



## **OCLC WorldShare**

**Maintaining local library electronic and print collections**

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# 1 Logging in to OCLC WorldShare

**Log in to OCLC WorldShare using the unique URL and log-in details assigned to the OpenAthens organisation against which the collection changes are to be made:**

- 1 Go to the unique OCLC Service Configuration URL for the OpenAthens organisation:

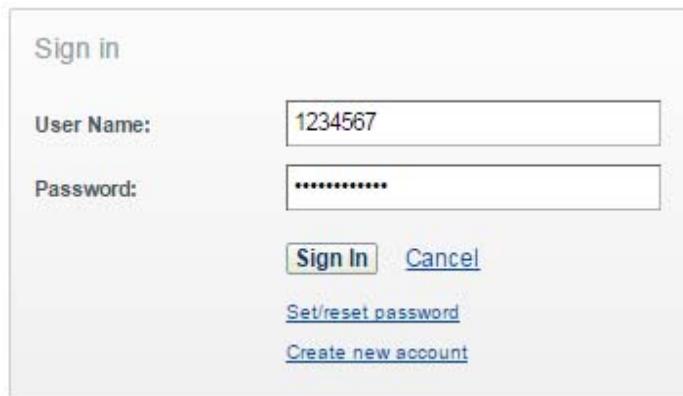
<https://nhsxxxx.share.worldcat.org/wms>

For example, the unique log-in URL for a **NHS Foundation Trust**:

<http://nhs1234567.share.worldcat.org/wms>

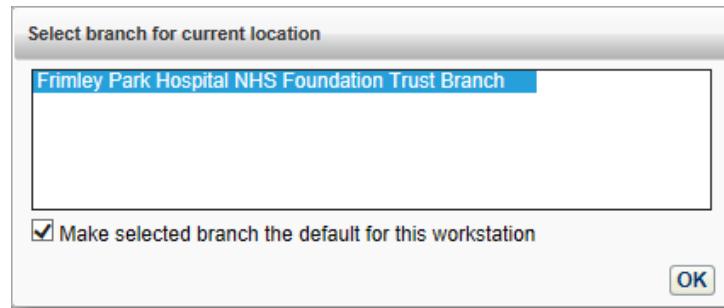
**nhs1234567** is the unique identifier (1234567 is the OpenAthens org ID for that Trust)

- 2 Enter the relevant administrator **User Name** and **Password** associated with the URL and click **Sign In**.



The image shows a 'Sign in' form. It has two text input fields: 'User Name' containing '1234567' and 'Password' containing '\*\*\*\*\*'. Below the fields are two buttons: 'Sign In' (highlighted in blue) and 'Cancel'. Underneath the buttons are two links: 'Set/reset password' and 'Create new account'.

- 3 Click on the organisation in the select branch pop-up so that it is highlighted and click **OK**.



Check the box against **Make selected branch the default for this workstation** to set this organisation as the default and so avoid the pop-up on subsequent log-in.

**NOTE: the processes covered in this manual assume that you have:**

**1 Accessed WorldShare from a compatible browser, i.e.**

- Internet Explorer 9 and above
- Google Chrome
- Firefox

**and**

**2 Logged in to the correct URL for your OpenAthens organisation with the associated OCLC username and password.**

## 2 Viewing all collections added against your organisation

- 1 Expand **Collection Manager** on the left side of the screen.

The screenshot shows the OCLC WorldShare interface. The top navigation bar includes 'Licenses' and 'Admin' buttons. The sidebar on the left has a 'Collection Manager' section with a blue header. Other menu items in the sidebar include 'Manage Rights', 'Manage Templates', 'Harvest Usage Data', 'Manage EZproxy', 'Manage Vendors', and 'My Apps'. A large arrow points from the 'Collection Manager' text in step 1 to the 'Collection Manager' menu item in the sidebar.

- 2 Make sure that **Collection** is selected in the drop-down.  
 And that the **My Selected Collections** box is checked.  
 Leave the search box completely blank.  
 Click **Search**.

The screenshot shows the 'Collection Manager' search interface. The 'Collection' dropdown is selected, and the 'My Selected Collections' checkbox is checked. The 'Search' button is highlighted with a large arrow. The sidebar on the left includes 'Manage Rights', 'Manage Templates', 'Collection Manager' (selected), 'Harvest Usage Data', 'Manage EZproxy', 'Manage Vendors', and 'My Apps'.

- 3 This will bring up a list of **all** the collections currently selected against the organisation you are logged in under. This will include national, regional and local electronic and print collections.

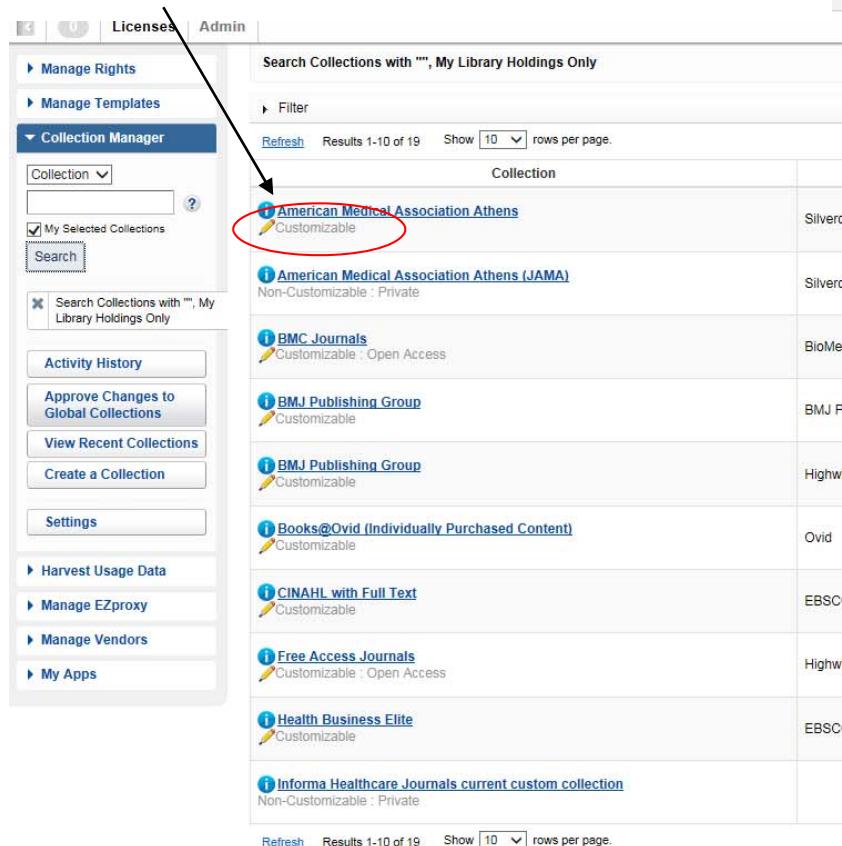
The screenshot shows a list of collections. The table columns include 'Collection', 'Provider', 'Created', 'In My Holdings', 'Shared', and 'Shared by'. The 'Collection' column lists various titles like 'American Medical Association Athens', 'BMC Journals', 'BMJ Publishing Group', etc. The 'In My Holdings' column shows counts like '144 / 144 Titles' and '319 / 319 Titles'. The 'Shared' column shows 'NICE Evidence Services' for most entries. The bottom of the page has a 'rows per page' dropdown set to '25' with options '50' and '100'.

Select the number of results you want to display per page in the drop-down (max 100).

4 A number of icons and labels will appear against each collection.

**NOTE: not all of them will appear for every collection, depending on how the collection was created.**

**The pencil means that the collection can be edited**



Search Collections with "", My Library Holdings Only

Collection Manager

Collection Provider Created

American Medical Association Athens Silverchair Information Systems 07/01/2013 16:11:05

American Medical Association Athens (JAMA) Silverchair Information Systems 06/03/2013 13:15:13

BMC Journals BioMed Central 29/09/2012 04:09:06

BMJ Publishing Group BMJ Publishing Group 25/07/2012 07:08:04

BMJ Publishing Group Highwire Press 29/09/2012 04:09:21

Books@Ovid (Individually Purchased Content) Ovid 24/07/2012 05:13:46

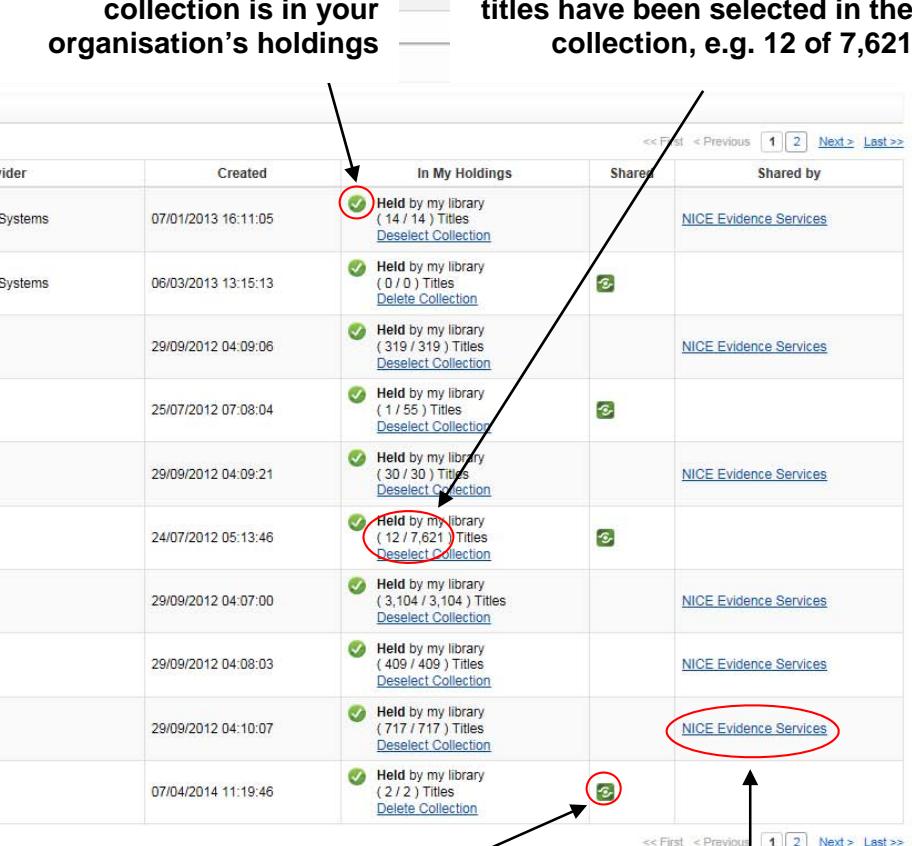
CINAHL with Full Text EBSCOhost 29/09/2012 04:07:00

