

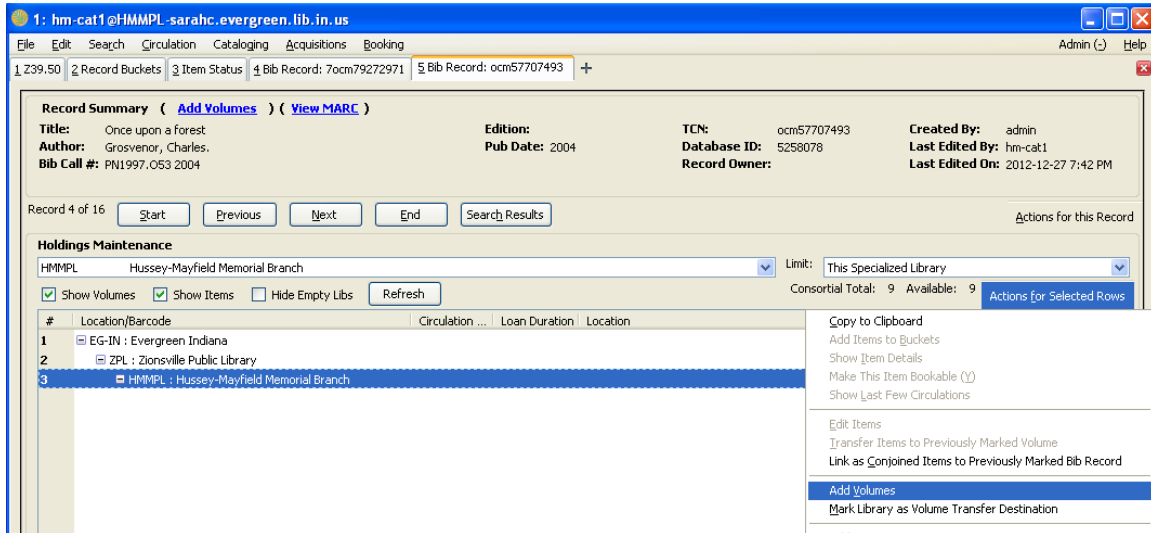
## Chapter 9 -- Adding Multiple Holdings

### 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**.)



# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

The Volume and Copy Creator will open in a new tab.

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

Record Summary ( View MARC )

Title: Once upon a forest  
Author: Grosvenor, Charles.  
Bib Call #: PN1997.O53 2004

Edition: Pub Date: 2004

TCN: ocm57707493  
Database ID: 5258078  
Record Owner:

Created By: admin  
Last Edited By: hm-cat1  
Last Edited On: 2012-12-27 7:42 PM

Volume and Copy Creator

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Design
HMMPL	1	Generic		PN1997.O53 2004		1	

Auto-Generate Barcodes?  Use Checkdigit  Print Labels?

Create with Defaults Edit then Create

To add multiple copies, change the number in the **# of Copies** box, as seen below. Additional boxes for entering barcodes will appear.

Record Summary ( View MARC )

Title: Once upon a forest  
Author: Grosvenor, Charles.  
Bib Call #: PN1997.O53 2004

Edition: Pub Date: 2004

TCN: ocm57707493  
Database ID: 5258078  
Record Owner:

Created By: admin  
Last Edited By: hm-cat1  
Last Edited On: 2012-12-27 7:42 PM

Volume and Copy Creator

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Design
HMMPL	1	Generic		DVD E ONCE		2	

Auto-Generate Barcodes?  Use Checkdigit  Print Labels?

Create with Defaults Edit then Create

No record marked for overlay.

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

Enter the barcodes for your copies in the barcode boxes. Then click **Edit then Create** (Alt + C).

The screenshot shows the 'Volume and Copy Creator' window in the Evergreen cataloging software. The window title is '1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us'. The menu bar includes File, Edit, Search, Circulation, Cataloging, Acquisitions, and Booking. The toolbar shows '1 Z39.50', '2 Record Buckets', '3 Item Status', '4 Bib Record: 7ocm79272971', '5 Bib Record: ocm57707493', and '6 Add Volume/Item'. The main area is titled 'Record Summary ( View MARC )' and contains the following information:

