

Using your institution-specific OCLC WorldShare URL, enter your credentials to log on:

YOUR LIBRARY NAME

[SIGN IN](#)

User Name*

Password*

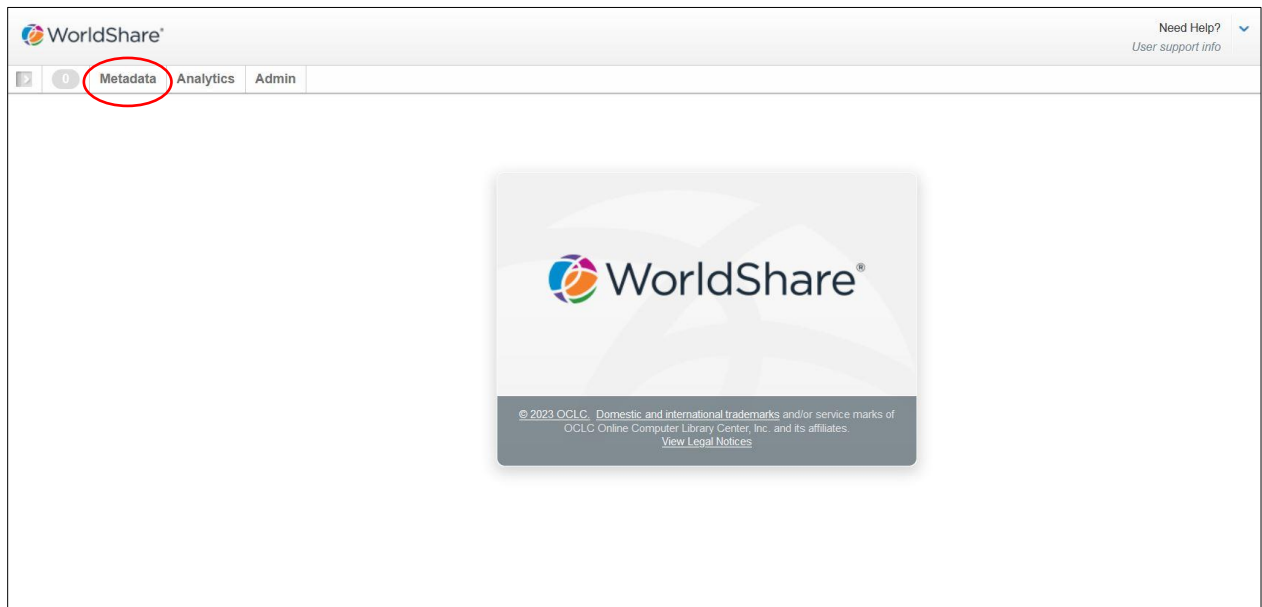
SIGN IN

[SET/RESET PASSWORD](#)

[CANCEL](#)