Free Access Journals Highwire Press 29/09/2012 04:08:03

Health Business Elite EBSCOhost 29/09/2012 04:10:07

Informa Healthcare Journals current custom collection Non-Customizable, Private 07/04/2014 11:19:46

**The tick indicates that the collection is in your organisation's holdings**



In My Holdings Shared Shared by

American Medical Association Athens Held by my library (14 / 14) Titles Deselect Collection NICE Evidence Services

American Medical Association Athens (JAMA) Held by my library (0 / 0) Titles Delete Collection

BMC Journals Held by my library (319 / 319) Titles Deselect Collection NICE Evidence Services

BMJ Publishing Group Held by my library (1 / 55) Titles Deselect Collection

BMJ Publishing Group Held by my library (30 / 30) Titles Deselect Collection NICE Evidence Services

Books@Ovid (Individually Purchased Content) Held by my library (12 / 7,621) Titles Deselect Collection

CINAHL with Full Text Held by my library (3,104 / 3,104) Titles Deselect Collection NICE Evidence Services

Free Access Journals Held by my library (409 / 409) Titles Deselect Collection NICE Evidence Services

Health Business Elite Held by my library (717 / 717) Titles Deselect Collection NICE Evidence Services

Informa Healthcare Journals current custom collection Held by my library (2 / 2) Titles Delete Collection

**This shows you how many titles have been selected in the collection, e.g. 12 of 7,621**

**The green logo indicates that the collection is shared with other organisations**

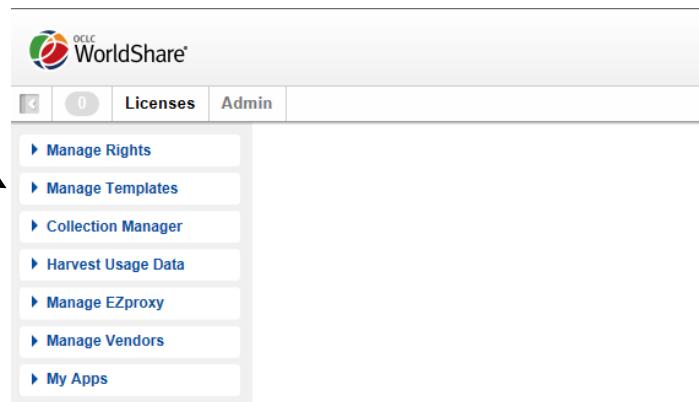
**An entry in the Shared by column indicates that the collection has been shared with you by the organisation listed**

### 3 Selecting an electronic collection in its entirety

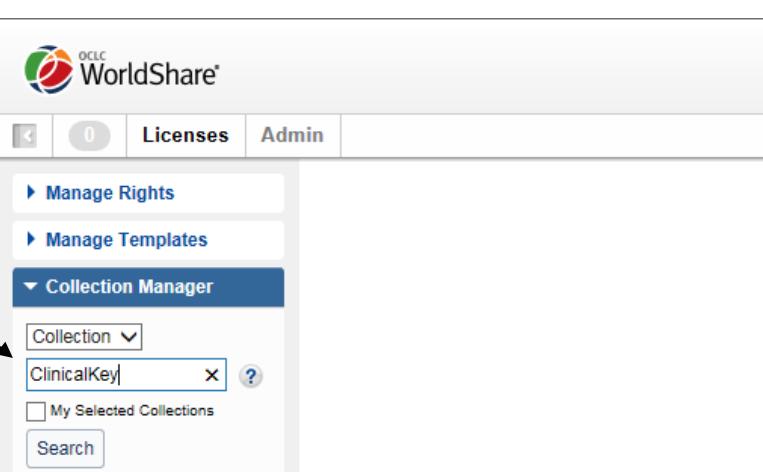
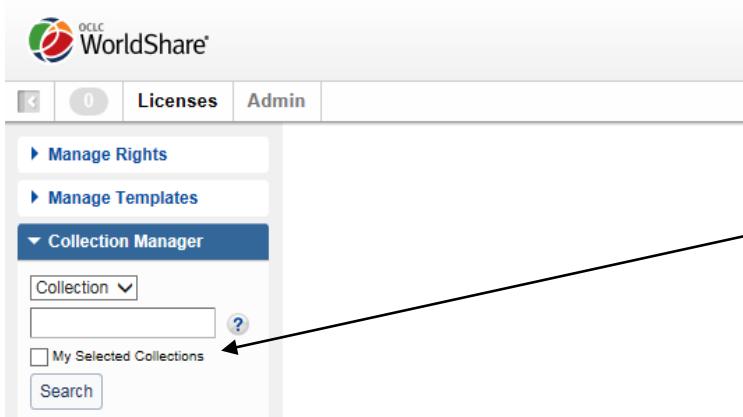
Where a library subscribes to an electronic bundle, for example an entire full text journal collection, it is possible to select this collection in its entirety, rather than set up access to each title individually within the collection. Coverage for journals within that collection will be updated automatically each month by OCLC.

**NOTE: individual journals that are part of a collection that has been selected in its entirety cannot be amended.**

- 1 Expand **Collection Manager** on the left side of the screen.



- 2 Make sure that the **My Selected Collections** box is unchecked.
- 3 Making sure that **Collection** is selected in the search drop down, enter the name of the collection provider in the search box, e.g. **ClinicalKey**.  
Click **Search**.



- 4 Identify the collection to be added, e.g. **Elsevier ClinicalKey eBooks - WAYFless access**, and click **Select Collection**.

Collection	Provider	Created	In My Holdings
<a href="#">Elsevier ClinicalKey eBooks Customizable</a>	Elsevier	19/02/2013 09:34:14	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access Customizable</a>	Elsevier	12/07/2013 19:25:37	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ClinicalKey Flex Customizable</a>	Elsevier	06/03/2015 01:59:57	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,759 ) Titles <a href="#">Select Collection</a>

5. A message saying that the collection has been added will appear at the top.

Search Collections with "ClinicalKey"			
Successful			
Collection "Elsevier ClinicalKey eBooks - WAYFless access" added to my library's holdings successfully.			
Filter			
Collection	Provider	Created	In My Holdings
<a href="#">Elsevier ClinicalKey eBooks Customizable</a>	Elsevier	19/02/2013 09:34:14	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access Customizable</a>	Elsevier	12/07/2013 19:25:37	<input checked="" type="checkbox"/> Locked for re-indexing  <input checked="" type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ClinicalKey Flex Customizable</a>	Elsevier	06/03/2015 01:59:57	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,759 ) Titles <a href="#">Select Collection</a>

The message **Locked for re-indexing** will appear against the collection while it is processing.

Click **Refresh** until the collection is ticked as **Held by my library** and you have the option to **Deselect Collection**.

Collection	Provider	Created	In My Holdings
<a href="#">Elsevier ClinicalKey eBooks Customizable</a>	Elsevier	19/02/2013 09:34:14	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access Customizable</a>	Elsevier	12/07/2013 19:25:37	<input checked="" type="checkbox"/> Held by my library (1,163 / 1,163 ) Titles <a href="#">Deselect Collection</a>
<a href="#">Elsevier ClinicalKey Flex Customizable</a>	Elsevier	06/03/2015 01:59:57	<input checked="" type="checkbox"/> Not Held by my library (0 / 1,759 ) Titles <a href="#">Select Collection</a>

Links for **all** journals in that collection will have been added to WorldShare.

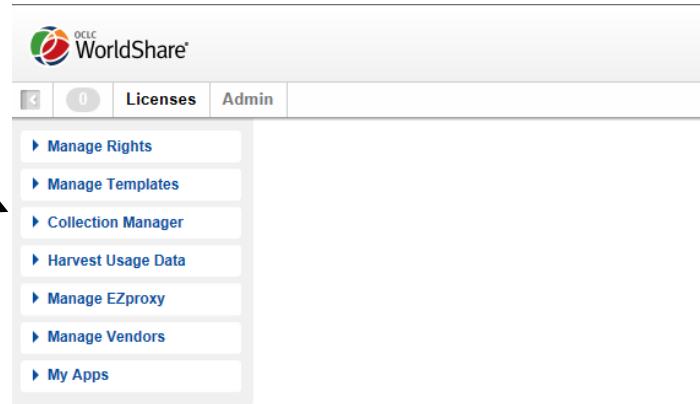
To deselect the collection, refer to **9 Deselecting a collection in its entirety**.

## 4 Selecting an electronic collection on a title by title basis

For libraries with only a few local electronic subscriptions in a particular full text collection, these can to be selected on a title by title basis.

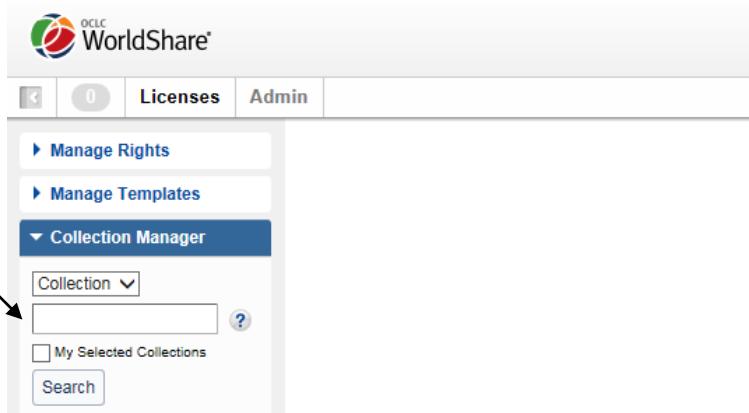
There are various ways of doing this. The easiest way is to search for the 'collection', i.e. by the name of the publisher or provider of the library's electronic subscription, e.g. Wiley, Elsevier, or Ovid, and manually switch on access to the title within that collection.

- 1 Expand **Collection Manager** on the left side of the screen.



The screenshot shows the OCLC WorldShare interface. At the top, there is a header with the OCLC WorldShare logo, a search bar, and navigation links for 'Licenses' and 'Admin'. On the left, a sidebar menu is open, showing several options: 'Manage Rights', 'Manage Templates', 'Collection Manager' (which is highlighted in blue), 'Harvest Usage Data', 'Manage EZproxy', 'Manage Vendors', and 'My Apps'. A black arrow points from the text 'Expand Collection Manager' to the 'Collection Manager' menu item in the sidebar.

