

## Globally making Holding Records “In Process”

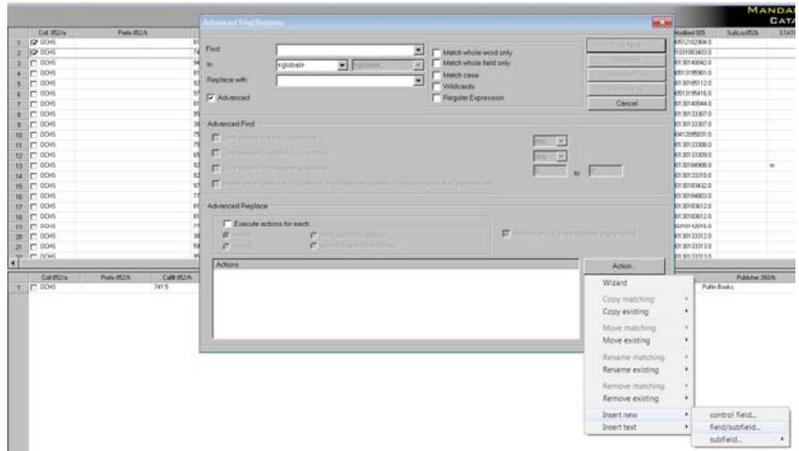
- You have new books/items recently imported into the catalog OR just records you need to work on.
- You **do not want them showing up as available** in your Web Catalog.
- Change the Holding Record’s STATUS to “**In Process**” globally for a large number of holdings, or individually, for one or two. This will have the following effect:
  - Bibliographic Record show up as Red (Unavailable) in catalog if that holding is your only copy.
  - Holding Record show up saying “In Process” as opposed to “Available, On Loan, Missing etc.”
- **When you’re done, remove the field.** Status is changed back to normal /available for loan.
- This process, takes minutes (maybe 5) once you get comfortable with it.
 

There is no need to mark records deleted if you’re working on them and don’t want them to show up in the catalog.

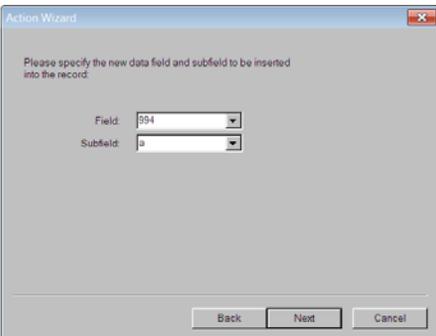
### Inserting a new field and subfield (using the 994#a as our example)

1. Bring up the Holding Records you want to work with in Cataloging. (Assuming they’re in a Group, use the **991#a** search w/Group Number)
2. **Right click**, Choose **Select All**
3. **Right click**, Choose **Find**
4. Click **Advanced Box** (left hand corner)
5. Click the **ACTION BUTTON**

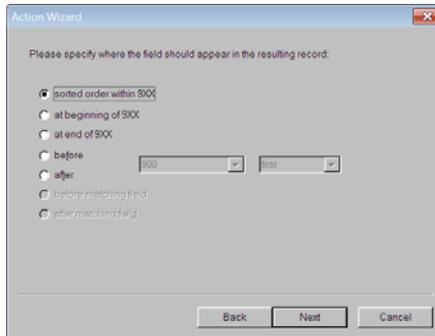
Dropdown box appears with a list of various options.
5. **Select: Insert new:** field/subfield



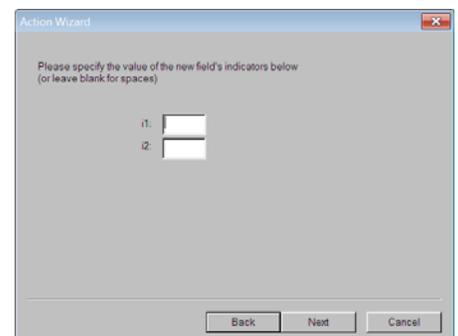
Follow with the Action Wizard, filling in the information:



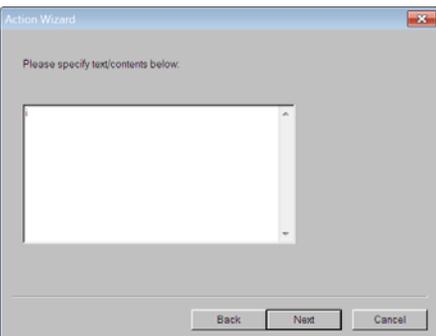
**Type: Field = 994**  
**Subfield = a** Click **NEXT**



