



MSL Learn Webinar Series  
OCLC: How to Update your  
Library's Information in WorldCat  
March 19, 2024

# Today's Hosts

**Cara Orban**



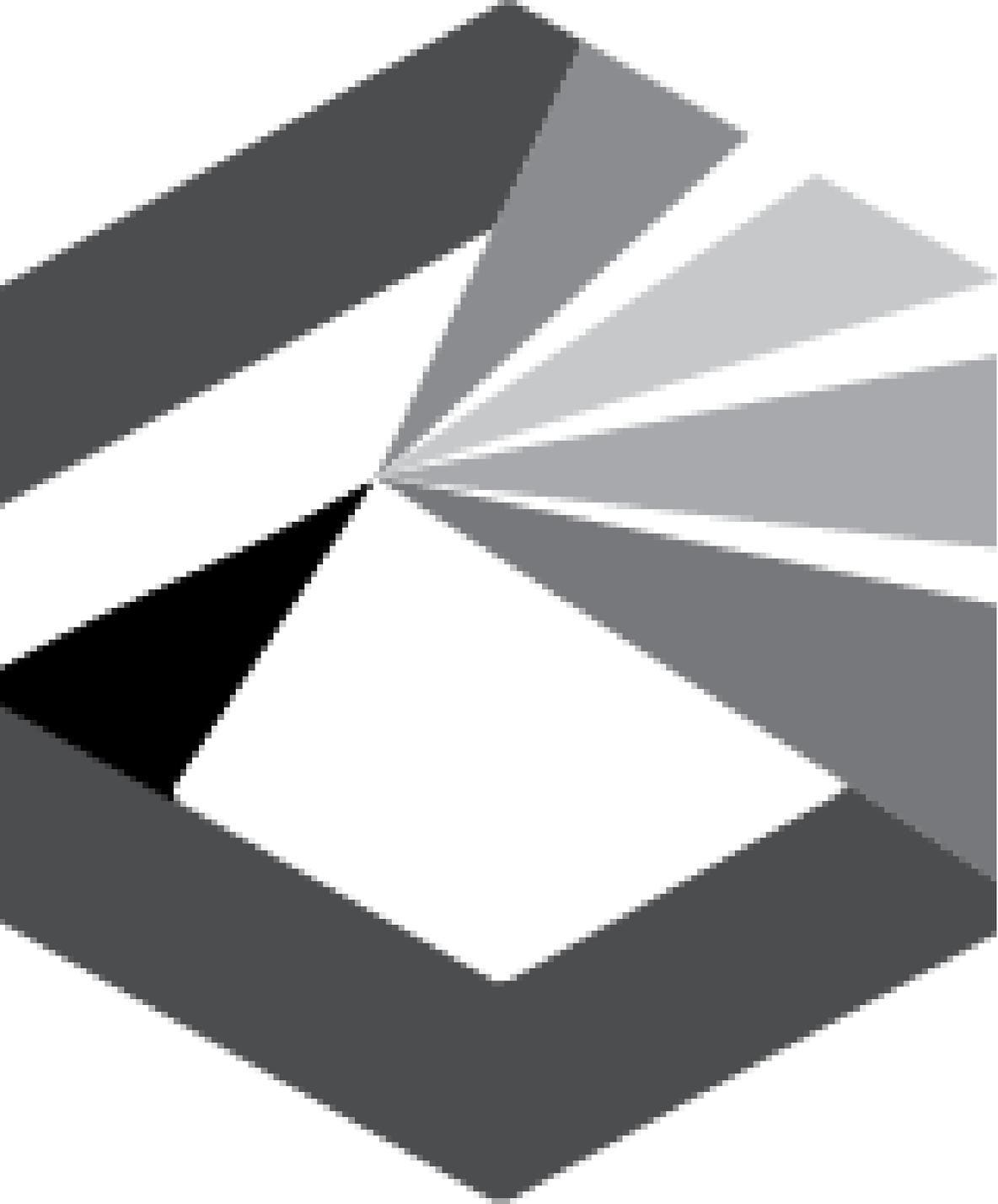
MSL Consortia  
Director

**Colet Bartow**



MSL Continuing  
Education Coordinator

(Colet rhymes with Olay)