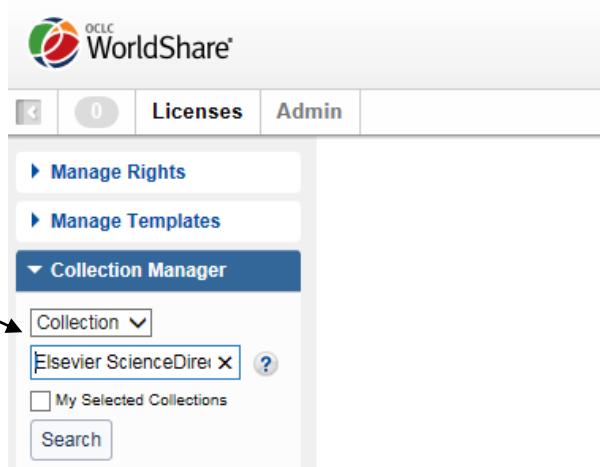
- 2 Make sure that the **My Selected Collections** box is unchecked.



The screenshot shows the 'Collection Manager' search interface. The sidebar menu is partially visible. The main area has a search form with a dropdown menu set to 'Collection', a search input field, a 'My Selected Collections' checkbox (which is unchecked), and a 'Search' button. A black arrow points from the text 'My Selected Collections box is unchecked' to the checkbox.

- 3 Making sure that **Collection** is selected in the search drop-down, enter the name of the collection provider in the search box, e.g. **Elsevier ScienceDirect**.

Click **Search**.



The screenshot shows the search results for 'Elsevier ScienceDirect'. The sidebar menu is visible. The main area shows the search input field containing 'Elsevier ScienceDirect' with a small 'X' icon to its right, indicating it's a search term. Below the input field are the 'My Selected Collections' checkbox and the 'Search' button. A black arrow points from the text 'Click Search.' to the search input field.

- 4 Scroll to and click on the name of the collection in the search results, e.g. **Elsevier ScienceDirect Journals Athens**.

Collection	Provider	Created	In My Holdings
<a href="#">CRKN Elsevier ScienceDirect 2015</a> Customizable	Elsevier	24/07/2012 15:14:39	<input checked="" type="checkbox"/> Not Held by my library (0 / 2,278 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect eBooks 2011</a> Customizable	Elsevier	19/02/2013 10:47:49	<input checked="" type="checkbox"/> Not Held by my library (0 / 923 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect eBooks 2012</a> Customizable	Elsevier	19/02/2013 10:49:32	<input checked="" type="checkbox"/> Not Held by my library (0 / 969 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect eBooks 2013</a> Customizable	Elsevier	19/02/2013 10:51:18	<input checked="" type="checkbox"/> Not Held by my library (0 / 989 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect eBooks 2014</a> Customizable	Elsevier	10/01/2014 18:48:28	<input checked="" type="checkbox"/> Not Held by my library (0 / 920 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect Journals</a> Customizable	Elsevier	24/07/2012 15:15:47	<input checked="" type="checkbox"/> Not Held by my library (0 / 4,299 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect Journals - Filter: Medical Research</a> Customizable	Elsevier	02/04/2014 22:21:53	<input checked="" type="checkbox"/> Not Held by my library (0 / 147 ) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect Journals Athens</a> Customizable	Elsevier	19/03/2013 06:25:21	<input checked="" type="checkbox"/> Not Held by my library (0 / 4,299 ) Titles <a href="#">Select Collection</a>

### Collection: Elsevier ScienceDirect Journals Athens

5

[Save](#) [Select Collection](#)

- ▶ Properties
- ▶ Linking
- ▶ Holdings and MARC Records
- ▶ Sharing
- ▼ Titles

Collection: Elsevier ScienceDirect Journals Athens	
<a href="#">Save</a>	<a href="#">Select Collection</a>
<p>Search within <input type="text"/> <a href="#">Search</a></p> <p><input type="radio"/> My Selected Titles <input checked="" type="radio"/> All Titles</p>	
<p><b>Titles</b></p> <p><input type="checkbox"/> Titles available individually <input type="checkbox"/> Titles with current issues</p> <p><b>Format</b></p> <p><input type="checkbox"/> E-book/Proceeding <input type="checkbox"/> Audio <input type="checkbox"/> Image <input type="checkbox"/> Video <input type="checkbox"/> Other</p> <p><b>Journal Coverage</b></p> <p><input type="checkbox"/> Full Text <input type="checkbox"/> Print <input type="checkbox"/> Selected Full Text <input type="checkbox"/> Abstracts <input type="checkbox"/> Indexed</p>	<p><a href="#">Reset</a></p> <p>Results 1-10 of 4299 Show <a href="#">10</a> rows per page.</p> <p><a href="#">«« First</a> <a href="#">« Previous</a> <a href="#">1</a> <a href="#">2</a> <a href="#">3</a> <a href="#">4</a> <a href="#">5</a> <a href="#">6</a> <a href="#">7</a> <a href="#">8</a> <a href="#">9</a> <a href="#">10</a> <a href="#">Next »</a> <a href="#">Last »</a></p>
Title	Content Availability Identifiers In My Holdings
<a href="#">AASRI Procedia</a>	Full Text: From 2012 to present Full Text: Volume 1 -  OCN: <a href="#">811061240</a> ISBN: 2212-6716 <a href="#">Website</a> <a href="#">IP</a>  <input checked="" type="checkbox"/> Not Held by my library <a href="#">Select Title</a>
<a href="#">Academic Pediatrics</a>	Full Text: From 2009-01 to present Full Text: Volume 9, Issue 1
<a href="#">Academic Press Library in Signal Processing</a>	Full Text: From 2014 to present Full Text: Volume 1 -
<a href="#">Academic Radiology</a>	Full Text: From 1994-09 to present Full Text: Volume 1, Issue 1
<a href="#">ACC Current Journal Review</a>	Full Text: From 1995-01 to 2005-12 Full Text: Volume 4, Issue 1 to Volume 14, Issue 12
<a href="#">Accident Analysis and Prevention</a>	Full Text: From 1969-07 to present Full Text: Volume 1, Issue 1
<a href="#">Accident and Emergency Nursing</a>	Full Text: From 1993-01 to 2007-10 Full Text: Volume 1, Issue 1 to Volume 15, Issue 4
<a href="#">Accounting Forum</a>	Full Text: From 2004-03 to present Full Text: Volume 28, Issue 1

- 6 Enter the name of the journal title you want to select in the **Search within** box, e.g. **American Heart Journal.**

Click **Search.**

Collection: Elsevier ScienceDirect Journals Athens

Save Select Collection

Search within

My Selected Titles  All Titles

Titles	Format	Journal Coverage
<input type="checkbox"/> Titles available individually	<input type="checkbox"/> E-book/Proceeding	<input type="checkbox"/> Full Text
<input type="checkbox"/> Titles with current issues	<input type="checkbox"/> Audio	<input type="checkbox"/> Selected Full Text
	<input type="checkbox"/> Image	<input type="checkbox"/> Abstracts
	<input type="checkbox"/> Video	<input type="checkbox"/> Print
	<input type="checkbox"/> Other	<input type="checkbox"/> Indexed

Title	Content Availability
AASRI Procedia	Full Text: From 2012 to present Full Text: Volume 1 -

This will only search for the title within this collection, i.e. **Elsevier ScienceDirect Journals Athens**.

The title you want to select should appear in the results list:

Search within

My Selected Titles  All Titles

Title	Content Availability	Identifiers	In My Holdings
American Heart Journal	Full Text: From 1925-10 to present Full Text: Volume 1, Issue 1	OCN: <a href="#">795967565</a> ISSN: <a href="#">0002-8703</a> <a href="#">Website</a>	<input checked="" type="checkbox"/> Not Held by my library <input type="button" value="Select Title"/>

- 7 Click the **Select Title** against the title to select it.

The screen will refresh so that the collection is ticked as **Held by my library** and you have the option to **Deselect Title**.

Search within

My Selected Titles  All Titles

Title	Content Availability	Identifiers	In My Holdings
American Heart Journal	Full Text: From 1925-10 to present Full Text: Volume 1, Issue 1	OCN: <a href="#">795967565</a> ISSN: <a href="#">0002-8703</a> <a href="#">Website</a>	<input checked="" type="checkbox"/> Held by my library <input type="button" value="Deselect Title"/>

- 8 Repeat steps 6 to 7 above for other titles in the same collection.

## 5 Amending coverage for an individually selected title

When selected in WorldShare, access to a journal title is automatically set up to run from the earliest archive available in the collection until the current issue. However, it is possible to override the coverage for an individually selected electronic title to reflect a library's actual coverage under its local subscription.

**NOTE: where the journal is part of a collection that has been selected in its entirety, it is NOT possible to override the coverage. Only titles with the pencil icon against them can be edited.**

### To modify coverage against an electronic title:

- 1 Identify the title to be modified, e.g. **Diabetes Care** from the collection **Journals@Ovid (Athens Authorization)**.

Title	Content Availability	Identifiers	In My Holdings
Diabetes Care	Full Text: From 1995-01 to present Full Text: Volume 18, Issue 1	OCN: 230744937 ISSN: 0149-5992 Website	Held by my library <a href="#">Deselect Title</a>

Results 1-1 of 1 Show 10 rows per page

As there is a pencil icon against the title, it is possible to amend the coverage for both a) the years available and b) volume and issue numbers available.

- 2 To modify coverage, click on the title link.

Title	Content Availability	Identifiers	In My Holdings
Diabetes Care	Full Text: From 1995-01 to present Full Text: Volume 18, Issue 1	OCN: 230744937 ISSN: 0149-5992 Website	Held by my library <a href="#">Deselect Title</a>

Results 1-1 of 1 Show 10 rows per page

This will launch the bibliographic information for this title.

**IMPORTANT:** make sure that **Local** is selected (i.e. in blue) so that any changes you make are restricted to your organisation's version of the collection.

Local
Global

Title \*:

Title ID \*:

Format \*:

Vendor ID:

Title URL:

OCN:

Override OCN:

Grouped OCNs

OCN	
3524314	<input type="text" value="859566756"/>
11989256	<input type="text" value="865289520"/>
60938990	
163427065	
163462130	
222538077	
222863506	

ISSN:

eISSN:

**Coverage \***

Dates	
Dates	
Full Text: From 1995-01 to present	

**Enumerations**

Enumerations	
Enumerations	
Full Text: Volume 18, Issue 1	

- 3 Scroll down to view **Coverage** for the title (**Dates / Enumerations**):

ISSN 0149-5992 

eISSN 

Coverage\* Dates  

Full Text: From 1995-01 to present  

Enumerations  

Full Text: Volume 18, Issue 1  

4 To modify the years available, click on the pencil next to the existing coverage beneath Dates.

- 5 Amend the **Start** and **End** dates to reflect your library's subscription.

