Choose your Collection Manager workflow

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Choose how you will use Collection Manager. See the descriptions of the five collection types and choose one to see how to create a collection.

**Unsure of which workflow you need?**

<table>
<thead>
<tr>
<th>I ...</th>
<th>USE A ...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Need to synchronize my holdings in WorldCat with my local catalog</td>
<td>Data sync collection</td>
</tr>
<tr>
<td>Need to update my current holdings in WorldCat</td>
<td>Data sync collection</td>
</tr>
<tr>
<td>Purchased an ebook/ejournal package and I need MARC records</td>
<td>Knowledge base collection</td>
</tr>
<tr>
<td>Purchased an ebook/ejournal package and I want to set my holdings in WorldCat</td>
<td>Knowledge base collection</td>
</tr>
<tr>
<td>Receive shelf-ready titles from my vendor and I want to set holdings for those materials in WorldCat (and/or receive MARC records)</td>
<td>Cataloging partner collection</td>
</tr>
<tr>
<td>Want OCLC MARC records for my holdings</td>
<td>Query collection</td>
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<tr>
<td>Want to automatically receive updated records when the cooperative enriches records in WorldCat</td>
<td>WorldCat updates</td>
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<tr>
<td>Want to receive a file of MARC records based on a search query that I performed in WorldCat</td>
<td>Query collection</td>
</tr>
<tr>
<td>Work with a vendor that says I can get an automated holdings feed from Collection Manager</td>
<td>Knowledge base collection</td>
</tr>
<tr>
<td>Work with a vendor that says I can get MARC records and spine label files from WorldShare Collection Manager</td>
<td>Cataloging partner collection</td>
</tr>
</tbody>
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Learn more in a training course: [Collection Manager: What it is and why it matters](https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Manager_workflow)
• Knowledge base collections

Use Collection Manager to manage your electronic resources and automatically maintain WorldCat holdings. Use your collection data with other OCLC services, display full-text links, and get WorldCat records.

◦ About knowledge base collections in Collection Manager
◦ Choose a method to add or create a knowledge base collection
◦ Configure institution settings
◦ Get WorldCat MARC records for knowledge base collections
◦ Use collection data with other services
◦ Maintain your knowledge base collections
◦ Cooperative management

• Query collections

Use Collection Manager to improve local catalog quality with a set of WorldCat MARC records. Create a query collection for electronic and print serials, new titles added with CONTENTdm, or to create a spreadsheet of your WorldCat holdings.

◦ About query collections in Collection Manager
◦ Create a query collection
◦ Create a query collection to get a spreadsheet of your holdings
◦ Create a query collection to get records for CONTENTdm and Digital Collection Gateway titles

• Cataloging partner collections

Use Collection Manager to get new print materials into circulation quickly. Ask your provider to send OCLC your electronic order information. Create a cataloging partner collection to set WorldCat holdings and get book spine labels and WorldCat MARC records that include your provider data.

◦ About cataloging partner collections in Collection Manager
◦ Create a cataloging partner collection

• Data sync collections

Use Collection Manager to synchronize your catalog with WorldCat. Create a data sync collection to maintain your holdings, local bibliographic data, and local holdings records in WorldCat. Match brief records in your local system to current WorldCat records to get a more complete representation of your holdings.

◦ About data sync collections in Collection Manager
Prepare your data
  ◦ Create a bibliographic collection for a reclamation
  ◦ Create an ongoing data sync collection
  ◦ Reference

• WorldCat updates

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  Use Collection Manager to keep your WorldCat MARC records up-to-date. Enable WorldCat updates to automatically receive updated MARC records for your holdings in WorldCat as master records are enhanced.

  ◦ About WorldCat updates through Collection Manager
  ◦ Enable WorldCat updates

• Use Collection Manager with a CatExpress subscription or without a subscription

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  Collection Manager is part of the value of your OCLC Cataloging and Metadata Subscription or your CatExpress subscription. Libraries without a cataloging subscription can get records for collections from selective providers.

  ◦ Options for libraries with a CatExpress subscription
  ◦ Options for libraries without a cataloging subscription

• Use Collection Manager for content from a specific provider

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  If your interest in content from a specific provider has lead you to Collection Manager, see a list of providers and provider-specific workflows. The instructions will guide you to get WorldCat records, holdings, and/or full-text links for content from your providers.

  ◦ Material providers for cataloging partner collections
  ◦ OCLC cataloged collections
  ◦ Providers and contacts for automatic collection loading
  ◦ Records through Contract Cataloging services