<b>Title:</b> Once upon a forest	<b>Edition:</b> Pub Date: 2004	<b>TCN:</b> ocm57707493	<b>Created By:</b> admin
<b>Author:</b> Grosvenor, Charles.		<b>Database ID:</b> 5258078	<b>Last Edited By:</b> hm-cat1
<b>Bib Call #:</b> PN1997.O53 2004		<b>Record Owner:</b>	<b>Last Edited On:</b> 2012-12-27 7:42 PM

Below the record summary is the 'Volume and Copy Creator' section. It has a 'Classification' dropdown set to '<No Change>', a 'Prefix' dropdown set to '<No Change>', a 'Call Number' field containing 'DVD E ONCE', a 'Suffix' dropdown set to '<No Change>', and a 'BATCH' dropdown set to '<Apply>'. Below this is a table with the following columns: 'Library', '# of volumes', 'Classification', 'Prefix', 'Call Number', 'Suffix', '# of Copies', and 'Barcode / Part Design:'. The table contains one row with the following data:

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Design:
HMMPL	1	Generic		DVD E ONCE		2	33946002725237 33946002725229

At the bottom of the window, there are checkboxes for 'Auto-Generate Barcodes?' (unchecked), 'Use Checkdigit' (checked), and 'Print Labels?' (unchecked). There are also buttons for 'Create with Defaults' and 'Edit then Create', which is circled in red.

**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:

The screenshot shows the 'Copies' window in the Evergreen cataloging software. The window title is 'Copies'. The main area is titled 'Record Summary ( View MARC )' and contains the same information as the previous screenshot. Below the record summary is the 'Copy Editor' section. It has a 'Templates' dropdown set to 'Juvenile movies' and buttons for 'Apply', 'Delete', 'Import', 'Export', 'Save', and 'Reset'. The 'Apply' button is circled in red. Below this are four columns of fields for adding and managing copies:

- Identification (1):** Status (In process, 2 copies), Barcode (33946002725237, 1 copy; 33946002725229, 1 copy), Creation Date (2 copies), Active Date (2 copies), Creator (2 copies), Last Edit Date (2 copies), Last Editor (2 copies).
- Location (1):** Location/Collection (Stacks, 2 copies), Circulation Library (HMMPL, 2 copies), Owning Lib : Call Number (HMMPL : DVD E ONCE, 2 copies), Copy Number (<Unset>, 2 copies).
- Circulation (2):** Circulate? (Yes, 2 copies), Holdable? (Yes, 2 copies), Age-based Hold Protection (<Unset>, 2 copies), Floating? (<Unset>, 2 copies), Loan Duration (Normal, 2 copies), Fine Level (Normal, 2 copies), Circulate as Type (<Unset>, 2 copies), Circulation Modifier (<Unset>, 2 copies).
- Miscellaneous (3):** Alert Message (<Unset>, 2 copies), Deposit? (No, 2 copies), Deposit Amount (0.00, 2 copies), Price (<Unset>, 2 copies), OPAC Visible? (Yes, 2 copies), Reference? (No, 2 copies), Quality (Good, 2 copies).
- Statistics (4):** Library Filter (EG-IN : Legacy Item Cat1, 2 copies; EG-IN : Legacy Item Cat2, 2 copies; HMMPL : Legacy Home Location, 2 copies; HMMPL : Legacy Item Type, 2 copies).

A green arrow points to the 'Barcode' field in the 'Identification' section. At the bottom of the window, there are buttons for 'Hide Fields', 'Modify/Create Copies', and 'Close'.

