

Searching Individual Holdings Records

You can search the individual holdings to find specific records. This makes it easy to locate the titles to which you want to add holding information, or to add a CrossLink. Follow these steps:

- 1 Make sure you are on the **CrossLinks and Holdings, Search/Edit Individual Holdings Records** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Search/Edit Individual Holdings Records** tab is selected.
- 2 If you have access to multiple Accounts or clients, select the desired **Account** from the pull-down menu located above the tabs. (If there is only one client available, the Account is static text, rather than a pull-down).
- 3 Type a word, phrase, or ISSN in the **Search for publications by title, ISSN, or publisher field** (this field is not case sensitive) and select whether you are searching for a publisher, title, or ISSN.

You can use the question mark (?) as a wildcard character to find all titles that contain a specific word, partial word, or phrase.

For example:

 - PC Will find publications titled PC.
 - PC? Will find publications such as PC Times and PC Today.
- 4 Select where to search:
 - **ProQuest Titles** will search all titles in ProQuest Information and Learning Company's collection.
 - **Research Collections Titles** will search the professional research collections only (AGRICOLA , CINAHL , ERIC , MEDLINE , PsycINFO , ProQuest Historical Newspapers).
 - **Combined Titles** will search both the ProQuest Titles and the Research Collections Titles.
- 5 Select how to limit your search:
 - To limit your search to titles for which the selected client has a subscription, check the **titles included in your ProQuest subscription** box.
 - To limit your search to titles for which you have set up library holding settings, check the **titles with library holdings assigned** box.
 - To limit your search to titles that are not available in full text format, check the **titles included in your ProQuest subscription** box.
- 6 Select your sort options:

- Publication Title will sort by the article title.
- ISSN will sort by the ISSN associated with the publication.
- Publisher name/ISSN will sort by publisher's name, then by ISSN.
- Publisher name/title will sort by publisher's name, then by publication title.

7 Click **Search**.

You will see the **Search/Edit Holdings Records Results** page.

You can now make changes the holding information for multiple titles, or change the holding information for an individual title.

Search Results Limitations

Your search results are limited to 1,000 titles. If your search returns more than 1,000 titles, you will see an error message prompting you to refine your search.