Chapter 9 -- Adding Multiple Holdings

Adding Multiple Copies

Multiple copies are items with the same call number attached to the same record. If you want to add copies with different call numbers, see Adding Multiple Volumes on page 9.5.

To add multiple copies, open the record where you would like to add copies in the Holdings Maintenance view.

Click on the Branch row to highlight it. Then click on the button labeled Actions for Selected Rows (Alt + F). Click on Add Volumes (Alt + V). (You can also right click on the branch row and then select Add Volumes.)
The Volume and Copy Creator will open in a new tab.

**NOTE:** The tab is labeled Add Volume/Item.

To add multiple copies, change the number in the **# of Copies** box, as seen below. Additional boxes for entering barcodes will appear.
Enter the barcodes for your copies in the barcode boxes. Then click **Edit then Create** (Alt + C).

**NOTE:** If the items you are adding are not multiple copies of the same item, but rather are different parts of a multi-part work, see Chapter 25 – Managing Monographic Parts.

The Copy Editor will open in a new window:

All the barcodes you added will be listed in the listed Identification columns.

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Apply templates and make changes as desired. See Chapter 6 – Item Templates, if needed. The changes you make will be applied to all the copies you are adding.

Once the desired edits have been made, click the Modify/Create Copies (Alt + M) button.

Your copies will display on the Holdings Maintenance screen:
Adding Multiple Volumes

Multiple volumes are used when you want to add multiple items with different call numbers to the same record. To add multiple volumes, open the record where the items will be added in the Holdings Maintenance view.

Click on the Branch row to highlight it. Then click on the button labeled **Actions for Selected Rows (Alt + F)**. Click on **Add Volumes (Alt + V)**. (You can also right click on the branch row and then select **Add Volumes**, as seen here)

The Volume and Copy Creator will open in a new tab:
To add multiple copies, change the number in the **# of volumes** box, as seen below. Additional rows for entering volume information will appear.

**TIP:** At this point, you can also add multiple copies of your volumes by changing the number in the **# of Copies** box.

**NOTE:** In Evergreen “volumes” may be copies of the same item with different call numbers, or they may be different parts of the same work, like volumes in a multi-volume work. If your volumes have different content, not just different call numbers, see Chapter 25 – Managing Monographic Parts.

If you want your items to have the same item information, click **Edit then Create** (Alt + C).

**TIP:** If you want your items to have different item information, you can choose Create with Defaults. The Copy Editor will not open and your items will be added with the default settings. You can then edit each of the items individually. See Chapter 7 – Using the Copy Editor to Make Changes if needed.
If you clicked Edit then Create, the Copy Editor will open. Apply your template and any desired changes. The changes will affect all the items you are adding. Then click **Modify/Create Copies (Alt + M)**

Your copies and volumes will display on the Holdings Maintenance screen:
Adding Holdings for Multiple Library Branches

Libraries with multiple branches have two different options for how to set up their shelving locations. Shelving locations can be set up at the system level so that all the branches use the same shelving locations. This is the best option if cataloging is done centrally, since it allows you to use the same templates for both branches and you can then add holdings to multiple branches simultaneously.

If your shelving locations are created at the branch level, you will need to create separate templates for each of the branches. You may find it simpler to add holdings for each branch separately.

See Chapter 6 – Item Templates, if needed.

To add holdings for multiple branches simultaneously, open the record to which you wish to attach your holdings in the Holdings Maintenance view.

Make sure your library system is selected from the Holdings Maintenance dropdown list. From the Limit dropdown list, select This Specialized Library. See page 10.13, if needed.

All your branches should now display in the Holdings Maintenance display area.
Press the **Ctrl** key as you click on each Branch row to highlight the branches to which you wish to add holdings.

Then **right click** and select **Add Volumes (Alt + V)** as seen here, or click on the button labeled **Actions for Selected Rows** and select **Add Volumes (Alt + V)**.

The Volume and Copy Creator will open in a new tab. You will find there is a volume line for each of the branches you selected.

**NOTE:** The tab is labeled **Add Volume/Item.**
Enter your call numbers.

You can apply the same call number to all the branches by using the **BATCH** function at the top. Enter your call number in the Batch Call Number box, then click **Apply (Alt + A)**.

The call number information will be applied to all the volumes:

**TIP:** At this point, you can also add multiple copies or volumes for any of your branches by changing the numbers in the **# of volumes** or **# of Copies** boxes.

Enter your barcodes and other item information, if applicable. If your shelving locations were created at the system level, click **Edit then Create (Alt + C)**.
**TIP:** If your shelving locations were created at the branch level, you could **Create with Defaults (Alt + D)** to add your items without editing them. You can then divide the items into groups by branch and apply changes by batch. See **Using the Item Status Screen to Make Batch Changes**, page 15.4 or **Chapter 17 – Copy Buckets** for information on making batch changes.

If you click Edit then Create, the Copy Editor will open.

**TIP:** To determine if your shelving locations were created at the branch level or the system level, open the Location/Collection drop-down list in the copy editor when you are adding or editing items from multiple branches. If your shelving locations are branch specific, then the only shelving location option will be Stacks, as seen below:

![Copy Editor example](image)

**NOTE:** If your shelving locations are branch specific, you should not apply templates with shelving locations at this point, because you will be giving shelving locations from your branch to any items from other branches which you are cataloging. This can cause reporting issues.

If your shelving locations were created at the system level, all of your shelving locations will be listed in the drop down list, as seen below:

![Copy Editor example](image)
Apply your item template and/or make any desired changes. The changes will affect all the items you are adding.

Click **Modify/Create Copies (Alt + M)**.

Your items will be added and will display on the Holdings Maintenance screen: