Find information about editing single-part items and multipart items in WorldShare Circulation.

**Single-part items**

Find information about editing single items.

**Open the Copies screen**

1. Using Discover Items, find an item you want to add to your holdings or edit.
2. On the search results screen, click the item's **title**.
3. If the Copies screen does not appear, click **Copies** in the upper right corner.

**Edit item**

1. On the Copies screen, in the row for the item you want to edit, click **View/Edit**.
2. On Item Details screen, click **Edit Item**.
3. On the Edit Item Details screen, edit the fields.

**Some fields need explanation:**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>DEFINITION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copy Number</td>
<td>The number assigned by the library that distinguishes one copy of the title from another identical copy.</td>
</tr>
<tr>
<td>Branch</td>
<td>Library branch that owns the item described by the item record.</td>
</tr>
<tr>
<td>Note(s)</td>
<td>Note about the item. <strong>(Optional)</strong>. To make a note display upon check in or check out, type an exclamation point as its first character (!).</td>
</tr>
<tr>
<td>Receipt Status</td>
<td>Whether items have been received.</td>
</tr>
<tr>
<td>Shelving Locations</td>
<td>Location of the item within the branch.</td>
</tr>
</tbody>
</table>
To remove a shelving location, either click the X next to the down arrow (if available), or click the shelving location in the list to uncheck it.

Use Restrictions
Any restrictions on the use of the item. It is used when it is necessary to include information that is too item specific to be handled by field 506 (Restrictions on Access Note) in the bibliographic record.

Notes
See Notes on item records for more information.

4. Click Save Item: the screen displays with the information you entered.

Unrecognized Shelving Location error
This error occurs when the Shelf Location value (852 ‡c) in the Location Holdings Record does not match a value entered in the Holding Codes Translation Table found in OCLC Service Configuration. The Holding Code Translation Table is the source for Branch codes and display names, Shelving Scheme and Shelf Locations. For more information, see Holding Codes Translation Table.

Watch a video
Edit items (6:13)
This six minute video shows how to edit items in WorldShare Circulation. This includes editing a location or changing a barcode for an individual item. It also includes bulk editing of items to change locations.

Create or edit local holdings records (LHRs)
1. Click Open in Connexion to view the item's bibliographic record in OCLC Connexion
2. Click View/Edit Metadata to view the item's bibliographic record in WorldShare Record Manager.

Report missing item
1. On the Copies screen, in the row for the item you want to report as missing, click View/Edit.
2. On Item Details screen, in the upper right corner, click Report Missing.
Multipart items

Multipart items are composed of multiple items. Example: Encyclopedias, music or video boxed sets.

Use Discover Items to search and click the item's title.

Edit multipart item

1. To find the items in a set, on the Copies screen, click the row for the set containing the item you want to edit. The items in the set appear under Holdings for Selected Copy.

2. Under Holdings for Selected Copy, for the item you want to edit, click View/Edit.

3. On the Multipart Item Details screen, click Edit Multipart Item.

4. On the Edit Multipart Item Details screen, edit the fields.
   If editing an already received item's enumeration and chronology, a defect incorrectly updates the local holdings record. Instead, use OCLC Connexion to make the edit.

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<tr>
<td>Category</td>
<td>A discrete bibliographic entity that constitutes either the whole or a part of the bibliographic item. A bibliographic unit may be a basic bibliographic unit, supplementary material, or Index. Examples of bibliographic units are: a single volume, a multi-volume monograph, an accompanying pamphlet, a set of serially issued updates.</td>
</tr>
<tr>
<td>Chronology</td>
<td>The date(s) used by the publisher on a serially-issued bibliographic unit to help identify it or indicate when it was issued. The chronology may reflect the dates of coverage, publication, or printing. When entering months, type them as numbers (1, 2, etc.). Do not spell them out (January, Feb., etc.).</td>
</tr>
<tr>
<td>Copy Number</td>
<td>The number assigned by the library that distinguishes one copy of the title from another identical copy.</td>
</tr>
<tr>
<td>Description</td>
<td>The statement of coverage for the library's holdings of a serial or multi-part title, whether formatted (Vol. 7 No. 1 – Vol. 22 No. 12) or</td>
</tr>
</tbody>
</table>
FIELD | DEFINITION
---|---
Enumeration | The designation reflecting the alphabetic or numeric scheme used by the publisher on an item or assigned when the holdings statement is created to identify the individual bibliographic or physical parts and to show the relationship of each unit to the item as a whole.
Branch | Library branch that owns the item described by the item record.
Note(s) | (Optional). To make a note display upon check in or check out, type an exclamation point as its first character (!).
Receipt Status | Whether newly published parts of a multipart or serial item are being received.
Shelving Locations | Location of the item within the branch.
Use Restrictions | Any restrictions on the use of the item. It is used when it is necessary to include information that is too item specific to be handled by field 506 (Restrictions on Access Note) in the bibliographic record.

5. Click **Save Multipart Item**: the screen displays with the information you entered.

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**Edit multipart set**

1. On the Copies screen, in the Copies section, in the row for the multipart set you want to edit, click **View/Edit**.
2. On the Multipart Set Details screen, click **Edit Multipart Set**.
3. On the Edit Multipart Set Details screen, edit the fields (use OCLC Connexion to look up call numbers).

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4. Click Save Multipart Set: the screen displays with the information you entered.

**Unrecognized Shelving Location error**

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**Report missing item**

1. To find the items in a set, on the Copies screen, click the row for the set containing the item you want to edit. The items in the set appear under Holdings for Selected Copy.
2. Under Holdings for Selected Copy, in the row for the item you want to report as missing, click View/Edit.
3. On Item Details screen, in the upper right corner, click Report Missing.