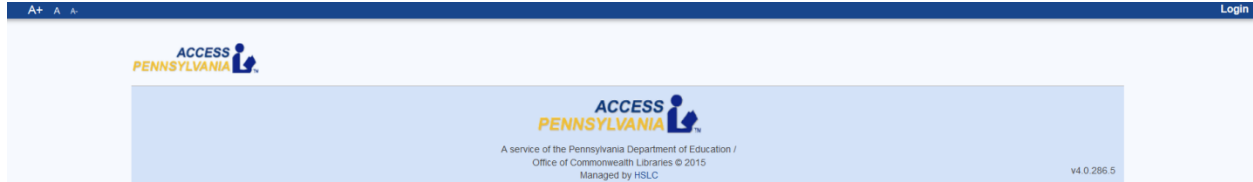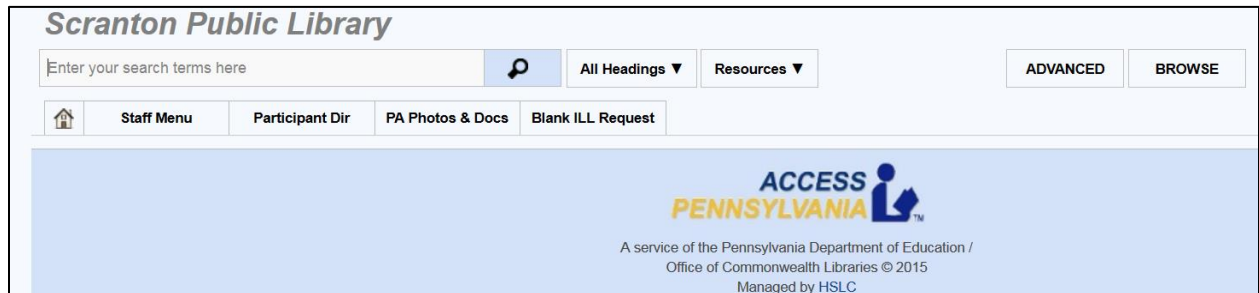# Access PA SHAREit Cat Admin: Processing Adds, Changes and Deletes

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:
    o   In the example, let's add a holding to the title "So, anyway," by John Cleese.

ISBN Search

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

Bibliographic record for title "So, Anyway"

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

Staff Function – Add Locations

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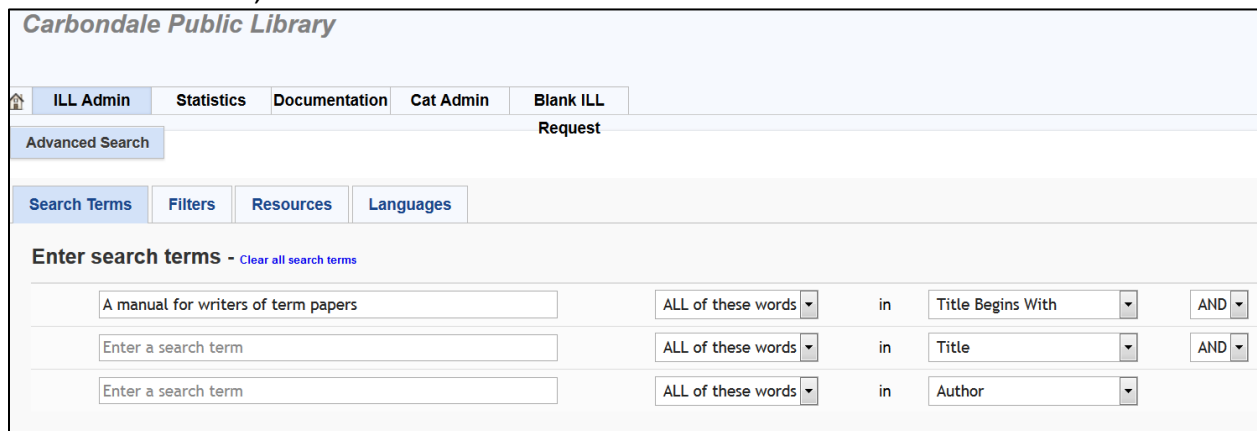

Add Location box

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:

Advanced Search

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

Filter to My Library

- o The results will only display the bib record to which your library's holding is attached.
- o Click on the book jacket to bring up the bibliographic record and select Delete Loctions 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 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

$ l Library ID	PCAPL
$ r County	LACKAWANNA
$ u Consortium	SCRANTON
$ n Library Type	Public
$ a Call Number	808.06 TURABIA ⟵

[Update Holding] [Close]

Edit Location by updating information in Call Number box