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