

SHARED BIB INSTRUCTION SHEET

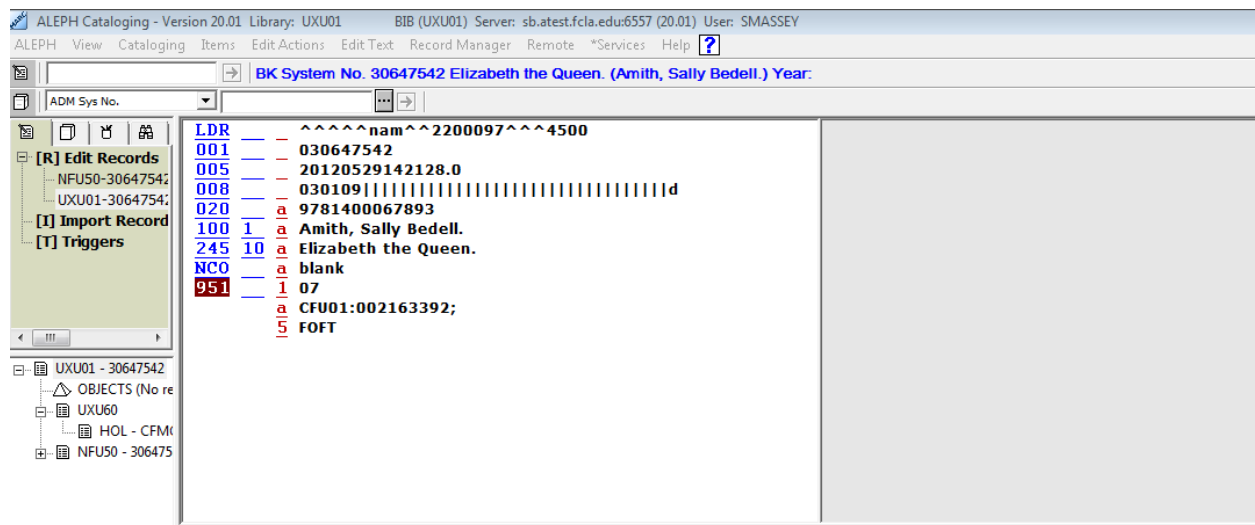
MOVING ORDERS, ITEMS, AND HOLDINGS BETWEEN ALEPH RECORDS

