Discover how to add items (single, multi-part, and serial) to your holdings on the Copies screen in WorldShare Acquisitions.

You can add items (single, multi-part, and serial) to your holdings on the Copies screen.

Note: If you have ordered a single-part monograph, multi-part monograph, or serial using WorldShare Acquisitions, you should receive the item in Acquisitions first. After you receive the item in Acquisitions:

- The local holdings record is created for single-part monographs.
- You will need to follow the procedures below in order to add holdings for multi-part monographs and serials.

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.

Single-part items

To add a single-part item:

1. On the Copies screen, in the upper right corner, click Add Item.
2. On the Add New Monographic Item screen, fill in the fields. Branch and Call Number are required.

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>(Optional). To make a note display upon check in or check out, type an exclamation point as its first character (!).</td>
</tr>
</tbody>
</table>
**FIELD** | **DEFINITION**
--- | ---
Receipt Status | Whether items have been received.
Shelving Locations | Location of the item within the branch. 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. See 876-878 Item Information-General Information, Use restrictions.

Note: For information on LHR display in WorldCat Discovery, see Local holdings record (LHR) field mapping.

3. Click **Add Monographic Item**. The screen displays with the information you entered. On the Copies screen, click **Refresh** to see the new item.

**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.

**Multi-part 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.

**Add multipart sets, Holdings view, and Copies view**

These links are in the upper right corner of the screen, below the Copies, Details, and Holds links.

Note: A multipart set cannot be added to a record with an existing item attached.
Add multipart set, Holdings view, and Copies view

1. On the Copies screen, in the upper right corner, click Add Multipart Set.
2. On the Add New Multipart Set screen, fill in the fields. Branch and Call Number are required.

Some fields need explanation:

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<tr>
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<tr>
<td>Note(s)</td>
<td>(Optional). 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 newly published parts of a multipart or serial item are being received.</td>
</tr>
<tr>
<td>Shelving Locations</td>
<td>Location of the item within the branch. 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.</td>
</tr>
<tr>
<td>Use Restrictions</td>
<td>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. See 876-878 Item Information-General Information, Use restrictions.</td>
</tr>
</tbody>
</table>

Note: For information on LHR display in WorldCat Discovery, see Local holdings record (LHR) field mapping.

3. Click Add Multipart Set: 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.

**Holdings view**

Lists item-level holdings (items are the individual components of the set). Each item has a barcode.

**Copies view**

The Copies area lists basic information about the set (branch, call number). The Holdings for Selected Copy area lists brief information about the items in the set (enumeration and chronology, if relevant, and barcode).

**Add an item (to a multipart set)**

1. On the Copies screen, in the Copies section, click **Receive Item**.
2. On the Add New Multipart Item screen, fill in the fields. One of these fields is required: Barcode, Enumeration and Chronology, or Description.

**Some fields need explanation:**

<table>
<thead>
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</tr>
</thead>
<tbody>
<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 textual (Library holds 1992 – present).</td>
</tr>
<tr>
<td>Enumeration</td>
<td>The designation reflects the alphabetic or numeric</td>
</tr>
</tbody>
</table>
FIELD | DEFINITION
--- | ---
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) | Note about the item. (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. 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. See 876-878 Item Information-General Information, Use restrictions.

Note: For information on LHR display in WorldCat Discovery, see Local holdings record (LHR) field mapping.

3. Click Add Multipart Item:
the screen displays with the information you entered. On the Copy screen, click Refresh to see the new item.

**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.

**Serials**
A serial is a publication issued in successive parts and continued indefinitely. A subscription is composed of parts called
items. Example: periodicals.

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

**Add copies, Holdings view, and Copies view**

1. On the Copies screen, in the upper right corner, click **Add Copy**.
2. On the Add New Copy screen, fill in the fields.

**Some fields need explanation**

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</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>Holding Location</td>
<td>Library branch that owns the item described by the item record.</td>
</tr>
<tr>
<td>Note(s)</td>
<td><em>(Optional)</em>. 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 newly published parts of a multipart or serial item are being received.</td>
</tr>
<tr>
<td>Shelving Locations</td>
<td>Location of the item within the holding location.</td>
</tr>
</tbody>
</table>

3. Click **Add copy**. The screen displays 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](https://help.oclc.org/Library_Management/WorldShare_Acquisitions/Orders/View_and_use_item_records).
Holdings view

Lists item-level holdings (items are the parts that make up the subscription). Each item has a barcode.

Copies view

The Copies area lists basic information about the subscription (branch, call number). The Holdings for Selected Copy area lists brief information about the items in the subscription (enumeration and chronology, if relevant, and barcode).