With Record Manager, create constant data records for bibliographic and local holdings records to develop and maintain standards for use in all bibliographic or local holdings records, certain collections, or specific types of resources.

• **Bibliographic**

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  In Record Manager, users at the same institution (same OCLC symbol) share a bibliographic constant data list. Your constant data records are not shared with users at any other institution.

  ◦ Apply constant data to a bibliographic record
  ◦ Create a constant data record
  ◦ Delete a constant data record
  ◦ Derive constant data records
  ◦ Reformat a constant data record
  ◦ Search for a constant data record
  ◦ Select fields and field groups to include in a constant data record
  ◦ Update a constant data record
  ◦ View constant data records

• **Local holdings records**

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  In Record Manager, users at the same institution (same OCLC symbol) share a local holdings constant data list. Your constant data records are not shared with users at any other institution.

  ◦ Apply constant data to a local holdings record
  ◦ Create a constant data record
  ◦ Delete a constant data record
  ◦ Derive constant data records
  ◦ Reformat a constant data record
  ◦ Search for a constant data record
  ◦ Update a constant data record
  ◦ View constant data records