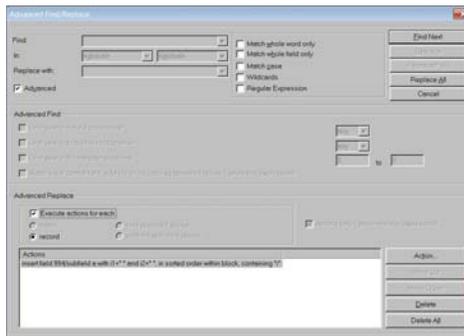
**Leave at Default – Click NEXT**



**Leave Blank – Click NEXT**



**Type: i (must be lowercase) – Click NEXT**



Double-check your action statement.  
Click **“Execute actions for each”**  
Click **Replace All** button

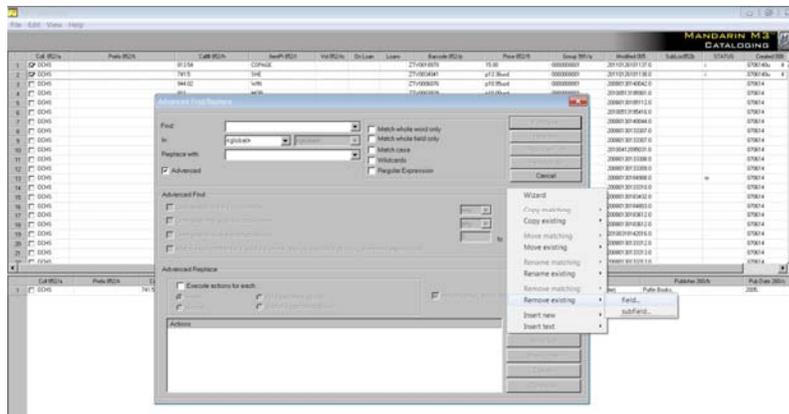
This inserts the 994#a field/subfield with “i” (In Process) into each of the holding records you selected.

If it is the only copy, the Bibliographic record will show as **Red** (unavailable) in the Web OPAC.

The Holding will show as “In Process” under Details in the Web OPAC

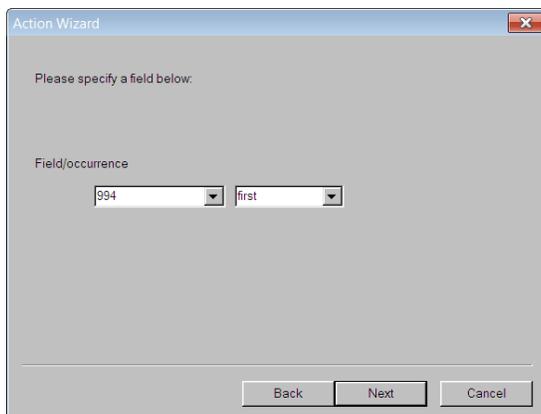
## Removing an EXISTING Field (USING THE 994 AS OUR EXAMPLE)

This removes the **994#a** field with the **In Process** status. Record will then show as **Available** when done.



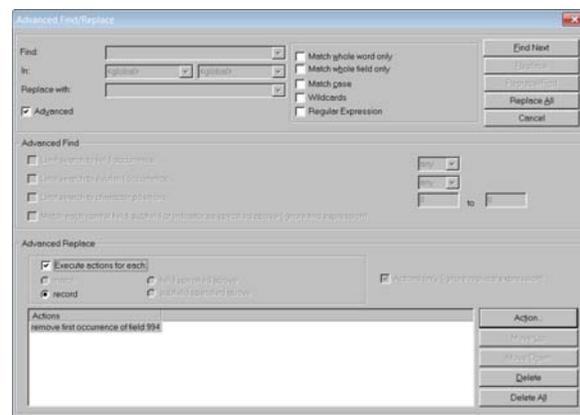
1. Bring up the Holding Records you want to work with in Cataloging. (Assuming they're in a Group, use the **991#a** search w/Group Number)
2. **Right click**, Choose **Select All**
3. **Right click**, Choose **Find**
4. Click **Advanced Box** (left hand corner)
5. Click the **ACTION BUTTON**
6. **Select: Remove existing:** field

Follow with the Action Wizard, filling in the information:



**Type: Field = 994**

Click - **NEXT**



Click "**Execute actions for each**"

Click **Replace All** button

- This Removes the 994#a field/subfield with "i" (In Process) into each of the holding records you selected.
- If it is the only copy, the Bibliographic record will now show as **Green** (available) in the Web OPAC.
- The Holding will show as "Available" under Details in the Web OPAC