

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>

Select an OCLC product or service to sign in to

i Changes to support for TLS 1.0 and 1.1
[Important information related to OCLC's Transport Layer Security \(TLS\) enhancements.](#)

Management services SISIS SunRise WorldShare Management Services WorldShare Metadata Services	Resource sharing services WorldShare Interlibrary Loan WorldShare Interlibrary Loan Configuration	Other services OCLC Community Center Policies Directory Usage Statistics (FirstSearch, WorldCat.org, Digital Collections, etc.) Dutch services Management information and statistics for GGC, NCC-IBL, etc.
Discovery and reference services FirstSearch FirstSearch Administration Module PiCarta WorldCat Discovery Services	Metadata services CatExpress Connexion WebDewey	

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

Search for your institution by OCLC symbol, institution name or zip code.

Search Query

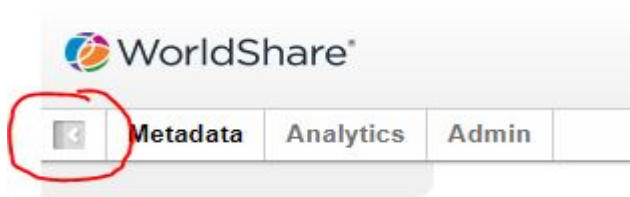
If you are not sure of the name, type in the first full word and choices will appear from the list of available institutions. Enter a zip code to see a list of institutions within that area.

CONTINUE

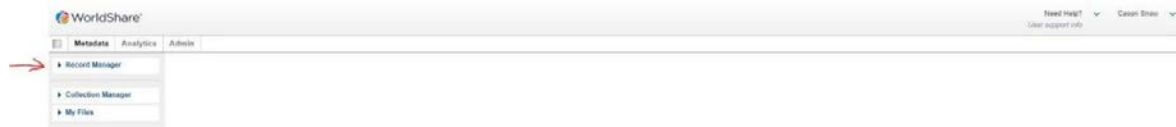
-3) This will generate a URL unique to your institution (save that URL and you can skip the above steps next time)

-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

← Metadata Analytics Ad

▼ Record Manager

Search

Data Type
Bibliographic Records ▼

Scope
All WorldCat ▼

Index
OCLC Number ▼

Term(s) ?

Search Clear

[Advanced Search](#)

Create Record

Record Work Lists

Export Lists

Toolbox

User Preferences

▶ My Labels

▶ Collection Manager

▶ My Files

-9) Click on the title retrieved

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

universityofmaine.share.worldcat.org/wms/cmnd/metadata/cataloging/edit/bib/322358

University of Maine... http://calculate.alpt... Google Translate Fogler Bulletin Board

Admin

Edit 322358

Print Edit Record Advanced Action Save

WorldCat Holding
Derive Bibliographic Record
Bibliographic Constant Data
LHR
Change Display to Text View
Change Material Type
Control All Headings
Add Equivalent Subject Headings
Reformat
Validate
Send to
Compare...
Send Record Change Request...
View in WorldCat Discovery

Derive
Delete
Open Text View

Other Records Linked to
Bibliographic Record

Clear Selections

LDR
001
005
008
010
040
019

79117089
DLC \$b eng \$c DLC \$d FUG \$d BAKER \$d OCLCO \$d OC
1304842 \$a 1201953156

b s001 0 spa

-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

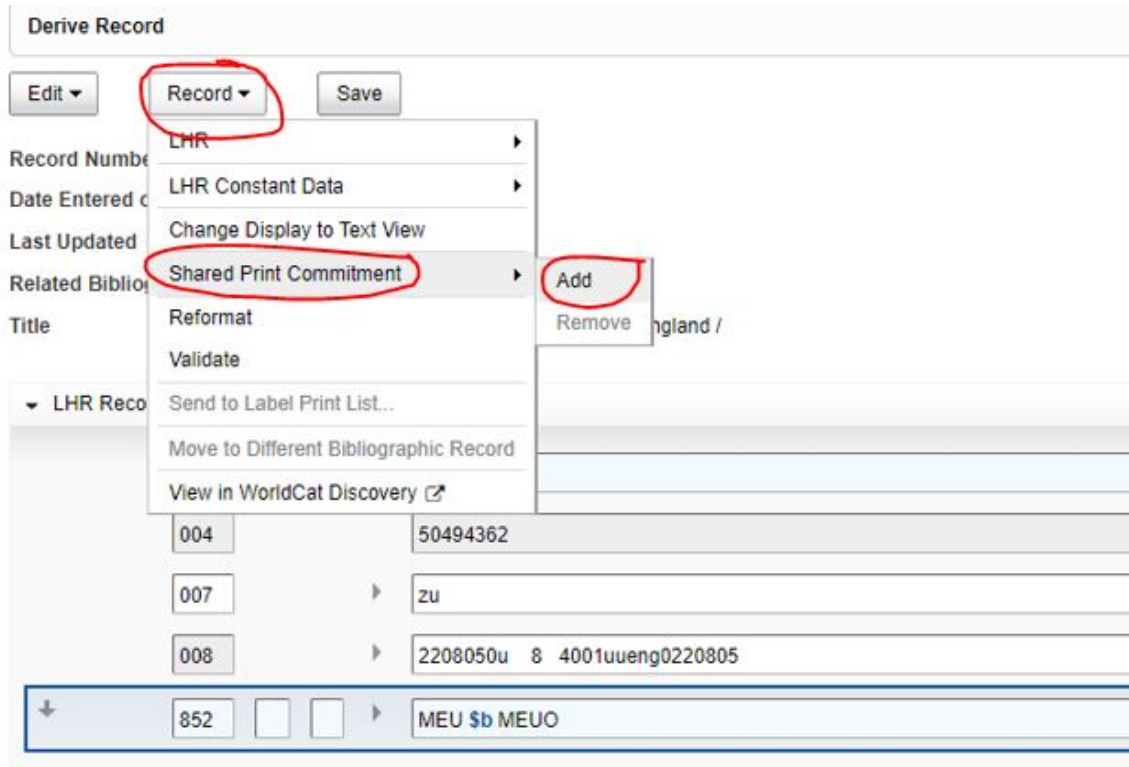
000	nx zn	
004	50494362	
007	zu	
?	Category of Resource	z - Unspecified
?	Specific Material Designation	u - Unspecified
		Done Cancel

