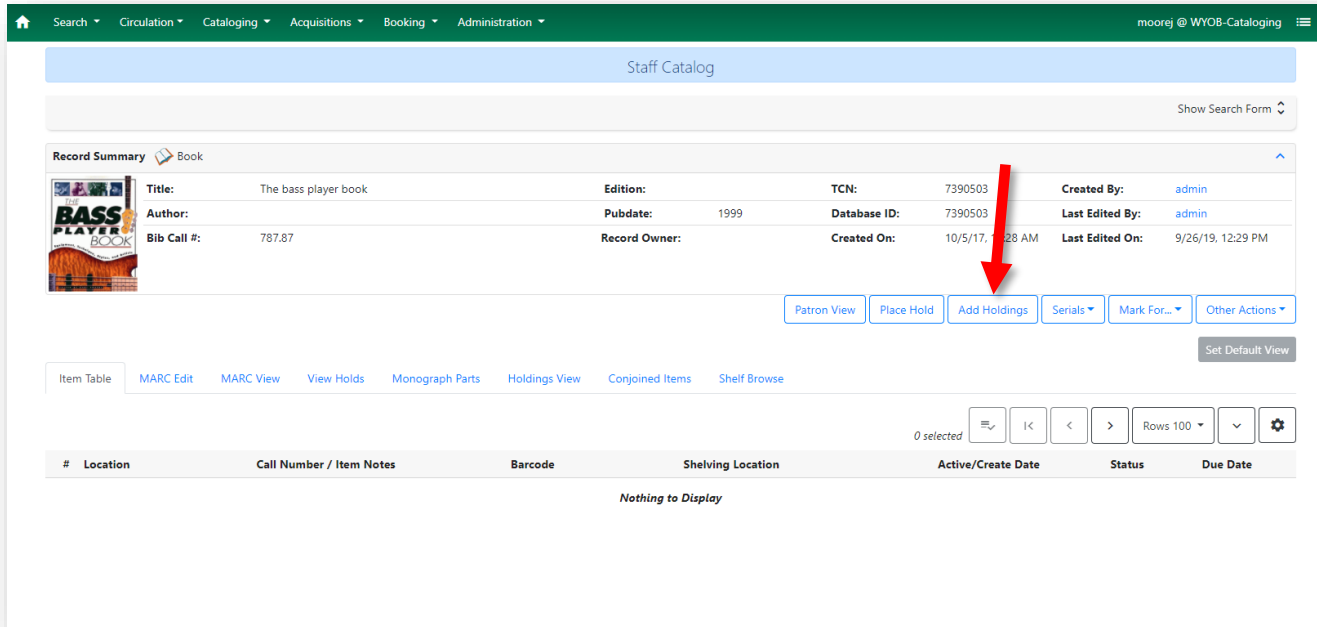


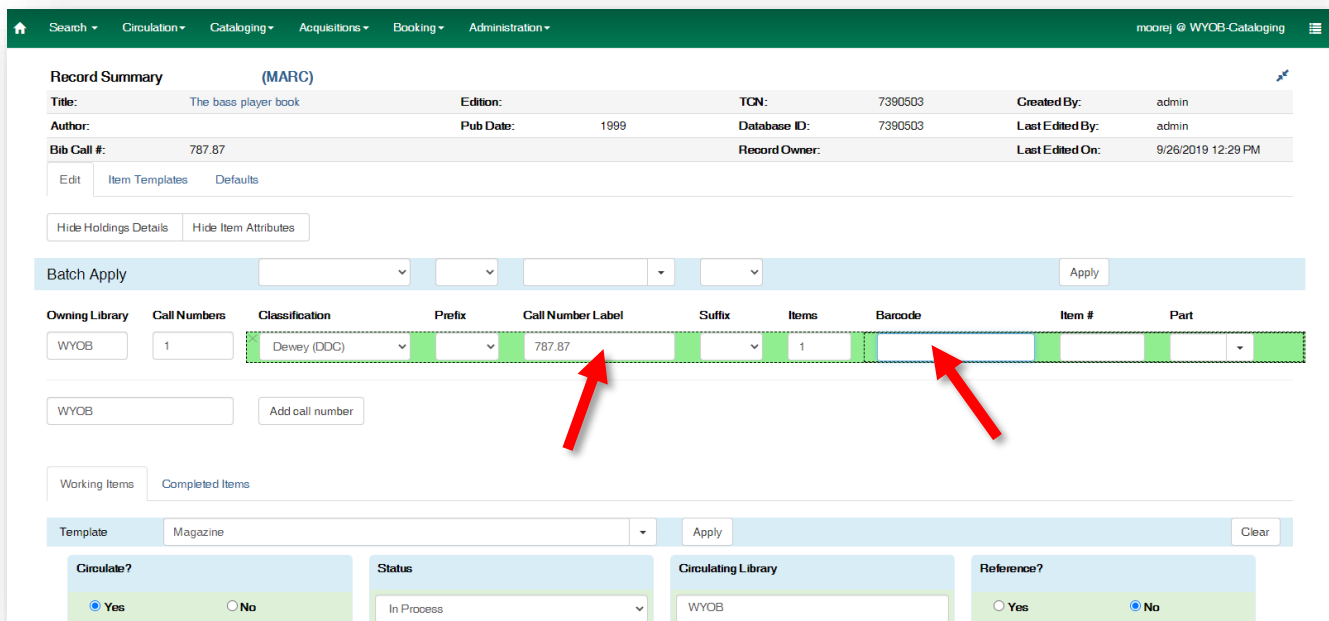
# Add holdings to SPARK

Once you have found a bibliographic record in the SPARK catalog that matches what you are cataloging, you can attach your local holdings to that bibliographic record. Follow these steps:

1. Click the **Add Holdings** button.



2. Enter the **Call Number** in the appropriate space, then scan (or type) the **Barcode**.



3. Configure the **Item Attributes**.

- At minimum, be sure to set the **Shelving Location**, **Circulation Modifier**, and **Price**
- Set other attributes per local policy at your SPARK location

4. Finally, scroll down to the bottom of the screen and click **Save & Exit**.

5. Refresh the record page to display your newly created copy.