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**.)
The Volume/Copy Editor screen will open.

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).
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**.
You will return to the Holdings Maintenance screen:

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.
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)**.
The Copy Editor window will open:

![Copy Editor Window](image)

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:

![Items Added/Modified Dialog](image)

Click OK or press Enter.
The **Copy Editor** will close, and you will return to the Holdings Maintenance screen:

![Image of Holdings Maintenance screen](image_url)

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. 2nd 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.