

## 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.

Bibliographic 0000000732 - Cataloging

File View Help

LDR			cam
001			0000000732
005			20000901170611.0
006			1a08/24/89
008			851002s1959 nyua j 00010 eng
010			a 59004473 /L/AC/r85
035			a 01092367
100	1		a Untermeyer, Louis
245	1	0	a The golden treasury of poetry.
260			a New York
300			a 324 p. illus. 27 cm.
520			a An illustrated collection of over 350 English and American poems, about animals, people, famous events, the seasons, and Christmas, and including nonsense verse, inspirational lines, and wisdom in rhyme.
690			a Children's poetry.
690			a American poetry.
690			a English poetry.

Fixed-Length Data Elements

After saving...

☐ Close

☐ Duplicate

☐ New

☒ Create Holding

☐ Marked for deletion

Save

Cancel

Validate

First Prev Next Last

Validation Errors

- + 006/00: Code '#' is Invalid.
- + 008/32: Code '1' is Obsolete.
- + 245-01: Check Ind 2.

NUM

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.

Holding - Cataloging

File View Help

LDR			nam 2
001			0000004987
003			
005			20000817141434.0
008			000817s xx 000 0 eng d
010			a
020			a 123456789

Leader

			h 398.2
			i TAN
			k
			p
991			a Collection

Leader

After saving...

☒ Close

☐ Duplicate

☐ New Bib

☐ New Holding

☐ Marked for deletion

Save

Cancel

Prev Next

First Last

NUM