

Uploading Holdings in ProQuest Format

This option lets you add or update a group of holdings records to alternate sources within your institution by using an ASCII or text file.

Additional information on file format is available in the Library Holdings Quick Print Guide, located in the Technical Support Center of the Training Resource Center (<http://training.proquest.com/trc/lad/ladqrg.htm>).

Follow these steps to upload your library holdings:

- 1 Make sure you are on the **CrossLinks and Holdings, Upload Holdings File** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Upload Holdings File** tab is selected.
 - Or, select **Edit/upload your holdings and CrossLinks** from the Quick Picks menu.
- 2 Select **ProQuest Format** from the **Select upload file format** menu.
- 3 Click **Browse** next to the **File for upload** field, navigate to the file you are uploading, and click **OK**.
- 4 Click **Upload**.

Uploading Holdings in MARC Format and MARCXML Format

This option lets you add or update a group of holdings records to alternate sources within your institution by using an ASCII or text file.

Additional information on file format is available in the Library Holdings FAQ, located in the Technical Support Center of the Training Resource Center

Follow these steps to upload your library holdings:

- 1 Make sure you are on the **CrossLinks and Holdings, Upload Holdings File** page:
 - Click the **CrossLinks and Holdings** tab, and make sure the **Upload Holdings File** tab is selected.
 - Or, select **Edit/upload your holdings and CrossLinks** from the Quick Picks menu.
- 2 Select **MARC Format** or **MARCXML Format** from the **Select upload file format** menu.
- 3 Select whether you are uploading a list of records to add or delete from your holding.
- 4 If the file contains records to be added to your library holdings:
 - If you are uploading a batch of holdings for the same electronic resource, enter the **LAD Link Type Label**.
 - Click **Browse** next to the **File for upload** field.
 - Navigate to the file you want to upload and click **OK**.
- 5 If the file contains records to be deleted from your library holdings:
 - If you are uploading a batch of holdings for the same electronic resource, enter the **LAD Link Type Label**.
 - Click **Browse** next to the **File for upload** field.
 - Navigate to the file you want to upload and click **OK**.
- 6 Click **Upload**.