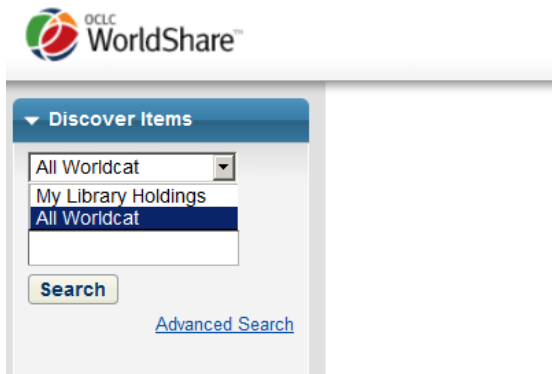


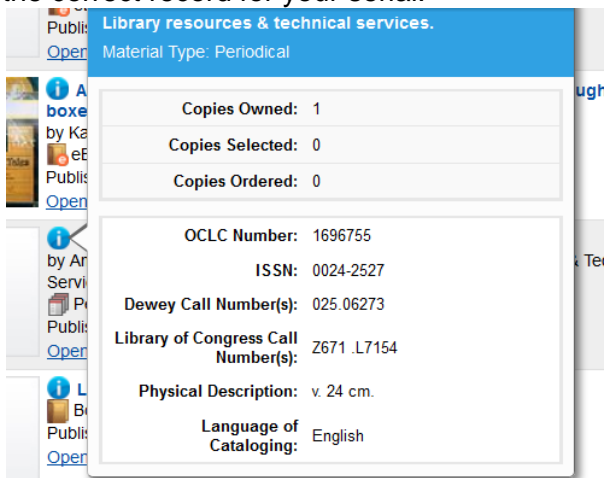
WorldShare® Acquisitions

Adding serials holdings

1. Go to **WorldShare® Acquisitions** or **WorldShare® Circulation** and select **Discover Items**. Select **All WorldCat** if this is the first time you're adding holdings for your institution for the title you're adding. Select **My Library Holdings** if your library (or a branch of your library) already has holdings for the title. Search for the item by ISSN or other index.



2. In the results list, hover over the blue i to see the brief bibliographic information to help select the correct record for your serial.



3. Click **View/Edit Metadata** to view the full bibliographic record in **WorldShare® Record Manager** if needed to determine that you're choosing the correct record. When you've determined the correct record, click on the title from the results list to select it.

- On the Copies screen, click on **Add Copy** to add locations and call number if this is the first time you're adding holdings for this location. Or, click on the name of the branch in the copies area if you've already added holdings before and then skip to **Step 7** below.

Title: Library resources & technical services. (1696755) Copies (1) Details Holds (0) Issues

[Add Copy](#) [Holdings View](#) [Copies View](#)

▼ Copies

[Refresh](#) Results 1-1 of 1 << First < Previous 1 Next > Last >>

Branch	Call Number	Number of Holdings	
Main Branch	Z671 .L7154	3	View/Edit Receive Item

[Refresh](#) Results 1-1 of 1 << First < Previous 1 Next > Last >>

▼ Holdings For Selected Copy

[Refresh](#) Results 0-0 of 0 << First < Previous Next > Last >>

Description	Barcode #	Category
No Holdings Listed		

- Add a **Holding location**, **Shelving location**, and **Call number** (Includes Classification scheme, Prefix (if any), Classification number and Cutter). Optionally, add **Receipt status** or leave as Unknown. Optionally, add **Public** and/ or **Staff Notes**. Click **Add Copy**.

Title: Library resources & technical services. (1696755)
Add New Copy

Holding Location:

Shelving Locations: Permanent:
Previous:

Call Number:

Receipt Status:

Note(s):

[Cancel](#) [Add Copy](#)

- Click on the title to return to the **Copies** screen.
- Click on **Receive item** for the Branch location for which you wish to add holdings.

Title: Library resources & technical services. (1696755) Copies (2) Details Holds (0) Issues

[Add Copy](#) [Holdings View](#) [Copies View](#)

▼ Copies

[Refresh](#) Results 1-2 of 2 << First < Previous 1 Next > Last >>

Branch	Call Number	Number of Holdings	
East Branch	Z671 .L7154	0	View/Edit Receive Item
Main Branch	Z671 .L7154	3	View/Edit Receive Item

[Refresh](#) Results 1-2 of 2 << First < Previous 1 Next > Last >>

▼ Holdings For Selected Copy

8. Optionally, add a **Barcode** for the volume or issue you are adding. Add a caption in the first text box for the first (or highest) level of **Enumeration** (e.g. “v.”). Optionally, add a caption for the second, etc. level of Enumeration (e.g. “no.”). Add a caption in the first text box for the first (or highest) level of **Chronology** (e.g. “(year)”). Optionally, add a caption for the second, etc. level of Chronology (e.g. “(month)”). Add a **Value** for the first (or highest) level of Enumeration (e.g. 1). Add values for any additional levels of Enumeration. Add a **Value** for your first (or highest) level of Chronology (e.g. 2013). Add values for any additional levels of Chronology. Optionally, add **Use Restrictions**, **Cost**, and **Public** and/or **Staff Notes**. Click on **Add Serial Item**.

Barcode	<input type="text" value="236375436536"/>	
Category	Basic ✕ ▼	
Enumeration	<div> – <input type="text" value="v."/> <input type="text" value="54"/> </div> <div> – <input type="text" value="Caption"/> <input type="text" value="Value"/> </div> <div> + <input type="text" value="Caption"/> <input type="text" value="Value"/> </div>	
Chronology	<div> – <input type="text" value="(year)"/> <input type="text" value="2010"/> </div> <div> + <input type="text" value="Caption"/> <input type="text" value="Value"/> </div>	
Description	<input type="text"/>	
Use Restrictions	+ <input type="text" value="Restriction"/>	
Cost(s)	+ <input type="text" value="\$"/> <input type="text" value="Amount"/> <input type="text" value="Qualifier"/>	
Note(s)	+ <input type="text" value="Staff"/> <input type="text" value="Enter note here..."/>	
<input type="button" value="Add Serial Item"/> <input type="button" value="Cancel"/>		

9. Click on the title to return to the copies screen.
10. Repeat Steps 7 –8 to add additional volumes or issues.

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