

Using WorldShare Record Manager (CatExpress Replacement)

OCLC is discontinuing CatExpress on April 30, 2024. SEO will be transitioning to OCLC WorldShare Record Manager as a replacement beginning **January 1, 2024**. Please begin using WorldShare on this date. Records saved through CatExpress will not be loaded after January 1, 2024.

URL

<http://records.seolibraries.org>

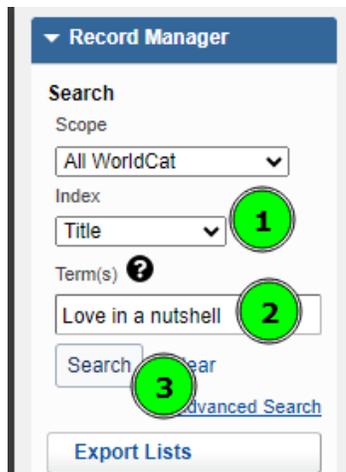
If you use WorldShare ILL, you will need to log out before signing into WorldShare Record Manager.

After signing into WorldShare, the **Record Manager** tab will be collapsed. You will need to click on it to expand it.



Basic Search

1. Change the **Index** if desired. You can search by Keyword, Title, Author, ISBN, ISSN, and OCLC Number.
2. Input the **Search Term**.
3. Click **Search**.



Advanced Search

You can also do an advance search by clicking on **Advanced Search**. From this screen, you can search multiple indexes as well as imposing limits.

Advanced Search

Search Scope: All WorldCat

Index(es): Keyword (kw:), Title (ti:), Author (au:)

Search terms: love in a nutshell, evanovich

Format(s): Select one or more

Language(s): Select one or more

Year(s):

Source of Cataloging: Any

Language(s) of Cataloging: English (eng)

Limit Results to:

- Abbreviated-level records
- OCLC Music Hire records
- OCLC Publications New Zealand records

Reset Search Cancel

Search Results Screen

Record Manager

Search: (Title = love in a nutshell AND Author = evanovich) AND Language(s) of Cataloging = English (All WorldCat)

Search filters: Scope, Index, Term(s)

Facets: Language of Cataloging, Format, Year

Results: 1 - 10 of 84

Sort by: Relevance

Rows: 10

WorldCat Holdings: Held by my library, Other Libraries: 2137 holding(s)

WorldCat Holdings: Held by my library, Other Libraries: 670 holding(s)

1. Tabs

The tabs on the side of the screen show any searches you have performed and any records you have viewed.

- To remove a search or record, click the X. All searches and records are saved until you remove them, click Close All Tabs, or sign out of WorldShare.
- To close all searches, click Close All Tabs.

2. Facets

Use the facets to filter your results by Language of Cataloging, Format, Year, Author, and/or Language.

- To filter your results, select the check box next to the value(s) you want to apply. Results filter automatically. The facets you select will appear at the top of the facet list under Selected Facets.
- To remove a selected facet, click the X next to the value at the top of the list, under Selected Facets, or deselect the check box next to the value.

3. Search results display

Click View Condensed Search Results to switch to the condensed search results screen.

4. Results

The number of results you receive and your place in the results list appears at the top and bottom of the results list.

5. Sort by

Use the options in the Sort by drop-down list to determine how your search results are sorted.

6. Search results

The first column in the results list displays brief bibliographic information about each record.

- Click the title to view the MARC data and set holdings or export the record.
- Hover over the information icon see additional information about a record.

7. Rows

The number of rows per page and page navigation buttons appear at the top and bottom of the results list.

- Select a number from the Rows list to change the number of rows you see per page.
- If there is more than one page of results, use the navigation buttons to move between pages.

8. (Not) Held by my library

This column indicates whether your library has added holdings to the record. If your library has added holdings, this means an SEO member library owns or had owned a copy of this item.

- Click the Other Libraries link to open the WorldCat Holdings screen for the item.

Saving Records/Set Holdings

To view the full record of a title, click on the title. You will see the entire MARC record. If it is a record you want to add to WorkFlows, you will need to Export the record.

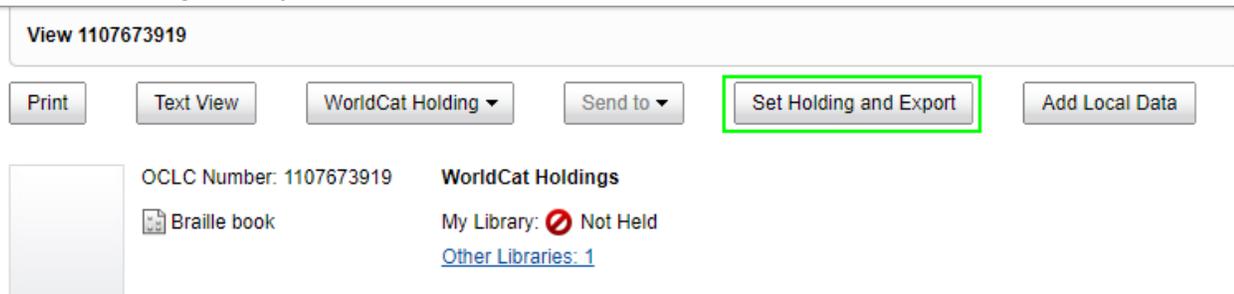
You can also navigate to the next record from this screen.

There will be two methods to export a record depending on if it is already held the library.