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

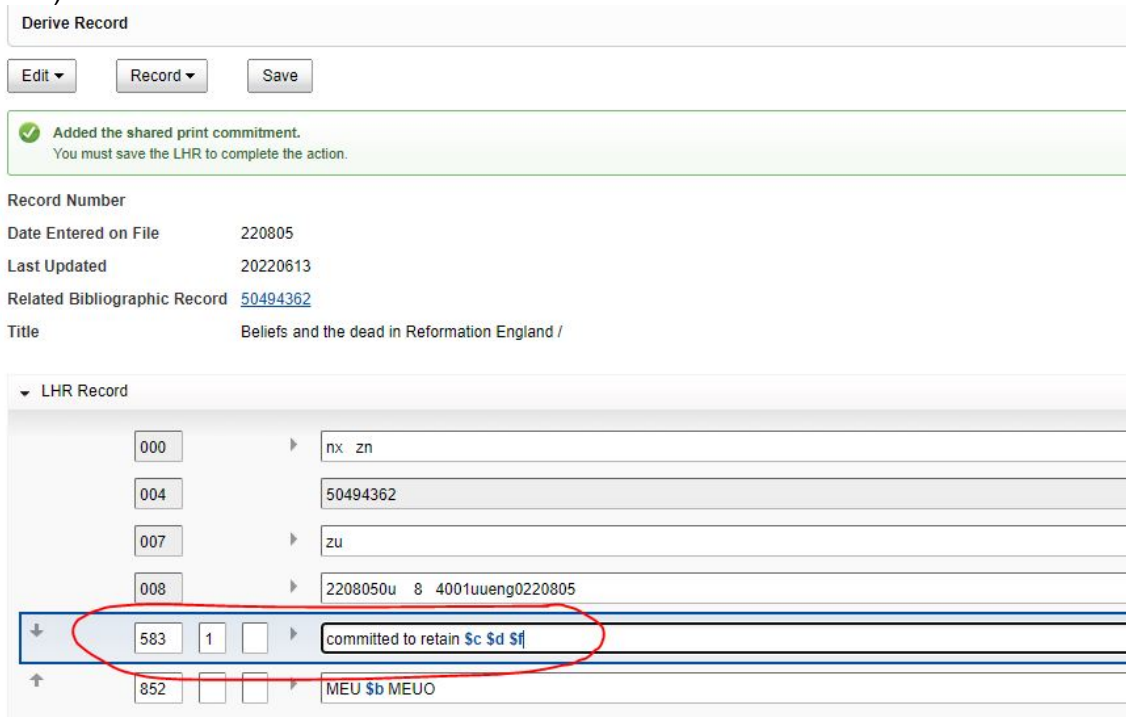
008	220729u 8 4001uuspa0220729			
↓	852			MEU \$b MEUO
↑				

-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

Derive Record

Edit Record Save

✓ Added the shared print commitment.
You must save the LHR to complete the action.

Record Number
Date Entered on File 220805
Last Updated 20220613
Related Bibliographic Record [50494362](#)
Title Beliefs and the dead in Reformation England /

LHR Record

000				nx zn
004				50494362
007				zu
008				2208050u 8 4001uueng0220805
583	1			committed to retain \$c 20130701 \$d 20280630 \$f Maine SC \$u http://www.maineinfonet.net/mcsc/about/retention-copies \$z MSCC \$2 pda \$5 MeU
852				MEU \$b MEUO

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