Discover how to view an individual local holdings constant data record or all of your local holdings constant data records in WorldShare Record Manager.

**View a list of all local holdings record constant data records**

1. In the left navigation, click **Toolbox**. The Constant Data tab opens by default.
2. Select **Local Holdings Record** from the Data Type drop-down list.

**View an individual local holdings record constant data record**

1. In the left navigation, click **Toolbox**. The Constant Data tab opens by default.
2. Select **Local Holdings Record** from the Data Type drop-down list.
3. Click the **name** of the constant data record to open the LHR constant data editor.