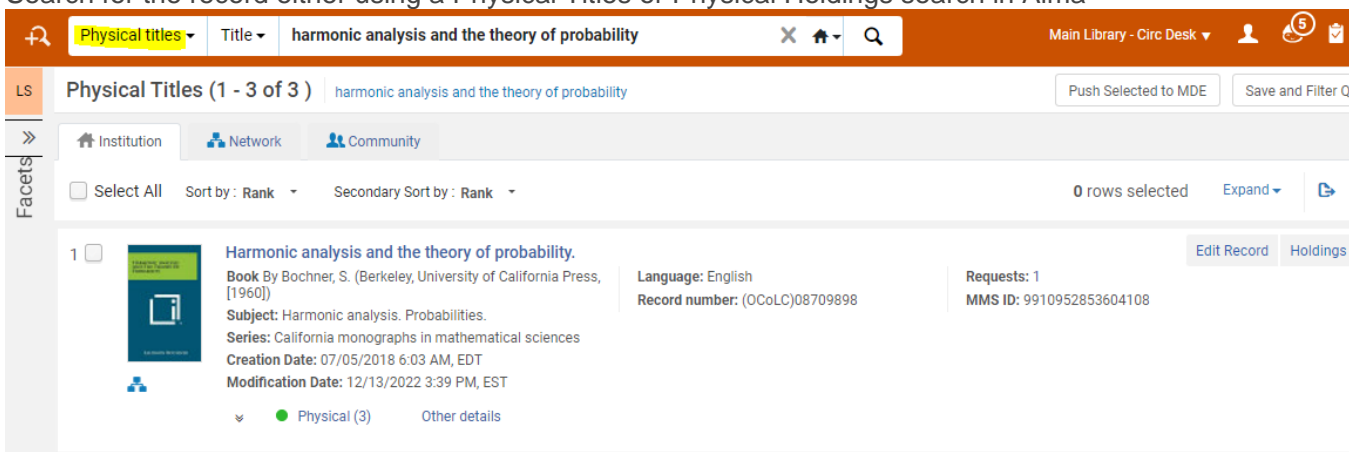


How to relink holdings records

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

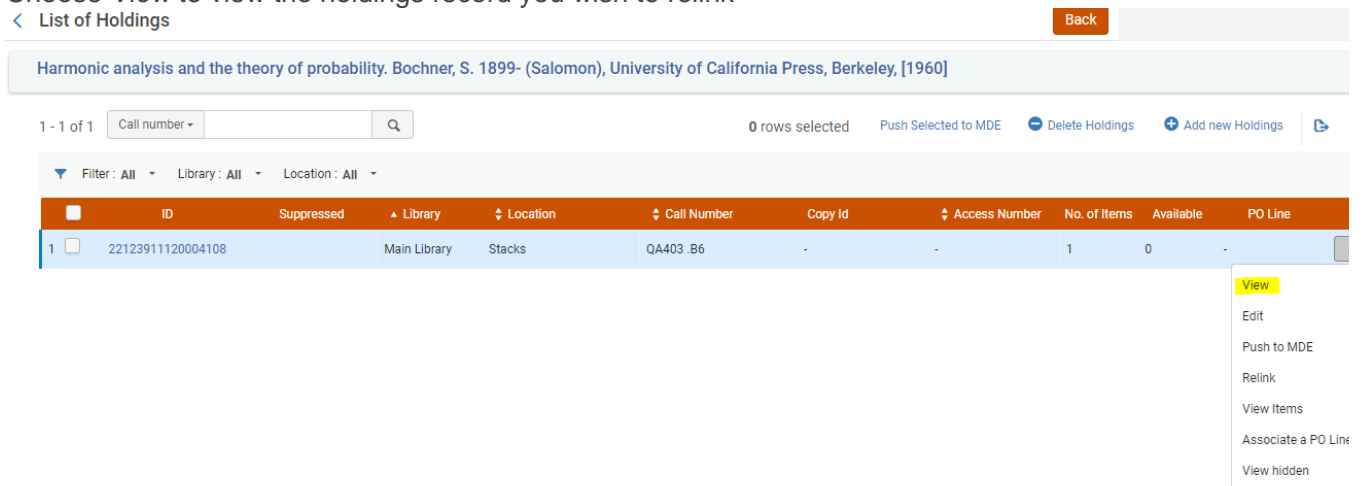
Alma Search

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



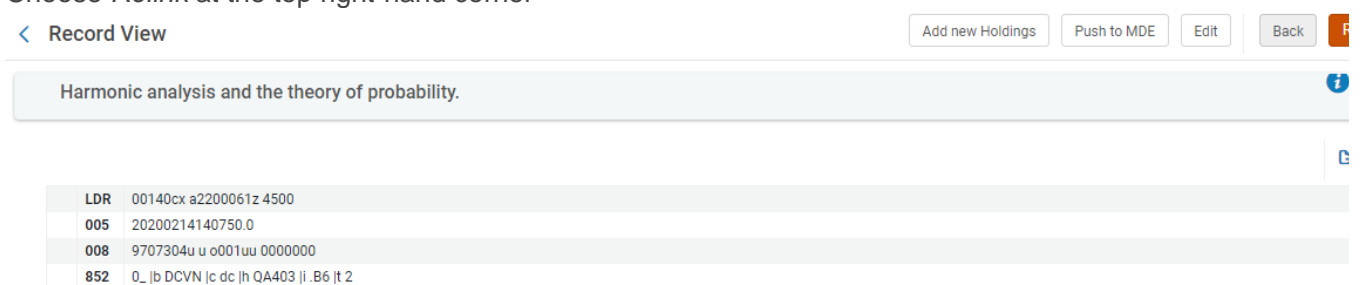
A screenshot of the Alma search interface. The search bar at the top shows 'Physical titles' selected and the search term 'harmonic analysis and the theory of probability'. Below the search bar, the results are displayed under the heading 'Physical Titles (1 - 3 of 3)'. The first result is a book by Bochner, S. (Berkeley, University of California Press, [1960]). The record details include the subject 'Harmonic analysis. Probabilities.', series 'California monographs in mathematical sciences', creation date '07/05/2018 6:03 AM, EDT', and modification date '12/13/2022 3:39 PM, EST'. The record is categorized as 'Physical (3)'.

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



A screenshot of the Alma Holdings record page for 'Harmonic analysis and the theory of probability. Bochner, S. 1899- (Salomon), University of California Press, Berkeley, [1960]'. The page shows a table with one holding record. The record details include the call number 'QA403 .B6', copy ID '-', access number '-', no. of items '1', and available status '0'. A dropdown menu is open next to the record, showing options: View, Edit, Push to MDE, Relink, View Items, Associate a PO Line, and View hidden.

