I ordered a multipart set as a serial and have received and invoiced the item. How do I add a holding and copy information?

Last updated: Tue, 15 Oct 2019 16:04:12 GMT

Objective
- Add a WorldCat holding and items to a multipart set

Applies to
- WorldShare Acquisitions
- WorldShare Circulation

Steps
After receiving and invoicing a multipart set in WorldShare Acquisitions, follow these steps to add a WorldCat holding and items to a multipart set:

1. Use Discover Items to find the item and click Add Multipart Set from the copies view. Fill in the required information and add the multipart set. This will add a WorldCat Holding to the item.
2. After adding a multipart set, click Receive Item from the copies view to Add an Item.

Additional information
Additional information about adding a multipart set and items to a multipart set can be found on the Edit multipart items help page.

Page ID
12267