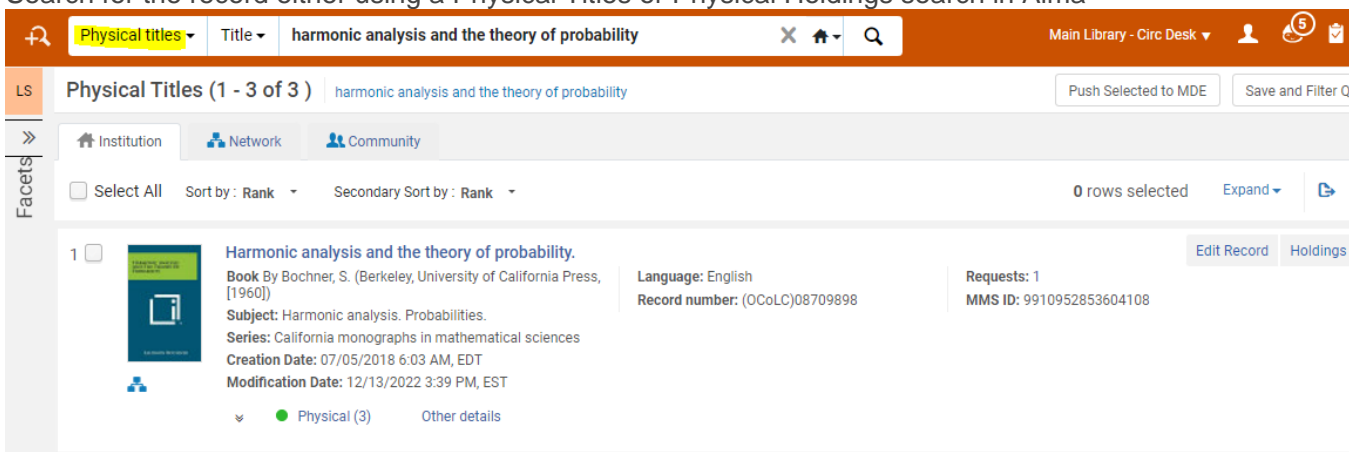


How to relink holdings records

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

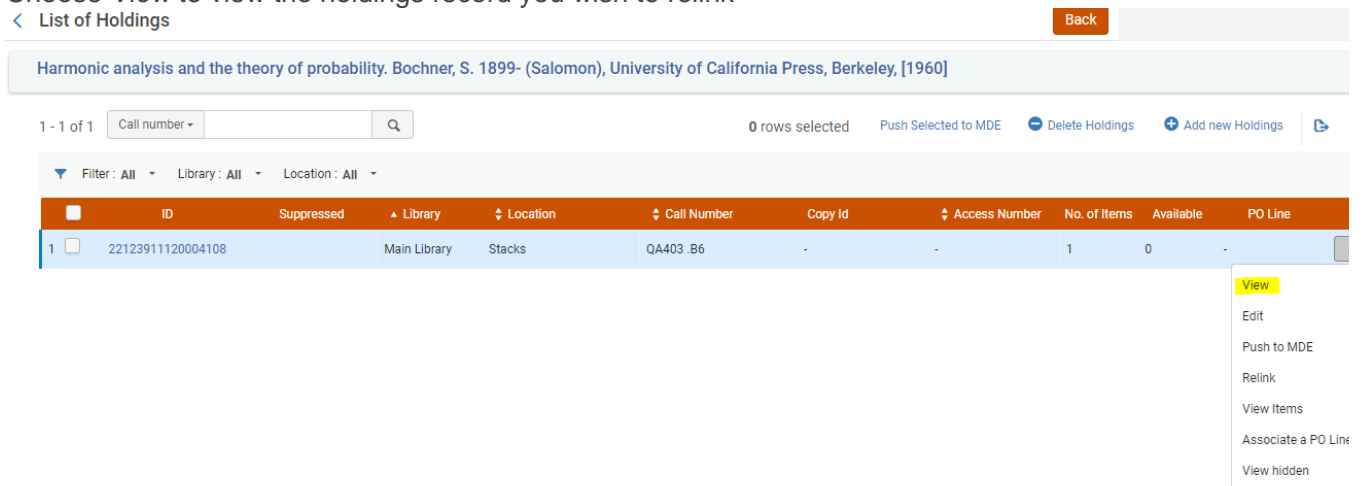
Alma Search

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



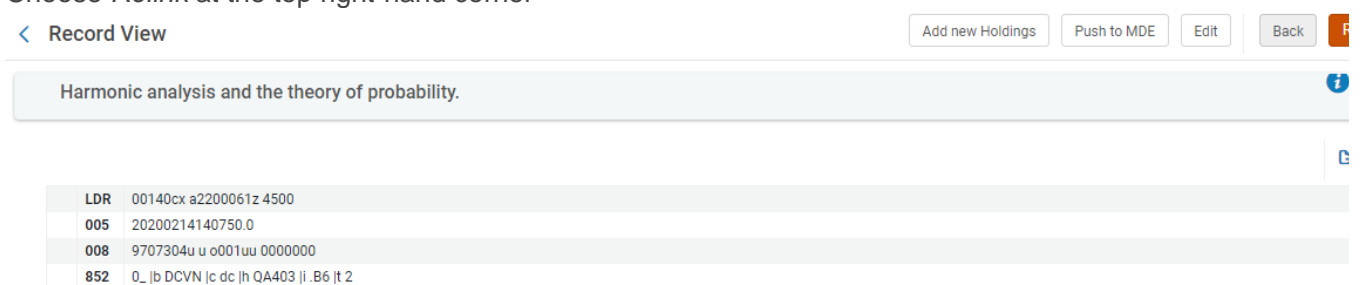
A screenshot of the Alma search interface. The search bar at the top shows 'Physical titles' selected and the search term 'harmonic analysis and the theory of probability'. Below the search bar, the results are displayed under the heading 'Physical Titles (1 - 3 of 3)'. The first result is a book by Bochner, S. (Berkeley, University of California Press, [1960]). The record details include the title, author, subject, series, creation date, and modification date. The 'Physical (3)' link is highlighted in green.

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



A screenshot of the Alma Holdings record page. The title is 'Harmonic analysis and the theory of probability. Bochner, S. 1899- (Salomon), University of California Press, Berkeley, [1960]'. Below the title, there is a table with columns: ID, Suppressed, Library, Location, Call Number, Copy Id, Access Number, No. of Items, Available, and PO Line. The first row shows the holdings record with ID 22123911120004108, located in the Main Library Stacks. A context menu is open over the first row, showing options: View, Edit, Push to MDE, Relink, View Items, Associate a PO Line, and View hidden. The 'View' option is highlighted in yellow.

