

# WorldCat Link Manager

## Title List & Local Holdings

Last Updated: April 2009



The world's libraries.  
Connected.

6565 Kilgour Place, Dublin, OH 43017-3395  
[www.oclc.org](http://www.oclc.org)

©2009 OCLC  
6565 Kilgour Place

Dublin, OH 43017-3395 USA

The following OCLC product, service and business names are trademarks or service marks of OCLC, Inc.:  
CatExpress, Connexion, DDC, Dewey, Dewey Decimal Classification, OCLC, WorldCat, WorldCat  
Resource Sharing and "The world's libraries. Connected."

In addition, the WorldCat symbol and OCLC symbol are service marks of OCLC. Third-party product and service names are trademarks or service marks of their respective owners.

OCLC grants permission to photocopy this publication as needed.

# Contents

Contents .....	1
Title List Administration .....	2
Introduction .....	2
Title List Admin interface .....	3
Turning access to packages on or off .....	4
Turning access to titles on or off .....	4
Incomplete packages .....	4
Turning access to titles on via batchloading .....	4
Turning on access to titles from publishers .....	5
Customize coverage data .....	6
Customize coverage data via batchloading .....	6
Delete all custom coverage from a package .....	7
Local holdings introduction .....	8
Local Holdings Administration .....	8
Use a Local Holdings file .....	8
Create a Local Holdings file .....	8
Edit Local Holdings file .....	8
Download local holdings file .....	8
Upload Local Holdings file .....	8
Viewing local holdings files on the Title List Admin screen .....	10
Local Holdings screen .....	11
Fields in Record Info area .....	11
Fields in Advanced Options (Record Info area) .....	12
Add, edit, or delete a local holdings record .....	13
Before adding, editing, or deleting a local holdings record .....	13
Add a local holdings record .....	13
Edit or delete a local holdings record .....	13

## Title List Administration

### Introduction

WorldCat Link Manager is an OpenURL linking and listing service that allows users to link from an article citation in WorldCat to the full-text version of the article.

In WorldCat Link Manager, use Title List Administration to control access to:

- Packages of journals
- Titles (individual journals) within packages
- Titles accessed directly from the publisher
- Locally held resources not available from publishers (via Local Holdings)

The settings you choose determine the journals your users see and whether they have access to individual articles.

**Note:** The settings you choose do not guarantee that the package, title, or resource is actually available to your users. Availability depends on additional factors, such as whether you've paid your subscription fees, whether the user is authenticated, whether the target site is functioning correctly, etc.

Title List Administration is also where you turn on or off your Local Holdings table (See "Local holdings introduction" on page 8). Use Local Holdings tables to contain all that are not enabled as part of a predefined package. Titles in Local Holdings typically include the following:

- Your library's print holdings
- Local institutional resources (course materials, faculty-created materials, etc)
- Anything you're linking to in a non-standard way for whatever reason (free journals or web resources, etc.)
- Subsets of packages for which it's inconvenient or impossible to select titles using the method mentioned above

If using local holdings, you must manually create the record for the locally-held item and add it to the local holdings file.

## Title List Admin interface

The screen below is the Title List Admin interface.

The table below the screen explains the parts of the interface.

The screenshot shows the Title List Admin interface. At the top, there are navigation tabs: [Test Links](#), [Usage Monitor](#), [Utils](#), [Title List Admin](#) (selected), and [Local Holdings](#). Below the tabs, the user is logged in with regular administration privileges. The interface is divided into three main sections:

- Left Panel:** A list of providers, including Allen Press, American Chemical Society, American Institute of Physics, American Physical Society, American Psychological Association, Annual Reviews Journals, Association for Computing Machinery, ASTM International, ATLA, Atypion Link, Bertham Science Publishers, Berghahn Books, Bibliothèque Nationale de France, Bionline International, BioMedCentral, BioOne, Books 24x7, Cairn, Cambridge University Press, Chadwyck, Chin Shan Information Service, China National Knowledge Infrastructure (CNKI), CIAO, CRC Press, CSA, and de Gruyter ReferenceGlobal.
- Middle Panel:** Titled "Package(s) from Allen Press". It shows options to select individual titles or the entire package. The "All titles" option is selected. Below, a list of packages is shown, with "Allen Press Journals" selected.
- Right Panel:** Titled "Titles in package: Allen Press Journals". It shows 46 records found. There are several links for actions like "Show all titles, regardless of content in this package", "Batchload your desired records for this package", "Download Selected records for this package", "Show only titles in my title list from this package", "Show the records for this package which overlap the saved title list (based on ISSN)", and "Show the records for this package that do not overlap the saved title list (based on ISSN)". There is also a search bar and a dropdown menu to "Add complete package to list".

