Adding LHR and SP for MSCC in Record Manager

-1) Access WorldShare Record Manager by going to: https://www.oclc.org/en/services/logon.html

-2) search by OCLC symbol, institution name or zip code

-3) This will generate a URL unique to your institution (save that URL and you can skip the above steps next time)

-4) Log into WorldShare Record Manager

-5) If you don't see the Metadata, Analytics and Admin tabs on the left, hit the little arrow
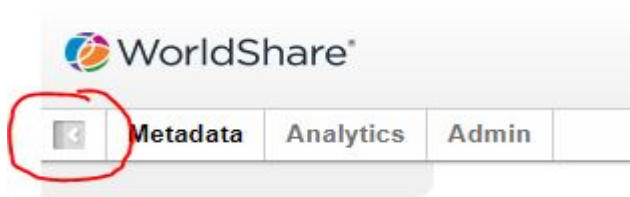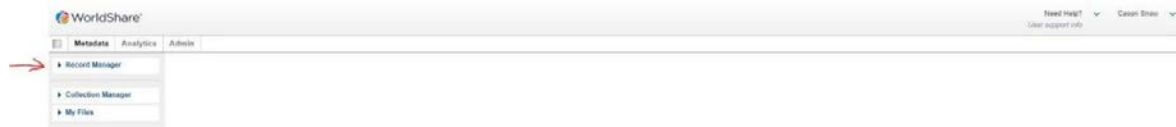

-6) Under Metadata, select the Record Manager tab

-7) Set the search parameters as: Data Type = Bibliographic Records. Scope = All Woldcat. Index = OCLC Number.

-8) Enter the OCLC number in the Terms

-9) Click on the title retrieved

-10) Now create a LHR by selecting the Record menu – drop down to LHR – and over to Derive.

-11a) Next, edit the LHR:

-11b) Field 000= single-part item holdings – unknown – no item info is in the record

Date Entered on File	220729
Last Updated	20220726
Related Bibliographic Record	322358
Title	Historia de la esclavitud negra en Puerto Rico /
Summary	Local Holdings Available.

▾ LHR Record

000 ▾ nx un

? Record Status	n - New ⌄
? Type of Record	x - Single-part item holdings ⌄
? Encoding Level	u - Unknown ⌄
? Item Information in Record	n - No item information is in the record ⌄

Done   Cancel

-11c) Field 007= unspecified -- unspecified

▾ LHR Record

000 ▸ nx zn

004 50494362

007 ▾ zu

? Category of Resource	z - Unspecified ⌄
? Specific Material Designation	u - Unspecified ⌄

Done   Cancel

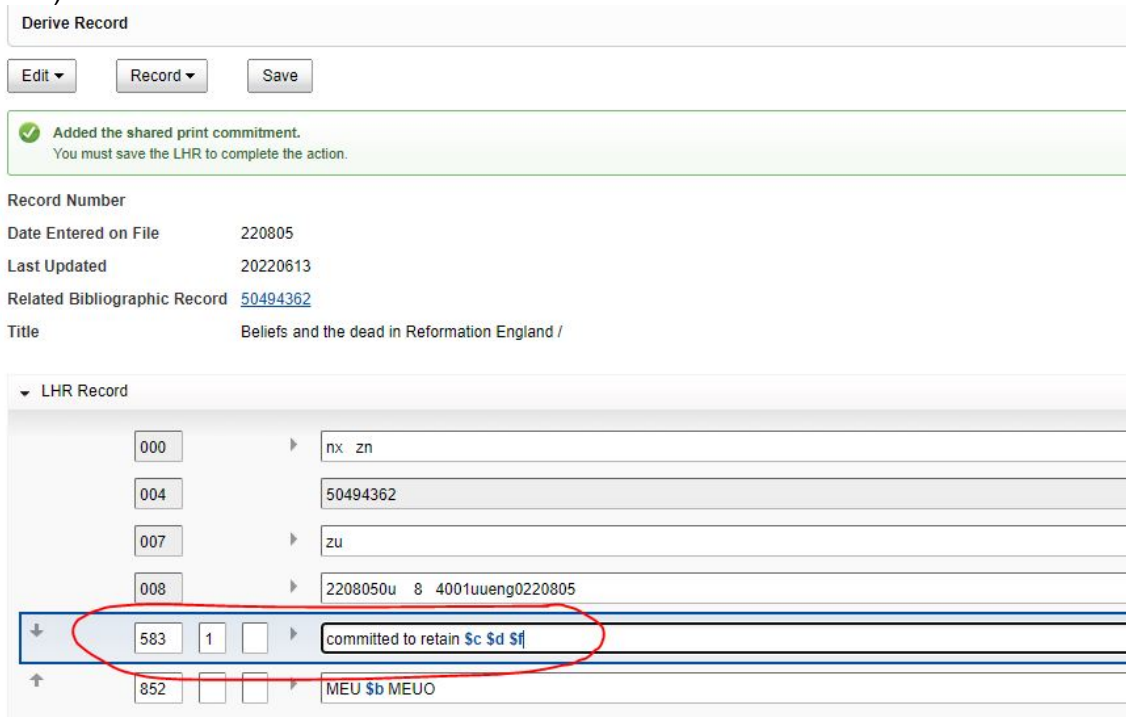-11d) Field 852= *edit to reflect just your institution/remove the call #*