University of North Florida, Thomas G. Carpenter Library

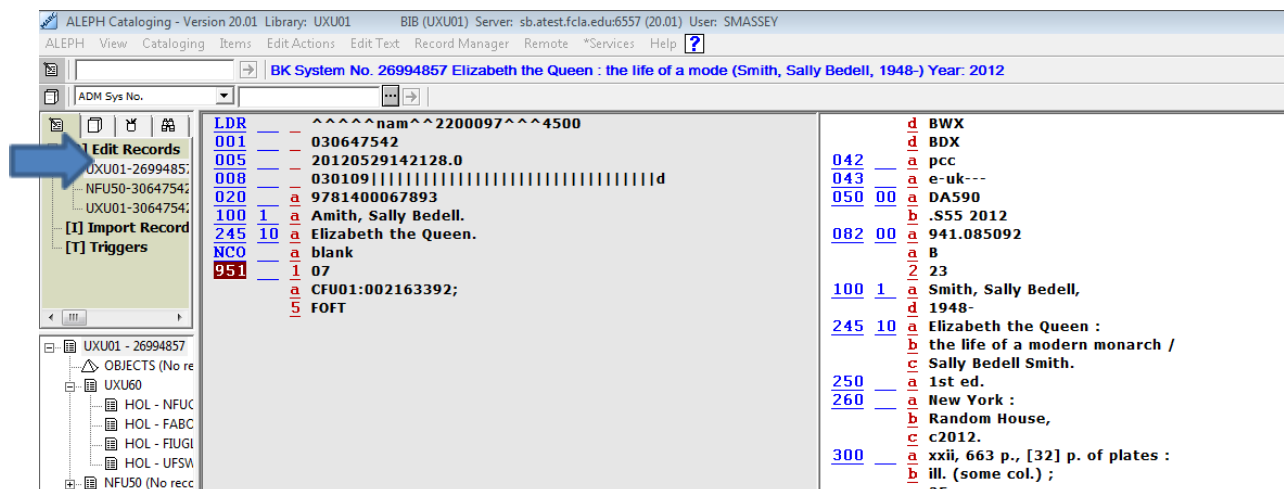
Discovery Enhancement

1. Push the record with the current order/item/holdings (Record 1) and the record where you plan to move the order/item/holdings (Record 2) to the cataloging module.

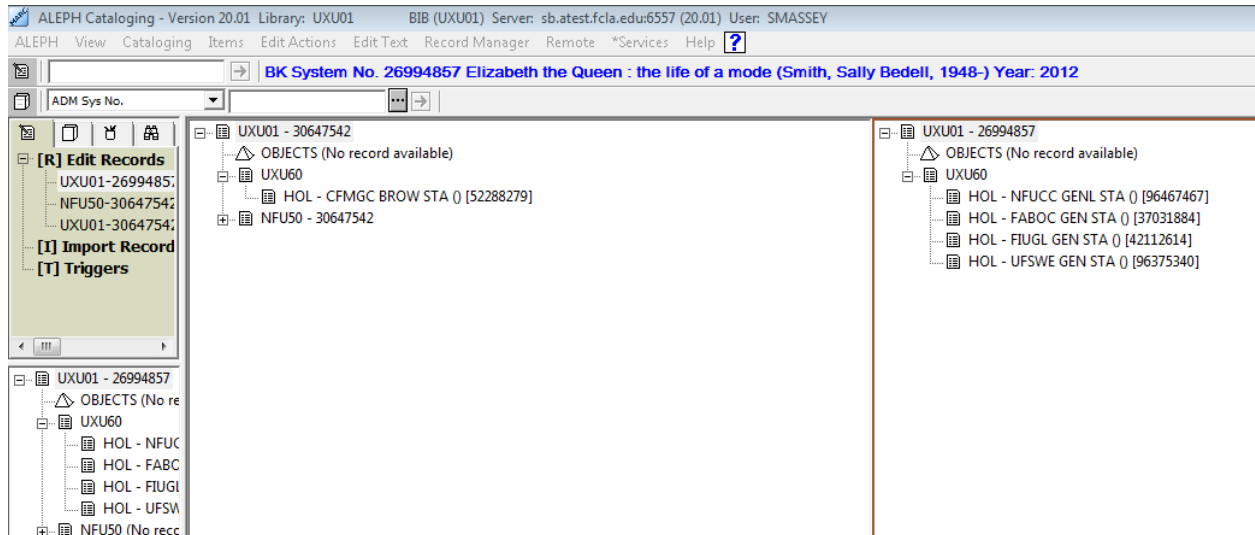
2. With Record 1 in the edit window, click the “open book” icon in the upper right corner to open the split screen editor.



