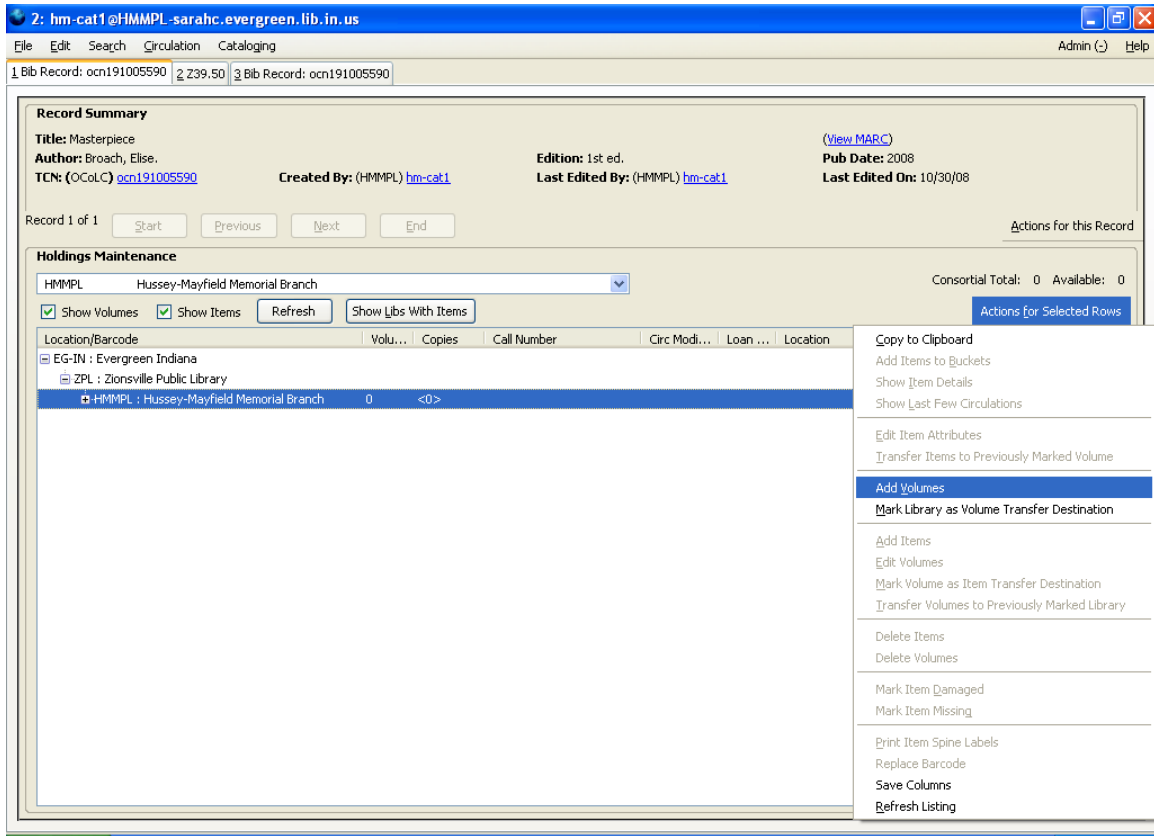


## Chapter 9 -- Adding Holdings for Multiple Volumes Simultaneously

Bring up the record to which you wish to add holdings in the Holdings Maintenance screen.



Click on the Branch row to highlight it. Then click on the button labeled **Actions for Selected Rows**. Click on **Add Volumes**. (You can also right click on the library row and then select **Add Volumes**.)

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

The Volume/Copy Editor screen will open.

The screenshot shows the 'Volume/Copy Editor' window. At the top, the 'Record Summary' section displays: Title: Masterpiece, Author: Broach, Elise, TCN: (OCoLC) ocn191005590, Edition: 1st ed., Pub Date: 2008, Created By: (HMMPL) hm-cat1, Last Edited By: (HMMPL) hm-cat1, and Last Edited On: 10/30/08. Below this is the 'Volume/Copy Creator' section, which includes a dropdown menu with '[Fic]', an 'Apply' button, a checked 'Check Barcodes?' checkbox, an unchecked 'Print Labels' checkbox, and a red-circled 'Edit then Create' button. The main area contains a table with columns for 'Library', '# of volumes', 'Call Numbers', and '# of Copies'. The 'Library' column shows 'HMMPL' and the '# of volumes' column shows '2'. Under 'Call Numbers', there are two entries: 'TEEN FIC BROACH' and 'J FIC BROACH', each with a '# of Copies' of '2'. To the right of each call number is a text input field for barcodes.

