How do I create or update a Holdings Code?


Applies to
- Cataloging records

Answer
Holding codes are initially created or updated by our Profiling team. If you need to create or update a holding library code, send an email to profiling@oclc.org. Include the following:
  - First and last name
  - Email address
  - Phone number
  - Library name and OCLC symbol
  - New four-character symbol and the name/description for the holding code

Additional Information
Holding Codes & Shelving Location Messages

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