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

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.