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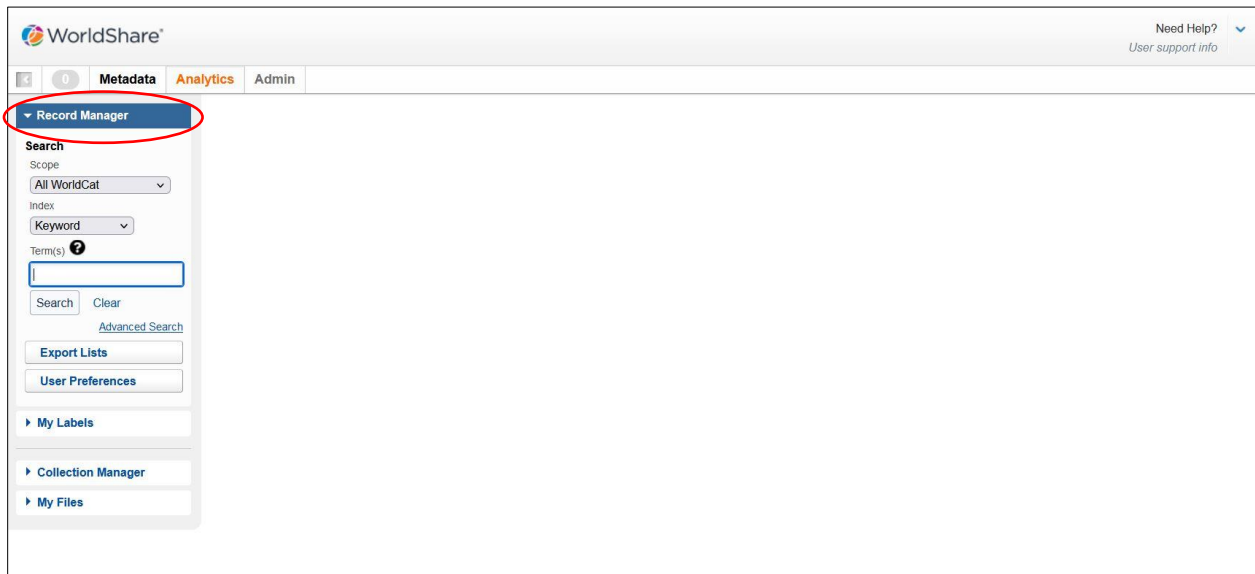
When you've logged in, click on the "Metadata" tab on the top left corner:



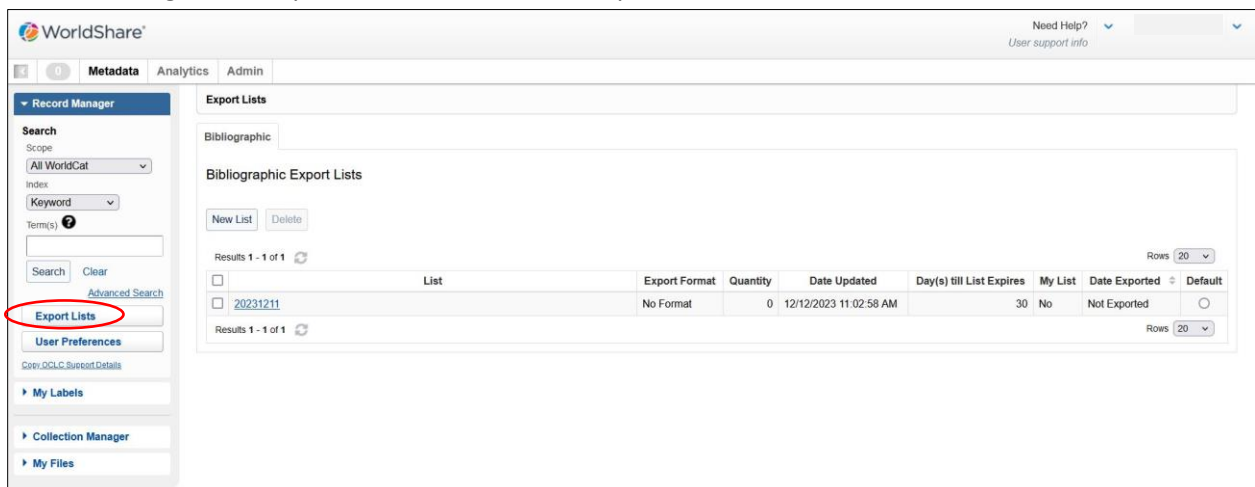
You will then get several more tabs on the left side panel:



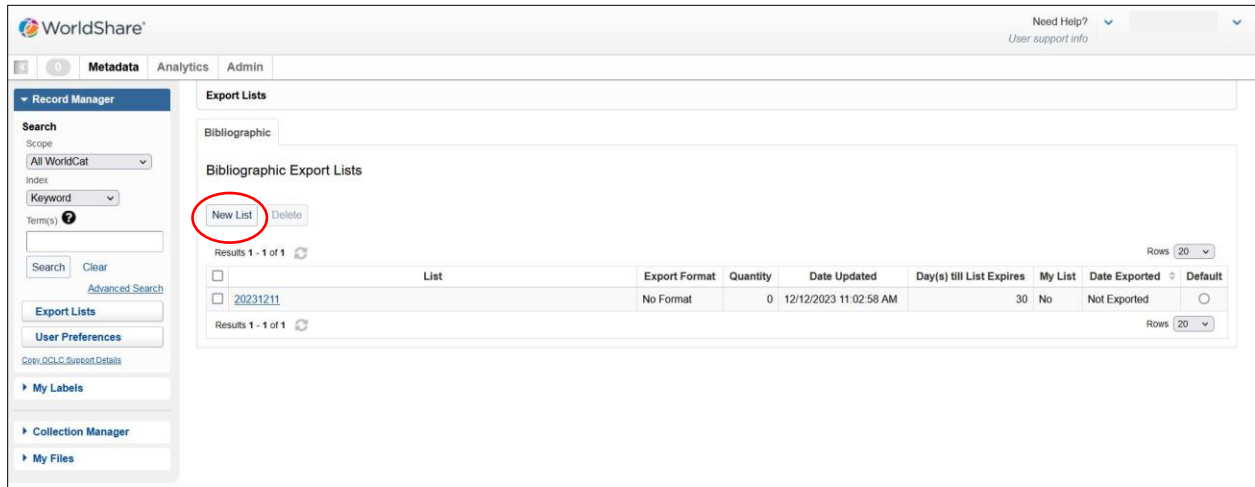
You will want to select the top "Record Manager" tab to expand your "Search", "Export Lists", and "User Preference" tabs:



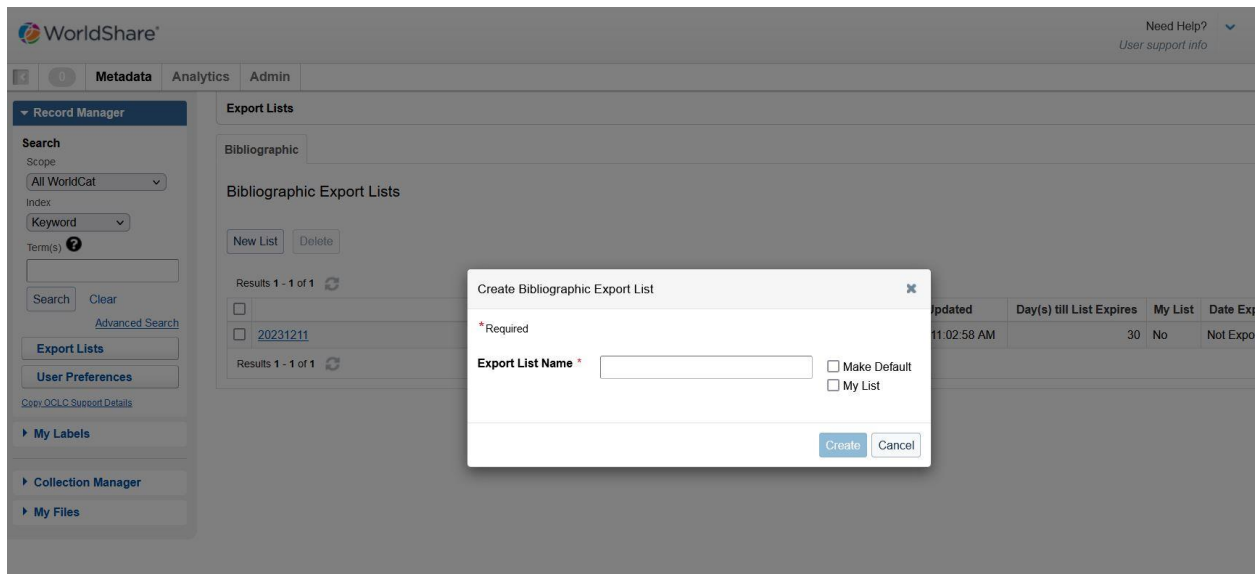
You can then go into "Export Lists" on the left hand panel:



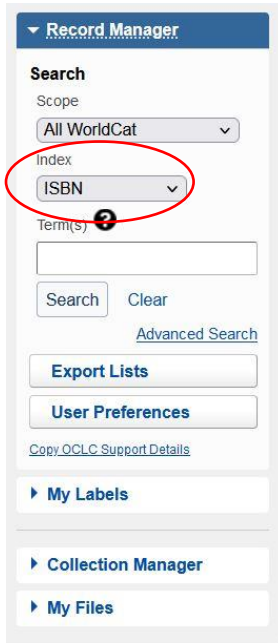
Here you can create a new Export List:



Sticking to a consistent naming convention will help keep track of your Export Lists. Use what works for you! When downloaded, the name of the list will not be kept so make sure to rename them with your institution code and date before uploading into your ILS, especially if it's a shared catalog:

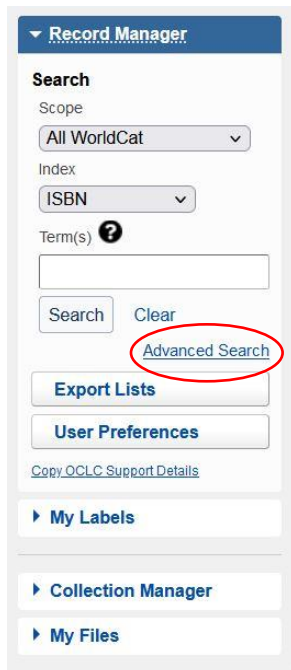


Once a new Export List is created you can search for MARC Records to add to it. This is done by using the left hand panel “Search” area. You will want to search with a ‘scope’ of “All WorldCat” but setting the ‘index’ to “ISBN” might be the fastest option to return your in-hand item:



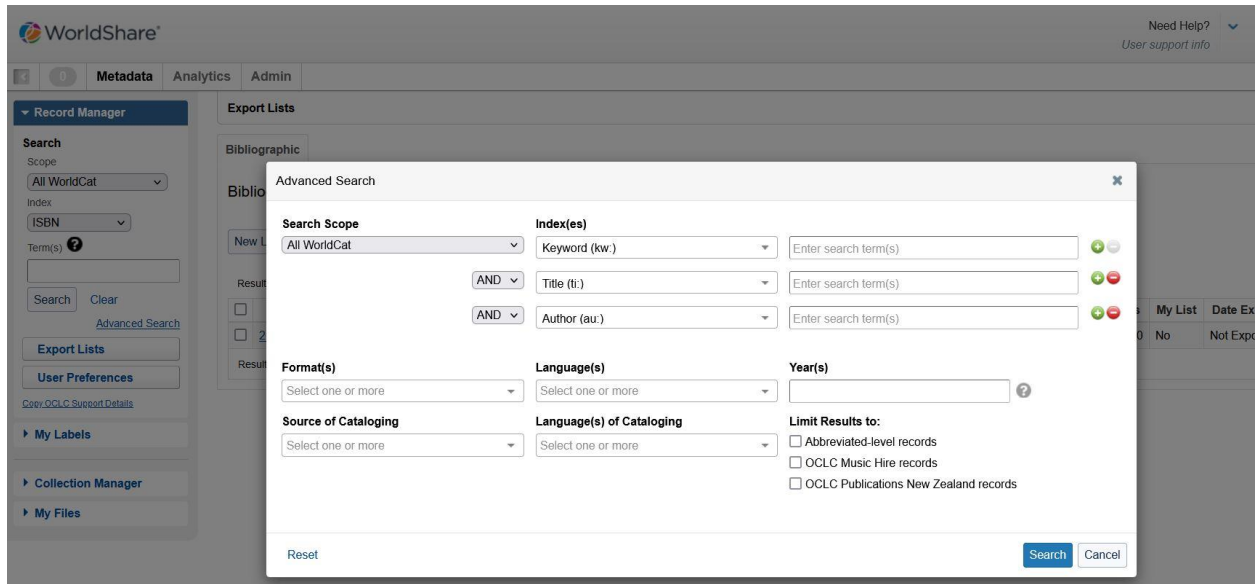
The screenshot shows the 'Record Manager' interface. Under the 'Search' section, the 'Scope' dropdown is set to 'All WorldCat'. The 'Index' dropdown is set to 'ISBN' and is circled in red. Below the dropdowns is a text input field for 'Term(s)' with a question mark icon. There are 'Search' and 'Clear' buttons, and a link for 'Advanced Search'. Below the search area are buttons for 'Export Lists' and 'User Preferences', and a link for 'Copy OCLC Support Details'. At the bottom, there are expandable sections for 'My Labels', 'Collection Manager', and 'My Files'.

