

## Chapter 5 -- Adding Holdings

When cataloging in Evergreen, it is always important that thorough searching be done to find a matching title in the catalog before importing a new record via Z39.50. When a match is found in Evergreen, a new record should not be imported. Please attach your holdings to the existing record. If an existing record does not meet Evergreen Indiana standards, please edit or overlay the record. See **Chapter 15 – Using the MARC Editor**, or **Chapter 14 – Overlaying Records**, if needed.

### ***Adding Volumes***

Search for your item in Evergreen. When you find a match, click on the title to view the record. If you are not in the **Holdings Maintenance** view, switch to it by clicking on **Actions for this Record (Alt + R)** at the upper right. Select **Holdings Maintenance (Alt + H)** from the drop down list.

Click on the name of the Branch where you wish to add the Holdings to highlight the branch line. If the call number you need is already attached to this record for your library, see **Adding Items/Copies** on page 5.14.

Click on **Actions for Selected Rows (Alt + F)**.  
Select **Add volumes (Alt + V)** from the drop-down list:

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

The screenshot shows a web browser window with the address bar displaying "1: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser's menu bar includes "File", "Edit", "Search", "Circulation", "Cataloging", "Admin (-)", and "Help". The main content area is divided into two sections: "Record Summary" and "Holdings Maintenance".

**Record Summary**

**Title:** Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
**Author:** Buckley, Christopher **Pub Date:** p2008  
**TCN:** (OCoLC) [ocn244305238](#) **Created By:** (HMMPL) [hm-cat1](#) **Last Edited By:** (HMMPL) [hm-cat1](#) **Last Edited On:** 09/30/08

Record 3 of 4     [Actions for this Record](#)

**Holdings Maintenance**

HMMPL Hussey-Mayfield Memorial Branch Consortial Total: 1 Available: 0

Show Volumes  Show Items   [Actions for Selected Rows](#)

Location/Barcode	Volumes	Copies	Call Number	Circ Lib	Circ ...	Location
EG-IN : Evergreen Indiana						
ZPL : Zionsville Public Library						
HMMPL : Hussey-Mayfield Memorial Bra...						
	0		<0>			

A context menu is open over the selected row, listing various actions such as "Copy to Clipboard", "Add Items to Buckets", "Edit Item Attributes", "Add Volumes", "Mark Library as Volume Transfer Destination", "Delete Items", "Mark Item Damaged", "Print Item Spine Labels", "Save Columns", and "Refresh Listing".

The **Volume/Copy Editor** screen appears:

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

The screenshot shows the 'Volume/Copy Editor' window. The 'Record Summary' section contains the following information: Title: Supreme courtship [sound recording] a novel; Author: Buckley, Christopher; TCN: (OCoLC) ocn244305238; Edition: ; Pub Date: p2008; Created By: (HMMPL) hm-cat1; Last Edited By: (HMMPL) hm-cat1; Last Edited On: 09/30/08. The 'Volume/Copy Creator' section shows a call number of 813/.54 and a table with one row for library HMMPL and a blank box for the number of volumes. There are checkboxes for 'Check Barcodes?' and 'Print Labels?' and an 'Edit then Create' button.

This screenshot is identical to the one above, but the number '1' has been entered into the '# of volumes' box for the HMMPL library.

Type the number of volumes (call numbers) in the box labeled “# of volumes” hit **Enter**. Examples of different volumes: Volumes 1 and 2 of a two volume set, 2 copies of the same book going into different collections with different call numbers, different discs from a DVD set that will circulate separately.

The Call number and Copy number boxes will appear:

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

**Volume/Copy Editor**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher Edition: Pub Date: p2008  
TCN: (OCoLC) [ocn244305238](#) Created By: (HMMPL) [hm-cat1](#) Last Edited By: (HMMPL) [hm-cat1](#) Last Edited On: 09/30/08

**Volume/Copy Creator**

813/.54   Check Barcodes?  Print Labels?

Library	# of volumes	Call Numbers	# of Copies
HMMPL	1		

Type your call number into the box labeled **Call Numbers**.

