

Delete all Holdings for a Title

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Click **Delete all holdings for this title.**

Add a Title Specific Link to a Title

Follow these steps to add links to electronic resources:

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Select the desired link from the **Select a type of title-specific link** to add pull down menu. This menu will list any ProQuest defined links and any customer defined links that have not been assigned globally, and the Title Specific option.
- 3 Click **Add Link.**
The new link you've added will appear after the title specific option.

Remove a title specific link

Follow these steps to remove links to electronic resources:

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Locate the desired link from the **Title Specific Links** area. Click **Remove.**

The title specific link will be removed.

Add Information on Physical Holdings to a Title

- 1 Locate the publication you want to modify, and click on the publication title to view the **CrossLink Settings: Edit the Publication Title Details** page. . (Follow the steps in [Searching Individual Holdings Records.](#))
- 2 Check the appropriate holding type(s).
- 3 Update the **Start Date** and **End Date** fields to specify your library's coverage of the title. These fields store and display dates in a YYYYMMDD format. For example, 19980901 to 20000901.
Note: Entering 00 (double zero) is not a valid date for the month (mm) or day (dd) fields. For monthly publications, type 01 for the day, and for yearly publications, type 01 for both the month and day. For example, type 19960901 to represent "September 1996," and type 19960101 to represent "1996."
- 4 Update the **Start Volume, Start Issue, End Volume, and End Issue** fields.
- 5 Use the **Note** field to describe specifics about the title, such as its location in your library, and whether certain years of coverage are only available on microfilm, paper, or CD-ROM. The length of the text can be up to 2000 characters. Do not use this field to enter URLs.
- 6 Click **Save.**