Follow the instructions to create a cataloging partner collection in Collection Manager.

**Configure institution settings**

If you haven't already, [Configure institution settings for cataloging partner collections](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_worldcatpartner_collections#configure_institution_settings).

**Gather your account information**

Gather your account information including your account number(s) as defined by your provider. You will need to enter a collection ID for each collection you create under an account number. The account number and collection ID you use to create your collection must match what your provider sends to OCLC in your manifest.

When you customize your record profile in Collection Manager, you will have options for mapping data values to your records. Note that much of the data is supplied by your material provider. Providers differ in what library-specific data they send. Please contact your provider if you have questions about what they send OCLC on your behalf. See the [data values available in Collection Manager](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_worldcatpartner_collections#data_values_available_in_collection_manager).

See the list of [Material providers for cataloging partner collections](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_worldcatpartner_collections#material_providers_for_cataloging_partner_collections).

**Create a collection**

**Watch a video**

Create a WorldCat cataloging partner collection (16:29)

This video shows how to create a WorldCat® cataloging partner collection in WorldShare® Collection Manager.

Media, iframe, embed and object tags are not supported inside of a PDF.

**Navigate to Create a Collection**

1. Navigate to Collection Manager > Create a Collection.
2. Select Cataloging partner collection.
Complete the collection-level fields

Note that when you create a cataloging partner collection, the **account number** is that defined by your provider and the **collection ID** must match what your provider sends OCLC in your manifest. Coordinate with your provider as needed. Please remember to **SAVE**. If your session times out, you could lose your work.

**Complete the required collection-level fields:**

1. In the **Properties** accordion, complete:
   a. Collection Name (required)
   b. Provider (required)
   c. Account Number (required; defined by your material provider)
   d. Collection ID (required; coordinate with your material provider)

**Complete the remaining collection-level accordions:**

2. **WorldCat Holdings**
3. **MARC Records**
4. **Labels**
5. **Dewey Call Numbers**

For a complete list and details about cataloging partner collection-level settings, see [Cataloging partner collection-level settings](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_wor).

**Create another collection**

If you have multiple collections under one provider or account, create the remaining collection(s). Otherwise, continue to the next step to **Activate your collections**.

**Activate your collections**

Use the collection activation feature to activate multiple cataloging partner collections at one time.

**Search for cataloging partner collections that you have already created:**

1. Navigate to the search box in Collection Manager. Leave **My Selected Collections** selected.
2. Click **Search**. The search will return all of the collections your library has selected or created.
3. Select **Cataloging Partner Collections** from the Filter by drop-down list.

Once you have used the search and filter to find your cataloging partner collections, you can select multiple collections and perform a collection action. To enable record delivery in multiple cataloging partner collections at one time, continue with the following steps:

4. Click the **box next to each collection you need to activate** or click the **box at the top of the results list** to...
select all of the collections.

5. At the top of the screen, expand **Collection Actions** and select **Cataloging Partner Collections**.

6. Select **Enable MARC Record Delivery**.