Frame	Actions
Top	<ul style="list-style-type: none"> <li>For your changes to take effect, click <b>Apply Changes to My Title List</b> <b>Note:</b> You may need to scroll to the right to see <b>Apply Changes to My Title List</b></li> <li>Go to other parts of WorldCat Link Manager: <ul style="list-style-type: none"> <li>Test Links (use to test the links to your electronic resources)</li> <li>Usage Monitor (use to monitor the usage of Link Manager by your users)</li> <li>Utils (use to analyze your title lists and packages)</li> <li>Local Holdings (use to manage your locally-held resources)</li> </ul> </li> <li>Write support tickets</li> <li>Access the User Guide (Help)</li> <li>Export your title list</li> </ul>
Left	Choose provider or local resource (Local Holdings)
Middle	Choose package
Right	<ul style="list-style-type: none"> <li>Determine access to package</li> <li>Determine access to titles</li> </ul>

## Turning access to packages on or off

1	In the left frame, select a provider.
2	In the middle frame, select the package.
3	In the right frame, from the list, select either: <ul style="list-style-type: none"> <li>• Add complete package to list (to turn access on)</li> <li>• Remove complete package from list (to turn access off)</li> </ul> Click <b>Do it</b> .
4	The right frame reloads and the system responds <i>Changes will not go live until the <b>Apply Changes to My Title List</b> button is clicked.</i>
5	In the top frame, scroll to the right and click <b>Apply Changes to My Title List</b> .
6	The system responds <i>The [name of your title list] is currently being worked on . . .</i> The screen refreshes every ten seconds until the Return to Title List Admin link appears.

## Turning access to titles on or off

1	In the left frame, select provider.
2	In the middle frame, select the package.
3	In the right frame, from the list, choose titles by clicking either: <ul style="list-style-type: none"> <li>• <b>Add</b> to add the title to the list. Square turns green (■) and <b>Add</b> changes to <b>Del</b> (Delete)</li> <li>• <b>Del</b> (Delete) to remove title from the list. Square turns red (■) and <b>Del</b> changes to <b>Add</b></li> </ul>
4	In the top frame, scroll to the right and click <b>Apply Changes to My Title List</b> .
5	The system responds <i>The [name of your title list] is currently being worked on . . .</i> The screen refreshes every ten seconds until the Return to Title List Admin link appears.

## Incomplete packages

Deleting a title from a package makes the package incomplete. If a package is incomplete, new titles must be manually added by the administrator (new titles are automatically added to complete packages). Users cannot access titles unless they have been added.

To make an incomplete package complete, delete the package and update the title list or add the package again.

## Turning access to titles on via batchloading

If you need to provide access to a large number of titles in a package, you can do so by uploading a text file listing their ISSNs. Batchloading titles automatically turns on access to them.

**Note about Microsoft Excel:** Different versions of Excel use different encodings when saving a file as UTF Text. You may need to try different encodings in Link Manager (e.g., ISO Latin 1 (ISO-8859-1)) when loading a UTF file created in Excel. Also, Link Manager may appear to have difficulty with an Excel-created file. Always check Link Manager to see if the file loaded correctly. For more information about encoding formats, see [Help with Encodings](#) (use your WorldCat Link Manager password to access this link).

