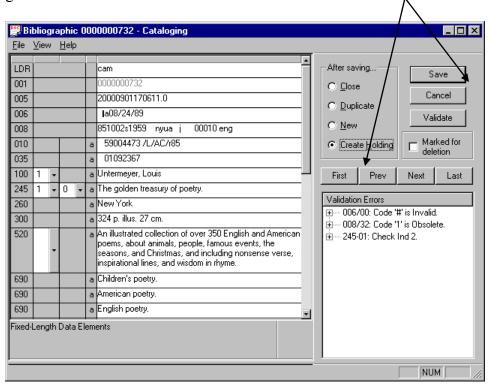
CREATING A HOLDING RECORD

1. Open the bibliographic record to which you wish to attach the holding. On the right side of the window, click the "Create Holding" button and click save.



2. A template for the holding record will come up. You should only need to fill in the barcode (852#p) and change the group information (if the item belongs to a group other than the general collection, like reference, video, etc.) When you are finished, click Save.

