

# How to merge bibliographic records

Alma provides the ability to merge two bibliographic records in the Metadata Editor. This is helpful when catalogers identify duplicate records.

For more information on duplicate records in the WRLC Network Zone, see the WRLC policy on [Bibliographic Utilities](#) and [Duplicate NZ Records](#).

Please follow WRLC policy on [editing NZ records](#) when merging records linked to the Network Zone.

You can merge two bibliographic records only when BOTH records are Institution Zone records, or BOTH are Network Zone records. You CANNOT merge an Institution Zone bib record with a Network Zone bib record. In this scenario, it would be better to link the IZ record to the NZ record.

1. Search for the duplicate titles in Alma. Push the bibliographic records to the Metadata Editor.

The screenshot shows the Alma search results interface. At the top, there's a search bar with the query 'naomi alderman future' and buttons for 'Push Selected to MDE' and 'Save and Filter Query'. Below the search bar, there are tabs for 'Institution', 'Network', and 'Community'. The 'Institution' tab is selected. Below the tabs, there are filters for 'Select All', 'Sort by: Rank', and 'Secondary Sort by: Rank'. A '2 rows selected' indicator is visible. The results are displayed in a table with two rows. Each row has a checkbox, a book cover, a title, a description, and various metadata fields.

Rank	Selection	Title	Description	Language	ISBN	Record number	MMS ID	Modification Date	Creation Date
1	<input checked="" type="checkbox"/>	<b>FUTURE.</b>	Book (Book - Physical) By <b>ALDERMAN, NAOMI</b> . ([S.l.] : SIMON AND SCHUSTER 2023.)	English	9781668025680	(OCoLC)1372393822	99185670593304108	11/09/2023 12:37 PM, EST	11/09/2023 12:35 PM, EST
2	<input checked="" type="checkbox"/>	<b>The future : a novel / Naomi Alderman.</b>	Book (Book - Physical) text; unmediated; volume By <b>Alderman, Naomi</b> . (New York : Simon & Schuster, 2023.) Subject: Conspiracies--Fiction. Billionaires--Fiction. Survival--Fiction. and others Edition: First Simon & Schuster hardcover edition.	English	9781668025680 and others	(OCoLC)1371953513	99185670593304108	11/09/2023 12:33 PM, EST	11/09/2023 12:35 PM, EST

2. Open the Metadata Editor. Now both records are listed on the left-hand side.

3. First click on the primary record from the left-hand side. The record should now be open in the Metadata Editor.

The screenshot displays the Metadata Editor interface. On the left, a sidebar shows a list of records under the heading 'FUTURE.' (99185670593304108). The main area shows the metadata for a selected record, with fields like LDR, 001, 005, 008, 020, 029, 035, 040, 100, 245, 260, 938, 948, and 994. The record is identified as 'FUTURE.' (99185670593304108) and is associated with 'MARC21 Bib'.

Field	Value
LDR	00682cam#a2200229M##4500
001	99185670593304108
005	20231109123718.0
008	230326s2023####xx#####0  #0#eng#d
020	\$\$a 9781668025680
029 1	\$\$a AU@ \$\$b 000074914961
029 1	\$\$a AU@ \$\$b 000075036770
035	\$\$a (OCoLC)1372393822
035	\$\$a (OCoLC)on1372393822
040	\$\$a YDX \$\$b eng \$\$c YDX
100 1	\$\$a ALDERMAN, NAOMI.
245 1 0	\$\$a FUTURE.
260	\$\$a [S.I.] : \$\$b SIMON AND SCHUSTER \$\$c 2023.
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19593816
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19580741
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19593816
948	\$\$h NO HOLDINGS IN DDU - 7 OTHER HOLDINGS
994	\$\$a Z0 \$\$b DDU

In this scenario, the primary record is the record with the LEAST COMPLETE metadata. For more information about primary and secondary records as they pertain to merging, please see the Knowledge Center page on [Primary Records](#).

4. Then select the split-screen editor button, and open the secondary record.

The screenshot displays a library catalog interface with a split-screen editor. The left pane shows the primary record, and the right pane shows the secondary record. A yellow box highlights the split-screen editor button in the top left pane.

**Primary Record (Left Pane):**

- Records:** MARC21 Bib (2), Holdings, RVK (Network), HOMOIT (Network), LCSH (Network)
- Search in list:** [Search in list]
- Record:** FUTURE. (99185670593304108)
- Record:** The future : a novel / N... (99185670593404108)

**Secondary Record (Right Pane):**

- Records:** MARC21 Bib (2), Holdings, RVK (Network), HOMOIT (Network), LCSH (Network)
- Search in list:** [Search in list]
- Record:** The future : a novel / Na... (99185670593404108)
- Record:** The future : a novel / Na... (99185670593404108)

**Record Details (Left Pane):**

- LDR:** 00682cam#a2200229M##4500
- 001:** 99185670593304108
- 005:** 20231109123718.0
- 008:** 230326s2023####xx#####0|| #0#eng#d
- 020:** \$\$a 9781668025680
- 029 1:** \$\$a AU@ \$\$b 000074914961
- 029 1:** \$\$a AU@ \$\$b 000075036770
- 035:** \$\$a (OCoLC)1372393822
- 035:** \$\$a (OCoLC)on1372393822
- 040:** \$\$a YDX \$\$b eng \$\$c YDX
- 100 1:** \$\$a ALDERMAN, NAOMI.
- 245 1 0:** \$\$a FUTURE.
- 260:** \$\$a [S.I.] : \$\$b SIMON AND SCHUSTER \$\$c 2023.
- 938:** \$\$a YBP Library Services \$\$b YANK \$\$n 19593816
- 938:** \$\$a YBP Library Services \$\$b YANK \$\$n 19580741
- 938:** \$\$a YBP Library Services \$\$b YANK \$\$n 19593816
- 948:** \$\$h NO HOLDINGS IN DDU - 7 OTHER HOLDINGS
- 994:** \$\$a Z0 \$\$b DDU

**Record Details (Right Pane):**

- LDR:** 03710cam#a2200517##4500
- 001:** 99185670593404108
- 005:** 20231109123326.0
- 008:** 230316t20232023nyu####e##### #000##eng#d
- 019:** \$\$a 1405204452 \$\$a 1406146100
- 020:** \$\$a 9781668025680 \$\$q (hardcover)
- 020:** \$\$a 166802568X \$\$q (hardcover)
- 035:** \$\$a (OCoLC)1371953513 \$\$z (OCoLC)1405204452 \$\$z (OCoLC)1406146100 \$\$z (OCoLC)1407433715
- 035:** \$\$a (OCoLC)on1371953513
- 037:** \$\$b Simon & Schuster, Order Dept 100 Front st, Riverside, NJ, USA, 08075 \$\$n SAN 200-2442
- 040:** \$\$a YDX \$\$b eng \$\$e rda \$\$c YDX \$\$d BDX \$\$d IOU \$\$d MJ8 \$\$d Y55 \$\$d OCLCF \$\$d PX0 \$\$d MWD \$\$d JAS \$\$d RNL \$\$d IK2 \$\$d JPL \$\$d IL2 \$\$d HQD \$\$d KYC \$\$d RB0 \$\$d PPR
- 050 1 4:** \$\$a PR6101.L43 \$\$b F48 2023
- 082 0 4:** \$\$a 823/.92 \$\$2 23/eng/20231027
- 100 1:** \$\$a Alderman, Naomi, \$\$e author.
- 245 1 4:** \$\$a The future : \$\$b a novel / \$\$c Naomi Alderman.
- 250:** \$\$a First Simon & Schuster hardcover edition.
- 264 1:** \$\$a New York : \$\$b Simon &

**Warning:** You have 1 warning(s) in your record - 12:38:20 PM.

The secondary record should now be on the right-hand side of the screen, and the primary record should be on the left-hand side of the screen.

5. Choose *Record Actions* > *Merge & Combine*

The screenshot shows a library catalog interface. At the top, there are buttons for 'Save', 'New', 'Record Actions', 'Editing Actions', and 'Add Inventory'. Below these, a record header for 'The Iliad / Homer ; transl' is visible, with 'Record' and 'Pushed' buttons. A list of records follows, each with a call number, a status code, and a title. A 'Record Actions' dropdown menu is open, showing various options. The 'Merge & Combine' option is highlighted in yellow. Other options include 'Release Record', 'Reload Original Record', 'Duplicate Record', 'Derive New Record', 'Validate', 'Find Matches', 'Show Linkage Information', 'Add Note', 'Assign Record to Another Cataloger', 'Release Assignment', 'Release Records of Another Cataloger', 'Suppress from Discovery', 'Suppress from External Search', 'Set Management Tags', 'Share with network', 'Validate in Network', and 'Delete Record'.