Check **Embargo on new issues** to specify the period of embargo, if necessary.

For example, **1998-01** to **current** with a **1 years** embargo.

ISSN 0149-5992 

eISSN 

Coverage\* Dates  

Full Text 

Start 1998-01 

Moving wall coverage 

Days 

End  

Embargo on new issues 

1  Years 

Save 

**NOTE:** where a library has a current electronic subscription, leave the entry in the End field blank, as above. Do not add the current date.

**Only** add a date to reflect the last available date for a closed run.

- 6 Click **Save**.

ISSN 0149-5992 

eISSN 

Coverage\* Dates  

Full Text: From 1998-01 to present  

Enumerations  

Full Text: Volume 18, Issue 1  

7 To modify the volumes and issues available, click on the pencil next to the existing years beneath **Enumerations**.

- 8 Amend the **Start** and **End** volumes and issues to reflect the library's access.

For example, **Start Volume: 21**; **Issue: 1**

- 9 Click **Save**.

Coverage\* Dates  

Full Text: From 1998-01 to 1 Year ago  

Enumerations  

Full Text 

Start Volume 21  Issue 1 

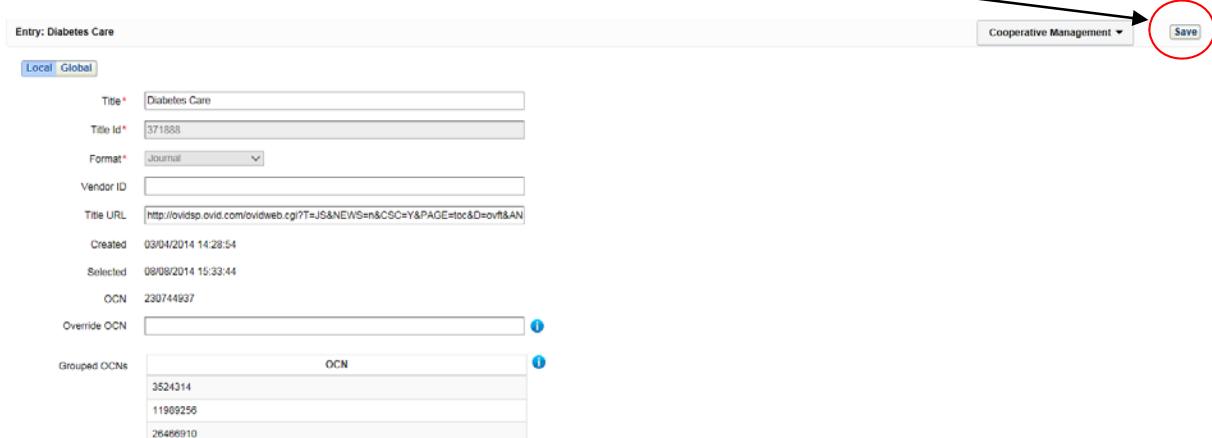
End Volume  Issue 

Notes 

Linking Overrides 

Save 

**NOTE:** Where a library has a current electronic subscription, leave the End Volume and Issues blank, as above. Do not add the current volume and issue. **Only** add a volume or issue to reflect the last available date for a closed run.

**10 IMPORTANT: you MUST scroll up and click on Save at the top of the screen to save your changes to the date and volumes / issues.**

Entry: Diabetes Care

Cooperative Management ▾ **Save**

Local  Global

Title\*

Title ID\*

Format\*

Vendor ID

Title URL

Created 03/04/2014 14:28:54

Selected 08/08/2014 15:33:44

OCN 230744937

Override OCN

Grouped OCNs

OCN
3524314
11989256
26486910

Having clicked **Save**, you will see that the coverage against the title has been modified to fit your local subscription:

Title	Content Availability
<a href="#">Diabetes Care</a>	 Full Text: From 1998-01 to present Full Text: Volume 21, Issue 1

Results 1-1 of 1 Show **10** rows per page.

## 6 Adding an access note to an individually selected title

It is possible to add an access note against an individually selected journal title to appear against an article on HDAS and journal title on My Journals.

**NOTE: where the journal is part of a collection that has been selected in its entirety, it is NOT possible to add an access note. Only titles with the pencil icon against them can be edited.**

### To add an access note to an individually selected title:

- 1 Identify the title to be modified, e.g. **Diabetes Care** from the collection **Journals@Ovid (Athens Authorization)**.

Title		Content Availability	Identifiers	In My Holdings
<a href="#">Diabetes Care</a>		Full Text: From 1995-01 to present Full Text: Volume 18, Issue 1	OCN: 230744937 ISSN: 0140-5992 Website	Held by my library <a href="#">Deselect Title</a>
Results 1-1 of 1	Show <input type="button" value="10"/> rows per page			<< First < Previous <input type="button" value="1"/> Next > Last >>

As there is a pencil icon against the title, it is possible to add an access note

- 2 To add the access note, click on the title link.

Title		Content Availability	Identifiers	In My Holdings
<a href="#">Diabetes Care</a>		Full Text: From 1995-01 to present Full Text: Volume 18, Issue 1	OCN: 230744937 ISSN: 0140-5992 Website	Held by my library <a href="#">Deselect Title</a>
Results 1-1 of 1	Show <input type="button" value="10"/> rows per page			<< First < Previous <input type="button" value="1"/> Next > Last >>

This will launch the bibliographic information for this title.

**IMPORTANT:** make sure that **Local** is selected (i.e. in blue) so that any changes you make are restricted to your organisation's version of the collection.

Entry: Diabetes Care

Local  Global

Title \*

Title ID \*

Format \*

Vendor ID

Title URL

OCN

Override OCN

Grouped OCNs

OCN
3524314
11989256
60638990
163427065
163462130
222538077
222863506

3. Scroll down to the bottom of the page and click on **Show Details** against **Notes**.

674239363  
740957612

ISSN 0149-5992 [i](#)  
eISSN [i](#)

Coverage\* Dates [+](#)  
Full Text: From 1998-01 to present [e](#) [i](#)

Enumerations [+](#)  
Full Text: Volume 21, Issue 1 [e](#) [i](#)

Notes [Show Details](#)

Notes [Hide Details](#)

Public Note Available to Kent Community Health NHS Trust staff only

Staff Note Remember - not licensed for MTW staff

Coverage Note

Location

Linking Overrides [Show Details](#)

This will display various notes fields.

- 4 Use the **Public Note** field to enter the note that will appear to users via HDAS and My Journals.
- 5 Use the **Staff Note** field for a note that will only appear to you, logged in as WorldShare administrator.
- 6 **IMPORTANT: you MUST scroll up and click on Save at the top of the screen to save your access note(s).**

Entry: Diabetes Care

Cooperative Management [Save](#)

Local Global

Title\* Diabetes Care  
Title ID\* 371000  
Format\* Journal  
Vendor ID  
Title URL <http://ovidsp.ovid.com/ovidweb.cgi?T=JS&NEWS=n&CSC=Y&PAGE=toc&D=ovft&AN>  
Created 03/04/2014 14:28:54  
Selected 08/08/2014 15:33:44  
OCN 230744937  
Override OCN [i](#)

Grouped OCNs OCN [i](#)

3524314  
11999256  
26466910

Only the note added in the **Public Note** field will appear against links for the title on **My Journals** and **HDAS**.

Diabetes Care ISSN: 0149-5992  
Available from American Diabetes Association in [Journals@Ovid \(Athens Authorization\)](#)  
Fulltext starts in Jan/1998 and ends 1 years ago (starts volume 21 issue 1)  
Note: Available to Kent Community Health NHS Trust staff only

## 7 Sharing a collection

It is possible to share electronic and print holdings collections added against one OpenAthens organisation with another organisation on WorldShare. This is ideal for libraries making their resources available to more than one organisation, for example an acute and a community organisation.

Provided that no changes are made to the collection by the organisation with which the collection has been shared, any changes made to the collection by the sharing organisation will automatically filter through to all shared copies of the collection.

**NOTE: Sharing a collection is a two-fold process:**

- 1 Firstly, the collection has to be selected and shared by an organisation
- 2 Then the organisation(s) with which the collection has been shared must select it

### 1 Sharing a collection with another organisation

**NOTE: this section assumes that you have already searched for and selected the collection that you wish to share against your primary organisation.**

Please refer to **3 Selecting an electronic collection in its entirety** and **4 Selecting an electronic collection on a title by title basis** for instructions on selecting a collections and titles within a collection.

1 Expand **Collection Manager** on the left side of the screen.

2 Make sure that **Collection** is selected in the drop-down.  
And that the **My Selected Collections** box is checked.  
Leave the search box completely blank.  
Click **Search**.

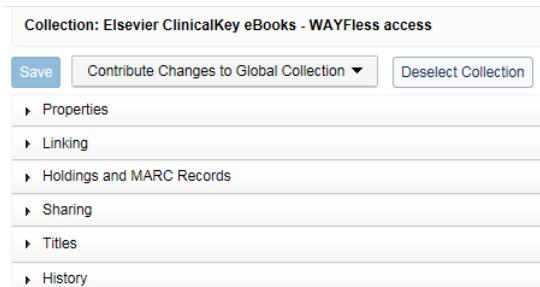
- 3 Browse to and click on the name of the collection to be shared in the search results, e.g. **Elsevier ClinicalKey eBooks - WAYFless access**

4



<a href="#">CINAHL with Full Text</a> Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104) Titles <a href="#">Deselect Collection</a>	<a href="#">NICE Evidence Services</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access</a> Customizable	Elsevier	12/07/2013 19:25:37	<input checked="" type="checkbox"/> Held by my library (1,163 / 1,163) Titles <a href="#">Deselect Collection</a>	
<a href="#">Elsevier ScienceDirect Journals Athens</a> Customizable	Elsevier	19/03/2013 06:25:21	<input checked="" type="checkbox"/> Held by my library (1 / 4,299) Titles <a href="#">Deselect Collection</a>	

To share the collection, expand **Sharing**.



Collection: Elsevier ClinicalKey eBooks - WAYFless access

Save Contribute Changes to Global Collection Deselect Collection

► Properties  
► Linking  
► Holdings and MARC Records  
► **Sharing**  
► Titles  
► History



Collection: Elsevier ClinicalKey eBooks - WAYFless access

Save Contribute Changes to Global Collection Deselect Collection

► Properties  
► Linking  
► Holdings and MARC Records  
► **Sharing**  
► Choose libraries with which to share your collection.

Choose libraries with which to share your collection.

Frimley **Add**

Institution Use Share Share to multiple libraries

No records found.