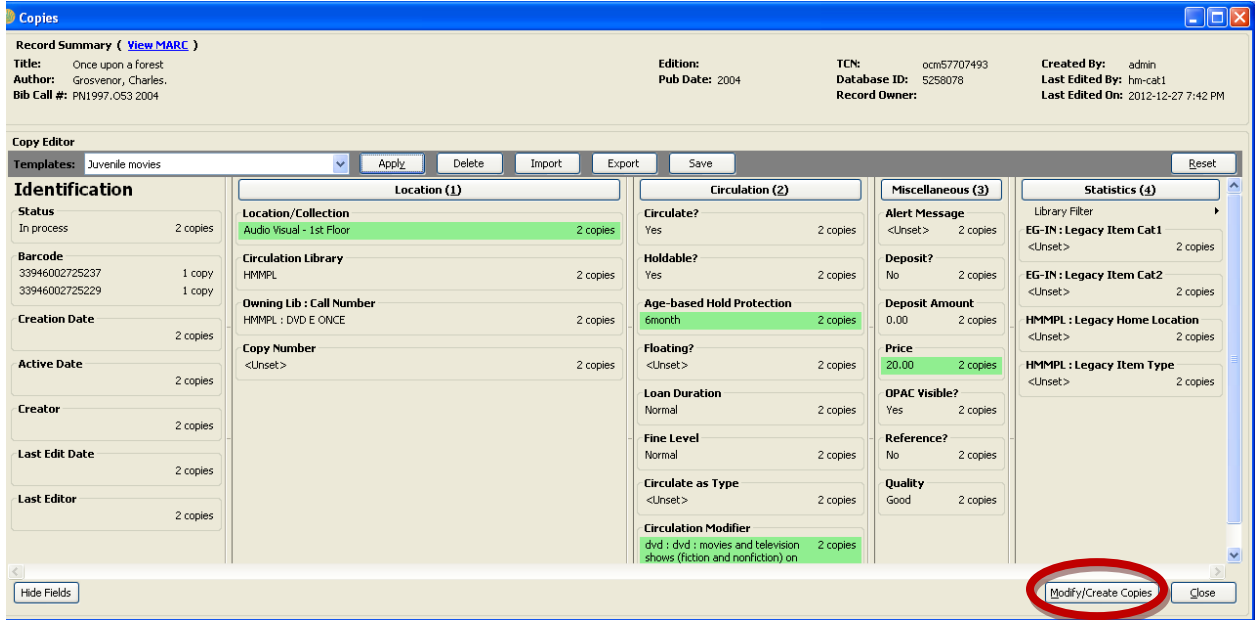
All the barcodes you added will be listed in the listed Identification columns.

Last Updated: 9/17/2013  
Version 2.2.2

# Evergreen Indiana Cataloging Training Manual

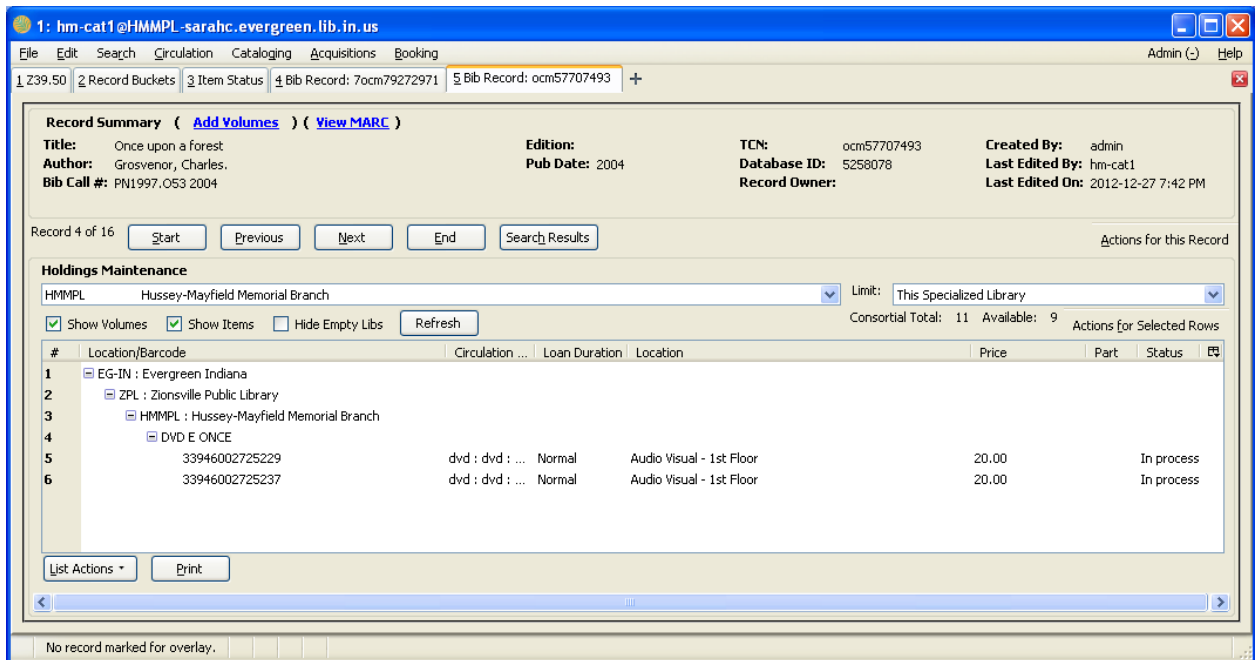
## Chapter 9 – Adding Multiple Holdings

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:

