Holdings Management - Adding or Removing Titles from Your Holdings

Administrators can use Holdings Management in EBSCOadmin to add or remove titles from holdings on a per title basis.

- Searching for Titles
- Adding or Removing Titles from the Search Results
- Adding or Removing Titles from the Title Detail Page

Searching for Titles

To search for titles to add to or remove from your holdings:

1. Click the Titles sub-tab on the Holdings Management screen.

2. Enter your search terms in the Find field and select to search by Title Name, Publisher, ISSN/ISBN, or Subject from the drop-down menu and click Search.

   Note: As you enter terms, the responsive autocomplete displays titles matching the terms you enter. Click a title in the list to view results for that title.

3. Limit or sort your results using the drop-down menus at the top of the screen.
   - Show - Selected and Not Selected, Selected, or Not Selected
   - Limit To - All, Abstract and Index, Aggregated Full Text, E-Book, E-Journal, Online Reference, Print, or Unknown
   - Sort - Relevance or Package

Adding or Removing Titles from the Search Results

To add or remove titles from your search results:

1. Browse the result list for the title you wish to add or remove from your holdings.

2. In the Current Holdings column for a title, click the button to:
   - Remove the selected title or package from your holdings.
   - Select the title or package to add it to your holdings.
Adding or Removing Titles from the Title Detail Page

To add or remove titles from the detail screen:

**On the package Details tab**

1. Browse the result list for the title you wish to add or remove from your holdings.
2. Click the package name to view the detail screen for the title within that package.
3. Click **Add Title to Custom Package** to add the title to a new custom package or one you have previously created.
4. Under Current Holdings, click the button to:
   - Remove the selected title or package from your holdings.
   - Select the title or package to add it to your holdings.
5. Check the box for **Hide on Publication Finder** to prevent the title from displaying to end users in Publication Finder.
6. If desired, select a proxy from the **Proxy Server** drop-down menu.
7. Select either **Managed Coverage** or create a **Custom Coverage** for your title.

   **Note:** You can add multiple coverage dates by clicking the **Plus** button to add additional date range fields.
8. Select the coverage to display on Publication Finder: Choose either the date range or create a custom Coverage Statement.
9. Add a **Custom Embargo**. Enter a number in the field provided and select Days, Weeks, Months, or Years from the drop-down menu.
10. Click **Save**.

**Note:** You can also click the **Titles** tab next to the **Details** tab to add individual titles from the package to your holdings instead of adding the entire package.