This document gathers together the documentation for setting up LHR syncing between Alma and OCLC and suggests a workflow for institutions to follow. If the institution has set up a data sync collection to self-register their shared print retention commitments, any shared print records (identified by the presence of a 583$a "committed to retain" Action Note) will be registered automatically when synced from Alma.

On the Alma side the important step is to set the Export to WorldCat flag to Publish holdings only.

Alma documentation for configuring the Publish your holdings record to OCLC are at
https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/0
90Integrations_with_External_Systems/030Resource_Management/110Publishing_to_OCLC#Publishing
_Print_Holdings_to_OCLC

OCLC instructions for setting up and LHR data sync collection are at
https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Choose_your_Collection_Ma
nager_workflow/Data_sync_collections/Create_an_ongoing_data_sync_collection/Local_holdings_recor
ds_collection/10Create_a_local_holdings_records_collection

And the OCLC instructions for configuring the Alma publishing profile are at
https://help.oclc.org/Metadata_Services/WorldShare_Collection_Manager/Troubleshooting/How_do_I_
synchronize_holdings_between_Alma_and_WorldCat

So workflow would probably start something like this:
1. Ensure you have coded or summary holdings recorded in Alma holdings record for serials and/or multi-part monographs
2. Create logical set based on appropriate criteria for your institution (e.g. physical title set where title: OCLC control number (035a) is not empty AND title: is linked equals yes AND tag suppressed (title) equals no AND tag sync external Not equals Publish holdings only AND Summary holdings contains keywords *)
3. Run sync to external system job to set Export to WorldCat tag to Publish holdings only
4. Configure Alma LHR publishing profile but point to local ftp server or Alma test server (requires configuraton)
5. Publish file and review files; may need to troubleshoot if records don't look correct. MARCEdit is very handy for reviewing these files.
6. Follow OCLC instructions for creating LHR data sync collection
7. Publish full file using Alma publishing profile to send to OCLC when asked.
8. You are now working with OCLC to complete configuration on their side.
9. Once this is complete you will have the additional information needed to update your Alma publishing profile and begin sending files to OCLC on a scheduled bases.
10. Alternatively, you may continue to publish to your local server and upload files via WMS Record Manager using file upload.

There are variations depending on local institutions. If they have shared print commitments they should note that in the comments box when creating their OCLC LHR data sync collection.