How do I create or update a Holdings Code?

Applies to

- Cataloging records

Answer

Holding codes are initially created or updated by our Profiling team. If you need to create or update a holding library code, send an email to profiling@oclc.org. Include the following:

- First and last name
- Email address
- Phone number
- Library name and OCLC symbol
- New four-character symbol and the name/description for the holding code

Additional Information

Holding Codes & Shelving Location Messages

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