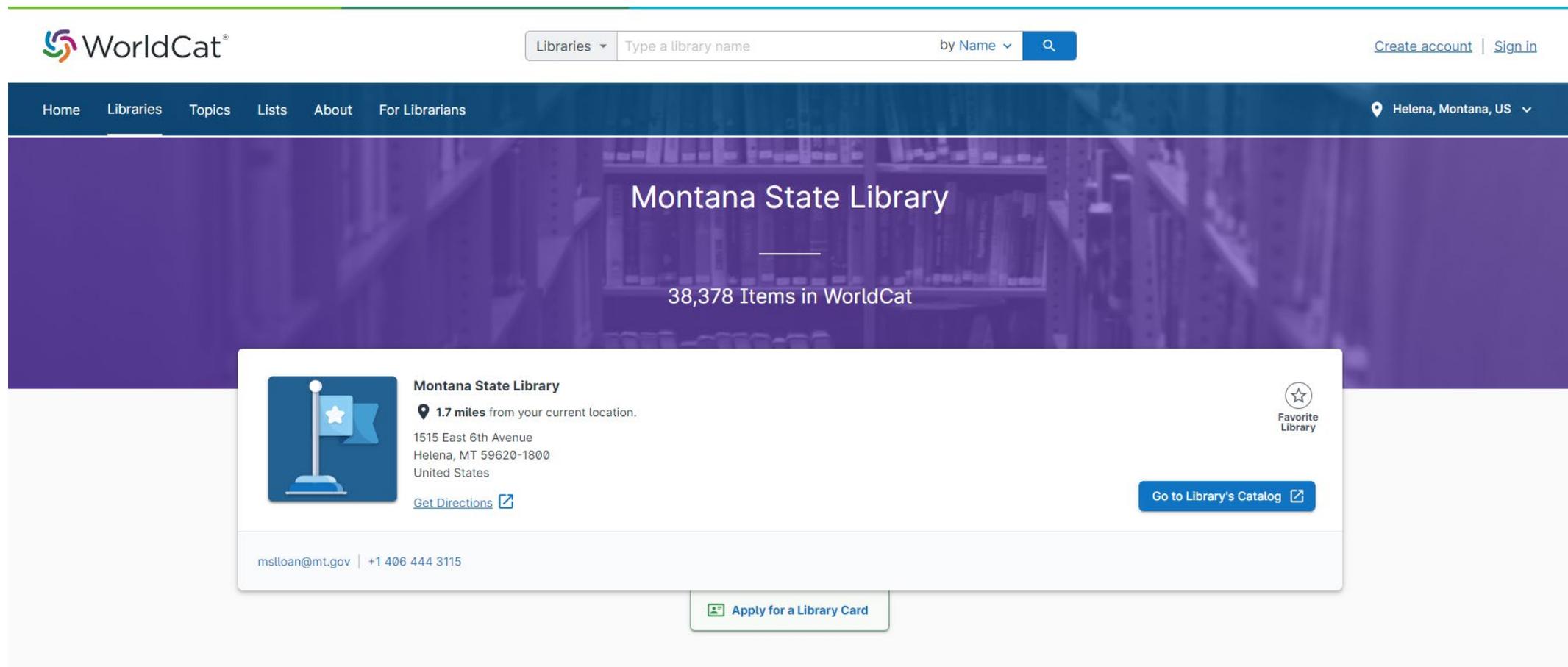
## Today's Agenda

Learn about how your library's information is presented in WorldCat and why this is important

