

## ADD ON VOLUMES

### Create the order

Search for the title in Alma and click on the ORDER button to create a new order. Remember the POL number.

### Add the new item

Search for the title in Alma by an All Titles search (not an ORDER search)

Click on the ellipses and select ITEMS. On the next screen (List of Items), go to the end of the list, and at the ellipses of the last item, select DUPLICATE. (if you do not see the option to

DUPLICATE the item, then you will use the  button at the top of the page instead).



On the next screen, edit (or fill out) the following fields - add the Barcode LAST!!


- Material type
- Item policy (right column)
- Receiving date
- POL line number: Search for the POL you created - this will link the POL to this holding.
- Enumeration A, Chronology (if needed) and Description (you can “View” earlier items to see how they were entered, as necessary)
- Process Type: Change to Technical. This will prevent it from showing as “Available” to the public.
- Good Practice: check the Permanent Location to make sure it is correct
- Barcode: Add last. It will then save the information.

## Adjust the holdings

Search for the title in Alma by an All Titles search (not an ORDER search) .

Click on Physical and then the HOLDINGS button.

1 Holdings | 41 of 42 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
BINMA Bartle Library	MAIN Bartle Stacks	DA152.2 .A75	-	 v.1-20, v.22-29, v.32, v.34, v.36-46	-

[Holdings](#) | [Items](#)

On the List of Holdings screen, select the ellipses and then choose EDIT. This will open the MD Edit so you can adjust the holdings. Remember to Save and Release the record when you are done.

Sarah Maximiek, 9/11/19