Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). LHRs provide information about your item-specific holdings as well as lending and reproduction policies.

- **Bulk actions for local holdings records**

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  With Record Manager, you can bulk edit up to 9,000 local holdings records at a time.
  - About LHR bulk actions
  - Add a LHR field
  - Add a LHR field string
  - Add a note to an existing field
  - Add a temporary shelving location
  - Add LHRs to a work list
  - Add LHR subfields
  - Create a customized LHR script
  - Create a LHR record work list
  - Create a LHR script package
  - Delete a LHR field
  - Delete a LHR subfield
  - Delete a note from an existing field
  - Delete a temporary shelving location
  - Replace a LHR field string
  - Update the branch
  - Update the lending policy
  - Update the permanent shelving location
  - Update the reproduction policy
  - Update the temporary shelving location

- **Work with local holdings records**

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  Using Record Manager, you can create and edit WorldCat local holdings records (LHRs). You add an LHR record to a MARC 21 WorldCat bibliographic record.
  - Add a Shared Print commitment to a LHR
- Build an automated LHR summary
- Change the location for multiple LHRs
- Delete LHRs
- Derive a LHR
- LHR fields
- Move a LHR to a different WorldCat record
- Reformat a LHR
- Remove Shared Print flag and retention statement from a LHR
- Search and view LHRs
- Update a LHR
- Validate a LHR
- View LHR Change History