1	Create a text file listing the ISSNs of the titles in a package that you want to add. Follow the instructions below. Choose an ISSN format: <ul style="list-style-type: none"> <li>• 8 contiguous digits</li> <li>• 7 digits and 1 letter</li> </ul>
---	---

	<ul style="list-style-type: none"> <li>Optional: hyphen after first 4 digits</li> </ul> <p>To distinguish ISSNs from each other, choose a separator:</p> <ul style="list-style-type: none"> <li>line breaks</li> <li>spaces</li> <li>tab characters</li> <li>commas</li> <li>single quotes</li> <li>double quotes</li> </ul> <p><b>Note:</b> ISSNs must be in the package. If an ISSN is not in the package, it will not be batchloaded.</p>
2	In the left frame, select the publisher/provider/producer of the package you want to add titles to.
3	In the middle frame, click the package you want to add titles to.
4	<p>In the right frame, <b>click Batchload your desired records for this package.</b></p> <p>The ID Batch Loader window appears.</p> <p>Make sure the Provider and package are correct for the titles you want to batchload.</p> <p>Click <b>Browse</b> to locate the text file containing the ISSNs you want to batchload.</p> <p>Use the Choose File window to find your text file and click <b>Open</b> to select it.</p> <p>Click <b>Load File.</b></p>
5	<p>The system responds: <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the ID Batch Loader window appears, listing the number of titles batch-loaded.</p>
6	In the top frame, scroll to the right and click <b>Apply Changes to My Title List.</b>
7	<p>The system responds <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the Return to Title List Admin link appears.</p>

## Turning on access to titles from publishers

Use the **Titles from Publisher** option to determine access to titles that are not in packages.


Examples of titles that are not in packages:


- Journals subscribed to directly from the publisher
- Journals available without a subscription (free)

**Note:** If a title is available both from a package and directly, provide access from the package.

1	In the left frame, click <b>Titles from publisher.</b>
2	In the middle frame, click <b>Titles from publisher.</b>
3	<p>In the right frame, from the list, select titles by clicking either:</p> <ul style="list-style-type: none"> <li><b>Add</b> to add the title to the list. Square turns green (■) and Add changes to Del</li> <li><b>Del</b> (Delete) to remove title from the list. Square turns red (■) and Del changes to Add</li> </ul>
4	In the top frame, scroll to the right and click <b>Apply Changes to My Title List.</b>
5	<p>The system responds <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the Return to Title List Admin link appears.</p>

## Customize coverage data

Some packages allow you to customize the coverage data of their titles. Packages that allow custom coverage are indicated by the hand icon ()

1	In the left frame, click publisher/provider/producer.
2	In the middle frame, click the package. <b>Note:</b> In order to customize coverage, the package must be marked with the hand icon (  )
3	In the right frame, from the list, locate the title and click <b>Show overlay form</b> . On the Overlay form: <b>Dates.</b> In the two left boxes, type the coverage start and end dates in this format: YYYY-MM-DD (You may enter the year only, the year and month, or year, month, and day. Dashes must be present.). An empty start box means "from the first issue." An empty end box means "up to the present." <b>Enumeration.</b> In the two right boxes, type the enumeration in this format: volume:XX;issue:XX (punctuation must be exactly as given and spaces are not permitted). <b>Note:</b> (Optional). Type any notes here. Click <b>Modify Coverage</b> , then click <b>Hide overlay form</b> to close the form.
4	In the top frame, scroll to the right and click <b>Apply Changes to My Title List</b> .
5	The system responds <i>The [name of your title list] is currently being worked on . . .</i> The screen refreshes every ten seconds until the Return to Title List Admin link appears.

## Customize coverage data via batchloading


Use Microsoft Excel to load custom coverage information into WorldCat Link Manager.

**Note about Microsoft Excel:** Different versions of Excel use different encodings when saving a file as UTF Text. You may need to try different encodings in Link Manager (e.g., ISO Latin 1 (ISO-8859-1)) when loading a UTF file created in Excel. Also, Link Manager may appear to have difficulty with an Excel-created file. Always check Link Manager to see if the file loaded correctly. For more information about encoding formats, see [Help with Encodings](#) (use your WorldCat Link Manager password to access this link).