008 ▸ 2207290u 8 4001uuspa0220729

↓ 852 ▸ MEU $b MEUO|

↑

-11e) Fields 004 and 008 can be left as is and other extra fields can be deleted using the +/- buttons to the right of them.

-12a) Now add a Shared print commitment by selecting the Record menu – drop down to Shared print commitment – and over to Add
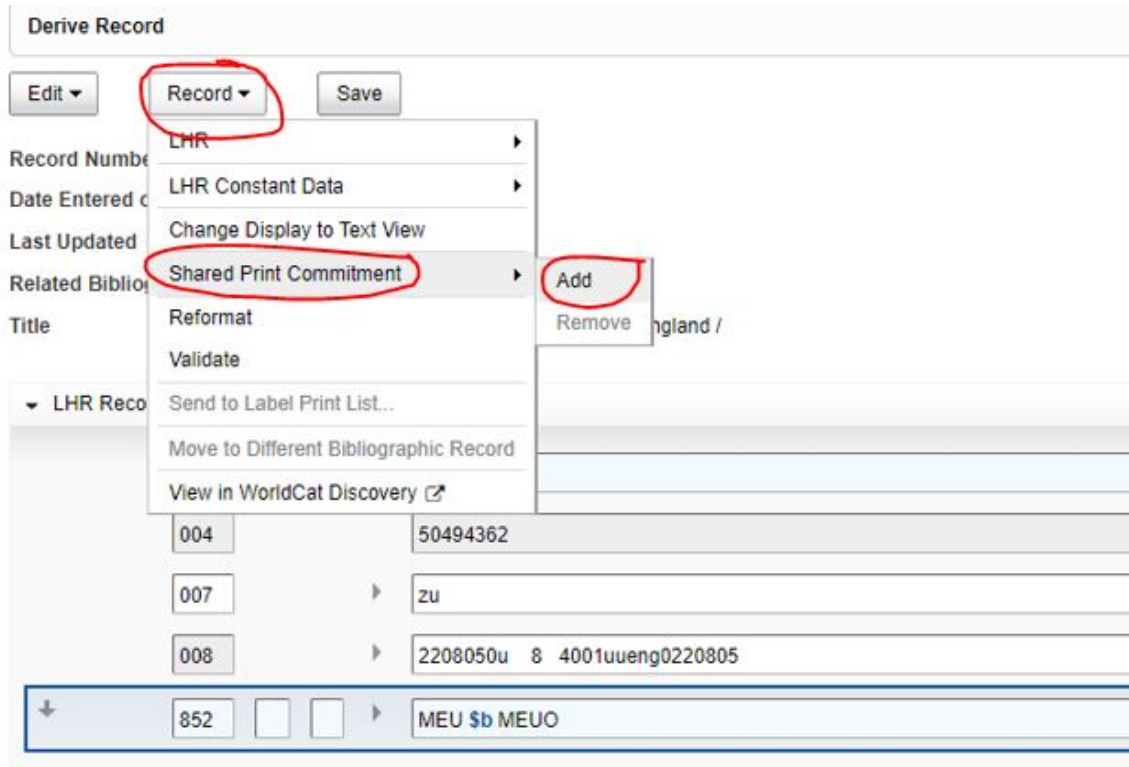
-12b) This will add the 5831 field

-13) You can now paste over the wording in the 5831 with your/our MSCC statement

-14) And hit the Save button! You have added the SP designator and created a LHR at the same time!