- 5 Start typing the name of the OpenAthens organisation that the collection is to be shared in the text box, e.g. **Frimley...**



► Sharing

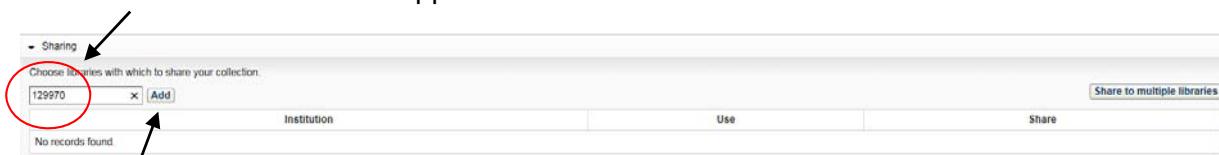
Choose libraries with which to share your collection.

Frimley **Add**

129970: Frimley Park Hospital NHS Foundation Trust Institution Use Share Share to multiple libraries

No records found.

- 6 When the name of the organisation appears beneath the text box, select it so that just the OCLC reference number appears in the box.



► Sharing

Choose libraries with which to share your collection.

129970 **Add**

Institution Use Share Share to multiple libraries

No records found.

- 7 Click **Add** next to the text box to add the organisation to the shared list. It will take a while to add but the name of the organisation should appear beneath when added.

You may have to log out and back in to WorldShare before the name is listed.



► Sharing

Choose libraries with which to share your collection.

**Add**

Institution Use Share Share to multiple libraries

129970: Frimley Park Hospital NHS Foundation Trust **Add**

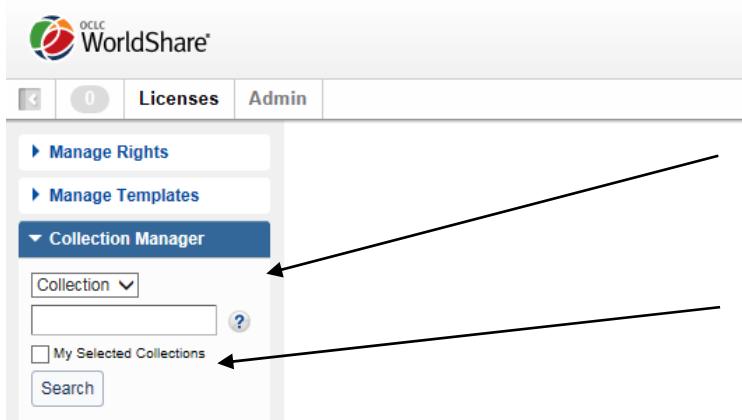
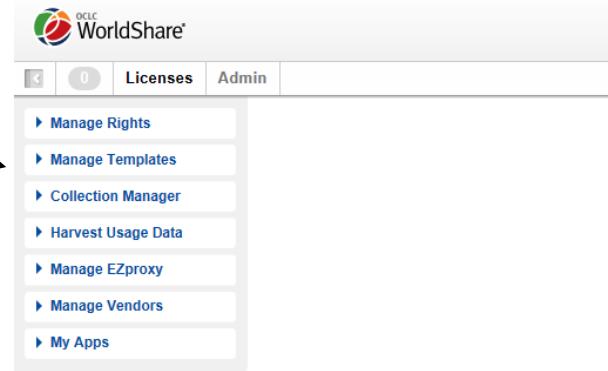
- 8 Repeat steps 5 to 7 above for any other organisations with which the collection is to be shared.

**REMEMBER: the local WorldShare administrator for the organisation(s) with which the collection has been shared must now log in to select the collection before the share is complete.**

Refer to **2 Selecting a collection shared by another organisation** below for instructions on how to do this.

## 2 Selecting a collection shared by another organisation

- 1 Logged in as the organisation that the collection has been shared with, expand **Collection Manager** on the left side of the screen.



- 2 Make sure that **Collection** is selected in the drop-down.  
And that the **My Selected Collections** box is unchecked.  
Leave the search box completely blank.  
Click **Search**.

This will list **all** collections on WorldShare, so you will have to filter to just those shared with your organisation.

- 3 Click on **Filter** to expand the filter options.

The screenshot shows the 'Collection Manager' page. At the top, there is a search bar with a dropdown menu set to 'Collection'. Below the search bar is a checkbox labeled 'My Selected Collections' which is unchecked. Underneath the search bar is a search box and a 'Search' button. An arrow points from the 'Collection Manager' tab in the sidebar to the 'Collection Manager' tab here. The bottom part of the screenshot shows the expanded 'Filter' options. The filter options include checkboxes for: 'Collections I created', 'Collections I shared to others', 'Collections shared with me', 'Contains Open Access content', 'Databases (contains no titles)', 'Demand Driven Acquisitions collections', 'Discontinued', 'Document delivery collections', 'Maintain WorldCat Holdings disabled', 'Maintain WorldCat Holdings enabled', 'MARC Record Delivery disabled', 'MARC Record Delivery enabled', and 'WorldCat query collections'. Below the filter options is a table showing collection details: '101 Communications' (Provider: 101 Communications, Created: 25/07/2012 08:44:10, In My Holdings: Not Held by my library (0/1) Titles, Select Collection) and '123Library' (Provider: 123Library, Created: 25/07/2012 08:39:01, In My Holdings: Not Held by my library (0/1) Titles, Select Collection).

Search Collections with "", Shared to me with "1"

Filter

- Collections I created
- Collections I shared to others
- Collections shared with me
- Contains Open Access content
- Databases (contains no titles)
- Demand Driven Acquisitions collections
- Discontinued
- Document delivery collections
- Maintain WorldCat Holdings disabled
- Maintain WorldCat Holdings enabled
- MARC Record Delivery disabled
- MARC Record Delivery enabled
- WorldCat query collections

Refresh Results 0-0 of 0 Show 10 rows per page.

Collection	Provider	Created	In My Holdings
CINAHL with Full Text Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104 ) Titles <a href="#">Deselect Collection</a>
Elsevier ClinicalKey eBooks - WAYFless access Customizable	Elsevier	19/06/2015 14:27:39	<input type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
Elsevier NHS Pilot 2014 (NESLi2) Customizable	Elsevier	23/04/2014 12:21:56	<input type="checkbox"/> Not Held by my library (0 / 0 ) Titles <a href="#">Select Collection</a>

>Loading ...

- 5 Locate the shared collection that you want to select, e.g. **Elsevier ClinicalKey eBooks - WAYFless access**, and click **Select Collection**.

Collection	Provider	Created	In My Holdings
CINAHL with Full Text Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104 ) Titles <a href="#">Deselect Collection</a>
Elsevier ClinicalKey eBooks - WAYFless access Customizable	Elsevier	19/06/2015 14:27:39	<input type="checkbox"/> Not Held by my library (0 / 1,163 ) Titles <a href="#">Select Collection</a>
Elsevier NHS Pilot 2014 (NESLi2) Customizable	Elsevier	23/04/2014 12:21:56	<input type="checkbox"/> Not Held by my library (0 / 0 ) Titles <a href="#">Select Collection</a>

- 6 Click **Refresh** until the collection is ticked as **Held by my library** and you have the option to **Deselect Collection**.

Collection	Provider	Created	In My Holdings
CINAHL with Full Text Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104 ) Titles <a href="#">Deselect Collection</a>
Elsevier ClinicalKey eBooks - WAYFless access Customizable	Elsevier	19/06/2015 14:27:39	<input checked="" type="checkbox"/> Held by my library (1,163 / 1,163 ) Titles <a href="#">Deselect Collection</a>
Elsevier NHS Pilot 2014 (NESLi2) Customizable	Elsevier	23/04/2014 12:21:56	<input type="checkbox"/> Not Held by my library (0 / 0 ) Titles <a href="#">Select Collection</a>

The collection has now been shared successfully and will appear in the list of collections under **My Library Holdings** for a) the organisation sharing the collection and b) all organisations with which the collection has been shared.

**Provided that no changes are made to the collection by the organisation(s) with which the collection has been shared**, any changes made to the collection by the sharing organisation will automatically filter through to all shared copies of the collection.

## 8 Deselecting a shared collection

Where a library has cancelled its subscription to an electronic collection that was added to WorldShare and shared with other organisations, the collection must be 1) deselected by all of the organisations it has been shared with before 2) it is deselected by the sharing organisation.

**NOTE: the below process refers to shared collections ONLY.**

**There is a separate process for deselecting all other collections.** Please refer to **9 Deselecting a collection in its entirety** and **10 Deselecting a title from an electronic collection added on a title by title basis**.

### 1 Deselecting a collection shared by another organisation

1 Expand **Collection Manager** on the left side of the screen.

2 Make sure that **Collection** is selected in the drop-down.  
And that the **My Selected Collections** box is checked.  
Leave the search box completely blank.  
Click **Search**.

This will list **all** the collections selected against your organisation on WorldShare, so filter to just those shared with your organisation.

3 Click on **Filter** to expand the filter options.

Search Collections with "", My Library Holdings Only

Filter

Refresh Results 1-10 of 28 Show 10 rows per page.

Collection	Provider	Created	In My Holdings
<a href="#">American Medical Association Athens</a> Customizable	Silverchair Information Systems	07/01/2013 16:11:05	by my library (14 / 14) Titles <a href="#">Select Collection</a>
<a href="#">BMC Journals</a> Customizable : Open Access			by my library (319 / 319) Titles <a href="#">Select Collection</a>

Search Collections with "", My Library Holdings Only

Filter

Refresh Results 1-10 of 28 Show 10 rows per page.

Collection	Provider	Created	In My Holdings
<a href="#">American Medical Association Athens</a> Customizable	Silverchair Information Systems	07/01/2013 16:11:05	by my library (14 / 14) Titles <a href="#">Select Collection</a>

Search Collections with "", My Library Holdings Only, Shared to me with "1"

Filter

Refresh Results 1-10 of 16 Show 10 rows per page.

Collection	Provider	Created	In My Holdings
<a href="#">American Medical Association Athens</a> Customizable	Silverchair Information Systems	07/01/2013 16:11:05	by my library (14 / 14) Titles <a href="#">Select Collection</a>

5 Locate the shared collection that you want to deselect, e.g. **Elsevier ClinicalKey Books – WAYFless access**, and click **Deselect Collection**.

