

How to relink holdings records

There are two different ways to relink a holdings record; either through an Alma search or in the Metadata Editor.

Alma Search

1. Search for the record either using a Physical Titles or Physical Holdings search in Alma

The screenshot shows the Alma search interface. The search bar contains 'Physical titles' and 'harmonic analysis and the theory of probability'. The results show a list of 3 physical titles. The first result is expanded, showing details for 'Harmonic analysis and the theory of probability' by Bochner, S. (Berkeley, University of California Press, [1960]). The details include the subject, series, creation date, and modification date. A 'Physical (3)' tag is visible at the bottom of the record details.

2. Choose *View* to view the holdings record you wish to relink

The screenshot shows the 'List of Holdings' page. The title is 'Harmonic analysis and the theory of probability. Bochner, S. 1899- (Salomon), University of California Press, Berkeley, [1960]'. The table below shows the holdings records:

ID	Suppressed	Library	Location	Call Number	Copy Id	Access Number	No. of Items	Available	PO Line
22123911120004108		Main Library	Stacks	QA403 .B6	-	-	1	0	-

A 'View' button is highlighted in the top right corner of the table row.

3. Choose *Relink* at the top right-hand corner

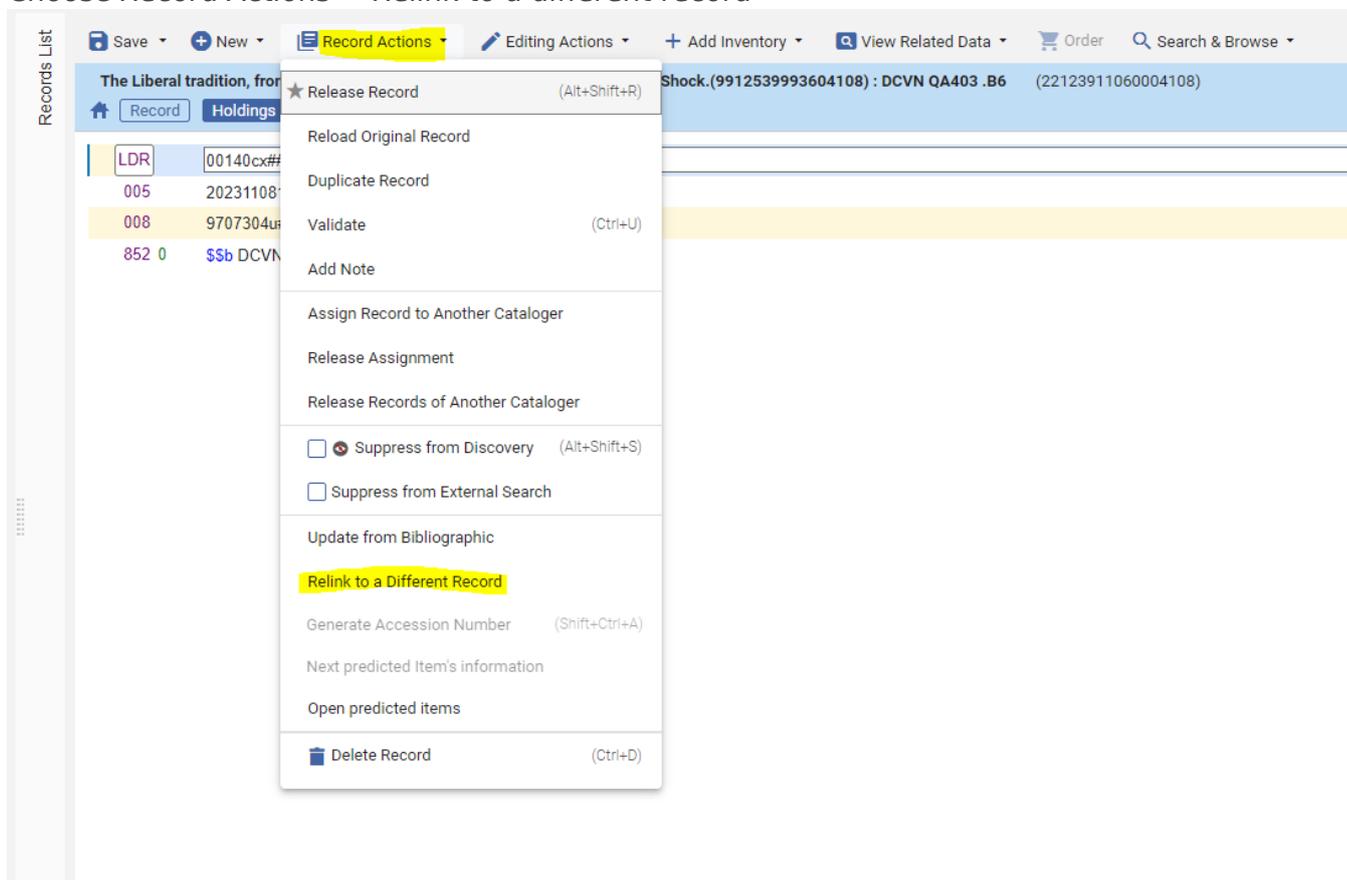
The screenshot shows the 'Record View' page. The title is 'Harmonic analysis and the theory of probability'. The page displays the record details in a table format:

LDR	00140cx a2200061z 4500
005	20200214140750.0
008	9707304u u o001uu 0000000
852	0_ b DCVN c dc h QA403 i .B6 t 2

4. From here, you will be taken to the Metadata Editor. Follow steps #3-8 under the [Metadata Editor](#) section of this page.

Metadata Editor

1. Open the holdings record you wish to relink in the Metadata Editor.
2. Choose *Record Actions > Relink to a different record*



3. A **Relink Holdings** page will appear on the right-hand side of the Metadata Editor. From here, you can search for the bibliographic record you would like the holdings record to be linked to. You can search in the Institution or Network Zone. Please note that you can search by OCLC number via the *System Number* field. You CANNOT search by MMS ID.

The screenshot shows the Metadata Editor interface. On the left, a 'Records List' pane displays a holdings record for 'Harmonic analysis and the theory of probability (9910952853604108)'. The record details include LDR, 005, 008, and 852 fields. The main area is titled 'Relink Holdings - Search Bibliographic Records'. It features three tabs: 'Institution', 'Network', and 'Community'. Below the tabs is a search form with a 'Find:' label and a dropdown menu set to 'Any Field'. The search criteria are:

- Any Field: Contains Phrase
- Title: Contains Phrase
- Creator: Contains Phrase
- Subjects: Contains Phrase
- ISBN: Contains Phrase
- ISSN: Contains Phrase
- Year of Publication: Equals
- Material Type: Contains Phrase
- System Number: Contains Phrase (value: 955193)

 The search form includes 'AND' and 'OR' buttons between fields, a 'Clear' button, and a 'Search' button. A warning banner at the bottom states: 'You have 3 warning(s) in your record - 2:55:39 PM.'

4. A list of matches will appear on the right-hand side of the Metadata Editor. Choose *Relink* to relink your holdings record to the new bibliographic record.

The screenshot shows the same Metadata Editor interface, but now displaying search results. The search criteria remain the same, but the 'System Number' field is highlighted. On the right side, a results pane titled 'Internal(1)' shows a single match:

- 1 The Liberal tradition, from Fox to Keynes; edited by Alan Bullock and Maurice Shock. (9912539993604108)
- By Bullock, Alan, (Book Clarendon P., Oxford., 1967)
- Record Source: DLC
- Subjects: Liberalism--Great Britain., Liberalism., Politics and government ...
- Other System Number: (OCoLC)ocm00955193, (OCoLC)955193, (OCoLC)59027286

 The results pane includes a 'View' button and a 'Relink' button (partially visible as 'Re'). A blue arrow points from the search results to the 'Relink' button.

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