**Volume/Copy Editor**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher Edition: Pub Date: p2008  
TCN: (OCoLC) [ocn244305238](#) Created By: (HMMPL) [hm-cat1](#) Last Edited By: (HMMPL) [hm-cat1](#) Last Edited On: 09/30/08

**Volume/Copy Creator**

813/.54   Check Barcodes?  Print Labels?

Library	# of volumes	Call Numbers	# of Copies
HMMPL	1	FIC BUCKLEY	

Note the information in the box under the Volume/Copy Creator is the call number information taken directly from the MARC record. If there is nothing in the box, there was no call number on the MARC record. There may be multiple call numbers supplied, and you can select the one you like by clicking the blue box to see the options. If there is a call number in the box you'd like to use, you can click the **Apply** button and it will automatically fill in the Call Number field for you.

**Volume/Copy Editor**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher Edition: Pub Date: p2008  
TCN: (OCoLC) [ocn244305238](#) Created By: (HMMPL) [hm-cat1](#) Last Edited By: (HMMPL) [hm-cat1](#) Last Edited On: 09/30/08

**Volume/Copy Creator**

813/.54   Check Barcodes?  Print Labels?

Library	# of volumes	Call Numbers	# of Copies
HMMPL	1	813/.54	

You can edit the call number supplied by the MARC record if you wanted to remove a slash mark or some of the digits, for instance. If you are adding  
Last Updated: 12/16/2009

## Evergreen Indiana Cataloging Training Manual Chapter 5 – Adding Holdings

multiple volumes with similar call numbers, you could type the call number into the box and apply it to all of your volumes:

The screenshot shows the 'Volume/Copy Editor' window. The 'Record Summary' section includes:  
Title: Supreme courtship [sound recording] a novel (View MARC)  
Author: Buckley, Christopher  
TCN: (OCoLC) ocn244305238  
Created By: (HMMPL) hm-cat1  
Edition:  
Last Edited By: (HMMPL) hm-cat1  
Pub Date: p2008  
Last Edited On: 09/30/08

The 'Volume/Copy Creator' section shows a dropdown menu with 'CD FIC BUCKLEY PART' selected and an 'Apply' button. There are checkboxes for 'Check Barcodes?' (checked) and 'Print Labels?' (unchecked), and an 'Edit then Create' button.

The 'Library # of volumes' table is as follows:

Library	# of volumes	Call Numbers	# of Copies
HMMPL	2	CD FIC BUCKLEY PART 1	
		CD FIC BUCKLEY PART	

After you have entered in your call number, type the number of copies into the box labeled **# of Copies**. Copies would be identical items with identical call numbers.

The screenshot shows the 'Volume/Copy Editor' window with the following changes:  
The dropdown menu now shows '813/.54' and the 'Apply' button is highlighted.  
The 'Library # of volumes' table is updated:

Library	# of volumes	Call Numbers	# of Copies
HMMPL	1	FIC BUCKLEY	1

An empty, unlabeled box will appear:

The screenshot shows the 'Volume/Copy Editor' window with the following changes:  
The dropdown menu still shows '813/.54' and the 'Apply' button is highlighted.  
The 'Library # of volumes' table is updated to include an empty box for the barcode:

Library	# of volumes	Call Numbers	# of Copies	
HMMPL	1	FIC BUCKLEY	1	

Enter your barcode in the box. Then, click on the button to the right that is labeled **Edit then Create**.