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

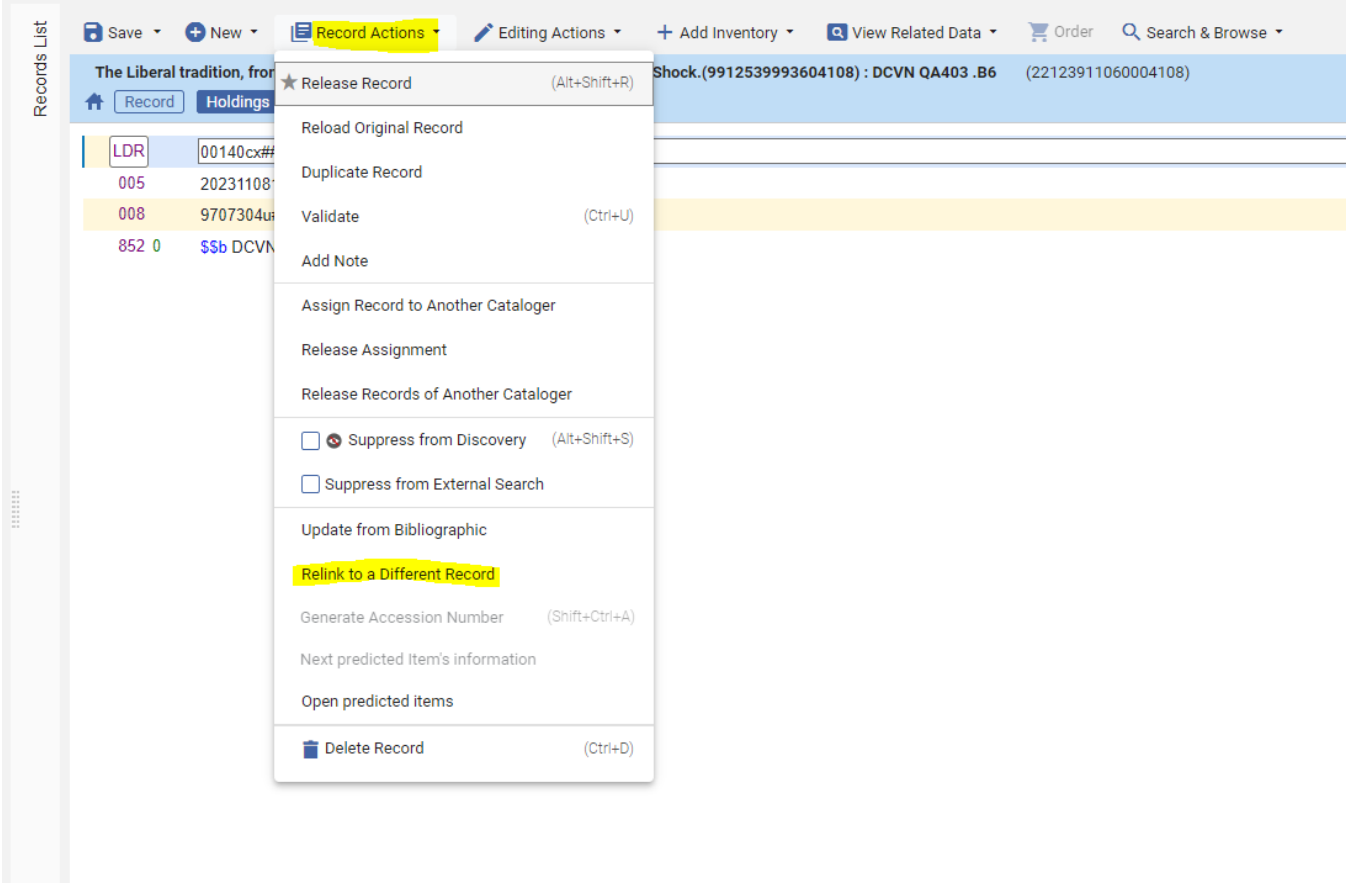


A screenshot of the Alma Record View page. The title is 'Harmonic analysis and the theory of probability.'. Below the title, there is a table with columns: LDR, 005, 008, and 852. The first row shows the LDR field with the value '00140cx a2200061z 4500'. The second row shows the 005 field with the value '20200214140750.0'. The third row shows the 008 field with the value '9707304u u o001uu 0000000'. The fourth row shows the 852 field with the value '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 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)'. On the right, the 'Relink Holdings - Search Bibliographic Records' panel is active. It features tabs for 'Institution', 'Network', and 'Community'. Below these, there's a search form with fields for 'Find: Any Field', 'Title', 'Creator', 'Subjects', 'ISBN', 'ISSN', 'Year of Publication', 'Material Type', and 'System Number'. The 'System Number' field is populated with '955193'. A 'Search' button is at the bottom right. 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.

This screenshot shows the same Metadata Editor interface, but now with search results displayed on the right. The 'Relink Holdings - Search Bibliographic Records' panel shows a list of matches under the 'Internal(1)' tab. The first result is '1 The Liberal tradition, from Fox to Keynes; edited by Alan Bullock and Maurice Shock. (991253993604108)'. Below the title, it lists 'By Bullock, Alan, (Book Clarendon P., Oxford., 1967)', 'Record Source: DLC', 'Subjects: Liberalism--Great Britain., Liberalism., Politics and government ...', and 'Other System Number: (OCoLC)ocm00955193, (OCoLC)955193, (OCoLC)59027286'. A 'View' button and a 'Relink' button (partially visible) are next to the result. The search form on the left remains the same, with 'System Number' set to '955193'.

Revision #3

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