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)
- 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:

Click NEXT

Please specify the	new data field a	nd subfield to be	inserted		
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Field = 994

Subfield = a

Type:

Please specify text/contents below





Action Wizard	×
Please specify the value of the new field's indicators below (or leave blank for spaces)	
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 $Leave \ Blank-Click \ \textbf{NEXT}$

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

Type:	i (must be lowercase) -	- Click NEXT
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Back Next Cancel



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

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.

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- 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:

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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