

Using OCLC Record Manager

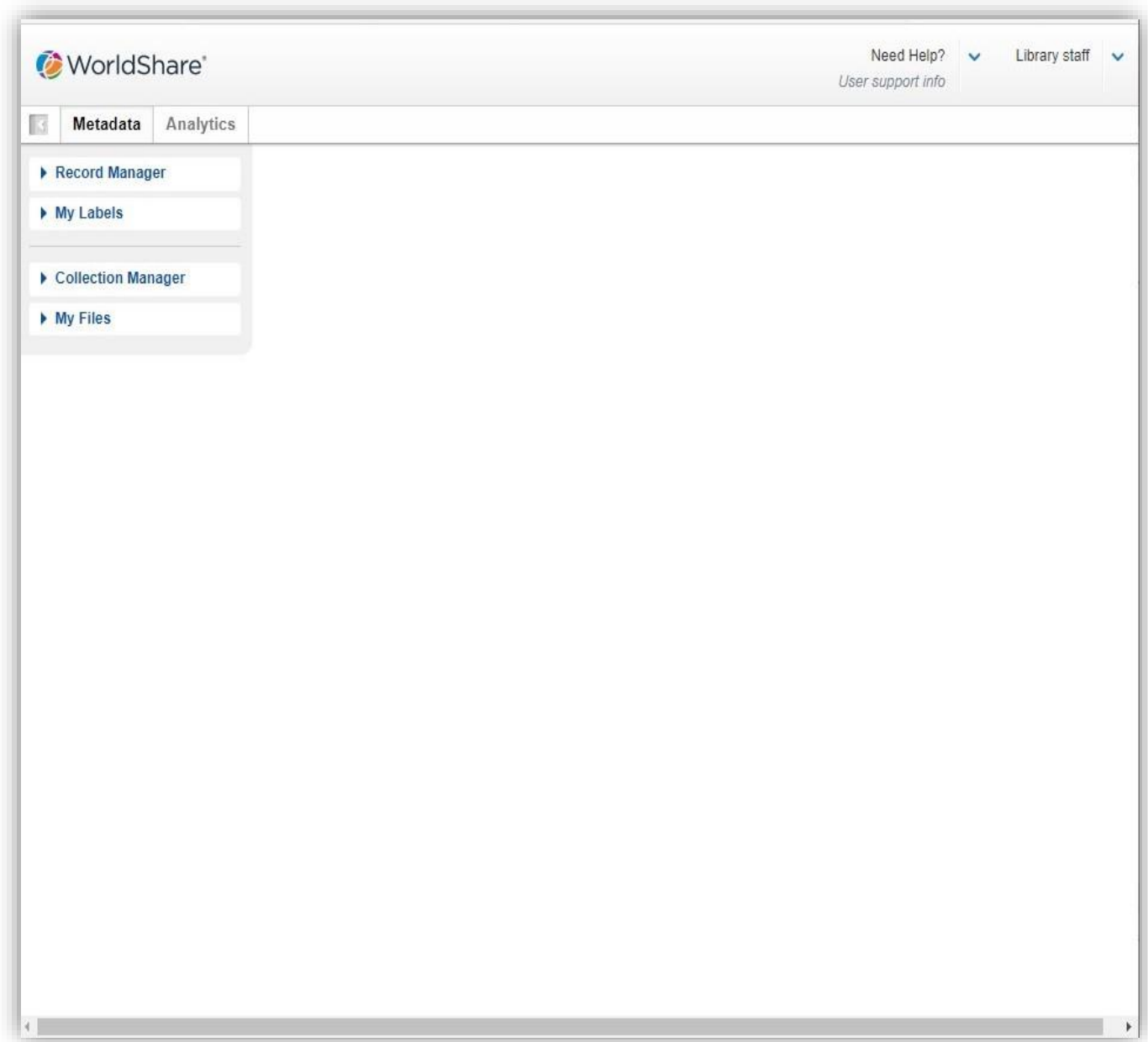
Things to remember before adding records.