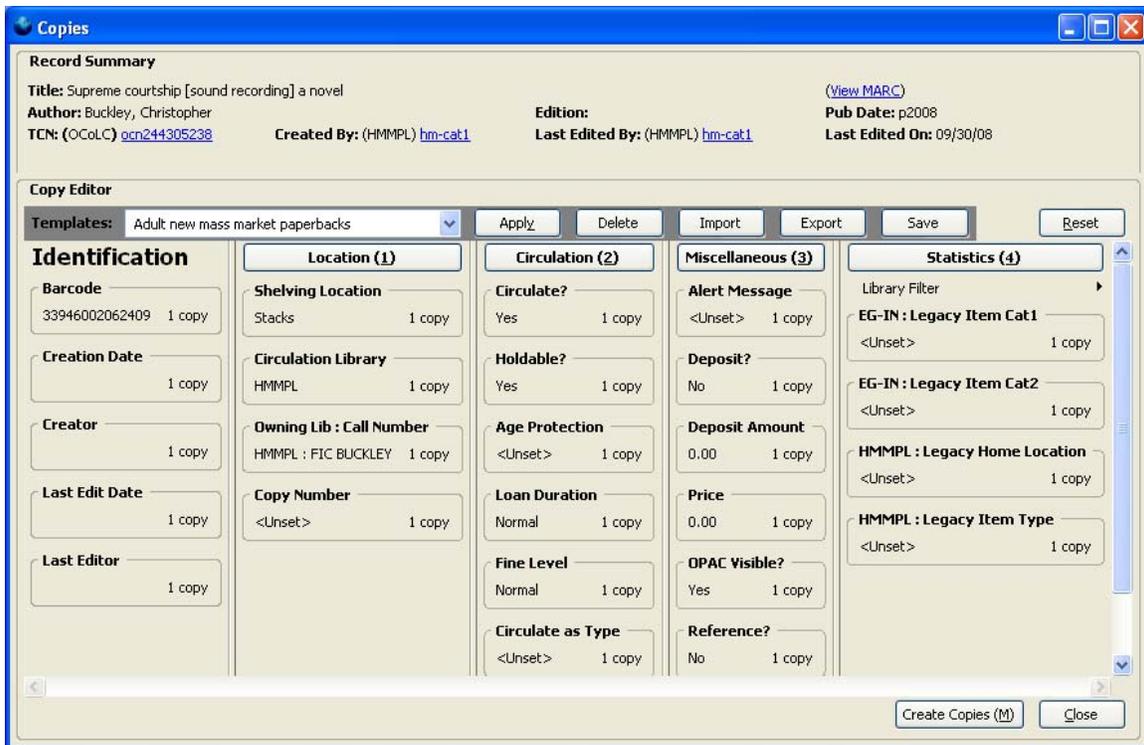
# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings



If you forget to enter your barcode, you will return to the Holdings Maintenance screen, and your call number will still be created. See **Adding Items/Copies** on page 5.14 if you create a call number with no copies attached.

If you entered the barcode, when you click **Edit then Create**, the **Copy Editor** appears:

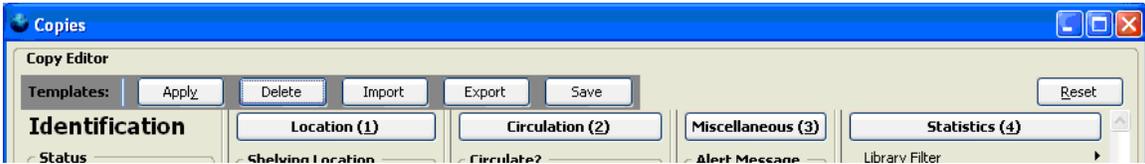


If your template bar has no template drop down box, as shown below, you have not created any templates. See **Chapter 6 -- Creating Templates**.