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

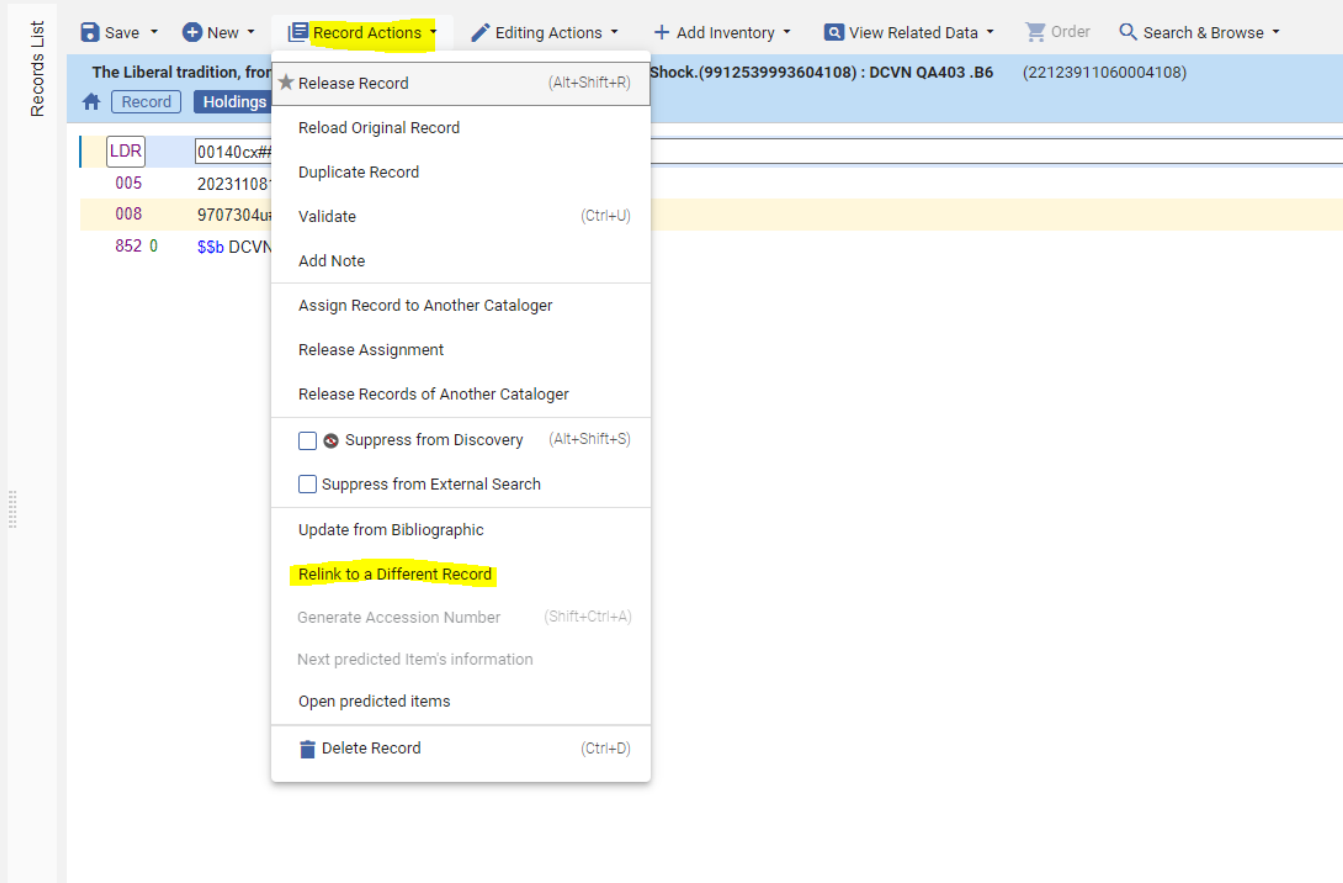


A screenshot of the Alma Record View page for 'Harmonic analysis and the theory of probability.'. The page shows the record details in a table format. The record details include the LDR '00140cx a2200061z 4500', 005 '20200214140750.0', 008 '9707304u u o001uu 0000000', and 852 '0_ |b DCVN |c dc |h QA403 |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, the 'Records List' sidebar displays a list of records with fields like LDR, 005, 008, and 852. The main area is titled 'Harmonic analysis and the theory of probability.(9910952853604108)'. The 'Relink Holdings - Search Bibliographic Records' panel is active, showing search options for Institution, Network, and Community. The search criteria are set to 'Find: Any Field' with a dropdown menu set to 'Contains Phrase'. The search results show a list of records with fields like Title, Creator, Subjects, ISBN, ISSN, Year of Publication, Material Type, and System Number. The 'System Number' field is highlighted with the value '955193'. A 'Search' button is visible at the bottom right of the search panel. A warning message 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 Metadata Editor interface with the 'Relink Holdings - Search Bibliographic Records' panel. The search criteria are set to 'Find: Any Field' with a dropdown menu set to 'Contains Phrase'. The search results show a list of records with fields like Title, Creator, Subjects, ISBN, ISSN, Year of Publication, Material Type, and System Number. The 'System Number' field is highlighted with the value '955193'. A 'Search' button is visible at the bottom right of the search panel. On the right side, a list of matches is displayed, including the title 'The Liberal tradition, from Fox to Keynes; edited by Alan Bullock and Maurice Shock. (991253993604108)' and the record source 'DLC'. A 'View' button is visible next to the match. A blue arrow points from the 'System Number' field in the search criteria to the match list.

Revision #3

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