1	Create a Microsoft Excel file in this format: Name: TLA_overlay.xls  <table border="1"> <thead> <tr> <th>Column name</th> <th>Note</th> </tr> </thead> <tbody> <tr> <td>A Title</td> <td></td> </tr> <tr> <td>B ISSN</td> <td>Both ISSN or eISSN are acceptable</td> </tr> <tr> <td>C Content</td> <td>Description of content (fulltext, abstract, table of contents, etc.)</td> </tr> <tr> <td>D ContentStart</td> <td>Type date in this format: YYYY-MM-DD</td> </tr> <tr> <td>E ContentEnd</td> <td>Leaving ContentEnd blank results in "-present"</td> </tr> <tr> <td>F ContentStartEnum</td> <td>Type enumeration in this format: volume:nn;issue:nn</td> </tr> <tr> <td>G ContentEndEnum</td> <td>Type enumeration in this format: volume:nn;issue:nn</td> </tr> </tbody> </table> Save file as Unicode Text file. <b>Note:</b> For more information about encoding formats, see <a href="#">Help with Encodings</a> (use your WorldCat Link Manager password to access this link).	Column name	Note	A Title		B ISSN	Both ISSN or eISSN are acceptable	C Content	Description of content (fulltext, abstract, table of contents, etc.)	D ContentStart	Type date in this format: YYYY-MM-DD	E ContentEnd	Leaving ContentEnd blank results in "-present"	F ContentStartEnum	Type enumeration in this format: volume:nn;issue:nn	G ContentEndEnum	Type enumeration in this format: volume:nn;issue:nn
Column name	Note																
A Title																	
B ISSN	Both ISSN or eISSN are acceptable																
C Content	Description of content (fulltext, abstract, table of contents, etc.)																
D ContentStart	Type date in this format: YYYY-MM-DD																
E ContentEnd	Leaving ContentEnd blank results in "-present"																
F ContentStartEnum	Type enumeration in this format: volume:nn;issue:nn																
G ContentEndEnum	Type enumeration in this format: volume:nn;issue:nn																
2	In WorldCat Link Manager, navigate to the package you want to batchload custom coverage data for.																
3	In the right frame, click <b>Batchload your desired records for this package</b> .																

	<p>The ID Batch Loader window appears.</p> <p>Make sure the Provider and package are correct for the titles you want to batchload.</p> <p>Click <b>Browse</b> to locate the text file containing the ISSNs you want to batchload.</p> <p>Use the Choose File window to find your text file and click <b>Open</b> to select it.</p> <p>In the File Encoding list, select <b>Unicode Little Unmarked/Unicode Text (UTF-16LE)</b>.</p> <p>Click <b>Load File</b>.</p>
4	<p>The system responds <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the ID Batch Loader window appears, which lists:</p> <ul style="list-style-type: none"> <li>● Number of titles batchloaded</li> <li>● Valid and invalid (if any) columns</li> <li>● Valid and invalid (if any) values</li> </ul> <p>Close ID Batch Loader window.</p>
5	Refresh your browser and navigate to the title frame to see your changes.
6	In the top frame, scroll to the right and click <b>Apply Changes to My Title List</b> .
7	<p>The system responds <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the Return to Title List Admin link appears.</p>

## Delete all custom coverage from a package

1	In the left frame, click publisher/provider/producer.
2	<p>In the middle frame, click the package.</p> <p><b>Note:</b> In order to customize coverage, the package must be marked with the hand icon ).</p>
3	<p>In the right frame, from the list, click <b>Delete all custom coverage dates from [name of package]</b>.</p> <p>Click <b>Do it</b>.</p>
4	In the top frame, scroll to the right and click <b>Apply Changes to My Title List</b> .
5	<p>The system responds <i>The [name of your title list] is currently being worked on . . .</i></p> <p>The screen refreshes every ten seconds until the Return to Title List Admin link appears.</p>

## Local holdings introduction

### Local Holdings Administration

Use Local Holdings Administration to add, edit, or delete titles from your local holdings file. A local holdings file is a Microsoft Excel spreadsheet that contains records you have created for locally-held items, such as:

- Your library's print holdings
- Local institutional resources (course materials, locally-created materials, etc.)
- Anything you're linking to in a non-standard way for any reason (free journals or web resources, etc.)
- Subsets of packages for which it's inconvenient or impossible to select titles using Title List Administration

The settings you choose determine the journals your users see and whether they have access to individual articles.

**Note:** The terms "Local holdings file" and "local holdings table" mean the same thing.

### Use a Local Holdings file

#### Create a Local Holdings file

A Local Holdings file is a Microsoft Excel spreadsheet that contains local holdings records for your locally-held titles.

To create a local holdings file, use the Download File procedure to download a blank Excel spreadsheet that is preloaded with the correct format and column headings (See "Download local holdings file" on page 8). Add your local holdings information and then click **Upload File** to load the file into Link Manager (See "Upload Local Holdings file" on page 8).