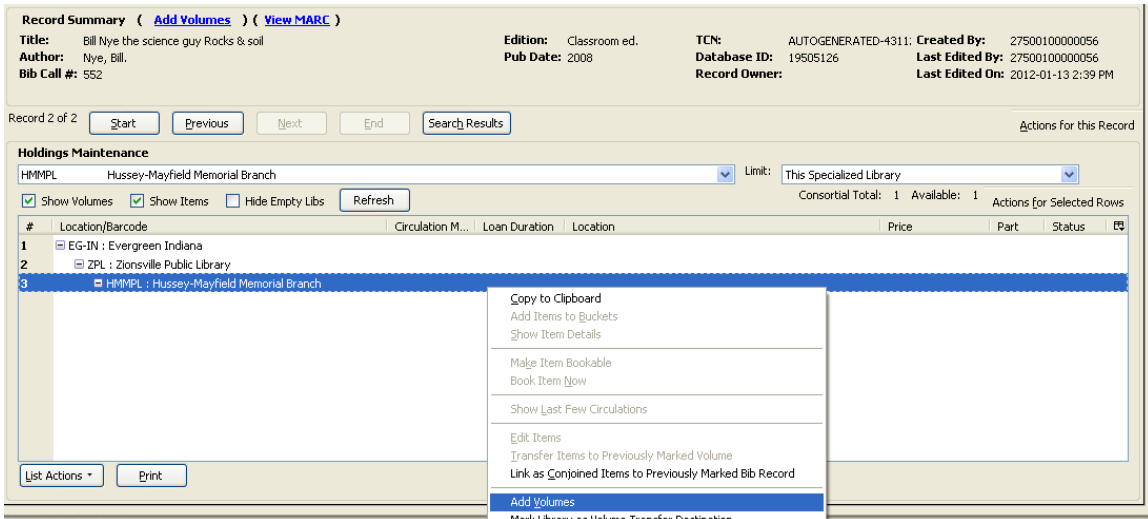


Last Updated: 9/17/2013  
Version 2.2.2

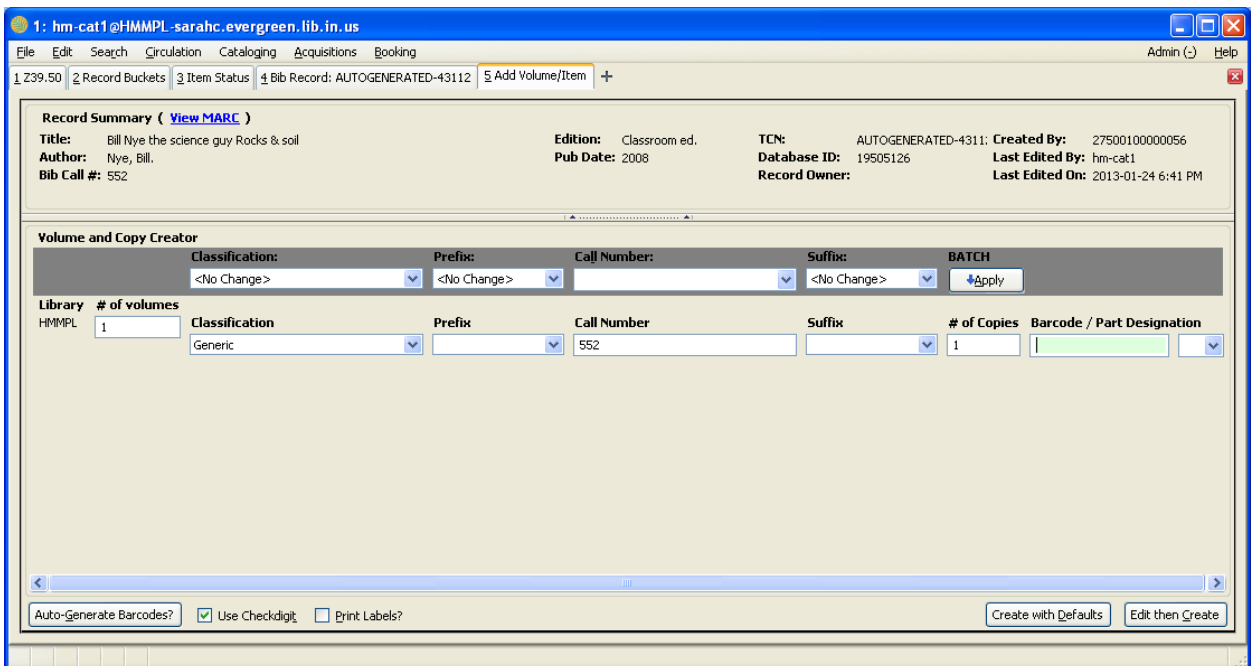
## Adding Multiple Volumes

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:



# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

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.

Record Summary ( [View MARC](#) )

Title: Bill Nye the science guy Rocks & soil      Edition: Classroom ed.      TCN: AUTOGENERATED-4311: Created By: 27500100000056  
Author: Nye, Bill.      Pub Date: 2008      Database ID: 19505126      Last Edited By: hm-cat1  
Bib Call #: 552      Record Owner:      Last Edited On: 2013-01-24 6:41 PM

Volume and Copy Creator

Classification: <No Change>      Prefix: <No Change>      Call Number:      Suffix: <No Change>      BATCH: Apply

Library: HMMPL      # of volumes: 2

Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
Generic		552		1	
Generic		552		1	

Enter your call numbers, barcodes and other item information if applicable.

**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)**.

Record Summary ( [View MARC](#) )

Title: Bill Nye the science guy Rocks & soil      Edition: Classroom ed.      TCN: AUTOGENERATED-4311: Created By: 27500100000056  
Author: Nye, Bill.      Pub Date: 2008      Database ID: 19505126      Last Edited By: hm-cat1  
Bib Call #: 552      Record Owner:      Last Edited On: 2013-01-24 6:41 PM

Volume and Copy Creator

Classification: <No Change>      Prefix: <No Change>      Call Number:      Suffix: <No Change>      BATCH: Apply

Library: HMMPL      # of volumes: 2

Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
Generic		DVD J 552 BILL		1	33946002733793
Generic		DVD 552 BILL		1	33946002733801

