

FAQ Uploading your Holdings

1. ADDING/EDITING SINGLE JOURNAL HOLDINGS STATEMENTS

You can add or update the holding statement for journals by searching for the journal and editing your holdings. See (2) below if you need to upload multiple holdings entries.

- a) Search for the journal against which you will add or edit holdings information. Make sure you select the TITLE search. If your journal does not appear, use method (2) below to add your holdings and the journal information.

Supply your search term below. Press ENTER to search b

Journal of Pain

Search Journals

TitleHoldings	Journal Holdings Search - only
Title	Journal Title Search - all match

- b) Select the correct journal from the search result list and then click on the journal title (not your NUCOS code)

Click on a NUCOS code to place an ILL Request

Click on a Title to Add or Review holdings or to Order the title

#	ISSN	Title & Hold
0749-8047	Clinical Journal Of Pain	NRRR (nsw) V. 5(1989) - 9 No. 1(1993) <small>NUCOS (NUCOS) 11 74004 11(1989) 15(1993)</small>

- c) On the journal details page, click on the link to "Add To xxxx" or "Edit xxx"

Journal Details

Title: Clinical Journal Of Pain

ID: 70225 ISSN: 0749-8047 [Make changes](#)
Abbreviation: Clin J Pain
Previous Title: None
Continues Title: None
URL: None
Comment: None

My Holdings: [Add to NHRL](#)

- d) Enter your holdings details and click the SAVE button

Holdings Details

Library: Dr Harold Royle Library - Armidale Health Service

Contact: Jan Richards **Position:** Librarian **Ph:** 02 6776 4724

JournalID	<input type="text" value="70225"/>	Title
URL reference (eg Free Online or Electronic access URL)	<input type="text"/>	
Subscriptions are available in the following formats	Print: <input checked="" type="radio"/> Y	Electronic:
Will Deliver in the following formats:	Print: <input checked="" type="radio"/> Yes <input type="radio"/> No	Electronic: <input type="radio"/> Yes <input checked="" type="radio"/> No
Held	<input type="text" value="Held On-site"/> ▼	Moderated
Holdings	<input type="text"/>	

2. MULTIPLE HOLDINGS

You can upload your journal holdings collection using a simple online form. You must be able to export your holdings in the a TABformatted file with the holdings in the format:

Journal Title<TAB>ISSN<TAB>Holdings<TAB>Held On Site (Yes/No)

Journal Title<TAB>ISSN<TAB>Holdings<TAB>

The holdings are pasted in the upload page below. You can create a tab delimited file from Excel by using the File/Save As and selecting Tab Delimited.

- (1) Find your library using the Directory Search – type your NUCOS code or library name in the Search box and click DIRECTORY.

Supply your search term below. Press ENTER to search by TITLE, or click on one of the search types.

vdor

Title	Journal Title Search
Abbreviation	Journal Abbreviation Search
ISSN	ISSN Search
NUCOS	NUCOS Code Search
DIRECTORY	Library Directory
Keyword	Journal Keyword search
Ranking	Ranking by NUCOS code
Number	Journal Number Search

- (2) From the resulting list of libraries, click on the Upload Holdings hyperlink against your library:

[Show Email Address](#)
[Hide Email Address](#)
[Import Rankings within State](#)
[Upload holdings](#)

GratisNet Members

#	State	NUCOS	Institution	Contact	Rank	Activities
1	VIC	VDOR	Mayne Health Dor	Wendy Flannery	49	Holdings ILIs Edit

(3) Paste your holdings in the following page and click the Process button:

Process			
<input type="checkbox"/> Check this box to clear existing holdings (you are performing a full update of your holdings).			
Air pollution consultant	10586628	vol 3 (3) 1993; vol 4 (1-2	
1994; vol 5 1995 -	Y		
Ambio: a journal of the human environment		00447447	vol 1 1972
vol 22 1993; vol 26 (1) 1997	Y		
Analytical chemistry	00032700	vol 60 1988 -	Y
Annals of the ICRP; ICRP publication	01466453=	Annals; 00742740=ICRP vo	
1977 -	Y		
Annual results of air pollution monitoring in New South Wales			19'
1973	Y		

(4) You should then see a processing report. Make a note of any unmatched holdings. These may need to be added to the journal database or corrected before reprocessing.