YOUR LIBRARY NAME	SIGN IN
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	SET/RESET PASSWORD
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Using you institution-specific OCLC WorldShare URL, enter your credentials to log on:

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:

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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:

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Here you can create a new Export List:

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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:

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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:

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There is also an advanced search option:

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

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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

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



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:

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

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Export Lists	Physical Description:	x, 277 pages : illustrations ; 24 cm		
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	Dewey Call Number(s):	974.3		
Collection Manager	Language:	eng		
My Files	Format:	Print book		
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You can flip between Records in the results list on the top right hand side of the page...:

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Export Lists	Physical Description: ISBN:	x, 277 pages : illustrations ; 24 cm 0933056437 (pbk.); 9780933050433 (pbk.)	
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...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):

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Search: rsbit = 0933050437 (All WorldCat) View Text 15088457	Edition: Publisher: Publication Date:	1st ed., Shelburne, Vt. : New England Press, ©1986 ©1986	
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Copy OCLC Support Details	Subjects: Genre:	Questions and answers Questions et réponses Questions and answers Vermont Miscellanea Vermont Miscellanées Vermont Trivia and miscellanea Trivia and miscellanea ; Miscellanea ; Miscellanées.	
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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:

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Export Lists	Physical Description:	x, 277 pages : illustrations ; 24 cm		
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My Labels	Library of Congress Call Number(s):	F49.5 .B79 1986		
	Dewey Call Number(s):	974.3		
Collection Manager	Language:	eng		
My Files	Format:	Print book		
	Libraries Owning Item:	15		
	Language of Cataloging: Encoding Level:	eng		_
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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:

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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:

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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:

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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.