Auto-Generate Barcodes?  Use Checkdigit  Print Labels?      Create with Defaults      Edit then Create

**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.

# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

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** drop-down 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.

The screenshot shows the Evergreen cataloging interface. At the top, there is a browser address bar with the URL '1: jcpl-monica@JCPLS-info-ill.evergreen.lib.in.us'. Below it is a menu bar with 'File', 'Edit', 'Search', 'Circulation', 'Cataloging', 'Acquisitions', and 'Booking'. The main content area is titled 'Record Summary ( Add Volumes ) ( View MARC )'. It displays the following information: Title: Donnie Allison : as I recall; Author: Allison, Donnie; Bib Call #: GV1032.A33A3 2013. Below this is a navigation bar with buttons for 'Start', 'Previous', 'Next', 'End', and 'Search Results'. The 'Holdings Maintenance' section is active, showing a dropdown menu for 'JCPL Jackson County Public Library' and a 'Limit' dropdown set to 'This Specialized Library'. There are checkboxes for 'Show Volumes', 'Show Items', and 'Hide Empty Libs', along with a 'Refresh' button. A table displays the holdings data:

#	Location/Barcode	V...	Copies	Call Number	Circulation Library	Location	Owning Library
1	EG-IN : Evergreen Indiana						
2	▲JCPL : Jackson County Public Library						
3	▲JCPLBKM : Discovery Bus	0	<0>				
4	▲JCPLC : Crothersville Branch	0	<0>				
5	▲JCPLM : Medora Branch	0	<0>				
6	▲JCPLS : Seymour Main Library	0	<0>				



# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

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)**.