Last Updated: 12/16/2009

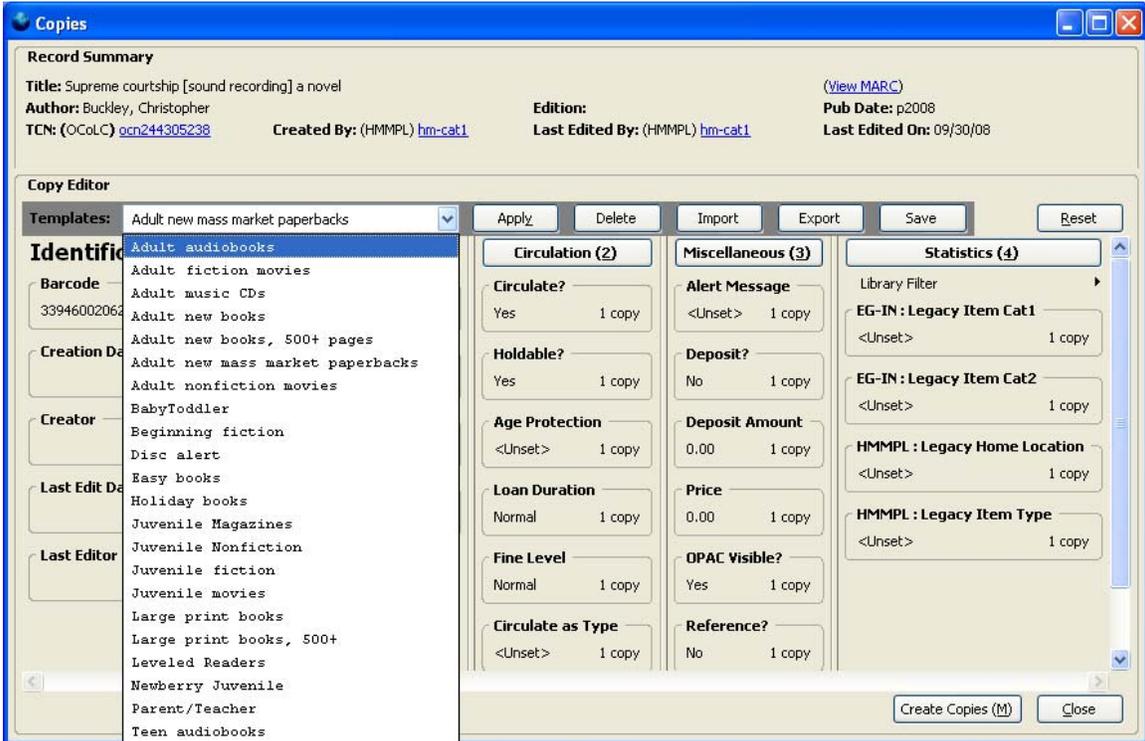
# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings



If you have created and applied templates previously, the template you have applied most recently will appear in the template box. If that is the type of item you are cataloging you will not need to select a template from the list. You can simply apply the template.

You can now apply your item information. If you have created templates, select your template from the drop-down list. Only the templates created for your log-in will appear on the list, so if you need a new template for this item, see **Chapter 6 -- Creating Templates.**



Once the template you need is displayed in the template box, click **Apply (Alt +Y).**

Last Updated: 12/16/2009

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

**Copies**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher **Edition:** **Pub Date:** p2008  
TCN: (OCoLC) [ocn244305238](#) **Created By:** (HMMPL) [hm-cat1](#) **Last Edited By:** (HMMPL) [hm-cat1](#) **Last Edited On:** 09/30/08

**Copy Editor**

Templates: **Adult audiobooks** **Apply** Delete Import Export Save Reset

Identification	Location (1)	Circulation (2)	Miscellaneous (3)	Statistics (4)
<b>Barcode</b> 33946002062409 1 copy	<b>Shelving Location</b> Stacks 1 copy	<b>Circulate?</b> Yes 1 copy	<b>Alert Message</b> <Unset> 1 copy	Library Filter
<b>Creation Date</b> 1 copy	<b>Circulation Library</b> HMMPL 1 copy	<b>Holdable?</b> Yes 1 copy	<b>Deposit?</b> No 1 copy	<b>EG-IN : Legacy Item Cat1</b> <Unset> 1 copy
<b>Creator</b> 1 copy	<b>Owning Lib : Call Number</b> HMMPL : FIC BUCKLEY 1 copy	<b>Age Protection</b> <Unset> 1 copy	<b>Deposit Amount</b> 0.00 1 copy	<b>EG-IN : Legacy Item Cat2</b> <Unset> 1 copy
<b>Last Edit Date</b> 1 copy	<b>Copy Number</b> <Unset> 1 copy	<b>Loan Duration</b> Normal 1 copy	<b>Price</b> 0.00 1 copy	<b>HMMPL : Legacy Home Location</b> <Unset> 1 copy
<b>Last Editor</b> 1 copy		<b>Fine Level</b> Normal 1 copy	<b>OPAC Visible?</b> Yes 1 copy	<b>HMMPL : Legacy Item Type</b> <Unset> 1 copy
		<b>Circulate as Type</b> <Unset> 1 copy	<b>Reference?</b> No 1 copy	

Create Copies (M) Close

When the template is applied, the fields in that template will turn green and display the selected information.

