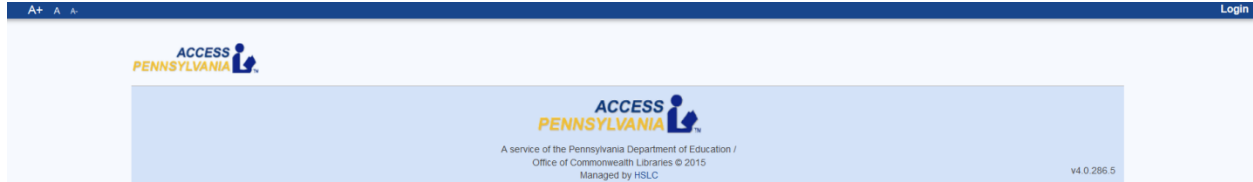


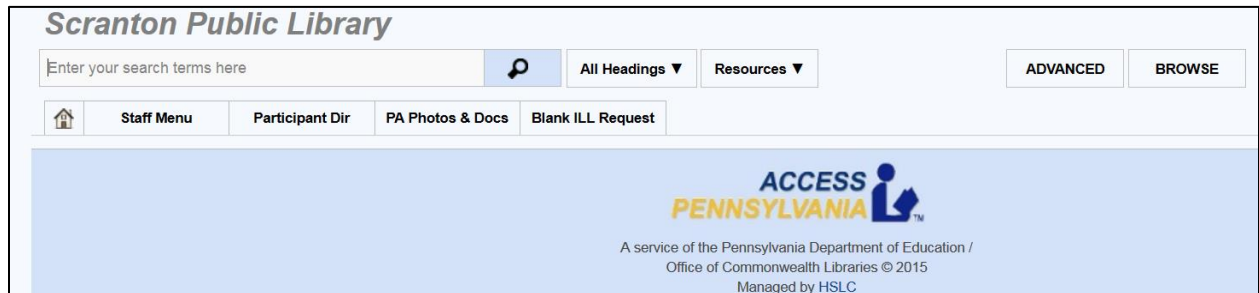
Access PA SHAREit Cat Admin: Processing Adds, Changes and Deletes

To process your library's adds, changes and deletes, log into your library's SHAREit account.



Add a Holding

1. On the SHAREit Search interface, enter your search terms in the search box located along the left-hand side of the screen, as show below:



Select ADVANCED

2. Click on the down arrow next to All Headings to make your index choice.
Helpful Hint: Using an ISBN is generally the best way to search for the bib record:
 - In the example, let's add a holding to the title "So, anyway," by John Cleese.

780385348249

Staff Menu Participant Dir PA Photos & Docs Blank ILL

Search Results - 9780385348249

Page 1 of 1 results

Filter Your Results

Subject

Cleese, John. (1)
Comedians (1)
Monty Python (Comedy trou... (1)
Motion picture actors and... (1)
Television actors and act... (1)

Author

Title

Libraries

Date

Publisher

Format

Sort by: Relevance

JOHN CLEESE
So, Anyway...

ISBN Resources

Select Index

All Head

Author

Title

Title Begins With

Title Exact

Subject

Subject Begins With

Subject Exact

Journal Title

✓ ISBN

GMD

Notes

ISSN

LCCN

OCLC Number

GPO Sudoc Number

GPO Item Number

GPO Order Number

GPO Report Number

GPO Monthly Cat.

Number

GPO Ship List Number

Original Control Number

A-G Control Number

RSS Feed

ISBN Search

3. Click on the book jacket to bring up the bibliographic record.

JOHN CLEESE
So, Anyway...

Found in: Access Pennsylvania Union Catalog

So anyway
Cleese, John

Details Where To Find It Reviews (0) MARC Display

Format : Book
System Nbr. : ocn871061560
ISBN : 9780385348249
ISBN : 038534824X
Author : Cleese, John, author.
Title : So anyway... / John Cleese.
Edition : First U.S. edition.
Description : 392 pages, 24 unnumbered pages of plates : illustrations ; 24 cm
Notes : Includes index.
Notes : In this rollicking memoir, Cleese takes his readers on a Grand Tour of his ascent in the entertainment world, from his humble beginning as a student at Cambridge University (with future Python partner Graham Chapman), to the founding of the landmark comedy troupe Monty Python.
Content type : text
Media type : unmediated
Carrier type : volume
Production : New York : Crown Archetype, [2014]
Subject : Cleese, John

My Lists

March 16 books (4)
Orphan (1)

Bibliographic record for title "So, Anyway"

4. Scroll down to locate the **Staff Function** area along the left-hand side of the interface.
 - Select **Add Locations** from the Staff Function area

[x] Everything is miscellaneous : the powe...
 [x] Too big to know : rethinking knowledge...
 [x] Information architecture for the World ...
 [x] Eats, shoots & leaves : the zero tolera...

Subject

Cleese, John. --
 Monty Python (Comedy troupe) --
 Motion picture actors and actresses -- Great Britain -- Biography. --
 Television actors and actresses -- Great Britain -- Biography. --
 Comedians -- Great Britain -- Biography. --

Staff Function

Print This Item
 Email This Item
 Download Record
 Add Locations
 Multi-Copy

Subject : Motion picture actors and actresses --Great Britain --Biography.
Subject : Television actors and actresses --Great Britain --Biography.
Subject : Comedians --Great Britain --Biography.



