

Creating Multiple Holdings at Once

1) In Cataloging, create a new bibliographic record or open an existing record to add holdings. When have entered or edited your information, click Create Holding on the right side and then click Save.

Bibliographic 0000000321 - M3 Cataloging

File View Help

LDR		cam
001		0000000321
005		20031009144013.0
008		010324s1994 maua d 000 0 eng d
010		a 93030427
020		a 0877794790
040		a KyALM
		c KyALM
082	0	a 423
		2 12
035		a 0000000475
035		a (KyALM) 42434293
245	1	a Merriam-Webster's intermediate dictionary.
260		a Springfield, Mass. :
		b Merriam-Webster, Inc.,
		c 1994.
300		a 943 p. :
		b ill.

Date And Time Of Latest Transaction
Example:

Save
Cancel

After Saving...
☐ Close
☐ Duplicate
☐ New
☒ Create Holding

☐ Mark for Deletion

☐ Override Authority

Prev Next
First Last

NUM

2) In the next dialog box, DO NOT enter a barcode in 852#p; instead, click Generate Holdings on the right, then enter the number of holdings you wish to create in the Quantity box.

Holding - M3 Cataloging

File View Help

LDR		cam
001		0000000321
005		20040212150403.0
008		010324s1994 maua d 000 0 eng d
010		a 93030427
020		a 0877794790
040		a KyALM
		c KyALM

LDR		nxm u
001		
004		0000000321
005		20040212150405.0
008		0402120u x4 0 000
843		a
852	n	a SLS

Example:

Save
Cancel

After Saving...
☐ Close
☐ Duplicate
☐ New Bib
☒ New Holding

☐ Mark for Deletion
☒ Generate Holdings

Quantity 5

BC Prefix Start +
1KATZ 00090000 1

Prev Next
First Last

NUM

Type the Prefix of your barcode in the BC Prefix box (a "1" plus the four-letter code of your library), then the digits of the first barcode to be created in the Start box. The + box is the increment by which you want the barcode to increase – usually a 1. Click "Save" and the number of barcodes you have specified will be created.