There is also an advanced search option:



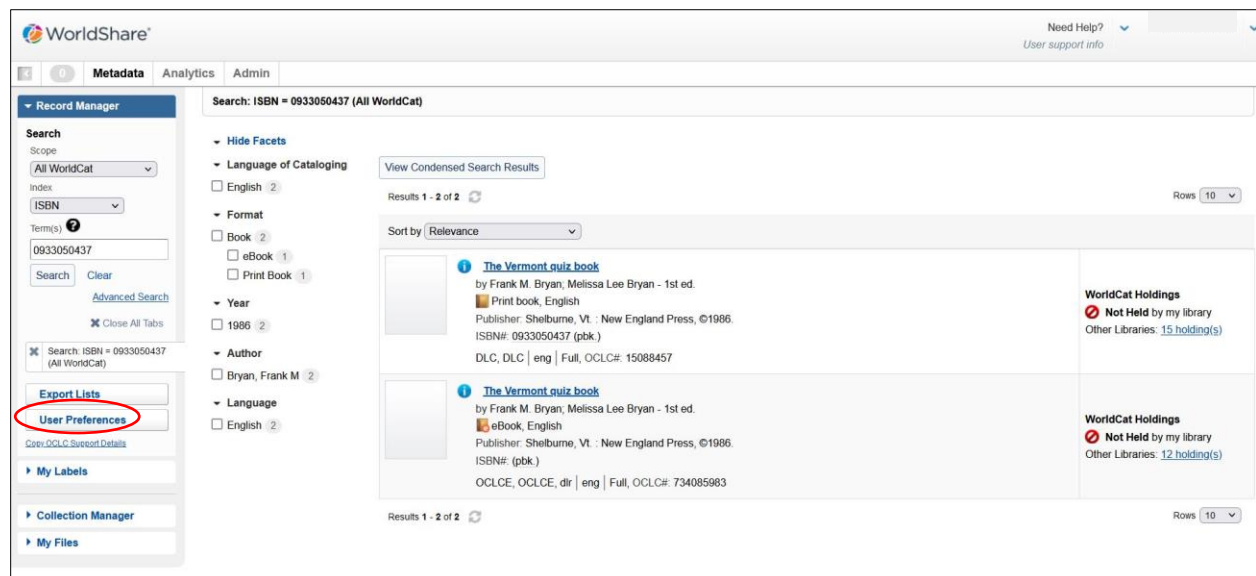
This screenshot is identical to the one above, showing the 'Record Manager' search interface. In this version, the 'Advanced Search' link is circled in red, highlighting it as an alternative search option.

“Advanced Search” allows for multiple aspects of the item to be searched:



WorldShare allows you to choose different arrangements of the layout for search results in the “User Preferences” tab at the bottom of the Record Manager left side panel. More tutorials on this can be found here:

https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/WorldShare_Record_Manager_training/WorldShare_Record_Manager_videos



After you've scanned or entered the ISBN into the Search box hit "Search" button:

The screenshot shows the WorldShare search interface. The search box contains the ISBN 0933050437, and the 'Search' button is circled in red. The results page displays two entries for 'The Vermont quiz book' by Frank M. Bryan and Melissa Lee Bryan. The first entry is a print book, and the second is an eBook. Both entries show 'WorldCat Holdings' information, indicating they are not held by the library but are available in 15 and 12 other libraries, respectively.

