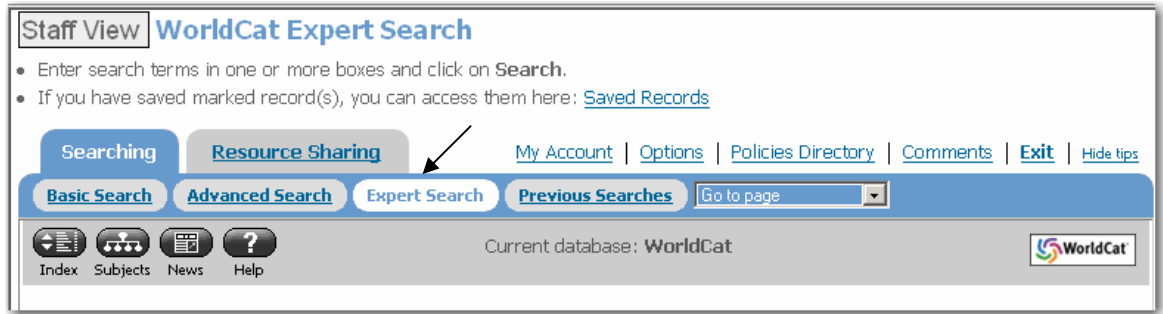
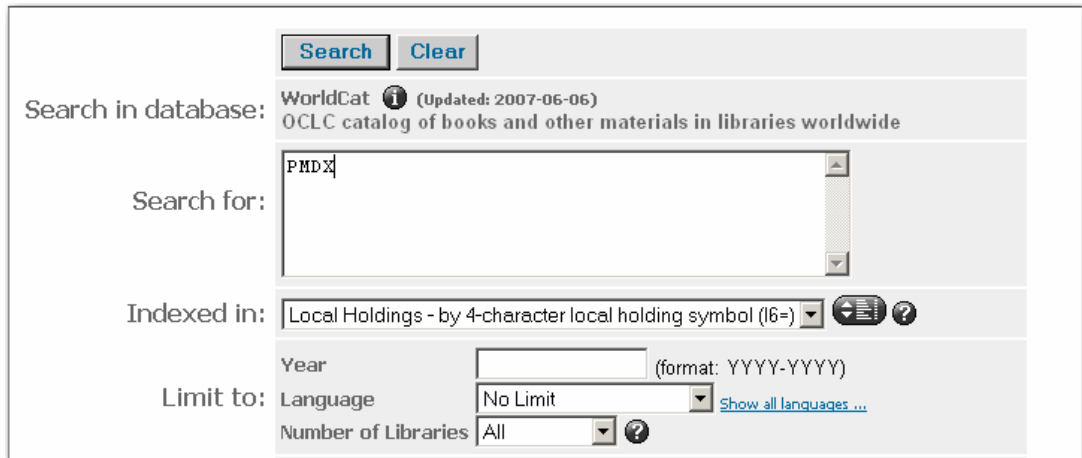


To print a list of the serial titles in OCLC with Local Holdings attached for your college 4-character code:

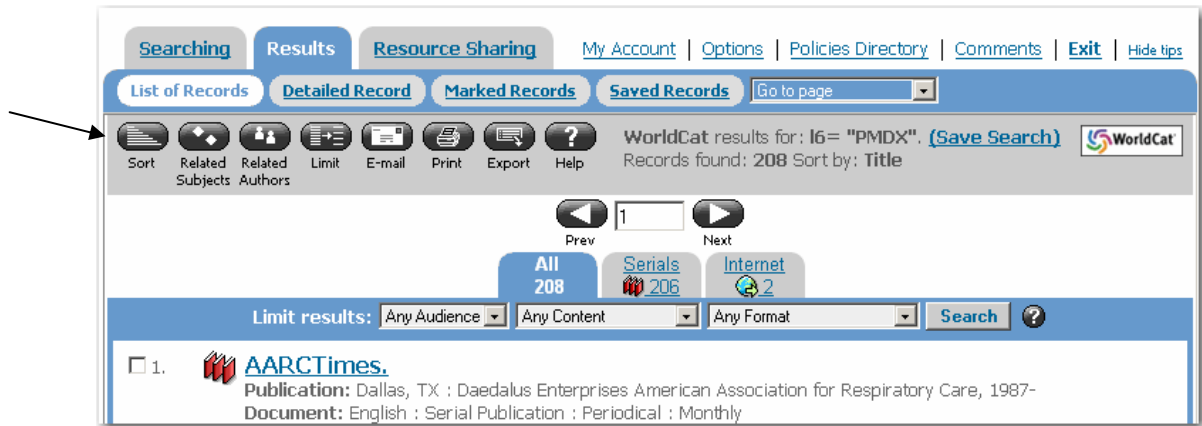
- Log in to FirstSearch (<http://www.firstsearch.oclc.org/>).
- At the Search screen, click the *Expert Search* tab.



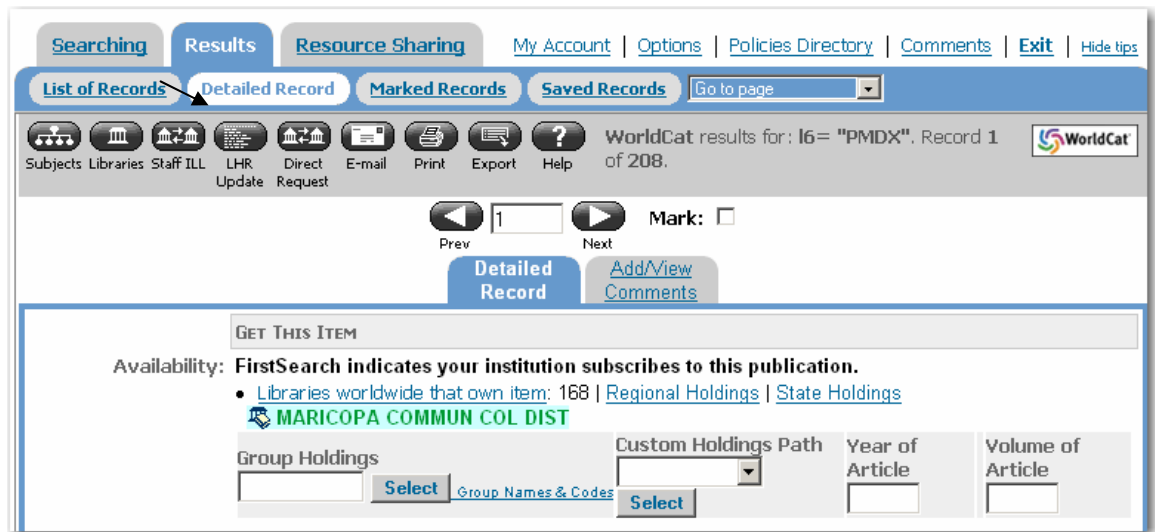
- At *Indexed In*, click the down arrow and select Local Holdings-by 4-character local holding symbol.
- In the *Search for* box, enter your college 4-character symbol.



- Click *Search*. The results are displayed.



- At the toolbar, you can Sort by title if you wish. You can also Export to an Excel spreadsheet.
- Click on a specific title to display the Detailed record.



- At the toolbar, click the LHR Update button to display/edit/delete your local holdings.