1. Check CARL first.
2. OCLC will have a lot of records for some items. Check your edition, page count, book length in cm, etc.
3. If your item differs from the OCLC record by more than three pages or differs by more than two centimeters in length, then please submit a cataloging request.
4. If OCLC says we have an item in our collection, but you cannot find it in CARL, alert us by emailing CatHelp@owlsweb.org.
5. If you have trouble logging into to record manager, try clearing your browser. If you still cannot login in check the OCLC System Status Board here: <https://oclc.service-now.com/status> or contact us at CatHelp@owlsweb.org. If OCLC is down, do not add your searches to cat request. Cat request is only for items that do not have records. Wait until OCLC service is restored and begin adding to the list.
6. This is an exciting new process for everyone, if you have any questions don't hesitate to contact us.

Welcome to OCLC record manager.

Once logged in, click on the **Metadata** button on the left side of the screen.

Then click the Record Manager dropdown. Other than logging out of the website, all work will be completed using Record Manager.



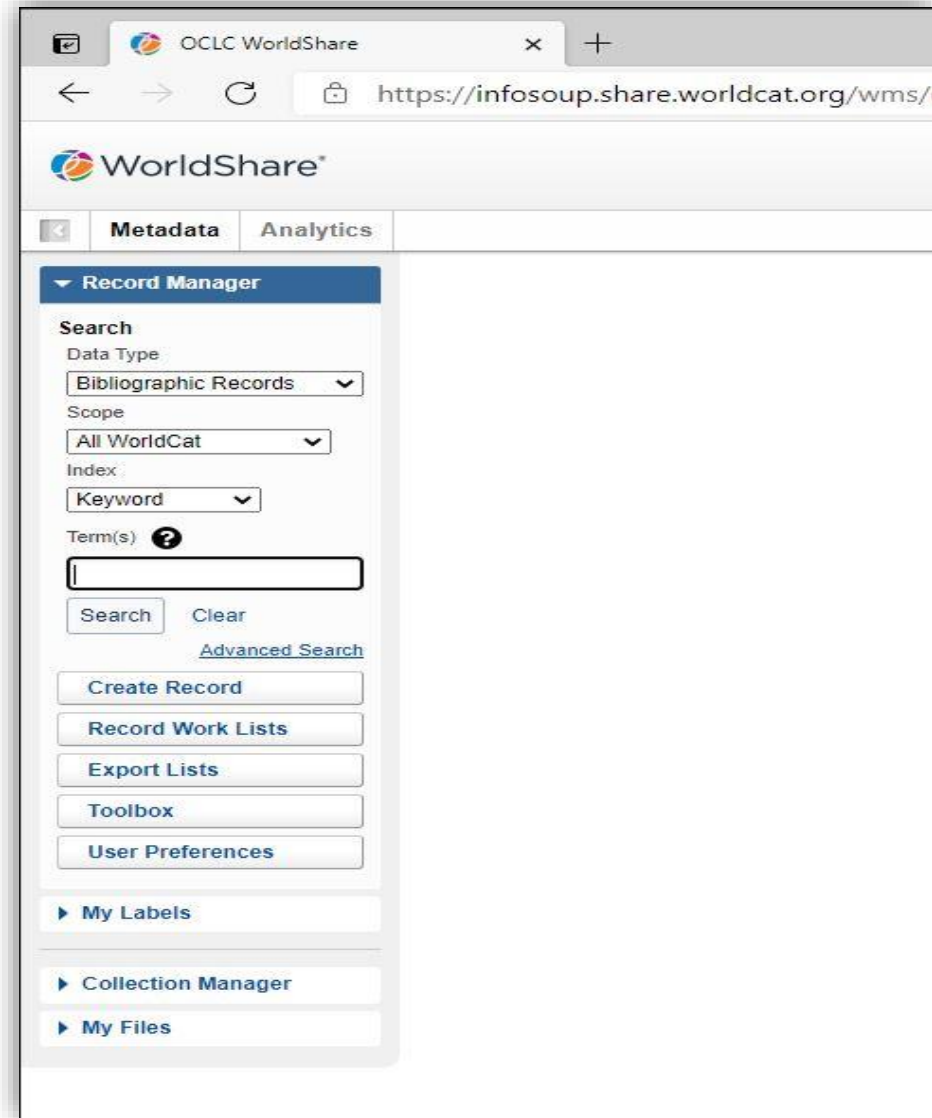
The search is straight forward. You can leave the top three drop downs (Data Type, Scope & Index) in their default positions.