You will enter the number of volumes you wish to add in the box labeled # of volumes, and press **Enter**. Then boxes will appear for you to enter your call numbers. You can type them individually into each box, or if they are similar you can type them into the box above labeled Volume/Copy creator, and click **Apply (Alt + A)**. The call number will be applied to all of the boxes, and you can edit them as desired. Then you will enter the number of copies you want for each call number in the # of copies boxes. Boxes will appear for your barcodes. Enter your barcodes next to the correct call numbers. Then click the button on the right side of the window labeled **Edit then Create (Alt + C)**

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

**Record Summary**

Title: Masterpiece  
Author: Broach, Elise.  
TCN: (OCoLC) ocn191005590  
Edition: 1st ed.  
Created By: (HMMPL) hm-cat1  
Last Edited By: (HMMPL) hm-cat1  
Pub Date: 2008  
Last Edited On: 10/30/08

**Copy Editor**

Templates: Teen books [Apply] [Delete] [Import] [Export] [Save] [Reset]

**Identification**

Barcode: 33946002062169 1 copy, 33946002062177 1 copy, 33946002062292 1 copy, 33946002062300 1 copy

Creation Date: 4 copies  
Creator: 4 copies  
Last Edit Date: 4 copies  
Last Editor: 4 copies

**Location (1)**

Shelving Location: Stacks 4 copies  
Circulation Library: HMMPL 4 copies  
Owning Lib : Call Number: HMMPL : TEEN FIC BROACH 2 copies, HMMPL : J FIC BROACH 2 copies  
Copy Number: <Unset> 4 copies

**Circulation (2)**

Circulate?: Yes 4 copies  
Holdable?: Yes 4 copies  
Age Protection: <Unset> 4 copies  
Loan Duration: Normal 4 copies  
Fine Level: Normal 4 copies  
Circulate as Type: <Unset> 4 copies

**Miscellaneous (3)**

Alert Message: <Unset> 4 copies  
Deposit?: No 4 copies  
Deposit Amount: 0.00 4 copies  
Price: 16.95 4 copies  
OPAC Visible?: Yes 4 copies  
Reference?: No 4 copies

**Statistics (4)**

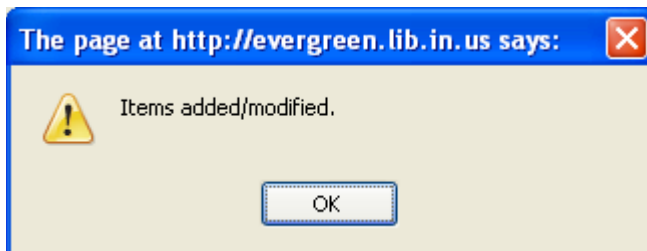
Library Filter: EG-IN : Legacy Item Cat1 <Unset> 4 copies, EG-IN : Legacy Item Cat2 <Unset> 4 copies, HMMPL : Legacy Home Location <Unset> 4 copies, HMMPL : Legacy Item Type <Unset> 4 copies

[Create Copies (M)] [Close]

The Copy Record Summary displays. Note that all 4 copies are listed under Identification in the upper left of the screen. When you add multiple volumes at one time, you should only make changes from this screen which apply to all the volumes. If you are adding multiple volumes of the same work, you can probably apply your templates now. However, if you are adding copies of the same work which are in different collections and thus have different call numbers, these items may have different templates. In this case, you could apply the price, as shown above.

When you've made your desired edits, click the button labeled **Create Copies (Alt + M)**.

A dialog box will display telling you the items have been added or modified:



Click **OK** or press **Enter**.