Last Updated: 12/16/2009

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

**Copies**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher Pub Date: p2008  
TCN: (OCoLC) ocn244305238 Created By: (HMMPL) hm-cat1 Last Edited By: (HMMPL) hm-cat1 Last Edited On: 09/30/08

**Copy Editor**

Templates: Adult audiobooks [Apply] [Delete] [Import] [Export] [Save] [Reset]

Identification	Location (1)	Circulation (2)	Miscellaneous (3)	Statistics (4)
<b>Barcode</b> 33946002062409 1 copy	<b>Shelving Location</b> Audio Books . 2nd Floor 1 copy	<b>Circulate?</b> Yes 1 copy	<b>Alert Message</b> <Unset> 1 copy	Library Filter <b>EG-IN : Legacy Item Cat1</b> <Unset> 1 copy
<b>Creation Date</b> 1 copy	<b>Circulation Library</b> HMMPL 1 copy	<b>Holdable?</b> Yes 1 copy	<b>Deposit?</b> No 1 copy	<b>EG-IN : Legacy Item Cat2</b> <Unset> 1 copy
<b>Creator</b> 1 copy	<b>Owning Lib : Call Number</b> HMMPL : FIC BUCKLEY 1 copy	<b>Age Protection</b> 6month 1 copy	<b>Deposit Amount</b> 0.00 1 copy	<b>HMMPL : Legacy Home Location</b> <Unset> 1 copy
<b>Last Edit Date</b> 1 copy	<b>Copy Number</b> 1 1 copy	<b>Loan Duration</b> Normal 1 copy	<b>Price</b> 0.00 1 copy	<b>HMMPL : Legacy Item Type</b> <Unset> 1 copy
<b>Last Editor</b> 1 copy		<b>Fine Level</b> Normal 1 copy	<b>OPAC Visible?</b> Yes 1 copy	
		<b>Circulate as Type</b> Nonmusical sound recording 1 copy	<b>Reference?</b> No 1 copy	

[Create Copies (M)] [Close]

At this point you can edit any other fields desired, for instance, the price. Simply double click on the field you wish to edit, and enter the desired information. You can also press the Tab key to move from field to field, or jump from column to column by pressing **Alt + 1, 2, 3, or 4**. When the field you wish to edit is highlighted, press **Enter** to activate it.

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

Active fields will have a text box or drop-down list so that information can be applied and an Apply and Cancel button. The Price field is active below. The field is white because the mouse is pointing to it.

The screenshot shows the 'Copies' window with the following details:

- Record Summary:**
  - Title: Supreme courtship [sound recording] a novel
  - Author: Buckley, Christopher
  - TEN: (OCoLC) ocn244305238
  - Created By: (HMMPL) hm-cat1
  - Edition:
  - Last Edited By: (HMMPL) hm-cat1
  - Pub Date: p2008
  - Last Edited On: 09/30/08
- Copy Editor:**
  - Templates: Adult audiobooks
  - Buttons: Apply, Delete, Import, Export, Save, Reset
  - Identification:**
    - Barcode: 33946002062409 1 copy
    - Creation Date: 1 copy
    - Creator: 1 copy
    - Last Edit Date: 1 copy
    - Last Editor: 1 copy
  - Location (1):**
    - Shelving Location: Audio Books . 2nd Floor 1 copy
    - Circulation Library: HMMPL 1 copy
    - Owning Lib : Call Number: HMMPL : FIC BUCKLEY 1 copy
    - Copy Number: 1 1 copy
  - Circulation (2):**
    - Circulate?: Yes 1 copy
    - Holdable?: Yes 1 copy
    - Age Protection: 6month 1 copy
    - Loan Duration: Normal 1 copy
    - Fine Level: Normal 1 copy
    - Circulate as Type: Nonmusical sound 1 copy
  - Miscellaneous (3):**
    - Alert Message: <Unset> 1 copy
    - Deposit?: No 1 copy
    - Deposit Amount: 0.00 1 copy
    - Price: [Active field]
    - OPAC Visible?: Yes 1 copy
    - Reference?: [Active field]
  - Statistics (4):**
    - Library Filter: EG-IN : Legacy Item Cat1 1 copy
    - EG-IN : Legacy Item Cat2: <Unset> 1 copy
    - HMMPL : Legacy Home Locati: <Unset> 1 copy
    - HMMPL : Legacy Item Type: <Unset> 1 copy

