

# *Edit WorldCat knowledge base collections with user interface*

## Knowledge Check

### Test your knowledge

1. Name two reasons why libraries use WorldCat knowledge base collections?
2. Name two ways to select collections in the WorldCat knowledge base using the WorldShare Collection Manager application.
3. **True or False.** After selecting an entire collection, you will need to deselect the entire collection before you are able to select individual titles within that collection.
4. Explain when you would create a new WorldCat knowledge base collection.

Answers on page 4

## Test your skills

\*\*\*Note that you are using your library's Collection Manager to do these exercises. If you make changes, note of these changes so you can undo the changes, deselect titles or collections, and delete newly created collections.

### Exercise 1: Search in Collection Manager

#### 1A: Search for a collection

- Select **Metadata**.
- Expand **Collection Manager**.
- Select Data Type **Collection**.
- Search Terms(s): **Art, Design and Architecture Collection by Proquest**.
- Select Scope **Not Selected Collections** (*Note: Your library just purchased this collection and does not have holdings selected for this collection.*)

How many titles are in this collection? \_\_\_\_\_

#### 1B: Search for titles

- Select Data Type **Title**.
- Select Scope **Not Selected Collections**
- Search for OCLC number: **48418629**

What is the title? \_\_\_\_\_

- Search for ISBN number: **9780470026823**

What is the title? \_\_\_\_\_

- Search for ISSN number: **1938-7806**

What is the title? \_\_\_\_\_

### Exercise 2: Edit a knowledge base collection

1. Search for a collection of your choice. Identify and open your collection for editing.

Collection name: \_\_\_\_\_

2. Review your list of titles for the collection and select a few titles to add holdings to the titles.

Selected titles: \_\_\_\_\_

Selected titles: \_\_\_\_\_

3. Edit two titles as follows:

- Edit coverage information, if applicable
- Edit ISSN or ISBN number for your chosen title
- Add staff and/or public notes, as needed

### Exercise 3: Create a collection

- Select **Metadata**.
- Expand **Collection Manager**.
- Click **Create a collection** button.
- Select **Knowledge Base Collection**. Click **Create**.
- Enter the following information in the **Properties** accordion:
  - Enter a **Collection Name** (*Note: include your initials as part of the collection name*)  
\_\_\_\_\_
  - Enter Provider as **OCLC Training**
  - Click **Create**
- **Titles** accordion
  - Add a title manually add each title to the collection.
    - Click **Add a Local Title** menu, select **Create a Title**
      - Electronic journal: *Swimming World Magazine*
        - Publisher: Sports Publications, Inc.
        - ISSN: 0039-7431
        - Full-text Coverage: April 1, 1998 (start) – June 1, 2006 (end)
        - OCLC#: 247119104
        - Title URL: <https://www.oclc.org/oclctraining/exercises/ex247119104>
        - Click **Save**
  - Add a title to the collection using an OCLC number
    - Click **Add a Local Title** menu, select **Create Using OCLC Number to Pre-fill**
      - Electronic book: *The Golden House*
        - Author: Salman Rushdie
        - Date: 2017
        - ISBN: 9780735273580
        - OCLC#: 972181933
        - Title URL: <https://www.oclc.org/oclctraining/exercises/ex972181933>
        - Click **Save**

### Exercise 4: Deselect and delete knowledge base collections

- Search for each of the collection you worked with from the previous exercises.
  - Collection name: \_\_\_\_\_
  - Collection name: \_\_\_\_\_
  - Collection name: \_\_\_\_\_
- Remove holdings for all selected or locally created collections.

## Answers

1. Name two reasons why libraries use WorldCat knowledge base collections?

Libraries use WorldCat knowledge base collections to inform other OCLC services to:

- Provide easy access to their electronic resources in search results with WorldCat Discovery
- Share their electronic resources with other libraries with WorldShare ILL
- Manage budgeting, ordering and acquisition of their electronic resources with WMS Acquisitions
- Control access rights and link resolution of their electronic resources with License Manager
- Develop custom solutions that embed their electronic resources with the WorldCat knowledge base API

2. Name two ways to add collections in the WorldCat knowledge base using the WorldShare Collection Manager application.

- Libraries can **select** knowledge base collections in the global knowledge base to represent their electronic resources.
- Libraries can **create new** knowledge base collections to represent their electronic resources.

3. **True or False.** After selecting an entire collection, you will need to deselect the entire collection before you are able to select individual titles within that collection.

**False.** If you initially selected a collection in full to match your library-specific holdings, Collection Manager does not require you to deselect the collection to remove your holdings from all titles in the collection before you can make changes. As needed, you will be able to select or deselect titles to maintain your library-specific holdings.

4. Explain when libraries would create a new WorldCat knowledge base collection.

- Libraries create new knowledge base collections for small niche collections that are not widely owned.
- Libraries create new knowledge base collections to add their print serials to WorldCat knowledge base for representation alongside their electronic serials in an A-Z list.