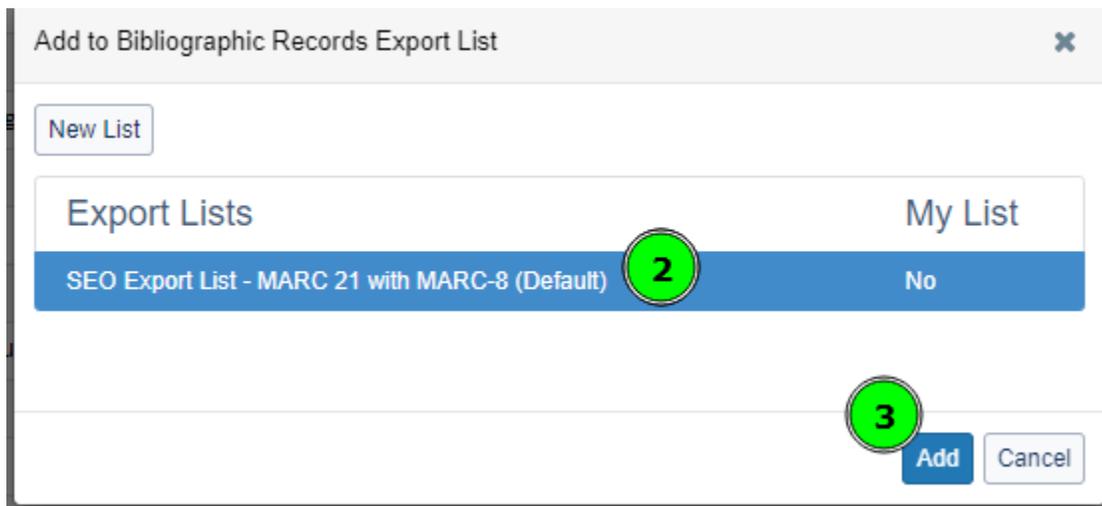
Not Held by OSD (SEO Library Consortium)

If the record is not held by the SEO Library Consortium:

1. Click **Set Holding and Export**.



2. The **Add to Bibliographic Records Export List** dialog will appear. The **SEO Export List** should be default and highlighted.
3. Click **Add**.



4. A success message will appear. You can continue searching or log out of WorldShare if finished.



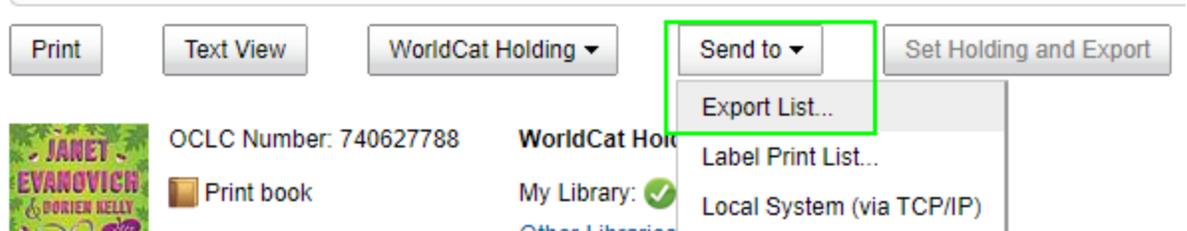
You will not need to do anything with the Export List. SEO staff will load the records from this list each morning.

Held by OSD (SEO Library Consortium)

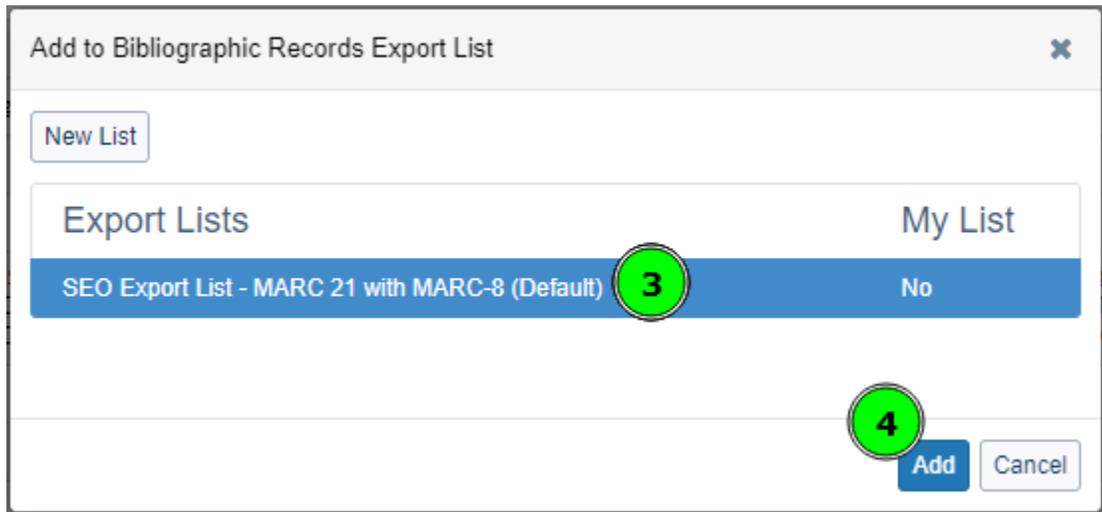
If the record is already held by OSD, you may want to export the record because the OCLC record is now more complete, or the record is no longer available in the WorkFlows database.

To export a record with an OSD holding:

1. Click on **Send to**.
2. Click on **Export List...**



3. The **Add to Bibliographic Records Export List** dialog will appear. The **SEO Export List** should be default and highlighted.
4. Click **Add**.



5. A success message will appear. You can continue searching or log out of WorldShare if finished.



You will not need to do anything with the Export List. SEO staff will load the records from this list each morning.