Learn how to update your library's information in WorldCat

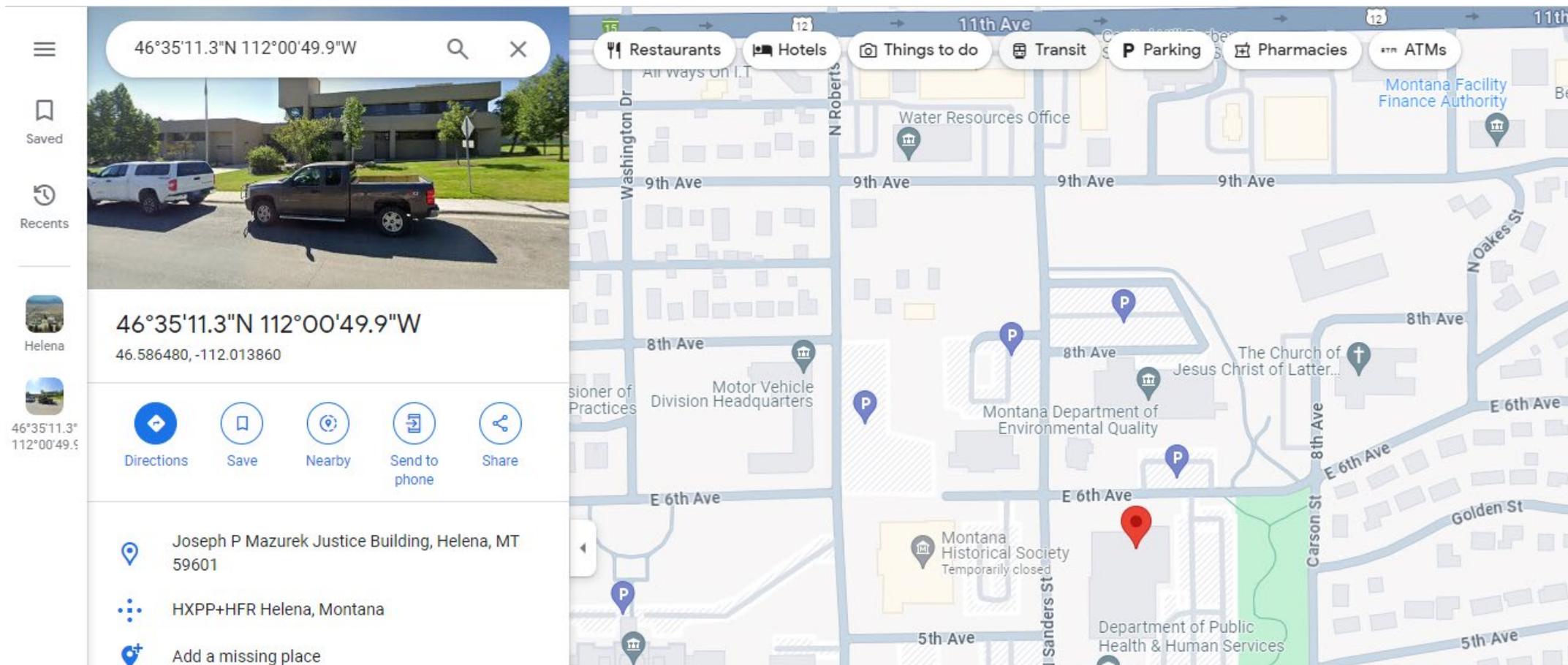
[WorldCat Registry Webpage](#)

# MSL's entry before the update



The screenshot shows the WorldCat website interface. At the top left is the WorldCat logo. A search bar contains the text "Libraries" and "Type a library name" with a dropdown arrow, and "by Name" with a search icon. To the right are links for "Create account" and "Sign in". A dark blue navigation bar includes "Home", "Libraries", "Topics", "Lists", "About", and "For Librarians". On the right of this bar is a location indicator "Helena, Montana, US" with a dropdown arrow. The main content area features a purple-tinted background image of a library aisle. Centered on this background is the text "Montana State Library" and "38,378 Items in WorldCat". Below this is a white information card for the Montana State Library. The card includes a flag icon, the library name, a location pin icon indicating "1.7 miles from your current location", the address "1515 East 6th Avenue, Helena, MT 59620-1800, United States", a "Get Directions" link with an external link icon, a "Favorite Library" button with a star icon, and a "Go to Library's Catalog" button with an external link icon. At the bottom of the card, contact information "msloan@mt.gov | +1 406 444 3115" is displayed. Below the card is a button labeled "Apply for a Library Card" with a document icon.

# MSL's entry before the update (continued)



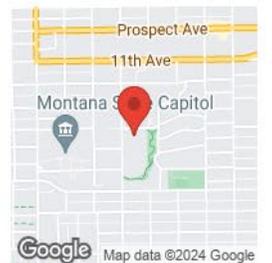
## WorldCat Registry

[WorldCat Account Migration](#)[Search](#)[Create a New Institution](#)[Profile Summary](#)[Name and Location](#)[Map](#)[Open Hours](#)[Relationships](#)[Contacts](#)[Identifiers](#)[Online Catalog](#)[Virtual Reference](#)[Currency and Locale](#)[Authorized Users](#)[Profile History](#)

Montana State Library (56242)

[Change](#)

## Montana State Library

**Registry ID:** 56242**Institution Name:** Montana State Library**Institution Type:** State or National Library**Main Address:**1515 East 6th Avenue  
Helena, Montana 59620-1800  
United States**Business Address:**1515 E. 6th Ave.  
PO Box 201800  
Helena, Montana 59620-1800  
United States**Phone Number:** (406) 444-3115**Fax Number:** (406) 444-0266**Email Addresses:** [mslloan@mt.gov](mailto:mslloan@mt.gov)**Home Page:** <https://msl.mt.gov/>**Online Catalog:** [https://mtsc.ent.sirsi.net/client/en\\_US/MSL/](https://mtsc.ent.sirsi.net/client/en_US/MSL/)[Help on this screen](#)[View larger map](#)

## WorldCat Registry

WorldCat Account Migration

Search

Create a New Institution

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Montana State Library (56242)

Change

## Name and Location

[Help on this screen](#)

Last Updated: 3/12/24

Directory-style information, such as physical and postal street addresses, Web sites and main telephone numbers.

Required fields are marked with an asterisk (\*).