All searching can be performed using the Keyword search.

Searches are conducted in the Term(s) box.

Most searches can be realized using the ISBN or UPC number of your item.

Enter your search term and click the button.



Any records that include the entered search term will appear in the results list.

Depending on the item there may be several records available, including records in different languages and formats.

The screenshot displays a library catalog interface with the following components:

- Metadata Sidebar:** Includes sections for Record Manager, Search (Data Type: Bibliographic Records, Scope: All WorldCat, Index: Keyword), Term(s) (9780306825361), and various management buttons like Create Record, Record Work Lists, Export Lists, Toolbox, and User Preferences.
- Search Filters:** Hide Facets, Language of Cataloging (English 2, Swedish 1), Format (Book 3, Print Book 3), Year (2017 2, 2016 1), Author (Mehr, Bob 3), and Language (English 3).
- Search Results:** Search: Keyword = 9780306825361 (All WorldCat). Results 1 - 3 of 3. Sort by Relevance. Rows 10.
- Record Details Table:**

Record Title	Author	Format	Availability	Actions
Trouble boys : the true story of the Replacements	by Bob Mehr	Print book, English Publisher: Boston, MA : Da Capo Press, a member of the Perseus Books Group, 2017. ISBN#: 0306825368 YDX, YDX eng Full, OCLC#: 967067422	Not Held by my library 21 libraries hold this item	Edit Derive
Trouble boys : the true story of the Replacements	by Bob Mehr	Print book, English Publisher: Boston, MA : Da Capo Press, a member of the Perseus Books Group, [2016] ISBN#: 9780306818790 (hardcover ; alk. paper) DLC, DLC, pcc eng Full, OCLC#: 913829598	Not Held by my library 475 libraries hold this item	Edit Derive
Trouble boys - the true story of the replacements.	by Bob Mehr	Print book, English Publisher: The Perseus Books Group, 2017 ISBN#: 9780306825361 (pocket) S30, S30 swe Min, OCLC#: 1023143813	Not Held by my library 1 library holds this item	Edit Derive

You can limit aspects not relevant to your item by using the facets to the left of the results.

If you check the box next to Print Book, Record Manager will automatically remove all the records for eBooks and other formats.

Items that are already in our catalog will display a green check mark and the words: **Held** by my library.

(OCLC considers our consortium as one library).

At this point you may want to recheck CARL to see if the item is indeed in the catalog.

This screenshot shows a search results page with the following facets on the left: Hide Facets, Language of Cataloging (English 3), Format (Book 3, Print Book 2, eBook 1), Year (2020 3), Author (Arneson, Erik 3), and Language (English 3). The search results show 1 - 3 of 3 results, sorted by Relevance. The first result is "How to host a game night : what to serve, who to invite, how to play- strategies for the perfect game night" by Erik Arneson, published in 2020. It is an eBook in English with ISBN# 9781982150488. The status is "Not Held by my library" with a red prohibition sign, and it is noted that 31 libraries hold this item. There are "Edit" and "Derive" buttons for this item.

This screenshot shows the same search results page but with different facets selected: Hide Facets, Selected Facets (Print Book, English), Language of Cataloging (English 2), Format (Book 2, Print Book 2), Year (2020 2), and Author (Arneson, Erik 2). The search results show 1 - 2 of 2 results, sorted by Relevance. The first result is the same book as in the previous screenshot, but now it is a print book in English with ISBN# 9781982150471. The status is "Held by my library" with a green checkmark, and it is noted that 72 libraries hold this item. There are "Edit" and "Derive" buttons for this item.

Clicking [View Condensed Search Results](#) button gives you the view as seen in the bottom image. Otherwise, the normal view is the enhanced version as seen above.

Once you've narrowed the search down to your item click on the [Edit](#) button to the right.

