Local holdings records

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Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). LHRs provide information about your item-specific holdings as well as lending and reproduction policies.

• **Bulk actions for local holdings records**

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  With Record Manager, you can bulk edit up to 9,000 local holdings records at a time.

  ◦ About LHR bulk actions
  ◦ Add a LHR field string
  ◦ Add a note to an existing field
  ◦ Add a temporary shelving location
  ◦ Add LHRs to a work list
  ◦ Create a customized LHR script
  ◦ Create a LHR record work list
  ◦ Delete a note from an existing field
  ◦ Delete a temporary shelving location
  ◦ Replace a LHR field string
  ◦ Update the branch
  ◦ Update the lending policy
  ◦ Update the permanent shelving location
  ◦ Update the reproduction policy
  ◦ Update the temporary shelving location

• **Work with local holdings records**

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  Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). You add an LHR record to a MARC 21 WorldCat bibliographic record.

  ◦ Build an automated LHR summary
  ◦ Change the location for multiple LHRs
  ◦ Delete LHRs
  ◦ Derive an LHR
  ◦ LHR fields
  ◦ Move a LHR to a different WorldCat record

https://help.oclc.org/Metadata_Services/WorldShare_Record_Manager/Local_holdings_records

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Reformat a LHR

- Remove Shared Print flag and retention statement from a LHR
- Update a LHR
- Validate a LHR
- View LHRs