

Holdings Maintenance in the NHAIS ILL System

PRACTICE EXERCISE

Once you have been trained in how to use the holdings maintenance functions of the system you can practice what you learned using a practice record we have added to the system.

Even in training mode any changes you make to your library holdings in the NHU-PAC are going to be reflected in the system after go-live. Only practice on this test record!

- Go to **https://nhais.agshareit.com**, or your library's custom URL if you have set it up, and log in using a username and password for your library that allows access to holdings maintenance functions. (The username ending "ill" does not).
- Do a search for OCLC number 3987654321. The title of the record you will find is *OCLC Control Number Expansion Test Record example for 10 digit numbers*. You can verify that you found the correct record by making sure it has an image of NHAIS Services on the cover.
- Display the full record.
- Use the "Add Locations" link to add a holding for your library, including a local call number.
- Refresh the screen, or do a new search for the record to see your holding.
- Use the "Edit Locations" link to change the call number on your holding.
- Refresh the screen, or do a new search for the record to see your revised holding.
- Use the "Edit Locations" link to change the call number on your holding.
- Click the "Download Record" link to save a copy of the record. What defaults you have and where the file wants to go are all dependent on the settings of your web browser and the software that is available on your computer. You may want to make note of this information for future reference.
- Use the "Delete Locations" link to remove your holding.

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