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

You will return to the Holdings Maintenance screen:

**Record Summary**

Title: Masterpiece  
Author: Broach, Elise.  
TCN: (OCoLC) [ocn191005590](#) Created By: (HMMPL) [hm-cat1](#) Edition: 1st ed.  
Last Edited By: (HMMPL) [hm-cat1](#) Pub Date: 2008  
Last Edited On: 10/30/08

Record 1 of 1 [Start] [Previous] [Next] [End] Actions for this Record

**Holdings Maintenance**

HMMPL Hussey-Mayfield Memorial Branch Consortium Total: 4 Available: 0

Show Volumes  Show Items [Refresh] [Show Libs With Items] Actions for Selected Rows

Location/Barcode	Volu...	Copies	Call Number	Circ Modi...	Loan ...	Location	Price	Status
EG-IN : Evergreen Indiana								
ZPL : Zionsville Public Library								
HMMPL : Hussey-Mayfield Memorial Branch								
J FIC BROACH								
-33946002062169	2	<4>	J FIC BROACH			Normal Stacks	16.95	In process
-33946002062177			J FIC BROACH			Normal Stacks	16.95	In process
TEEN FIC BROACH								
-33946002062292	2		TEEN FIC BROACH			Normal Stacks	16.95	In process
-33946002062300			TEEN FIC BROACH			Normal Stacks	16.95	In process

Your volumes and copies will now appear. If you have applied separate call numbers because the items belong in different locations, you will have to use the **Copy Editor** to set the item attributes for the different call numbers.

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

**Record Summary**

Title: Masterpiece  
Author: Broach, Elise.  
TCN: (OCoLC) ocn191005590  
Edition: 1st ed.  
Last Edited By: (HMMPL) hm-cat1  
Pub Date: 2008  
Last Edited On: 10/30/08

Record 1 of 1

**Holdings Maintenance**

HMMPL Hussey-Mayfield Memorial Branch

Consortial Total: 4 Available: 0

Show Volumes  Show Items

Location/Barcode	Volu...	Copies	Call Number	Circ Modi...	Loan ...	Location
EG-IN : Evergreen Indiana						
ZPL : Zionsville Public Library						
HMMPL : Hussey-Mayfield Memorial Branch						
TEEN FIC YOUNG						
-33946002062292		2	TEEN FIC YOUNG	Normal		Stacks
-33946002062300		2	TEEN FIC YOUNG	Normal		Stacks
J FIC YOUNG						
-33946002062169		2	J FIC YOUNG	Normal		Stacks
-33946002062177		2	J FIC YOUNG	Normal		Stacks

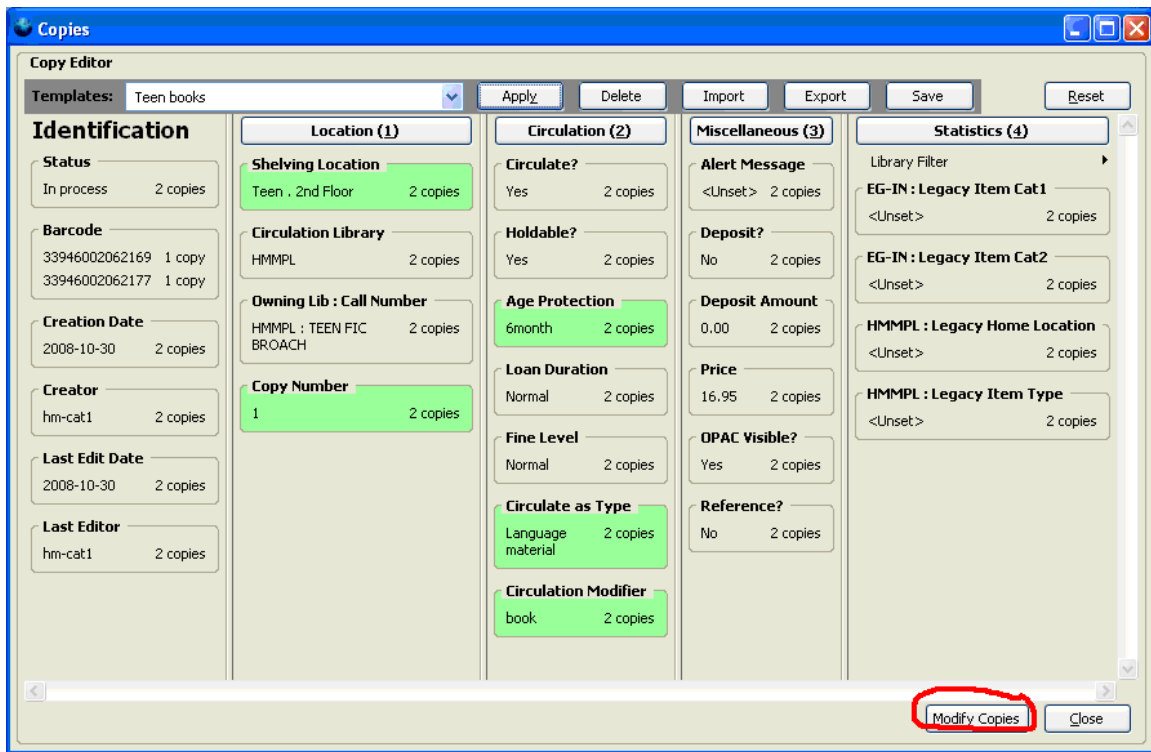
- Copy to Clipboard
- Add Items to Buckets
- Show Item Details
- Show Last Few Circulations
- Edit Item Attributes**
- Transfer Items to Previously Marked Volume
- Add Volumes
- Mark Library as Volume Transfer Destination
- Add Items
- Edit Volumes
- Mark Volume as Item Transfer Destination
- Transfer Volumes to Previously Marked Library
- Delete Items
- Delete Volumes
- Mark Item Damaged
- Mark Item Missing
- Print Item Spine Labels
- Replace Barcode
- Save Columns
- Refresh Listing