<a href="#">CINAHL with Full Text</a> Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104) Titles <a href="#">Deselect Collection</a>	<a href="#">NICE Evidence Services</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access</a> Customizable	Elsevier	19/06/2015 14:27:39	<input checked="" type="checkbox"/> Held by my library (1,163 / 1,163) Titles <a href="#">Deselect Collection</a>	<a href="#">Kent, Surrey and Sussex</a>
<a href="#">Free Access Journals</a> Customizable : Open Access	Highwire Press	29/09/2012 04:08:03	<input checked="" type="checkbox"/> Held by my library (409 / 409) Titles <a href="#">Deselect Collection</a>	<a href="#">NICE Evidence Services</a>

The option will change to **Select Collection**:

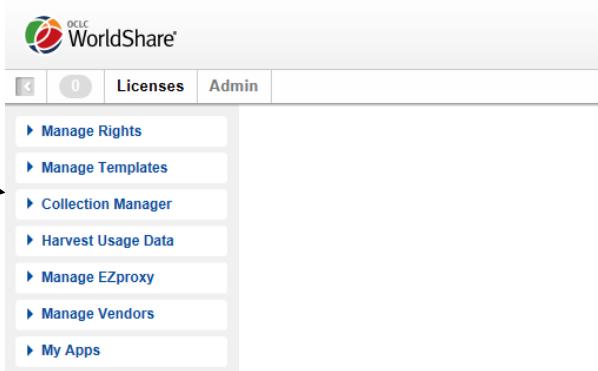
<a href="#">CINAHL with Full Text</a> Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104) Titles <a href="#">Deselect Collection</a>	
<a href="#">Elsevier ClinicalKey eBooks - WAYFless access</a> Customizable	Elsevier	19/06/2015 14:27:39	<input type="checkbox"/> Not Held by my library (0 / 1,163) Titles <a href="#">Select Collection</a>	
<a href="#">Free Access Journals</a> Customizable : Open Access	Highwire Press	29/09/2012 04:08:03	<input checked="" type="checkbox"/> Held by my library (409 / 409) Titles <a href="#">Deselect Collection</a>	

**NOTE:** the collection will remain as a shared collection to select until the sharing organisation deselects its version of the collection (refer to **2 Removing a collection shared with another organisation** overleaf on page 23).

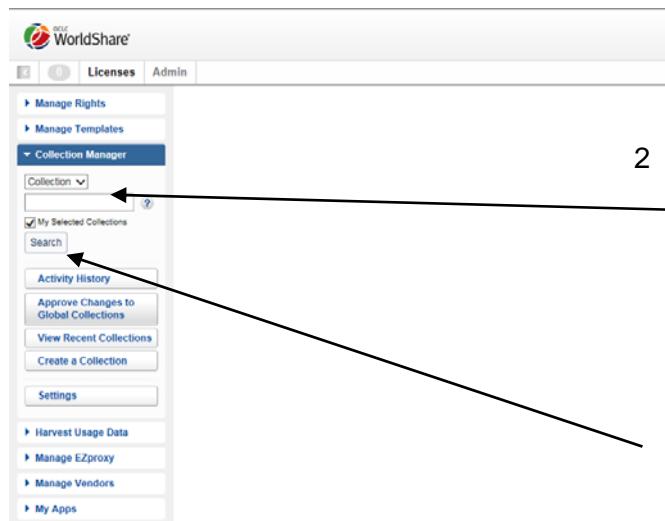
- 6 Repeat steps 1 to 5 above logged in to OCLC WorldShare as each of the remaining organisations with which the collection is shared.

## 2 Removing a collection shared with another organisation(s)

Once **all** of the organisations with which the collection has been shared have deselected the collection, the administrator responsible for sharing the collection can deselect it.



1 Expand **Collection Manager** on the left side of the screen.



2 Make sure that **Collection** is selected in the drop-down.  
And that the **My Selected Collections** box is checked.  
Leave the search box completely blank.  
Click **Search**.

This will list **all** the collections selected against your organisation, including the shared collection that is to be deselected.

- 3 Browse to the shared collection to be deselected and click on **Deselect Collection**.



- 4 The option will change to **Select Collection**.

<a href="#">CINAHL with Full Text</a> Customizable	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104) Titles <a href="#">Deselect Collection</a>
<a href="#">Elsevier ClinicalKey eBooks - WAYfless access</a> Customizable	Elsevier	12/07/2013 19:25:37	<input type="checkbox"/> Not Held by my library (0 / 1,163) Titles <a href="#">Select Collection</a>
<a href="#">Elsevier ScienceDirect Journals Athens</a> Customizable	Elsevier	19/03/2013 06:25:21	<input checked="" type="checkbox"/> Held by my library (1 / 4,295) Titles <a href="#">Deselect Collection</a>

- 5 Click the **Refresh** link to remove the collection from the onscreen list and save the changes.

The deselected collection will no longer appear in the list of the organisation's collections under **My Selected Collections**.

**NOTE: if you get the following error message when trying to deselect a collection that you have shared with another organisation(s), this means that one (or more) of the organisations you have shared the collection with have yet to deselect their version.**

Search Collections with "", My Library Holdings Only



Failed

Unable to remove collection with ID "elsevier.ckebookathens" from my librarys holdings due to an unexpected error: {1}.

▶ Filter

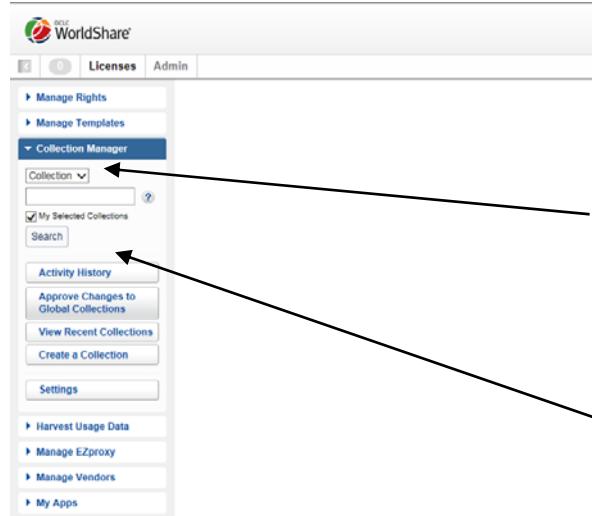
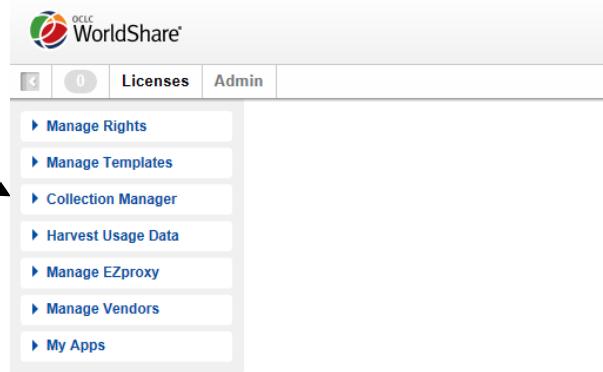
**Contact the local administrator for that WorldShare organisation and ask them to deselect their share of the collection so that you can then deselect the collection.**

## 9 Deselecting a collection in its entirety

The way to remove a collection that was added to WorldShare in its entirety, for example a full text database, is to deselect it in its entirety.

**NOTE: The below process refers to unshared collections ONLY. There is a separate process for removing shared collections. Please refer to 8 Deselecting a shared collection for instructions dealing with deleting shared collections.**

- 1 Expand **Collection Manager** on the left side of the screen.



- 2 Make sure that **Collection** is selected in the drop-down.

And that the **My Selected Collections** box is checked.

Leave the search box completely blank.

Click **Search**.

- 3 Browse to the collection to be deselected.



- 4 Click on **Deselect Collection** against the collection.



The option will change to **Select Collection**.

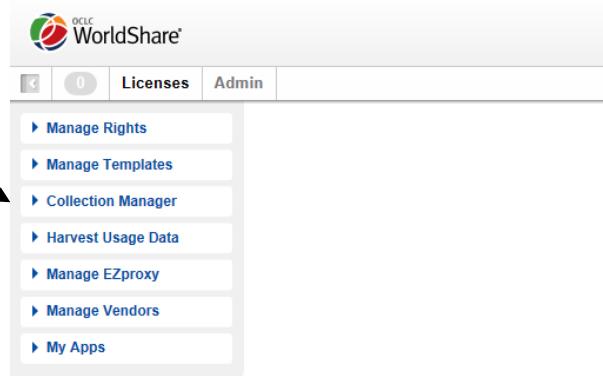
Click the **Refresh** link to remove the collection from the onscreen list and save the changes.

The deselected collection will no longer appear in the list of the organisation's collections under **My Selected Collections**.

## 10 Deselecting a title from an electronic collection added on a title by title basis

Titles added to WorldShare on an individual basis need to be deselected on a title by title basis.

- 1 Expand **Collection Manager** on the left side of the screen.



- 2 Make sure that **Collection** is selected in the drop-down.

And that the **My Selected Collections** box is checked.

Leave the search box completely blank.

Click **Search**.

- 3 Click on the name of the collection containing the title you want to deselect, e.g. **Elsevier ScienceDirect Journals Athens**.

Collection	Provider	Created	In My Holdings
<a href="#"> American Medical Association Athens Customizable</a>	Silverchair Information Systems	07/01/2013 16:11:05	<input checked="" type="checkbox"/> Held by my library (14 / 14) Titles <a href="#">Deselect Collection</a>
<a href="#"> American Medical Association Athens (JAMA) Non-Customizable : Private</a>	Silverchair Information Systems	06/03/2013 13:15:13	<input checked="" type="checkbox"/> Held by my library (0 / 0) Titles <a href="#">Delete Collection</a>
<a href="#"> BMC Journals Customizable : Open Access</a>	BioMed Central	29/09/2012 04:09:06	<input checked="" type="checkbox"/> Held by my library (319 / 319) Titles <a href="#">Deselect Collection</a>
<a href="#"> BMJ Publishing Group Customizable</a>	BMJ Publishing Group	25/07/2012 07:08:04	<input checked="" type="checkbox"/> Held by my library (1 / 55) Titles <a href="#">Deselect Collection</a>
<a href="#"> BMJ Publishing Group Customizable</a>	Highwire Press	29/09/2012 04:09:21	<input checked="" type="checkbox"/> Held by my library (30 / 30) Titles <a href="#">Deselect Collection</a>
<a href="#"> Books@Ovid (Individually Purchased Content) Customizable</a>	Ovid	24/07/2012 05:13:46	<input checked="" type="checkbox"/> Held by my library (12 / 7,621) Titles <a href="#">Deselect Collection</a>
<a href="#"> CINAHL with Full Text Customizable</a>	EBSCOhost	29/09/2012 04:07:00	<input checked="" type="checkbox"/> Held by my library (3,104 / 3,104) Titles <a href="#">Deselect Collection</a>
<a href="#"> Elsevier ScienceDirect Journals Athens Customizable</a>	Elsevier	19/03/2013 06:25:21	<input checked="" type="checkbox"/> Held by my library (1 / 4,295) Titles <a href="#">Deselect Collection</a>

**Collection: Elsevier ScienceDirect Journals Athens**

Save    Select Collection

- ▶ Properties
- ▶ Linking
- ▶ Holdings and MARC Records
- ▶ Sharing
- ▼ Titles

▼ Titles

Search within  Search

My Selected Titles  All Titles

Titles	Format	Journal Coverage	Identifiers	In My Holdings
<input type="checkbox"/> Titles available individually <input type="checkbox"/> Titles with current issues	<input type="checkbox"/> E-book/Proceeding <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Other	<input type="checkbox"/> Image <input type="checkbox"/> Print <input type="checkbox"/> Other	<input type="checkbox"/> Selected Full Text <input type="checkbox"/> Abstracts <input type="checkbox"/> Indexed	Reset
Results 1-1 of 1 Show 10 rows per page. << First < Previous				OCN: 795967565 ISBN: 0002-8703 Website
				Held by my library <input type="checkbox"/> Deselect Title

Results 1-1 of 1 Show 10 rows per page. << First < Previous

- 4 This takes you to what is referred to by OCLC as the 'concertina' view.
- When searching for a particular title in the collection, expand **Titles**.

