about this collection type, see OCLC cataloged collections.

Filter for OCLC cataloged collections

1. In the WorldShare interface, navigate to Metadata > Collection Manager.
2. Leave the search box empty and deselect My Selected Collections. Click Search.
3. To filter the search results, choose OCLC Cataloged Collections from the drop-down list.

![Search for OCLC cataloged collections](image-url)