To set the **Price**, enter the number, and click **Apply (Alt +A)**. It does not accept the \$ character. If you do not enter the decimal point and cents, the system will add .00 automatically.

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

The field will then turn green. If the field does not turn green, the information has not been applied to your item.

**Copies**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher Pub Date: p2008  
TCN: (OCoLC) ocn244305238 Created By: (HMMPL) hm-cat.1 Last Edited By: (HMMPL) hm-cat.1 Last Edited On: 09/30/08

**Copy Editor**

Templates: Adult audiobooks [v] Apply Delete Import Export Save Reset

**Identification**

Barcode: 33946002062409 1 copy  
Creation Date: 1 copy  
Creator: 1 copy  
Last Edit Date: 1 copy  
Last Editor: 1 copy

**Location (1)**

Shelving Location: Audio Books . 2nd Floor 1 copy  
Circulation Library: HMMPL 1 copy  
Owning Lib : Call Number: HMMPL : FIC BUCKLEY 1 copy  
Copy Number: 1 1 copy

**Circulation (2)**

Circulate?: Yes 1 copy  
Holdable?: Yes 1 copy  
Age Protection: 6month 1 copy  
Loan Duration: Normal 1 copy  
Fine Level: Normal 1 copy  
Circulate as Type: Nonmusical sound 1 copy

**Miscellaneous (3)**

Alert Message: <Unset> 1 copy  
Deposit?: No 1 copy  
Deposit Amount: 0.00 1 copy  
Price: 39.95 1 copy  
OPAC Visible?: Yes 1 copy  
Reference?: No 1 copy

**Statistics (4)**

Library Filter  
EG-IN : Legacy Item Cat1: <Unset> 1 copy  
EG-IN : Legacy Item Cat2: <Unset> 1 copy  
HMMPL : Legacy Home Location: <Unset> 1 copy  
HMMPL : Legacy Item Type: <Unset> 1 copy

Create Copies (M) Close

You can apply more than one template to an item if desired. For instance, you might create a template for an alert message for items that contain additional materials such as a CD-ROM in the back of a book.

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

**Copies**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher **Pub Date:** p2008  
TCN: (OCoLC) ocn244305238 **Created By:** (HMMPL) hm-cat1 **Last Edited By:** (HMMPL) hm-cat1 **Last Edited On:** 09/30/08

**Copy Editor**

Templates: Disc alert

**Identification**

Barcode: 33946002062409 1 copy  
Creation Date: 1 copy  
Creator: 1 copy  
Last Edit Date: 1 copy  
Last Editor: 1 copy

**Location (1)**

Shelving Location: Audio Books . 2nd Floor 1 copy  
Circulation Library: HMMPL 1 copy  
Owning Lib : Call Number: HMMPL : FIC BUCKLEY 1 copy  
Copy Number: 1 1 copy

**Circulation (2)**

Circulate?: Yes 1 copy  
Holdable?: Yes 1 copy  
Age Protection: 6month 1 copy  
Loan Duration: Normal 1 copy  
Fine Level: Normal 1 copy  
Circulate as Type: Nonmusical sound 1 copy

**Miscellaneous (3)**

Alert Message: Check for disc in back of book. 1 copy  
Deposit?: No 1 copy  
Deposit Amount: 0.00 1 copy  
Price: 39.95 1 copy  
OPAC Visible?: Yes 1 copy  
Reference?: No 1 copy

**Statistics (4)**

Library Filter  
EG-IN : Legacy Item Cat1 <Unset> 1 copy  
EG-IN : Legacy Item Cat2 <Unset> 1 copy  
HMMPL : Legacy Home Location <Unset> 1 copy  
HMMPL : Legacy Item Type <Unset> 1 copy

Note that applying the Disc alert template did not affect the fields which were already applied to this item. Applying a new template only affects the fields in that template.