To edit the first 2 copies, while holding the control key down, click on the 2 items to highlight them and then click on **Actions for Selected Rows (Alt + F)**. Select **Edit Item Attributes (Alt + E)**.

# Evergreen Indiana Cataloging Training Manual

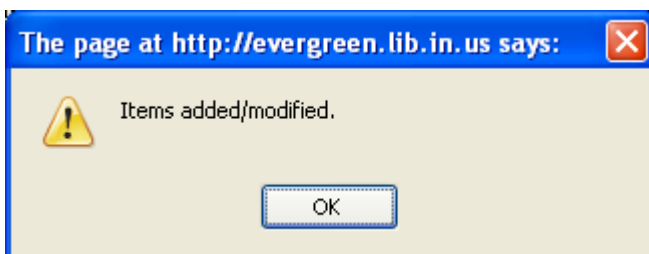
## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

The **Copy Editor** window will open:



Note that two items are listed, since you selected two items. If you have a template for this type of item, apply it now. If not, you could create a template now. See **Chapter 6 – Templates**, if needed. Here, we have applied a template for Teen books. When you have applied your template, click on the **Modify Copies (Alt + M)** button at the lower right. Note that you are editing both item/copy records at once. If you want to add copy numbers, you will need to go back and edit the copies individually.

The Items added/modified box will pop up:



Click **OK** or press **Enter**.

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Holdings for Multiple Volumes Simultaneously

The **Copy Editor** will close, and you will return to the Holdings Maintenance screen:

Record Summary

Title: Masterpiece  
Author: Broach, Elise.  
TCN: (OCoLC) [ocn191005590](#)  
Edition: 1st ed.  
Last Edited By: (HMMPL) [hm-cat1](#)  
Pub Date: 2008  
Last Edited On: 10/30/08

Record 1 of 1

Holdings Maintenance

HMMPL Hussey-Mayfield Memorial Branch

Consortial Total: 4 Available: 0

Show Volumes  Show Items Refresh Show Libs With Items

Location/Barcode	Volu...	Copies	Call Number	Circ Modi...	Loan ...	Location	Price	Status
EG-IN : Evergreen Indiana								
ZPL : Zionsville Public Library								
HMMPL : Hussey-Mayfield Memorial Branch								
+ J FIC BROACH								
33946002062169		2	J FIC BROACH	Normal		Stacks	16.95	In process
33946002062177			J FIC BROACH	Normal		Stacks	16.95	In process
TEEN FIC BROACH								
33946002062292		2	TEEN FIC BROACH	book	Normal	Teen . 2nd Floor	16.95	In process
33946002062300			TEEN FIC BROACH	book	Normal	Teen . 2nd Floor	16.95	In process

The Holdings Maintenance screen appears. If needed, click through the plus signs to display all 4 copies. Note that the first 2 copies no longer show a location of stacks. They now show a location of Teen. 2<sup>nd</sup> floor and they have a Circ Modifier of book.

To edit the remaining copies, push the Control key and click on the item rows highlight them. Repeat the steps above to apply a different template to the remaining copies.