Search: Keyword = 9780306825361 (All WorldCat)

[View Condensed Search Results](#)

Results 1 - 1 of 1 [Refresh](#) Rows 10

Hide Facets

Selected Facets

- English
- Print Book

Language of Cataloging

- English 2

Format

- Book 2
- Print Book 2

Year


- 2016 1
- 2017 1

Author


- Mehr, Bob 2

Language

- English 2



Trouble boys : the true story of the Replacements
by Bob Mehr

 Print book, English

Publisher: Boston, MA : Da Capo Press, a member of the Perseus Books Group, [2016]

ISBN#: [9780306818790](#) (hardcover ; alk. paper)

DLC, DLC, pcc | eng | Full, OCLC#: 913829598

[Open Details](#)

Not Held by my library

[475 libraries hold this item](#)

[Edit](#)

[Derive](#)

Sort by Relevance [View Enhanced Search Results](#)

Results 1 - 1 of 1 [Refresh](#) Rows 10

Title	Author	OCLC Number	Publisher	Publication Date	Language of Cataloging	Cataloging Source	Authentication Code	Encoding Level	Held	WorldCat Holdings	Action
Trouble boys : the true story of the Replacements	Bob Mehr	913829598	Boston, MA : Da Capo Press, a...	2016	eng	DLC, DLC	pcc	Full	Not Held	475	...

Results 1 - 1 of 1 [Refresh](#)

Edit Bibliographic Record

Derive Bibliographic Record

Open Details

Clicking the **Edit** button brings you to the complete bibliographic record.

Here you can scroll down and verify that the ISBN (020 field), UPC (024 field), author (100 field), publisher (260 or 264 fields), page count and book length (300 field) match your item.

Once you are comfortable the record matches your item, click the **Record** button. If you are not confident that this is the best record you can click the search button and search again.

If the record looks good but is missing page numbers and length, send that info along with the ISBN and title to Cathelp.

The screenshot shows the 'Metadata' editor for record 913829598. The interface includes a left-hand navigation pane with a 'Record Manager' section containing search filters (Data Type: Bibliographic Records, Scope: All WorldCat, Index: Keyword, Term(s): 9780306825361) and buttons for 'Search', 'Clear', 'Advanced Search', and 'Close All Tabs'. Below this are search results for the keyword and the current record being edited. The main area displays the record details, including the title 'TROUBLE BOYS REPLACEMENTS', OCLC Number, and WorldCat Holdings. A table of linked records is shown, with the record 2015026791 highlighted. The table columns include checkboxes, field numbers (010, 040, 019, 020), and the corresponding field values. The highlighted record 2015026791 has field 010 with value 2015026791. Other records have various field values including ISBNs and titles.

Field	Value
010	2015026791
040	DLC \$b eng \$e rda \$c DLC \$d YDX \$d OCLCF \$d IEB \$d CDX \$d YDXCP \$d ILC \$d PUL \$d ZCU \$d MHS \$d GK8 \$d DAC \$d INR \$d GO9 \$d BTCTA \$d BDJ \$d CCE \$d DYJ \$d NDS \$d OCLCO \$d OCL \$d SFR \$d CUI \$d LKC \$d OCLCO \$d LMJ \$d LD4 \$d OCL \$d OCLCO \$d OCL \$d OCLCA \$d OCLCQ \$d OCLCO
019	657595792 \$a 846737272 \$a 870699372
020	9780306818790 \$q (hardcover ; \$q alk. paper)
020	0306818795
020	9780306822032 \$q (e-book ; \$q alk. paper)
020	0306822032
020	9780306825361
020	0306825368

Do not try to make corrections to the record or try to save it.