#### Edit Local Holdings file

There are two ways to edit local holdings files:

- Edit the entire file by downloading it from Link Manager, editing it in Microsoft Excel, and uploading it to Link Manager.  
**Note:** In a local holdings file, all data in the Content column must be lowercase.
- Edit individual records in the file by using the Local Holdings screen in Link Manager (in this case, you do not download and upload the file). See "Add, edit, or delete a local holdings record" on page 13.

#### Download local holdings file

1	After logging in to WorldCat Link Manager, click <b>Administer WorldCat Link Manager</b> . In the Authentication Required window, type your user name and password.
2	On the Administration Center screen, click <b>Local Holdings</b> .
3	Download local holdings file. Click <b>Download File</b> . The Opening Local Holdings window appears, which gives you the choice of saving or opening the Excel spreadsheet.
4	Click <b>Save File</b> and navigate to the folder you use to save the file.

#### Upload Local Holdings file

After editing your local holdings file in Microsoft Excel, save it as Unicode Text in order to upload it into Link Manager.

**Note about Microsoft Excel:** Different versions of Excel use different encodings when saving a file as UTF Text. You may need to try different encodings in Link Manager (e.g., ISO Latin 1 (ISO-8859-1)) when loading a UTF file created in Excel. Also, Link Manager may appear to have difficulty with an Excel-created file. Always check Link Manager to see if the file loaded cor-

rectly. For more information about encoding formats, see [Help with Encodings](#) (use your WorldCat Link Manager password to access this link).

1	<p>After logging in to WorldCat Link Manager, click <b>Administer WorldCat Link Manager</b>.</p> <p>In the Authentication Required window, type your user name and password.</p>
2	<p>On the Administration Center screen, click <b>Local Holdings</b>.</p>
3	<p>On the Local Holdings screen, click <b>Upload File</b>.</p> <p>The Local Holdings Loader window appears.</p> <p><b>Add the titles in a Local Holdings file to an existing Local Holdings file</b></p> <ol style="list-style-type: none"> <li>A. Local Holdings. Choose the Local Holdings file/package you want your Local Holdings file applied to.</li> <li>B. Edit/Create Package Label (Human Readable Name). Automatically filled in with the name of the Local Holdings file/package you chose from the Local Holdings list (in step A).</li> <li>C. Load Method: <ul style="list-style-type: none"> <li>● Replace existing holdings (deletes all local holdings and replaces them with those in the file being uploaded)</li> <li>● Add records to existing holdings (adds new holdings without deleting existing ones)</li> </ul> </li> <li>D. File Encoding (Use UTF-8 for Excel files).</li> <li>E. Please specify a file to upload: Click <b>Browse</b> to navigate to your local holdings file.</li> </ol> <p><b>Add a new local holdings file</b></p> <ol style="list-style-type: none"> <li>A. Local Holdings. Do not make a choice. Go to step B.</li> <li>B. Edit/Create Package Label (Human Readable Name). Type the name of your new local holdings file.</li> <li>C. Load Method. Create new holdings table (creates a new table (existing tables are unaffected))</li> <li>D. File Encoding (Use UTF-8 for Excel files).</li> <li>E. Please specify a file to upload: Click <b>Browse</b> to navigate to your local holdings file.</li> </ol> <p>Click <b>Load File</b>.</p> <p>The system may respond <i>The [name of your local holdings table] table is currently being worked on...</i></p>
4	<p>The system responds <i>The [name of your local holdings table] table has been completed</i>.</p> <p>Click <b>Return to Local Holdings Loader</b> to load another Local Holdings table.</p> <p>Click <b>Apply Changes to Title Lists Using this Local Holdings table</b> to apply the Local Holdings file you just uploaded to your Title List.</p>

Viewing local holdings files on the Title List Admin screen

In the Title List Admin, local holdings are treated like resources from any other Provider. In the right frame, Local Holdings are listed under Local Resources. In the middle frame, local holdings files are listed as packages. In the right frame, the titles of individual local resources from a local holdings file are listed.