The option against the title will change to **Select Title**.

▼ Titles

Successful  
Title "American Heart Journal" removed from my library's holdings successfully.

Search within  Search

My Selected Titles  All Titles

Titles	Format	Journal Coverage	Identifiers	In My Holdings
<input type="checkbox"/> Titles available individually <input type="checkbox"/> Titles with current issues	<input type="checkbox"/> E-book/Proceeding <input type="checkbox"/> Audio <input type="checkbox"/> Video <input type="checkbox"/> Other	<input type="checkbox"/> Image <input type="checkbox"/> Print <input type="checkbox"/> Other	<input type="checkbox"/> Selected Full Text <input type="checkbox"/> Abstracts <input type="checkbox"/> Indexed	Reset
Results 1-1 of 1 Show 10 rows per page. << First < Previous				OCN: 795967565 ISBN: 0002-8703 Website
				Not Held by my library <input type="checkbox"/> Select Title

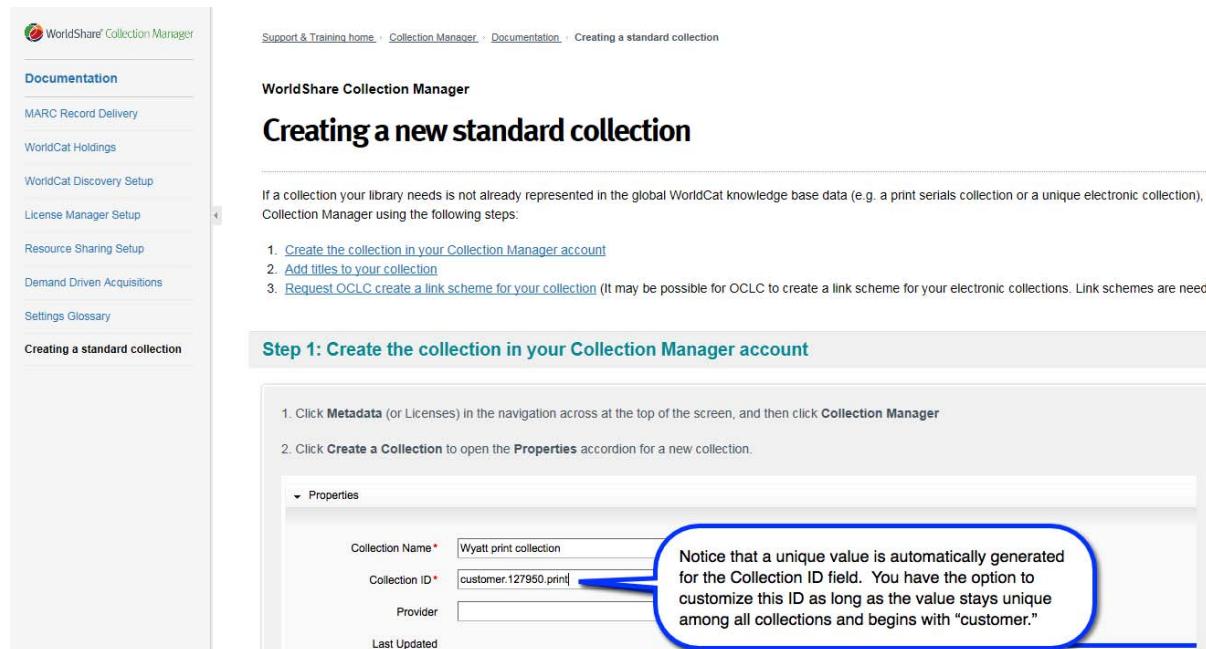
Results 1-1 of 1 Show 10 rows per page. << First < Previous

The deselected title will no longer appear in the onscreen list of selected titles for this collection.

## 11 Creating a new standard collection (for library print holdings)

It is possible to create a custom collection on WorldShare to represent your library's print holdings.

Instructions for creating a new standard collection and adding print titles are available at the WorldShare documentation site: <http://www.oclc.org/support/services/collection-manager/documentation/create-custom.en.html>



Support & Training home · Collection Manager · Documentation · Creating a standard collection

### WorldShare Collection Manager

## Creating a new standard collection

If a collection your library needs is not already represented in the global WorldCat knowledge base data (e.g. a print serials collection or a unique electronic collection), you can create it in the Collection Manager using the following steps:

1. [Create the collection in your Collection Manager account](#)
2. [Add titles to your collection](#)
3. [Request OCLC create a link scheme for your collection](#) (It may be possible for OCLC to create a link scheme for your electronic collections. Link schemes are needed for serials collections.)

### Step 1: Create the collection in your Collection Manager account

1. Click **Metadata** (or **Licenses**) in the navigation across at the top of the screen, and then click **Collection Manager**.

2. Click **Create a Collection** to open the **Properties** accordion for a new collection.

**Properties**

Collection Name *	Wyatt print collection
Collection ID *	customer.127950.print
Provider	
Last Updated	

Notice that a unique value is automatically generated for the Collection ID field. You have the option to customize this ID as long as the value stays unique among all collections and begins with "customer."

## 12 Customise the order in which provider links are displayed on HDAS

It is possible to customise the order in which an organisation's collection links are displayed on HDAS and My Journals.

In other words, where an article or journal is available from more than one of the organisation's selected collections, the order in which links to the article in the various collections appear can be customised based on collection provider.

For example, links to titles in collections provided by **EBSCOhost** can be set to always appear above links in collections provided by **Ovid** against journal articles that appear in HDAS and in My Journals where the full text is available in both collections.

### To specify the order in which provider links are displayed

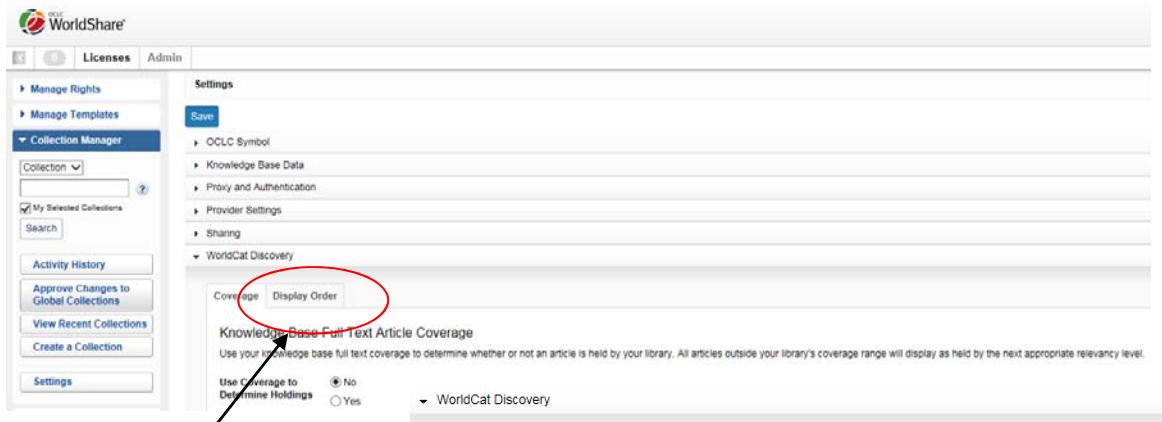
- 1 Expand **Collection Manager** on the left side of the screen.

The screenshot shows the OCLC WorldShare interface. At the top, there is a logo and the text 'OCLC WorldShare'. Below the logo are three buttons: a back arrow, a search bar with the number '0', and a 'Licenses' button. To the right of these are 'Admin' and other navigation links. On the left, there is a sidebar with a list of options: 'Manage Rights', 'Manage Templates', 'Collection Manager' (which is bolded and underlined, indicating it is selected), 'Harvest Usage Data', 'Manage EZproxy', 'Manage Vendors', and 'My Apps'. A black arrow points from the text '1 Expand Collection Manager' to the 'Collection Manager' link in the sidebar.

- 2 Click on **Settings** to reveal the concertina view.

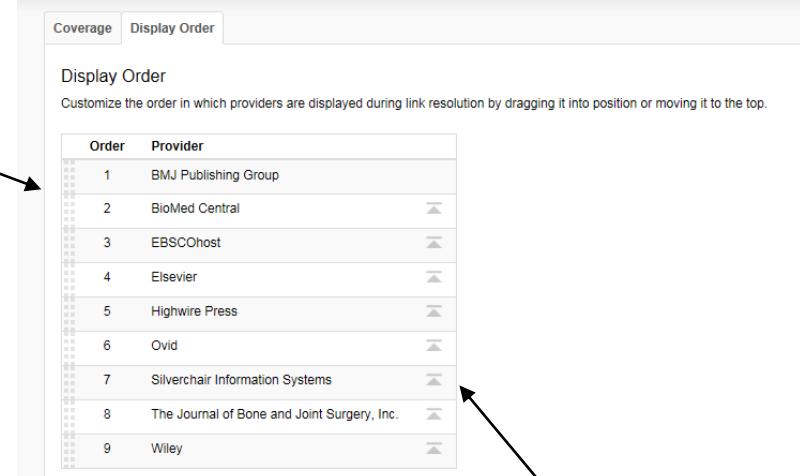
The screenshot shows the 'Collection Manager' screen. On the left, there is a sidebar with 'Manage Rights', 'Manage Templates', and 'Collection Manager' (which is bolded and underlined). Below these are buttons for 'Collection' (with a dropdown arrow), 'My Selected Collections' (with a checked checkbox), 'Search', 'Activity History', 'Approve Changes to Global Collections', 'View Recent Collections', 'Create a Collection', and 'Settings'. A black arrow points from the text '2 Click on Settings to reveal the concertina view.' to the 'Settings' button. On the right, there is a 'Settings' panel with a 'Save' button and a list of options: 'OCLC Symbol', 'Knowledge Base Data', 'Proxy and Authentication', 'Provider Settings', 'Sharing', 'WorldCat Discovery', 'Reports', and 'Display Options'. The 'Settings' button in the sidebar is circled with a red oval.