### Institution Name

\* Institution Name:

e.g. Seattle Public Library; Beacon Hill Branch; Penn State University

Also Called:

e.g. Schreyer Business Library; CLAN; Royal Library

\* Institution Type:

Secondary Type:

Test Institution:

 Yes

Training Institution:

 Yes

### Addresses

 Main Address  Business Address  Shipping Address

&lt;&lt; first &lt; prev 1 next &gt; last &gt;&gt;

	Address Name	Address	Primary	Attention Of
<input type="checkbox"/>	Default	1515 East 6th Avenue Helena, Montana 59620-1800 United States	<input checked="" type="radio"/>	

&lt;&lt; first &lt; prev 1 next &gt; last &gt;&gt;

- WorldCat Account Migration
- Search
- Create a New Institution
- Profile Summary
- Name and Location**
- Map
- Open Hours
- Relationships
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- Profile History

- IP Addresses
- EIDM Institution
- WorldShare ILL
- OpenURL Resolvers

### Institution Name

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\* **Institution Type:**

Secondary Type:

Test Institution:

Training Institution:

### Addresses

Main Address	Business Address	Shipping Address
<< first < prev 1 next > last >>		
<input checked="" type="checkbox"/>		
Address Name	Address	
Default	1515 E Helena	
<< first < prev 1 next > last >>		

### Email Addresses

Email Address
<input type="checkbox"/>
msloan@mt.gov

### Phone/Web

Phone:

Fax:

Home Page:

#### Edit address

Address Id:

\* **Type:**

\* **Address Name:**

Attention Of:

\* **Street Address 1:**

Street Address 2:

\* **City:**

State or Province:

ZIP or Postal Code:

\* **Country:**

Latitude:

Longitude:

Please make sure to clear or update longitude and latitude values on address update and review your location on a map if you make changes to an address.

Questions?



# Links from the Live Webinar

- [WorldCat Configuration](#)
- [OCLC Librarian Toolbox](#)
- [WorldCat Registry FAQ](#)
- [WorldCat Registry](#)
- [MSL HelpDesk Ticket](#)

# MSL YouTube Channel

- Look for the MSL Learn Webinar Series Playlist
- Access new recordings
- Subscribe!

**Montana State Library**  
@montanastatelibrary 157 subscribers 131 videos  
The Montana State Library helps all organizations, communities, and Mont...  
msl.mt.gov

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### MSL Meetings

State Library Commission Meeting	2023 Public Library Standards Task Force Meeting	MT Land Information Advisory Council	Network Advisory Council Meeting:
October 11, 2023, at 9:30 a.m. Ace Stillwater Civic Center, Columbus, MT and Zoom	August 22, 2023 at 9:00 a.m. Zoom	June 23, 2023	February 1, 2023, 9:30 am
55 videos	2 videos	14 videos	25 videos
<b>MSL Commission Meetings</b> Public · Playlist Updated 5 days ago <a href="#">View full playlist</a>	<b>2023 Public Library Standards Task Force</b> Public · Playlist <a href="#">View full playlist</a>	<b>Montana Geospatial Information Advisory Council</b> Public · Playlist <a href="#">View full playlist</a>	<b>Network Advisory Council (NAC)</b> Public · Playlist <a href="#">View full playlist</a>

### Learn with MSL

MSL Learn Webinar Series	Tiny Tech Trainings	Montana Shared Catalog	2023-24 MLN Virtual Programming Series	Webside Chats
Hosted by Pam Hestley	Tiny Tech Training https://www.montana.gov/			
20 videos	10 videos	4 videos	2 videos	
<b>MSL Learn Webinar Series</b> Public · Playlist Updated 7 days ago <a href="#">View full playlist</a>	<b>Tiny Tech Trainings</b> Public · Playlist <a href="#">View full playlist</a>	<b>Montana Shared Catalog</b> Public · Playlist <a href="#">View full playlist</a>	<b>2023-24 MLN Virtual Programming Series</b> Public · Playlist Updated 4 days ago <a href="#">View full playlist</a>	<b>Webside Chats</b> Public · Playlist Updated 3 days ago <a href="#">View full playlist</a>



## Information and News Sources

- [MSL Website](#)
- [MSL Newsletters](#)
- [MSL Help Desk](#)
- [ASPeN Events Calendar](#)
- [MSL Learn](#)
- [MSL YouTube Channel](#)
- [Email/call any MSL staff member](#)

# MSL Evaluation Survey



# Up Next



**March 20**

Webside Chat



**March 22**

Learning about  
Libraries and the  
Montana Legislature



**April 9**

Montana's Water  
Information Resources



**April 23**

Connecting with Local  
Government Officials -  
Series Introduction

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