Record Summary ( [Add Volumes](#) ) ( [View MARC](#) )

Title: Donnie Allison : as I recall  
Author: Allison, Donnie  
Bib Call #: GV1032.A33A3 2013

Start Previous Next End Search Results

Holdings Maintenance  
JCPL Jackson County Public Library Limit: This Specialized Library

Show Volumes  Show Items  Hide Empty Libs Refresh

#	Location/Barcode	V...	Copies	Call Number	Circulation Library	Location	Owning Library
1	EG-IN : Evergreen Indiana						
2	JCPL : Jackson County Public Library						
3	JCPLBKM : Discovery Bus	0	<0>				
4	JCPLC : Crothersville Branch	0	<0>				
5	JCPLM : Medora Branch	0	<0>				
6	JCPLS : Seymour Main Library	0	<0>				

- Copy to Clipboard
- Add Items to Buckets
- Show Item Details
- Make Item Bookable
- Book Item Now
- Show Last Few Circulations
- Edit Items
- Transfer Items to Previously Marked Volume
- Link as Conjoined Items to Previously Marked Bib Record
- Add Volumes**
- Mark Library as Volume Transfer Destination

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*.

1: jcpl-monica@JCPLS-info-ill.evergreen.lib.in.us

File Edit Search Circulation Cataloging Acquisitions Booking

1 Bib Record: 17640301 2 Z39.50 3 Bib Record: 17640301 4 Add Volume/Item +

Record Summary ( [View MARC](#) )

Title: Donnie Allison : as I recall  
Author: Allison, Donnie  
Bib Call #: GV1032.A33A3 2013

Volume and Copy Creator

Classification: <No Change> Prefix: <No Change> Call Number: Suffix: <No Change> BATCH: Apply

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
JCPLC	1	Generic		GV1032.A33A3 2013		1	
JCPLS	1	Generic		GV1032.A33A3 2013		1	

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)**

Record Summary ( View MARC )  
Title: Donnie Allison : as I recall  
Author: Allison, Donnie  
Bib Call #: GV1032.A33A3 2013

Volume and Copy Creator

Classification:	Prefix:	Call Number:	Suffix:	BATCH
<No Change>	<No Change>	B ALLISON, DONNIE	<No Change>	+Apply

Library # of volumes

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
JCPLC	1	Generic		GV1032.A33A3 2013		1	
JCPLS	1	Generic		GV1032.A33A3 2013		1	

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

Record Summary ( View MARC )  
Title: Donnie Allison : as I recall  
Author: Allison, Donnie  
Bib Call #: GV1032.A33A3 2013

Volume and Copy Creator

Classification:	Prefix:	Call Number:	Suffix:	BATCH
<No Change>	<No Change>	B ALLISON, DONNIE	<No Change>	+Apply

Library # of volumes

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
JCPLC	1	Generic		B ALLISON, DONNIE		1	
JCPLS	1	Generic		B ALLISON, DONNIE		1	

**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)**.

Volume and Copy Creator

Classification:	Prefix:	Call Number:	Suffix:	BATCH
<No Change>	<No Change>	B ALLISON, DONNIE	<No Change>	+Apply

Library # of volumes

Library	# of volumes	Classification	Prefix	Call Number	Suffix	# of Copies	Barcode / Part Designation
JCPLC	1	Generic		B ALLISON, DONNIE		1	37500003826845
JCPLS	1	Generic		B ALLISON, DONNIE		1	37500003826837

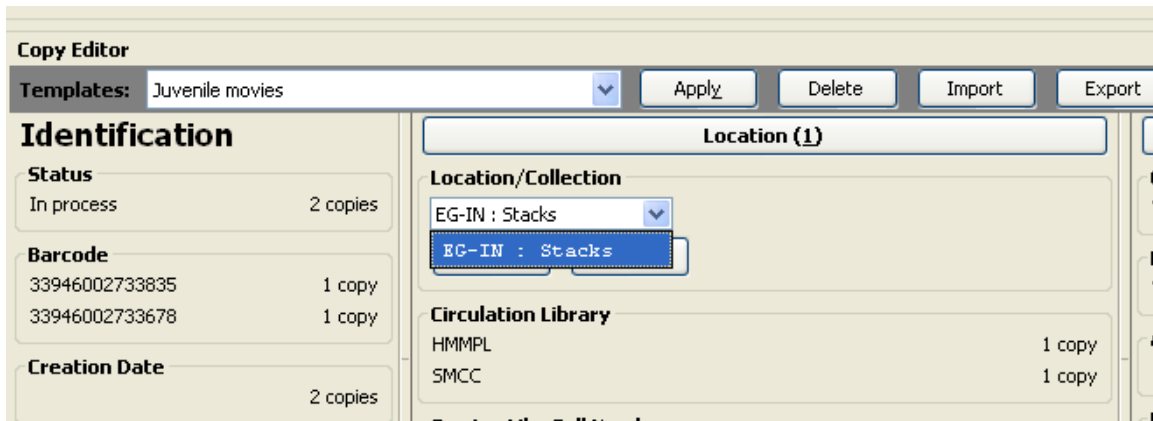
Auto-Generate Barcodes?  Use Checkdigit  Print Labels?