You can learn a lot about each Bibliographic record listed in the results page (ex: format, language, publisher, date, ISBN). Clicking into the title of a result will bring you into the Bibliographic Record:

This screenshot is identical to the one above, but the title 'The Vermont quiz book' of the first search result is circled in red, indicating that clicking on it would lead to the full bibliographic record.

In the Bibliographic Record You can toggle between the “Text View” for the item or the “MARC View”:

The screenshot shows the WorldShare Record Manager interface for record 15088457. The 'Text View' button is circled in red. The interface includes a search sidebar on the left, a top navigation bar with 'Metadata', 'Analytics', and 'Admin', and a main content area displaying a list of LDR records. The 'WorldCat Holdings' section shows 'My Library' as 'Not Held' and 'Other Libraries' as 15.

The screenshot shows the WorldShare Record Manager interface for record 15088457 in 'MARC View' mode. The 'MARC View' button is circled in red. The main content area displays detailed MARC fields for the record, including OCLC Number, LCCN, Title, Author, Edition, Publisher, Publication Date, Physical Description, ISBN, Subjects, Genre, Library of Congress Call Number(s), Dewey Call Number(s), Language, Format, Libraries Owning Item, Language of Cataloging, Encoding Level, and Cataloging Agency.

You can flip between Records in the results list on the top right hand side of the page...:

WorldShare
Need Help?
User support info

Metadata Analytics Admin

Record Manager View 15088457 1 of 2 < >

Print MARC View WorldCat Holding Send to Set Holding and Export Add Local Data

OCLC Number: 15088457 WorldCat Holdings
Print book My Library Not Held
[Other Libraries: 15](#)

OCLC Number: 15088457
LCCN: 86062544
Title: The Vermont quiz book
Author: Frank M. Bryan, Melissa Lee. Bryan
Edition: 1st ed.
Publisher: Shelburne, Vt. : New England Press, ©1986.
Publication Date: ©1986
Physical Description: x, 277 pages : illustrations , 24 cm
ISBN: 0933050437 (pbk.) ; 9780933050433 (pbk.)
Subjects: Questions and answers Questions et réponses Questions and answers Vermont Miscellanea Vermont Miscellanées Vermont Trivia and miscellanea
Genre: Trivia and miscellanea ; Miscellanea ; Miscellanées.
Library of Congress Call Number(s): F49.5. B79 1986
Dewey Call Number(s): 974.3
Language: eng
Format: Print book
Libraries Owning Item: 15
Language of Cataloging: eng
Encoding Level:
Cataloging Agency: DLC

...or go back to the results page to compare different MARC Records by either clicking the Search button (bringing you back to the initial search) or the completed search tab (bringing you back to the results list where you left off):

WorldShare
Need Help?
User support info

Metadata Analytics Admin

Record Manager View 15088457 1 of 2 < >

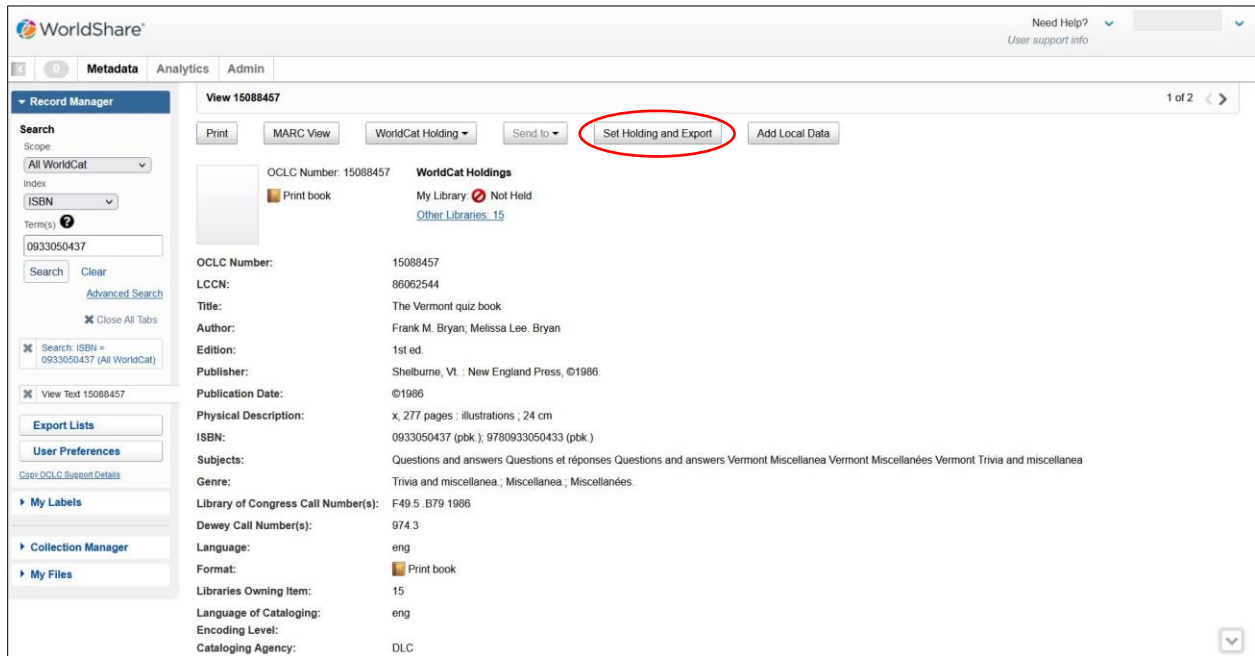
Print MARC View WorldCat Holding Send to Set Holding and Export Add Local Data

OCLC Number: 15088457 WorldCat Holdings
Print book My Library Not Held
[Other Libraries: 15](#)

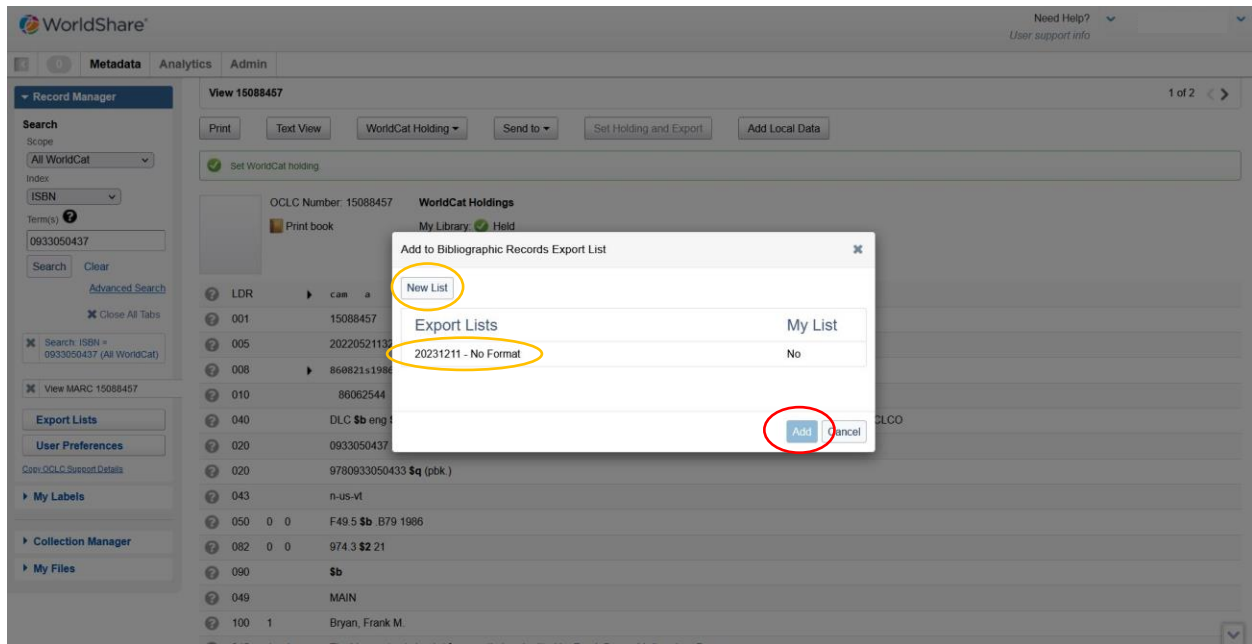
OCLC Number: 15088457
LCCN: 86062544
Title: The Vermont quiz book
Author: Frank M. Bryan, Melissa Lee. Bryan
Edition: 1st ed.
Publisher: Shelburne, Vt. : New England Press, ©1986.
Publication Date: ©1986
Physical Description: x, 277 pages : illustrations , 24 cm
ISBN: 0933050437 (pbk.) ; 9780933050433 (pbk.)
Subjects: Questions and answers Questions et réponses Questions and answers Vermont Miscellanea Vermont Miscellanées Vermont Trivia and miscellanea
Genre: Trivia and miscellanea ; Miscellanea ; Miscellanées.
Library of Congress Call Number(s): F49.5. B79 1986
Dewey Call Number(s): 974.3
Language: eng
Format: Print book
Libraries Owning Item: 15
Language of Cataloging: eng
Encoding Level:
Cataloging Agency: DLC