### 3 Expand WorldCat Discovery:



The screenshot shows the OCLC WorldShare interface. In the left sidebar, 'Collection Manager' is selected. Under 'WorldCat Discovery', the 'Display Order' tab is highlighted with a red circle. The 'Coverage' tab is also visible. The main content area shows 'Knowledge Base Full Text Article Coverage' and a 'Use Coverage to Determine Holdings' checkbox. A 'Save' button is located at the top right of the main content area.

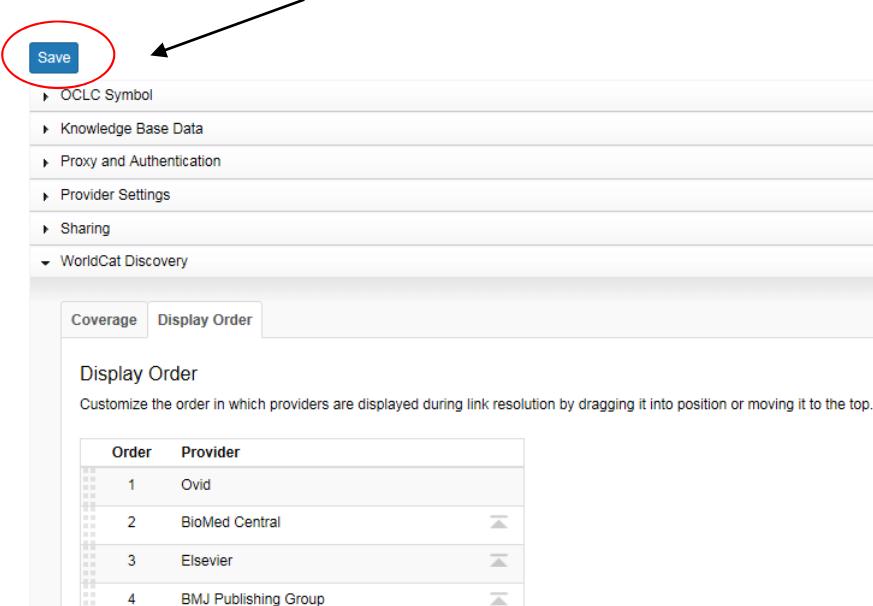
### 4 Click on the **Display Order** tab:



The screenshot shows the 'Display Order' configuration page. It includes a table with columns 'Order' and 'Provider', showing the current order of providers. Below the table is a list of providers with up and down arrows for reordering. The providers listed are BMJ Publishing Group, BioMed Central, EBSCOhost, Elsevier, Highwire Press, Ovid, Silverchair Information Systems, The Journal of Bone and Joint Surgery, Inc., and Wiley.

4 Use the 'move to the top' arrows to re-order the suppliers in the list to create the preferred order in which links will appear to your users on HDAS and My Journals.

5 **IMPORTANT:** click **Save** in the top right of the screen to save changes to the order.



The screenshot shows the 'Display Order' configuration page again. The 'Save' button is highlighted with a red circle. The table below shows the providers in a new order: Ovid, BioMed Central, Elsevier, and BMJ Publishing Group.

Order	Provider
1	Ovid
2	BioMed Central
3	Elsevier
4	BMJ Publishing Group

## 13 Checking that changes made to WorldShare have taken effect

The best way to check whether changes made to an organisation's collections on WorldShare have taken effect is to:

- Log in to NHS Evidence with an OpenAthens account registered under that organisation and
- View journals or articles from those collections via HDAS or My Journals

In particular, check that links for a journal that has been added or amended actually work and that it is possible to access the full text being linked to.

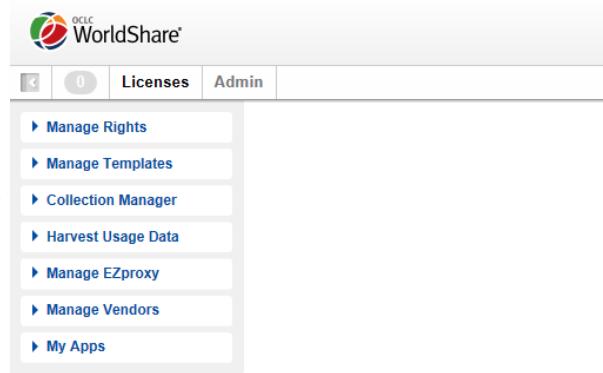
**REMEMBER:** if a link does not work, it is possible that the journal has been added but under the wrong collection or provider to which the organisation does not have access!

## 14 Google Scholar

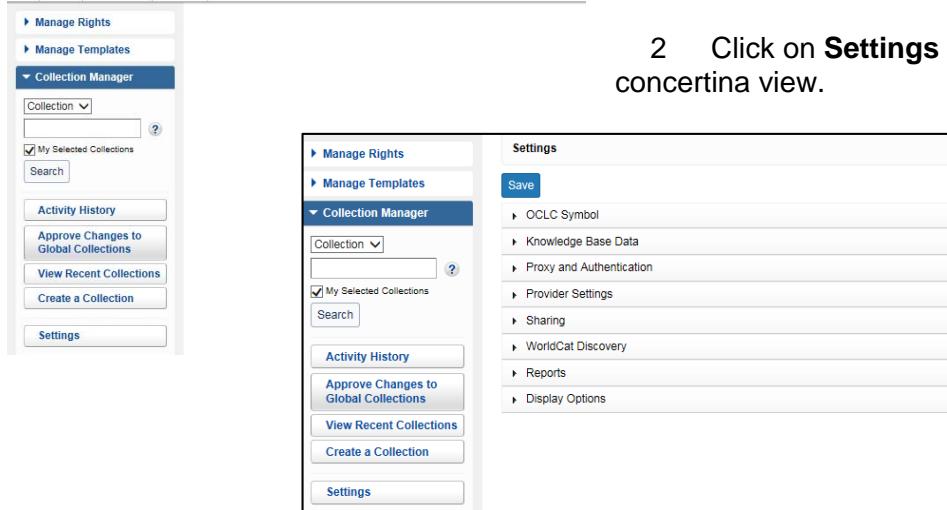
Google Scholar is available to use with OCLC WorldShare. Libraries will need to set this up locally in the WorldShare settings and complete with their local details.

**To access the Google Scholar settings:**

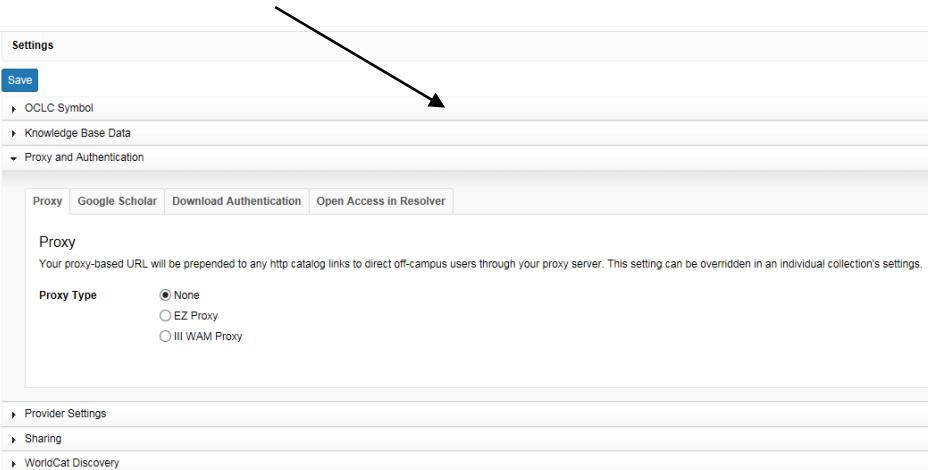
- 1 Expand **Collection Manager** on the left side of the screen.



- 2 Click on **Settings** to reveal the concertina view.



- 3 Expand **Proxy and Authentication**:



4 Click on the **Google Scholar** tab.



5. Enable **Google Scholar** and complete the relevant fields:

The screenshot shows a 'Google Scholar' configuration page under the 'Proxy and Authentication' section. At the top, there are four tabs: 'Proxy', 'Google Scholar' (selected and highlighted in blue), 'Download Authentication', and 'Open Access in Resolver'. The 'Google Scholar' tab has a sub-section with the following fields:

- Enable Google Scholar:** Radio buttons for 'Yes' (selected) and 'No'.
- Library Display Name:** NICE Evidence Services. To the right is a 'Refresh from WorldCat Registry' button.
- Keywords:** Text input field with a blue 'i' icon.
- Contact Name\***: Text input field with a blue 'i' icon.
- Contact Email\***: Text input field with a blue 'i' icon.
- Full Text Link Label\***: Text input field with a blue 'i' icon.
- Print Link Label\***: Text input field with a blue 'i' icon.
- OpenURL Base URL\***: Text input field with a blue 'i' icon.
- OpenURL Options\***: Checkboxes for 'DOI', 'PMID', 'Book title only', and 'Journal title only'.
- Patron IP Required:** Radio buttons for 'Yes' (selected) and 'No'.
- Library IP Address(es):** A table with columns 'IP Address(es)' and 'Actions'. It contains the text 'No IP addresses added.' and an 'Add' button.

**Please note:** Google Scholar does not update in real time, but harvests new additions bi-weekly. Therefore, new collections will not show up in Google Scholar straight away.

## 15 Support

All queries regarding WorldShare should be reported to OCLC's UK helpdesk at:

[support-uk@oclc.org](mailto:support-uk@oclc.org)

**Tel: 0114 267 7502 or 0845 267 7502 local rate.**

The OCLC UK helpdesk is open from 9.00am – 5.30pm, Monday to Friday except UK public holidays.

**OCLC will require the following information in order to deal with a query:**

- Name of the OpenAthens organisation with the problem and WorldShare address, e.g.  
**Kent, Surrey and Sussex**  
**<http://nhs4223437.share.worldcat.org/wms>**
- OpenAthens Organisation ID for the organisation with the problem:  
e.g. **5527709**
- An OpenAthens user account to test access via HDAS and My Journals.

## **16 Acknowledgements**

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