The screenshot displays the Title List Admin interface. On the left, there are navigation options: 'Local Resources' with 'Local Holdings' selected, and a list of providers including 'Titles from Publisher', 'Érudit', 'ACLS Humanities Ebook Project', 'Airiti 華藝數位股份有限公司', 'Allen Press', 'American Chemical Society', 'American Institute of Physics', 'American Physical Society', 'American Psychological Association', and 'Annual Reviews Journals'. The main area is divided into three sections:

- Package(s) from Local Holdings:** Shows a search for provider packages with results for 'localholdings\_demo2', 'localholdings\_demo3', and 'localholdings\_demo4'. It also includes filters for 'No titles', 'Some titles', and 'All titles'.
- Titles in package: localholdings\_demo2:** Lists content types: 'print(5445)', 'fulltext(4155)', 'ebook(3)', and 'ebSCO(3)'. It states '9624 records found' and provides links for 'Show all titles, regardless of content, in this package' and 'Download Selected records for this package'. It also includes a search box for titles in "customer.demo2".
- Displaying ALL titles:** Shows 'Result Page: 1 2 3 4 5 6 7 8 9 10 20 30 40 50 60' with 'next page -->' and 'last page -->'. It includes a 'Deep link available' icon and a '1993 Evaluation Results' link.

## Local Holdings screen

Below is the Local Holdings screen.

The tables below the screen explain the fields in a local holdings record.

Local Holdings: - please choose - Title lists using this pkg:

[Upload File](#) | [HELP](#)

[Download File](#)

A to Z Search: [\[0-9\]](#) [A](#) [B](#) [C](#) [D](#) [E](#) [F](#) [G](#) [H](#) [I](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [Q](#) [R](#) [S](#) [T](#) [U](#) [V](#) [W](#) [X](#) [Y](#) [Z](#) [non-roman](#)

Select a title, then click "Edit Record" to see the information about that title.  
Or, you can add a new title to your Local Holdings by entering its information in the form below, then clicking 'Add Record'.

1993 Evaluation Results

1995 evaluation results. Vols. 1 & 2

1998 Annual Review of Development Effectiveness

1999 Annual Review of Development Effectiveness

2000 Annual Review of Development Effectiveness

2001 Annual Review of Development Effectiveness

2002 Annual Review of Development Effectiveness

A Chance to Learn

A commercial bank's microfinance program

A Conservation Assessment of the Terrestrial Ecoregions of Latin America and

A Diagnostic Framework for Revenue Administration ABC

A Framework for the Design and Implementation of Competition Law and Policy

A Governance Approach to Civil Service Reform in Sub-Saharan Africa

A Guide to Living Standards Measurement Study Surveys and Their Data Sets

A Guide to the Formulation of Water Resources Strategy

**Record Info**

\*Required fields: Content, Title

**Title (required)**

**URL**

**ISSN**  **eISSN**  **ISBN**

**BOOK DATA: Author**

**Content Start**

**Enumeration Start** Volume:  Issue:

**Coverage**

**Publisher ID**  [Choose a Publisher](#)

**Content (required)** - please choose -

**Content Date**

**Book Key**

**Content End**

**Enumeration End** Volume:  Issue:

**Location**

**Publisher**

[Show Advanced Options](#)

Click on this button to save changes to your live title list

## Fields in Record Info area

When creating or editing a local holdings record, fill in the relevant fields below. **Note:** You must enter the two required fields, Title and Content.

Field	Description	Example
Author	The person or organization responsible for the creation of the item.	<ul style="list-style-type: none"> <li>● W. B. Yeats</li> <li>● Department of Education</li> </ul>
Content (Required Field)	The kind of content being referred to by this resource. <b>Note:</b> If you choose <b>e-Book</b> , you must fill in the URL field. If you choose <b>Print</b> , a link to your online public access catalog (OPAC) appears if you have enabled OPAC linking.	<ul style="list-style-type: none"> <li>● abstract</li> <li>● ebook</li> <li>● fulltext</li> <li>● indexed</li> <li>● print</li> <li>● selectedft (ft=full text)</li> </ul>
Content Date	The Date the item was published. Enter in this format: YYYY-MM-DD	1991-06-15