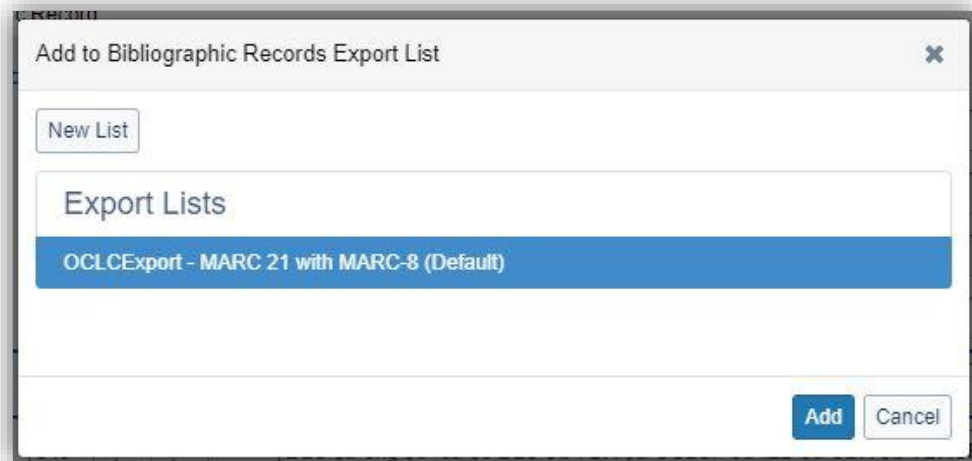
Those features have been turned off because we are not making changes to OCLC holdings.

Other than a few automated bulk edits during the upload process we won't be making changes to records until they are in our catalog.

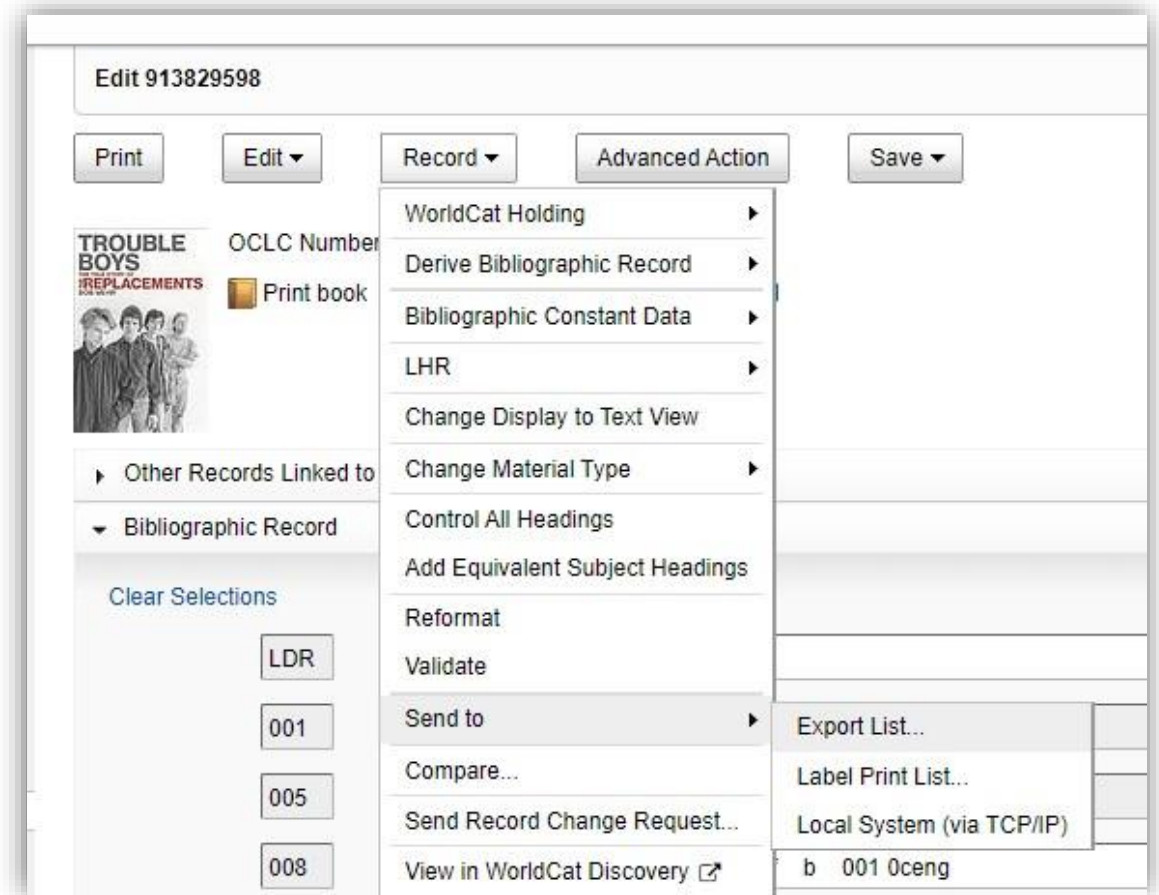
The screenshot shows a library catalog record for the book "TROUBLE BOYS THE REPLACEMENTS". The record is identified by OCLC Number 913829598. The interface includes a top navigation bar with "Edit 913829598" and "3 of 3202" records. Below this are buttons for "Print", "Edit", "Record", "Advanced Action", and "Save". A prominent red error message states: "You are not authorized to perform this operation. Contact your administrator to request authorization." The record details include a book cover image, the title "TROUBLE BOYS THE REPLACEMENTS", the OCLC number, and "WorldCat Holdings" information: "My Library: Not Held" and "Other Libraries: 476". There is also a "Print book" icon and a link to "Other Records Linked to Work 2571280101 (12)". A "Bibliographic Record" section is partially visible, and a "Clear Selections" button is at the bottom.

