

WorldCat data sync collections: Useful links

Get started with data sync collections

- [Data sync collections overview](#)
- [Workflow for data sync collections](#)
- [WorldCat data sync collections for groups](#)
- [Frequently asked questions](#)

Manage your WorldShare Collection Manager account

- [Create a Collection Manager account](#)
- [Sign in to Collection Manager](#)
- [Set or reset your password](#)
- [Contact OCLC Order Services](#)

Create a WorldCat data sync collection

- [Bibliographic](#)
- [Local holdings records](#)
- [Delete WorldCat holdings](#)
- [Delete local holdings records](#)
- [Non-MARC numeric search key \(OCLC numbers\)](#)
- [Non-MARC patterned data](#)
- [Reclamation](#)

Note: Detailed step-by-step collection setup flowcharts for data sync collections are available in the [OCLC Community Center](#). These flowcharts complement the collection setup workflows above.

Search for a saved or submitted data sync collection

- [Search for data sync collections](#)

Data preparation

- [Prepare your data](#)
- [File name requirements](#)

Data processing

- [Data sync processing](#)
- [Data requirements for bibliographic processing](#)
- [Matching for data sync collections](#)

Files and reports

Send and retrieve files and reports

- [Upload files in My Files](#)
- [Download files in My Files](#)
- [Exchange files with OCLC](#) through OCLC file exchange servers (SFTP)

Retrieve reports

- [Reports and record files overview](#)
- [Access reports from OCLC Usage Statistics](#)
- [Data sync reports \(emailed\)](#)
- [My Files reports](#)

Output record files and review unresolved records

- [Record output and timing](#)
- [WorldCat data sync collections: Process records in WorldCat Staging](#)

Need help?

See [Collection Manager office hours](#) for details on joining monthly WorldShare Collection Manager office hours, where you can get help with data sync collections and other uses of Collection Manager.

Contact [OCLC Customer Support](#) if you have questions or need assistance with WorldShare Collection Manager or when creating your data sync collection.