Find information about using the Collection History in Query collections.

Access the Collection History

To view the Collection History for Query collections:

1. Navigate to the WorldShare interface > Metadata tab > Collection Manager.
2. Select a Scope from the drop-down list.
3. Leave My Selected Collections selected to search across your library-specific collections that you have created or selected.
4. In the Search Term(s) field, enter your terms or leave the field empty.
5. Click Search.
6. From the search results, use the Filter by drop-down to select Query collection.
7. Open the desired Query collection.
8. Select the Collection History accordion to view the activity history for the specific collection.

Collection History

Query collections can be deleted. When deleted, the change will show in the main Collection Manager Activity History.

From the Collection History screen, you can filter by the following options:

- Activity Date
- Collection Created
- Collection Updated

The Collection History screen includes the following columns:
<table>
<thead>
<tr>
<th>ACTIVITY DATE [SORTABLE]</th>
<th>CHANGE</th>
<th>SOURCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Date][Time]</td>
<td>Collection Created</td>
<td>Your Institution Name (or Staff Name, if enabled)</td>
</tr>
<tr>
<td></td>
<td>Collection Updated</td>
<td></td>
</tr>
<tr>
<td>[Date][Time]</td>
<td>• Collection Name Updated</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MARC Delivery Enabled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• MARC Delivery Disabled</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Search the Activity History for Query collections**

Search the Activity History to see actions taken on Query collections.

1. Navigate to the Metadata tab > Collection Manager.
2. Select Activity History from the Scope drop-down menu.
3. In the Search Term(s) field, enter your terms or leave the field empty to return all Activity History.
4. Select My Institution's History to search across collections that relate to your library.
5. Click Search.
6. Use the Filter by drop-down and select Collection Type.
7. Select Query collection.

Search results will be ordered with the most recent activity first. Activities are tracked for 90 days.