Once you click Record, scroll down to “Send to” and then select “Export List.”


A window will pop up. Make sure this list is highlighted in blue and click **Add**.

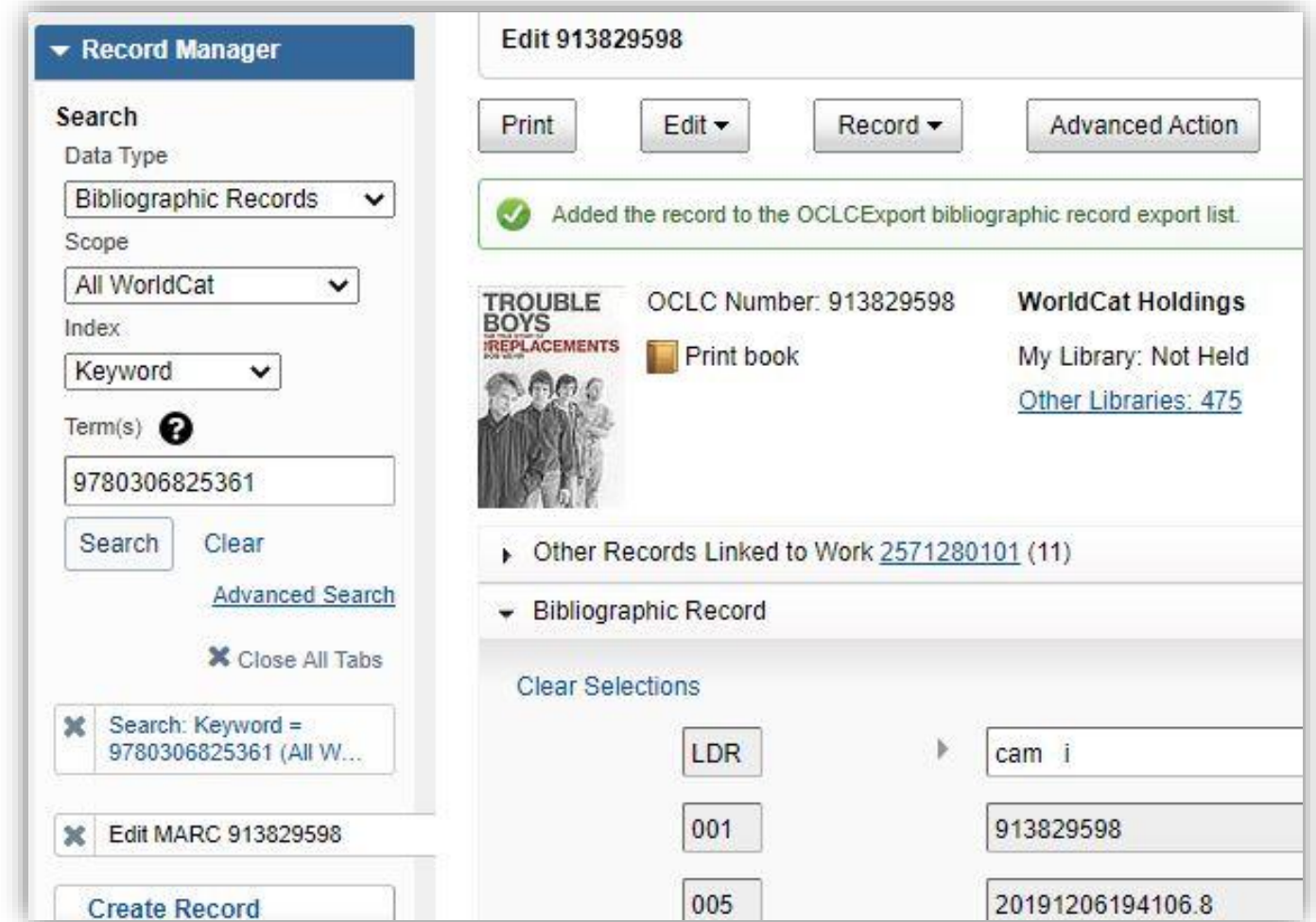
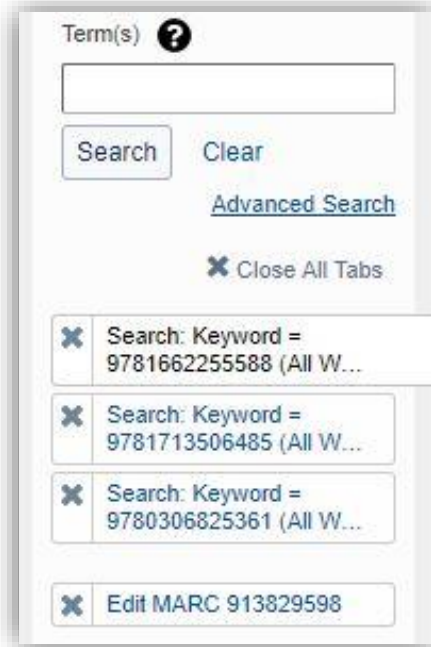