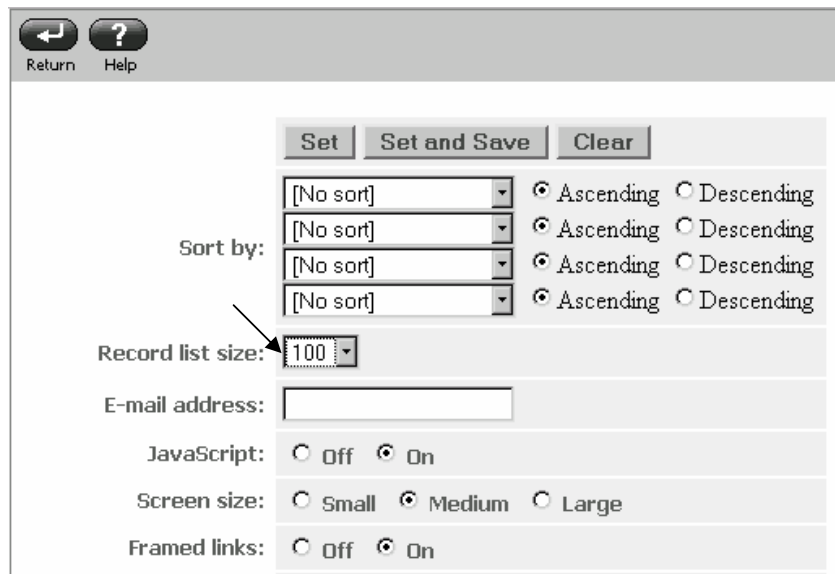
To Export to an Excel Spreadsheet:

(You can only view/export a maximum of 100 records at a time, so you may have to repeat the process 100 records at a time. If opening in Excel, you may want to copy and paste each 100 into 1 single spreadsheet. The export is a text file which you can open in Excel, but may then want to edit to delete all the unwanted extra information.)

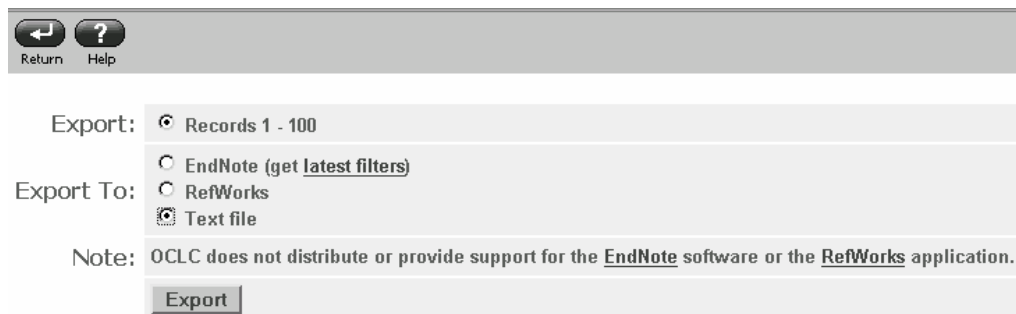
- To display/export 100 records at a time (the default is 10), click the *Options* tab.



- Click on the down arrow at Record list size and select 100. Click *Set*. You are returned to the List of Records, now displaying 100 records.

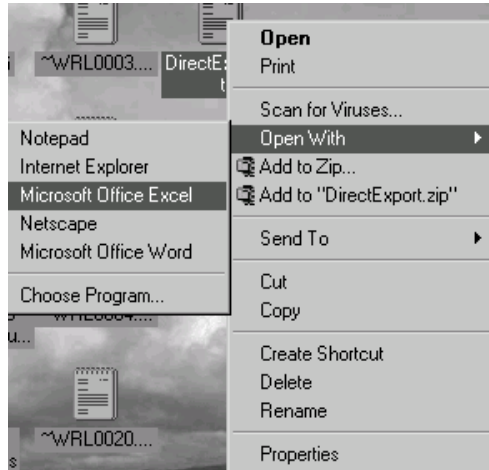


- Click the Export button. Click the Text file option, and click Export.



- Save the file at the Save prompt window.

- Go to the saved file, right click and select Open with, select Microsoft Office Excel.



- The file opens in an Excel spreadsheet.
You may choose to edit/delete each title entry to remove author, publisher, and other unneeded information.