Discover how to request a bibliographic record correction, report a duplicate bibliographic record, and provide feedback on a bibliographic record from the MARC 21 editor in WorldShare Record Manager.

Overview

When you request record corrections or report duplicate records, you are helping to improve the quality of records in WorldCat. The Record Change Request form allows you to:

- Request record corrections
- Report duplicate records
- Provide record feedback

See Duplicate records in the Submitting Reports section of OCLC Bibliographic Formats and Standards for additional guidelines on reporting duplicate records.

Request a record correction

1. From the MARC 21 editor, select Send Record Change Request from the Record drop-down menu.
2. Select Correct Record from the Requested Change drop-down list.
3. Fill out the following fields:
   - Description - Enter information that will assist OCLC staff in determining why the record needs to be corrected.
   - Contact Name - Enter your full name.
   - Contact Email - Enter the email address that we can use to contact you with questions about the record correction.
4. Click Send.

Report a duplicate record

1. From the MARC 21 editor, select Send Record Change Request from the Record drop-down menu.
2. Select Remove Duplicate Record from the Requested Change drop-down list.
3. Fill out the following fields:
   - Retain this Record - Enter the OCLC control number of the record that you want to retain in WorldCat.
   - Remove this Duplicate Record - Enter the OCLC control number(s) of the record(s) that you want to remove from WorldCat.
     - Note: When entering multiple control numbers, separate each number with a comma.
   - Description - Enter information that will assist OCLC staff in determining why the record needs to be
Corrected.

- **Contact Name** - Enter your full name.
- **Contact Email** - Enter the email address that we can use to contact you with questions about the record correction.

4. Click **Send**.

**Provide feedback on a record**

1. From the MARC 21 editor, select **Send Record Change Request** from the Record drop-down menu.
2. Select **Other** from the Requested Change drop-down list.
3. Fill out the following fields:
   - **Description** - Enter information that will assist OCLC staff in determining why the record needs to be corrected.
   - **Contact Name** - Enter your full name.
   - **Contact Email** - Enter the email address that we can use to contact you with questions about the record correction.
4. Click **Send**.