## WorldCat Link Manager

Content End	The ending date of availability for this journal in ISO date format.	1956-09-01
Content Start	The starting date of availability for this journal in ISO date format.	1901-02-26
Coverage	The starting and ending date of availability for this journal entered as free text (not according to any standard, such as the ISO YYYY-MM-DD format). If this field is used it overrides Content End and Content Start.	<ul style="list-style-type: none"> <li>• Spring 2004 to winter 2008</li> <li>• Non-Western calendars</li> </ul>
eISSN	The eISSN for a journal.	1467-6281
Enumeration End	The last volume and issue available, only numbers accepted.	volume:35;issue:11
Enumeration Start	The first volume and issue available, only numbers accepted.	volume:01;issue:09
ISBN	For book records, a 10 or 13 digit number. Do not enter dashes.	1886101116 978886101111
Location	The physical location of a journal within a library.	2nd floor, Main Library
Notes	Any extra information the user should see when viewing this record that does not fit in other fields.	<ul style="list-style-type: none"> <li>• Available in print</li> <li>• Requires password</li> <li>• Free trial expires 6/15/2009</li> </ul>
Publisher	The publisher name the user sees in the "available from" section of a result.	<ul style="list-style-type: none"> <li>• ScienceDirect JANUL consortium</li> <li>• Lextenso</li> </ul>
Publisher ID	Internally-used publisher code which connects this title with a publisher level link. Selectable with the drop down list.	<ul style="list-style-type: none"> <li>• oup (Oxford University Press)</li> <li>• npg (Nature Publishing Group)</li> </ul>
Title (Required Field)	The title of a journal/book/resource.	Annals of Medicine
URL	The location of the resource on the internet. It displays as the Find Title link.	http://www.annals.org/

### Fields in Advanced Options (Record Info area)

To use these fields, click **Show Advanced Options**, at the bottom left corner of the Record Info area.

[▼ Hide Advanced Options](#)

**Sort Title**   check this box to auto-generate Sort Title from Title when adding/editing records

**Link Scheme**  [Choose a Linkscheme](#) **iKey**

**Notes**  **Show Links?**

**Customer Column 1**  **Customer Column 2**  **Customer Column 3**

Click on this button to save changes to your live title list

Field	Description
Customer Column 1	Additional columns for extensions. Not used by default. It requires customization in order to make this appear to the user.
Customer Column 2	
Customer Column 3	
iKey	A special journal key string which is used when creating links for the journal.

Link Scheme	Internally used linking code which specifies what type of linking to use for a particular title.
Notes	Any extra information the user should see when viewing this record that does not fit in other fields.
Show Links?	Choose whether article level links ("Find Article") show for a title. <b>Yes:</b> always show article level links <b>No:</b> never show article level links <b>Blank (""):</b> set this value as appropriate for a particular citation Blank is the default and it should only be changed in exceptional cases.
Sort Title	The version of the title used by the system for searching and sorting.

## Add, edit, or delete a local holdings record

### Before adding, editing, or deleting a local holdings record

There must be at least one local holdings file in the Title List Admin in order for any local holdings changes to take effect in your title list.

### Add a local holdings record

1	Click <b>Administer WorldCat Link Manager</b> . In the Authentication Required window, type your user name and password.
2	On the Administration Center screen, click <b>Local Holdings</b> .
3	Scroll down to the Record Info area. Enter the information describing the journal. Click <b>Add Record</b> .
	Click <b>Apply Changes to Title Lists Using this Local Holdings table</b> .

### Edit or delete a local holdings record

1	Click <b>Administer WorldCat Link Manager</b> . In the Authentication Required window, type your user name and password.
2	On the Administration Center screen, click <b>Local Holdings</b> .
3	Find the record for the journal whose local holdings you want to edit. <b>Browse.</b> Use the A to Z Search bar to browse by the first character of the journal title. <b>Search.</b> Type words from the journal title in the search box. Choose the kind of search: <ul style="list-style-type: none"> <li>● Match start of title</li> <li>● Match exact title</li> <li>● Match every word in title</li> </ul> Click <b>Search</b> .
4	In the search results box, click the journal title. <b>Edit record.</b> Click <b>Edit Record</b> . The record appears in the Record Info area (scroll down to see all of this area). Make your changes. <b>Delete Record.</b> To delete the record from your Local Holdings table, click <b>Remove Record</b> .
5	Click <b>Apply Changes to Title Lists Using this Local Holdings table</b> .