Holdings Management - Adding or Removing Packages from Your Holdings

Administrators can use Holdings Management in EBSCOadmin to add or remove packages from holdings as well as select specific titles from a package on the package detail screen.

- Searching for Packages
- Adding Packages from Package Search Results
- Adding Packages or Specific Titles from Package Detail Screen

Searching for Packages

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

1. Click the Packages sub-tab on the Holdings Management screen.
2. Enter your search terms in the Find field and click Search.
   
   A result list of packages related to your terms is displayed.
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 Packages from Package Search Results

To add or remove packages from your search results:

1. Browse the result list for the package you wish to add or remove from your holdings.
2. In the Current Holdings column for a package, click the button to:
   - Remove Entire Package from your holdings.
   - Select Entire Package to add it to your holdings.
Adding Packages or Specific Titles from Package Detail Screen

To add packages or specific titles from the detail screen:

On the package Details tab

1. Browse the result list for the package 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. Under Current Holdings, click the button to:
   - **Remove Entire Package** from your holdings.
   - **Select Entire Package** to add it to your holdings.
4. Check the box for **Hide on Publication Finder** to prevent the package from displaying to end users in Publication Finder.
5. If desired, select a proxy from the **Proxy Server** drop-down menu.
6. Enter a **Custom Coverage** date range for the package.
   **Note:** You can add multiple coverage dates by clicking the **Plus** button to add additional date range fields.
7. Select **Yes** to **Allow EBSCO to Add New Titles** or select **No** if you would prefer to manage your titles manually in Holdings Management.
8. Enter **Package Level** and **Vendor Level** Tokens in the fields provided.
   **Note:** Some vendors may require additional information (tokens) such as site IDs, account numbers, etc., to enable linking.
9. 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.

back to top