In this case, this alert message is not appropriate, since this item is an Audiobook.

You cannot “un-apply” individual fields. To clear all the current settings, you can click **Reset (Alt + R)** on the right hand side of the screen, next to the Template bar. This would clear all the green fields, so you would then have to apply a new template.

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

To remove just the alert message, delete the content of the message, and click **Apply (Alt + Y)**. The box will remain green.

**Copies**

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher      Edition:      Pub Date: p2008  
TCN: (OCoLC) [ocn244305238](#)      Created By: (HMMPL) [hm-cat1](#)      Last Edited By: (HMMPL) [hm-cat1](#)      Last Edited On: 09/30/08

**Copy Editor**

Templates: Disc alert    Apply    Delete    Import    Export    Save    Reset

**Identification**

Barcode: 33946002062409 1 copy  
Creation Date: 1 copy  
Creator: 1 copy  
Last Edit Date: 1 copy  
Last Editor: 1 copy

**Location (1)**

Shelving Location: Audio Books . 2nd Floor 1 copy  
Circulation Library: HMMPL 1 copy  
Owning Lib : Call Number: HMMPL : FIC BUCKLEY 1 copy  
Copy Number: 1 1 copy

**Circulation (2)**

Circulate?: Yes 1 copy  
Holdable?: Yes 1 copy  
Age Protection: 6month 1 copy  
Loan Duration: Normal 1 copy  
Fine Level: Normal 1 copy  
Circulate as Type: Nonmusical sound recording 1 copy

**Miscellaneous (3)**

Alert Message: 1 copy  
Deposit?: No 1 copy  
Deposit Amount: 0.00 1 copy  
Price: 39.95 1 copy  
OPAC Visible?: Yes 1 copy  
Reference?: No 1 copy

**Statistics (4)**

Library Filter: EG-IN : Legacy Item Cat1 <Unset> 1 copy  
EG-IN : Legacy Item Cat2 <Unset> 1 copy  
HMMPL : Legacy Home Location <Unset> 1 copy  
HMMPL : Legacy Item Type <Unset> 1 copy

Create Copies (M)    Close

When you have applied all the desired item information, click the **Create Copies (Alt + M)** button at the bottom right hand corner of the screen.

# Evergreen Indiana Cataloging Training Manual

## Chapter 5 – Adding Holdings

You will now return to the Holdings Maintenance screen, and your new item information will be displayed:

**Record Summary**

Title: Supreme courtship [sound recording] a novel [\(View MARC\)](#)  
Author: Buckley, Christopher **Pub Date:** p2008  
TCN: (OCoLC) [ocn244305238](#) **Created By:** (HMMPL) [hm-cat1](#) **Last Edited By:** (HMMPL) [hm-cat1](#) **Last Edited On:** 09/30/08

Record 4 of 6     [Actions for this Record](#)

**Holdings Maintenance**

HMMPL Hussey-Mayfield Memorial Branch Consortial Total: 1 Available: 1

Show Volumes  Show Items   Actions for Selected Rows

Location/Barcode	Volu...	Copies	Call Number	Circ Modi...	Loan ...	Location	Price	Status
EG-IN : Evergreen Indiana								
ZPL : Zionsville Public Library								
HMMPL : Hussey-Mayfield Memorial Branch								
FIC BUCKLEY								
33946002056922	1	1	FIC BUCKLEY	audiobook	Normal	Audio Books . 2nd Floor	39.98	In process

If you do not click Create Copies, then your volume (call number) will be created, but not your item. You will have to add the item individually as if you were adding another copy.

## Adding Items/Copies

In some cases, such as when you add a second copy at a later date, or when you have created a call number without adding your volume, the call number you need will already be attached to the record. If that's the case, you will need to Add Items rather than Add Volumes.