Staff Function – Add Locations

- The Add Location box will appear, allowing you to enter the call number before selecting the **Add** button.

Add Location ✕

Title: So anyway
 Author: Cleese, John
 Publisher: Unknown
 Date: Unknown
 Format: bks

\$I Library ID PCAPL
 \$r County LACKAWANNA
 \$u Consortium SCRANTON
 \$n Library Type PUBLIC
 \$a Call Number ←

→ Add Close

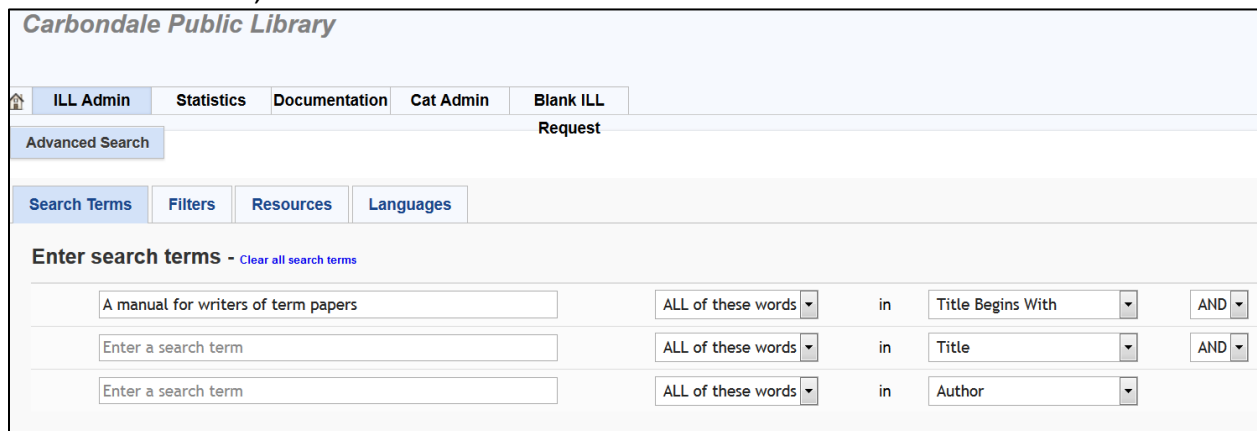
Add Location box

Change or Delete a Holding

1. On the SHAREit Search interface, enter your search terms in the search box located along the left-hand side of the main search screen. Again, using the ISBN number is the best method for locating the item.
2. If you will be searching for items by title, author, etc., you may use the Advanced search feature to filter the results to your library's holdings.

CAUTION: if your library has two different editions of a book, there should be a separate holding on two separate bib records. Make sure you are deleting the holding of the correct edition. It is always good to confirm the record is the correct one by double checking the title and the publication date. If your item is NOT a first edition (e.g., a second ed., rev. ed., large type ed., etc.), match on the edition statement also.

3. In the example below, let's delete the library's holding from "A manual for writers of term papers, theses, and dissertations," by Kate Turabian, 1973. Lacking the ISBN number, let's try an Advanced search by title search and limit the holdings to My library, as shown in the example below.
 - First, select Advanced Search and enter the title:



Carbondale Public Library

Home ILL Admin Statistics Documentation Cat Admin Blank ILL Request

Advanced Search

Search Terms Filters Resources Languages

Enter search terms - [Clear all search terms](#)

<input type="text" value="A manual for writers of term papers"/>	ALL of these words	in	Title Begins With	AND
<input type="text" value="Enter a search term"/>	ALL of these words	in	Title	AND
<input type="text" value="Enter a search term"/>	ALL of these words	in	Author	

Advanced Search

- Next, select Filters, and limit the search to My Library:

Carbondale Public Library

Home ILL Admin Statistics Documentation Cat Admin Blank ILL Request

Advanced Search

Search Terms Filters Resources Languages

Filters - Clear all

Libraries - All Libraries

- All Libraries
- All Libraries
- My Library**
- My Library District
- All School Libraries
- All Public Libraries
- All Academic Libraries
- All Special Libraries
- Adams County Libraries
- Allegheny County Libraries

Filter to My Library


- The results will only display the bib record to which your library's holding is attached.
- Click on the book jacket to bring up the bibliographic record and select Delete Locations from the Staff Function menu located along the left-hand side of the interface and the Delete Location box will appear. Make sure to select **Confirm Delete Location**.

Delete Location ✕

Title: A manual for writers of term papers, theses, and dissertations
 Author: Turabian, Kate L
 Publisher: University of Chicago Press,
 Date: 1973.
 Format: bks

The following location will be deleted

Lib Code	Call Number	Holding Content
PCAPL	808.06 TURABIA	\$I PCAPL \$r LACKAWANNA \$u SCRANTON \$n Public \$a 808.06 TURABIA



Delete Location box

4. The same steps should be used to locate items for which you want to make a call number change, making sure to select Edit Locations when the bib record has been found.

Edit Location ✕

Title: A manual for writers of term papers, theses, and dissertations
Author: Turabian, Kate L
Publisher: University of Chicago Press,
Date: 1973.
Format: bks

\$ I Library ID PCAPL
\$ r County LACKAWANNA
\$ u Consortium SCRANTON
\$ n Library Type Public
\$ a Call Number ←

Edit Location by updating information in Call Number box