There should only be one list here. If there is more than one list, contact OWLS cataloging staff via phone or Cathelp@owlsweb.org.



Once your record is added to the export list a green confirmation note will appear confirming the record addition to the list. You can then clear the Term(s) window and look for your next item.

As you look up records, tabs will open that show which records you searched, and which records you clicked edit. These tabs will help you track your progress. These tabs can be cleared at any time by clicking the .



The image shows the "Record Manager" interface. On the left, there are search filters: "Data Type" (Bibliographic Records), "Scope" (All WorldCat), "Index" (Keyword), and "Term(s)" (9780306825361). Buttons for "Search", "Clear", "Advanced Search", and "Close All Tabs" are visible. On the right, there is a confirmation message: "Added the record to the OCLCExport bibliographic record export list." Below this, there is a record detail for "TROUBLE BOYS" with OCLC Number 913829598. The record is a "Print book" and has "WorldCat Holdings" of "My Library: Not Held" and "Other Libraries: 475". There is also a section for "Other Records Linked to Work 2571280101 (11)" and a "Bibliographic Record" section with a "Clear Selections" button and a table of LDR values:

LDR	
001	913829598
005	20191206194106.8

DO NOT CLICK ON THE EXPORT LIST BUTTON!!!

Once you have finished adding your records to the list you can click the  button in the top right corner of the screen and log out.

OWLS Cataloging will export the list, clean the records via MarcEdit and bring them into CARL every day. The day after you add records to the OCLC list, search in CARL by standard number and attach your item. Libraries will not receive an email notification that records are available.

If you accidentally add a record twice it will be removed via our software, so do not worry about it. If you accidentally added something you didn't mean to, email Cathelp. At present the export list is a community list, meaning everyone is adding records to it. If you click on the list or accidentally erase the list or delete another library's records, there's no way to get them back. Please do not go into the list, just add items to it as outlined above.