Create with Defaults Edit then Create

**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.

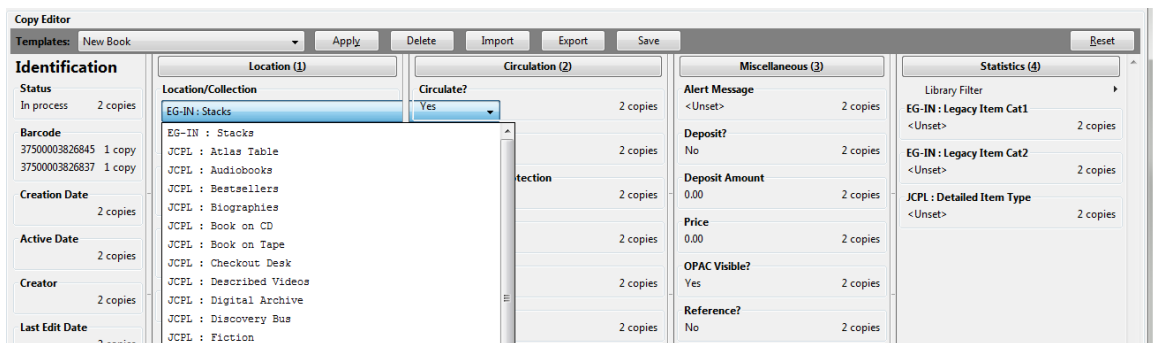
If you click Edit then Create, the Copy Editor will open.

**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:



**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.

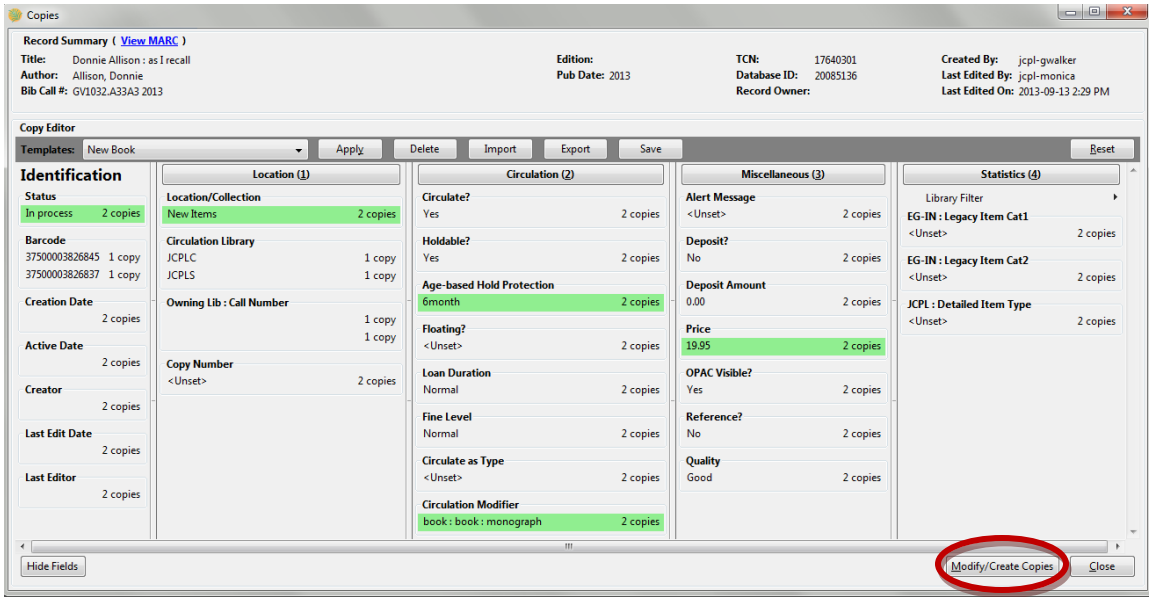
If your shelving locations were created at the system level, all of your shelving locations will be listed in the drop down list, as seen below:



# Evergreen Indiana Cataloging Training Manual

## Chapter 9 – Adding Multiple Holdings

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:

