Create a New Institution

Learn how to create a new WorldCat registry institution in OCLC Service Configuration.

Use this screen to create a new institution by entering brief, directory-style information, such as name, home page and identifiers. To access this screen, sign in to Service Configuration, open the WorldCat Registry left navigation and select Create a New Institution.

• Adding an address is optional.
• After completing this screen, continue to add information to other sections of the profile.

To create a new institution:

1. Type information in any or all of the fields provided. Providing as much information as possible (especially an OCLC Institution Symbol and ISIL) will produce more exact search results (see step 4).
2. If you wish to add an address, make sure the check box is checked. The Address fields will appear.
3. Click Create. By clicking Create, you agree and consent to the Terms of Service. A message will appear indicating that duplicates are being searched.
4. The system automatically searches for duplicate institutions. If possible duplicates are found, the Duplicate Institutions screen will appear.
5. If your institution is listed, click the name. The Profile Summary screen will appear.
6. If your institution is not listed, click Confirm Create to create the institution. A confirmation message will appear, followed by the Name and Location screen.

◦ Note: To request authorization, click Authorize me for this record on the Profile Summary screen.

Create a New Institution fields

Note: Required fields are marked with an asterisk (*).

• *Institution Name:* Name describing your institution. Include identifying information, such as consortium or branch name.
  ◦ Examples: Seattle Public Library; BANK OF CHINA, LAW AFFAIRS DEPT
• Also Called: Alias name, common name, abbreviation, or English version of a non-English name, if applicable.
  ◦ Example: Detroit Area Library Network Also Called: DALNET
• *Institution Type:* Select your institution type from the drop-down list.
• Home Page URL: Institution or library’s main Web site address.
  ◦ Example: www.spl.org
• OCLC Institution Symbol: Alpha-numeric identifier issued by OCLC to member institutions (editable by OCLC staff only).
  ◦ Example: OCL
  ◦ See Directory of OCLC Libraries

https://help.oclc.org/WorldCat/WorldCat_registry/OCLC_Service_Configuration_WorldCat_registry/020Create_a_…
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To learn more about the OCLC symbol rendered as ISIL, see: [http://www.worldcat.org/webservices/registry/xsl/identifiers](http://www.worldcat.org/webservices/registry/xsl/identifiers)

- **International Standard Identifier for Libraries (ISIL):** A unique identifier issued by the ISIL Agency to create an identifier to enable unique identification of a library or related institution. An ISIL is made up by two components: a prefix and a library identifier, in that order, separated by a mandatory hyphen. An OCLC symbol can be rendered as ISIL by the addition of the prefix “OCLC” or “O” for technical encoding in cases such as RFID tags.
  - Examples: CA-QMCB, OCLC-ABCDE
  - To learn more about the standard see: [http://www.iso.org/iso/catalogue_detail?csnumber=27979](http://www.iso.org/iso/catalogue_detail?csnumber=27979)
  - To learn more about the OCLC symbol rendered as ISIL, see: [http://www.worldcat.org/webservices/registry/xsl/identifiers](http://www.worldcat.org/webservices/registry/xsl/identifiers)

### Address fields

- **Type:** You can enter up to four addresses.
  - Main address
  - Business address
  - Shipping address
  - Other address
- **Street Address 1:** Institution’s address.
- **Street Address 2:** Other address information, such as P.O. Box, Suite, etc.
- **City:** City of institution’s location.
- **State or Province:** Select your state or province from the drop-down list, if applicable. Drop-down values are available for the United States, Canada and Australia. ISO standard names, see: [http://www.iso.org/iso/home/standards/country_codes.htm](http://www.iso.org/iso/home/standards/country_codes.htm)
- **Postal Code:** Postal or zip code of institution’s location.
- **Country:** Select your country from the drop-down list. ISO standard names, see: [http://www.iso.org/iso/home/standards/country_codes.htm](http://www.iso.org/iso/home/standards/country_codes.htm)