WorldShare® Acquisitions

Adding monograph holdings

Pt. 1: Add holdings for single-part monographs

1. Go to **WorldShare® Acquisitions** or **WorldShare® Circulation** and select **Discover Items**. Select **All WorldCat** if your library does not own any other copies of the item. Select **My Library Holdings** if your library (or a branch of your library) already owns a copy of the item. Search for the item by ISBN or other index. *(*Note: you can also add holdings from Circulation).*

2. Hover over the blue i to verify the record is for a **single part monograph** (e.g., for a book, number of pages in the physical description rather than volumes indicates it is a single part item). Click on the title to select it.

3. From the **Copies** screen, click **Add Item** to add a holding for a single-part monograph. (If the title link takes you to the Details screen, click Copies at the top right to go to the Copies screen.)

4. Add a **Holding location, Shelving location (Permanent),** and **Call number** (Includes Classification scheme, Prefix (if any), Classification number and Cutter).

5. Optionally, add **Receipt status** or leave as Unknown.

6. In the **Barcode** box, scan or type the barcode.

7. Optionally, add **Use Restriction**, Public and or Staff **Notes** and **Cost**.

8. Click **Add Monographic Item**.

Pt. 2: Add holdings for multi-part monographs

1. Go to **WorldShare® Acquisitions** or **WorldShare® Circulation** and select **Discover Items**. Select **All WorldCat** if your library does not own any other copies of the item. Select **My Library Holdings** if your library (or a branch of your library) already owns a

copy of the item. Search for the item (by ISBN or other index). *(*Note: you can also create holdings from **Circulation**).*

2. Hover over the blue i to verify the record is for a multipart monograph. (Volumes will be indicated in the physical description rather than pages or other indication of single part item). Click on the title of the record to select it.

3. From the **Copies** screen, click **Add Multipart Set** to add a copy and indicate location and call number. (If the title link takes you to the Details screen, click Copies at the top right to go to the Copies screen.)

4. Add a **Holding location, Shelving location**, and **Call number** (Includes Classification scheme, Prefix (if any), Classification number and Cutter).

5. Optionally, add **Receipt status** or leave as Unknown; add Public and/or Staff **Notes** that would apply to the complete set.   Click **Add Multipart Set.**

6. To add the first volume, begin by clicking the title at the top of the screen to go back to the Copies screen. Then click **Receive Item** for the location you just added.

7. Complete the form by adding a **barcode**. For **Category**, select Basic to add a regular volume or part, or select Index or Supplementary material as appropriate. Enter the Caption for **Enumeration** (e.g., v.) and the Value (e.g., 1) for the first volume. (Chronology is usually included with the Call number (Cutter) for multi-part monographs). Optionally, add a **Cost** and/or **Notes,** for this volume only.

8. Click **Add Multipart Item**. The screen will refresh showing the holding in display mode. If you need to make corrections, click **Edit Item**.

9. To add another volume, click the title at the top, and then click **Receive Item** in the copies area for the correct location if more than one. Repeat **Steps 7-8** for the second volume.

10. Repeat **Steps 6 - 8** for any additional volumes.

11. To add a copy for another location, click **Add Multipart Set** on the **Copies** screen and repeat steps above for the new location.