Call Number	Status Code	Title
LDR	04290can	
001	99185670	
005	20231109	
008	230801t2	
019	\$\$a 1362	
020	\$\$a 9781	
020	\$\$a 1324	
029 1	\$\$a AU@	
035	\$\$a (OC	
	(OCaLC)1	
035	\$\$a (OC	
037	\$\$b W W	
	Industrial	
040	\$\$a JTO \$	
	\$\$d YDX	
	\$\$d BKL \$	
041 1	\$\$a eng \$	
042	\$\$a pcc	
050	4 \$\$a PA40	
050	4 \$\$a PA40	
082 0	4 \$\$a 883.0	
100 0	\$\$a Home	
240 1	0 \$\$a Iliad.	
245 1	4 \$\$a The I	
250	\$\$a First edition.	
264	1 \$\$a New York : \$\$b W.W. Norton and Company, \$\$c [2023]	

6. In the pop-up window, choose the WRLC **CONSORTIUM NZ / IZ Overlay all fields but local for Integration Profile, Import Profile, Combine and Merge Inventory** merge routine. You can either *Show Merge Preview*, or go ahead with the merge by clicking *OK*.

**Merge Records & Combine Inventory**

You are about to merge record (MMS ID: 99185670593504108) with the record (MMS ID: 99185670593604108).

Choose merge routine **CONSORTIUM IZ Overlay all fields but local for Integrat** ▼

**Show merge preview**

You are about to move the following:

- 0 physical item(s)
- 0 digital remote representations(s)
- 0 digital representations(s)
- 0 PO line(s)
- 0 electronic portfolio(s)
- 0 electronic collection(s)
- 0 Record(s) related to the secondary record might get affected by the process

☐ Update holdings call number

Secondary record: ☒ Delete ☐ Suppress ☐ Keep it

Note: this operation is non-reversible!

**Cancel** **Ok**

This specific merge routine replaces the primary record (the one with the least complete metadata) with the secondary record, save for a few fields. For more information on this merge routine, please see the [WRLC Merge Rules](#) page.

7. Both records have now been merged. All inventory (holdings and item records) has been combined and attached to the newly merged record.

Records

Templates

Rules

Save

New

Record

Editing

Add In

View R

Order

Search

Quick links

MARC21 Bib (1)

Holdings

RVK (Network)

HOM0IT (Network)

LCSH (Network)

Search in list

The future : a novel / N...

(99185670593304108)

Record

MARC21 Bib

10

99

LDR

03923cam#a2200565##4500

001

99185670593304108

005

20231109124306.0

008

230316t20232023nyu####e#####000##eng#d

019

\$\$a 1405204452

\$\$a 1406146100

\$\$a 1407433715

020

\$\$a 9781668025680

\$\$q (hardcover)

020

\$\$a 166802568X

\$\$q (hardcover)

035

\$\$a (OCoLC)1371953513

\$\$z (OCoLC)1405204452

\$\$z (OCoLC)1406146100

\$\$z (OCoLC)1407433715

035

\$\$a (OCoLC)on1371953513

037

\$\$b Simon & Schuster, Order Dept 100 Front st, Riverside, NJ, USA, 08075

\$\$n SAN 200-2442

040

\$\$a YDX

\$\$b eng

\$\$e rda

\$\$c YDX

\$\$d BDJ

\$\$d IOU

\$\$d MJ8

\$\$d Y55

\$\$d OCLCF

\$\$d PX0

\$\$d MWD

\$\$d JAS

\$\$d RNL

\$\$d IK2

\$\$d JPL

\$\$d IL2

\$\$d HQD

\$\$d KYC

\$\$d RB0

\$\$d PPR

050

1

4

\$\$a PR6101.L43

\$\$b F48 2023

082

0

4

\$\$a 823/.92

\$\$2 23/eng/20231027

100

1

\$\$a Alderman, Naomi,

\$\$e author.

245

1

4

\$\$a The future : \$\$b a novel / \$\$c Naomi Alderman.

250

\$\$a First Simon & Schuster hardcover edition.

264

1

\$\$a New York : \$\$b Simon & Schuster,

\$\$c 2023.

264

4

\$\$c ©2023.

300

\$\$a 415 pages ;

\$\$c 24 cm

336

\$\$a text

\$\$b txt

\$\$2 rdacontent

337

\$\$a unmediated

\$\$b n

\$\$2 rdamedia

338

\$\$a volume

\$\$b nc

\$\$2 rdacarrier

520

\$\$a "The bestselling, award-winning author of The Power delivers a dazzling tour de force where a handful of friends plot a daring heist to save the world from the tech giants whose greed threatens life as we know it. When Martha Einkorn fled her father's isolated compound in Oregon, she never expected to find herself working for a powerful social media mogul hell-bent on controlling everything

You have 2 warning(s) in your record - 12:43:09 PM.

Revision #2

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