Highlight the call number where you wish to attach your copy, and under **Actions for Selected Rows (Alt + F)** select **Add Items (Alt +A)**

The screenshot shows a web browser window with the URL `5: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us`. The browser title is "5: hm-cat1@HMMPL-sarahc.evergreen.lib.in.us". The browser address bar shows the URL. The browser menu bar includes File, Edit, Search, Circulation, and Cataloging. The browser status bar shows "Admin (-) Help".

The main content area is divided into several sections:

- Record Summary:** Title: Barefoot Contessa back to basics : fabulous flavor. Author: Garten, Ina. Edition: 1st ed. Pub Date: 2008. TCN: (System) 5814029. Created By: (EG-IN) 101010101010101. Last Edited By: (LBPL) lbpl-cat1. Last Edited On: 11/12/08. (View MARC)
- Holdings Maintenance:** HMMPL Hussey-Mayfield Memorial Branch. Consortial Total: 3 Available: 2. Actions for Selected Rows.
- Table:** A table with columns: Location/Barcode, Volu..., Copies, Call Number, Circ Modi..., Loan ..., Location. The table contains one row: EG-IN : Evergreen Indiana, ZPL : Zionsville Public Library, HMMPL : Hussey-Mayfield Memorial Branch, 1, <0>, 641.5 GARTEN.
- Actions for Selected Rows:** A context menu with options: Copy to Clipboard, Add Items to Buckets, Show Item Details, Show Last Few Circulations, Edit Item Attributes, Transfer Items to Previously Marked Volume, Add Volumes, Mark Library as Volume Transfer Destination, Add Items (highlighted), Edit Volumes, Mark Volume as Item Transfer Destination, Transfer Volumes to Previously Marked Library, Delete Items, Delete Volumes, Mark Item Damaged, Mark Item Missing, Print Item Spine Labels, Replace Barcode, Save Columns, Refresh Listing.

## Evergreen Indiana Cataloging Training Manual

### Chapter 5 – Adding Holdings

The Volume/Copy Editor will open up. The call number you highlighted will appear in the call number box, and the call number box will be grayed out. Enter the number of copies you are adding in the # of Copies box. Then the barcode box(es) will appear. Enter your barcode and click **Edit then Create (Alt + C)**.

The screenshot shows the 'Volume/Copy Editor' window. At the top, it displays 'Record Summary' with fields for Title, Author, TCN, Edition, Pub Date, and Last Edited On. Below this is the 'Volume/Copy Creator' section, which includes a table for adding volumes and copies. The table has columns for 'Library', '# of volumes', 'Call Numbers', and '# of Copies'. The first row shows 'HMMPL' with 1 volume, call number '641.5 GARTEN', and 1 copy with barcode '33946002074339'. There are also checkboxes for 'Check Barcodes?' and 'Print Labels?', and an 'Edit then Create' button.

Library	# of volumes	Call Numbers	# of Copies
HMMPL	1	641.5 GARTEN	1

The Copy Editor will open:

The screenshot shows the 'Copies' window. It features a 'Record Summary' at the top, similar to the previous window. Below is the 'Copy Editor' section, which includes a 'Templates' dropdown menu (set to 'Adult CD-Roms') and buttons for 'Apply', 'Delete', 'Import', 'Export', 'Save', and 'Reset'. The main area is divided into several columns: 'Identification' (Barcode, Creation Date, Creator, Last Edit Date, Last Editor), 'Location (1)' (Shelving Location, Circulation Library, Owning Lib : Call Number, Copy Number), 'Circulation (2)' (Circulate?, Holdable?, Age Protection, Loan Duration, Fine Level, Circulate as Type), 'Miscellaneous (3)' (Alert Message, Deposit?, Deposit Amount, Price, OPAC Visible?, Reference?), and 'Statistics (4)' (Library Filter, EG-IN : Legacy Item Cat1, EG-IN : Legacy Item Cat2, HMMPL : Legacy Home Location, HMMPL : Legacy Item Type). At the bottom right, there are 'Create Copies (M)' and 'Close' buttons.

At this point you can apply your templates and item attributes as needed and create your copy. Return to page 5.5 for further direction if necessary.