Search Scope: All WorldCat
Index: ISBN
Term(s): 0933050437
Search Clear
Advanced Search
Close All Tabs
Search: ISBN = 0933050437 (All WorldCat)
View Text 15088457
Export Lists
User Preferences
DCLC Support Details
My Labels
Collection Manager
My Files

Once the best MARC Record has been located press the “Set Holding and Export” button to add it to your WorldCat Holdings and your Export List:



From the box that comes up you can also create a new 'Export List' and/or select the previous list(s) and then select “Add” to add the Bibliographic Record to the desired list:



You will see a green confirmation box that the Record was added and be able to click into the Export List it was added to:

The screenshot shows the WorldShare Record Manager interface. A green confirmation box is highlighted with a red circle, containing the text: "Set WorldCat holding" and "Added the record to the bibliographic record export list test". Below this, the record details for OCLC Number 15088457 are visible, including "Print book" and "WorldCat Holdings" information. A list of records is displayed below, with the first record being OCLC 15088457. The left sidebar contains search filters and navigation options, with the "Export Lists" button highlighted by a red circle.

You can get to the Export List either by going through the link in the green confirmation box or by clicking the "Export Lists" tab on the right hand panel:

The screenshot shows the WorldShare Record Manager interface with the "Export Lists" tab selected. The page displays a "Bibliographic Export List" for the record "The Vermont quiz book /". A red circle highlights the "Export Lists" button in the left sidebar. The main content area shows a table with columns for OCLC Number, Title, LBDs, LHRs, Date Added, and Date Exported. The table contains one row for OCLC 15088457, which was added on 12/12/2023 2:04:39 PM and has not been exported yet.

OCLC Number	Title	LBDs	LHRs	Date Added	Date Exported
15088457	The Vermont quiz book /	0	0	12/12/2023 2:04:39 PM	Not Exported

To download the Export List click “Export All (#)” button and select “Send to My Computer”:

The screenshot shows the WorldShare Record Manager interface. On the left is a sidebar with navigation options: Record Manager, Search, My Labels, Collection Manager, and My Files. The main area is titled 'Export Lists' and shows a 'Bibliographic Export List' for the search term '0933050437'. The 'Export All (1)' button is circled in red, and a dropdown menu is open showing 'Send to My Computer' and 'Send to Local System (via TCP/IP)'. Below the buttons is a table with one record:

	OCLC Number	Title	LBDs	LHRs	Date Added	Date Exported
<input type="checkbox"/>	15088457	The Vermont quiz book /	0	0	12/12/2023 2:04:39 PM	Not Exported

A .dat file with the records should appear in your download file on your desktop when finished. From there, you can upload the records into your ILS.