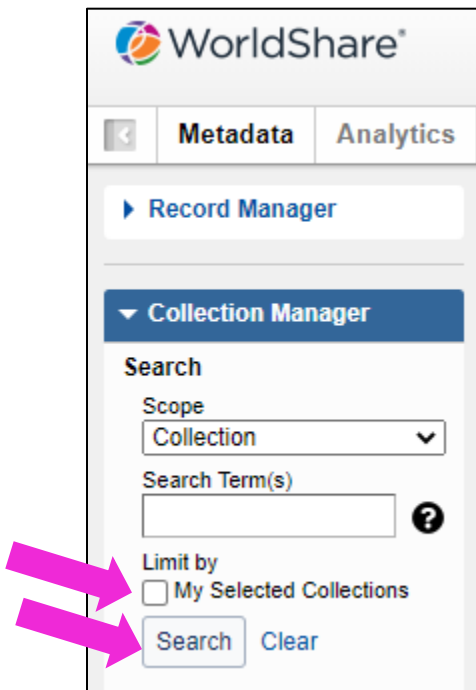


Deselecting and Selecting CARLI-Shared Wiley Collections in WorldShare

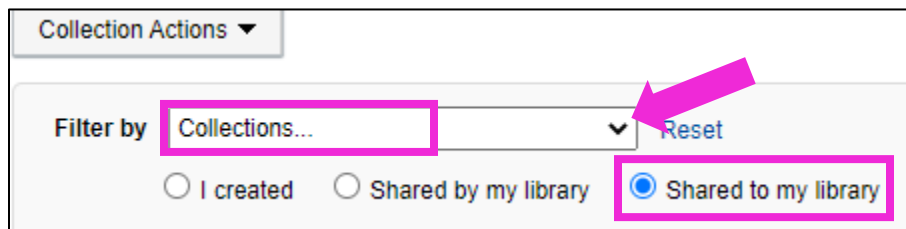
This document is a guide for non-I-Share members who selected the FY21 CARLI-shared OCLC WorldShare Knowledge Base collection “Wiley Online Library UBCM All Titles from 2017-2021”. Described are the steps to deselect this collection in WorldShare Collection Manager, optionally enable the delivery of a delete file of MARC records to load into your LMS, select the FY22 CARLI-shared “Wiley Online Library UBCM All Obooks” collection, and optionally deliver the new records in a unique file. Access to the FY21 CARLI-shared collection ends on June 30, 2021 and access to the FY22 CARLI-shared collection begins on July 1, 2021-June 30, 2022. The FY22 Wiley collection contains significantly more records than the FY21 collection.

I. Steps to Deselect the collection Wiley Online Library UBCM All Titles from 2017-2021 and optionally receive a delete file for the collection:

1. In Collection Manager, uncheck Limit by “My Selected Collections”.
2. Click Search.



3. On the “Filter by” dropdown menu, select “Collections ...”
4. Select the radial button “Shared to my library”



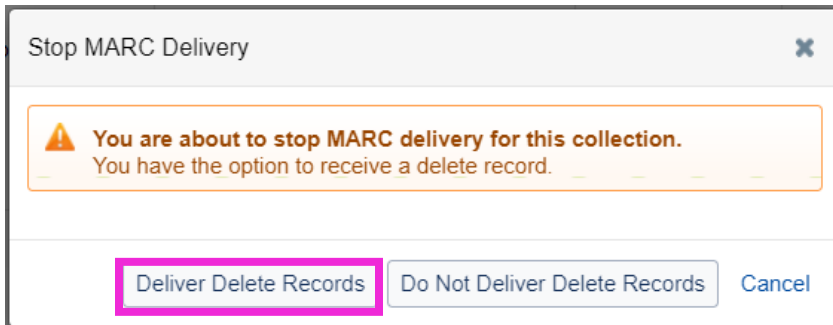
- Find the row for collection “Wiley Online Library UBCM All Titles from 2017-2021”. In the Selections column, choose the highlighted text “Deselect”.

[Wiley Online Library UBCM All Titles from 2017-2021](#)
Collection ID: wiley.ubcmall20172021

✔ Selected by
my library
Titles:
3912/3912
Deselect



- If MARC record delivery is enabled for the collection, the Stop MARC Delivery Dialog Box will appear and offer you the option to “Deliver Delete Records” when “Deselect” is chosen. Selecting “Deliver Delete Records” will send a delete file that can be used to remove records in your LMS, if desired.

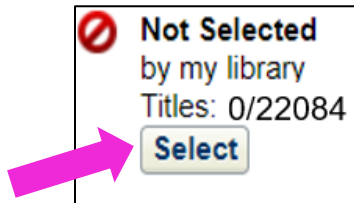


Note that after deselecting the collection, the records will still appear in the “Shared to my library” results list but will display the message “Not Selected”.

II. Selecting the shared CARLI-member funded collection Wiley Online Library UBCM All Obooks and optionally having MARC Record Delivery sent to a separate file.


Complete steps 1-4 above.

For step 5, search for the row containing the collection title “Wiley Online Library UBCM All Obooks”. In the Selections column, choose the highlighted text “Select”.



If enabling MARC Record Delivery, select the highlighted Collection Name. On the Holdings and MARC Records tab > Record Delivery tab > select Subsequent Record Output “Include a complete set of records with every delivery” for the first load. Then, adjust that setting to “Include only records with changes (updated, added or deleted) after the initial delivery. If you are having a delete file delivered for the FY21 CARLI-shared collection, we recommend setting the “Delivery File Output” for the FY22 CARLI-

shared collection to “Deliver records for this collection in a separate file” and select a unique name. This will help differentiate the delete file for the FY21 collection from the add file for the FY22 collection.

Customize Records	Record Delivery
Record Delivery	
* Required field	
Delivery Frequency	<input type="radio"/> Use institution setting: daily
	<input checked="" type="radio"/> Specify delivery frequency for this collection
	<input type="text" value="Weekly"/>
Subsequent Record Output	<input type="radio"/> Include only records with changes (updated, added or deleted) after initial delivery
	<input checked="" type="radio"/> Include a complete set of records with every delivery
Delivery File Output	<input type="radio"/> Deliver records for this collection in the same file as other collections
	<input checked="" type="radio"/> Deliver records for this collection in a separate file
	<input type="text" value="WileyAllObooks"/> 
	<input checked="" type="checkbox"/> Isolate this file output from other collection activity
Record Output	<input checked="" type="radio"/> Include records already held in WorldCat
	<input type="radio"/> Do not include records already held in WorldCat