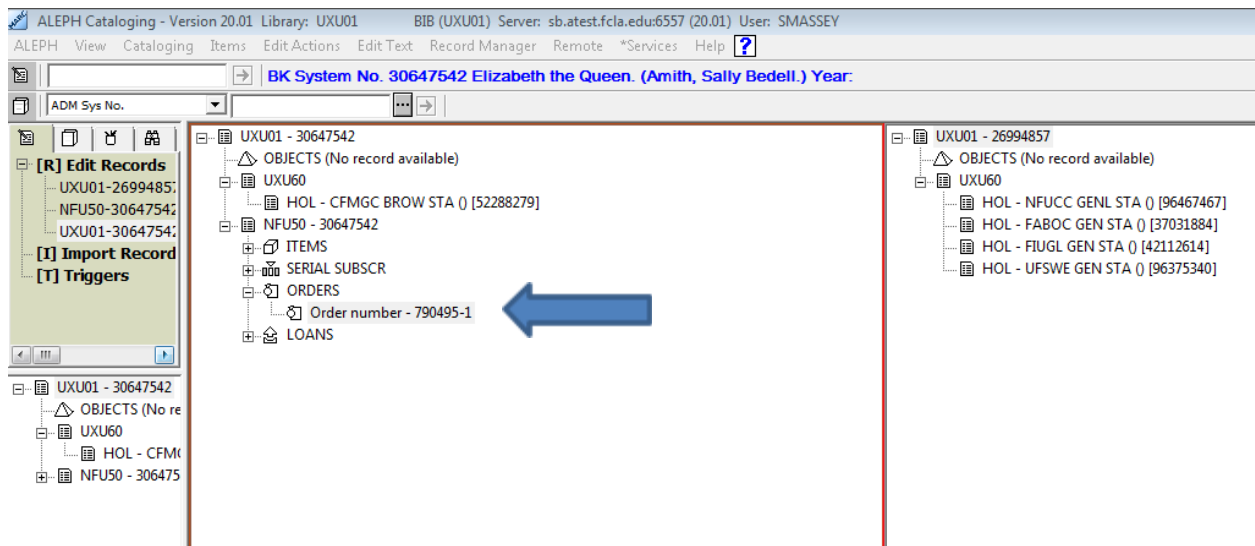
- Click on the right screen. In the lefthand navigation pane, click on Record 2 to open it in the right half of the split screen. To edit a record in the split screen, click on that half of the split screen. If the screen is white, you can edit.



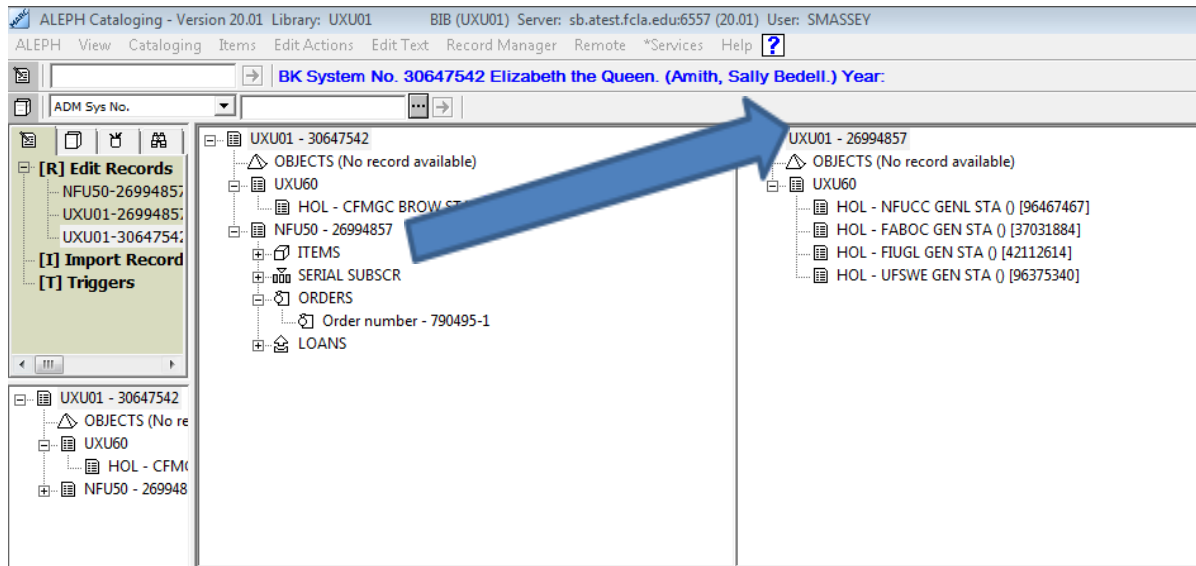
4. You will now have Record 1 in the left half of the split screen, and Record 2 in the right half. Now click on the “tree” icon in the upper right corner to put both records in the “tree view”.



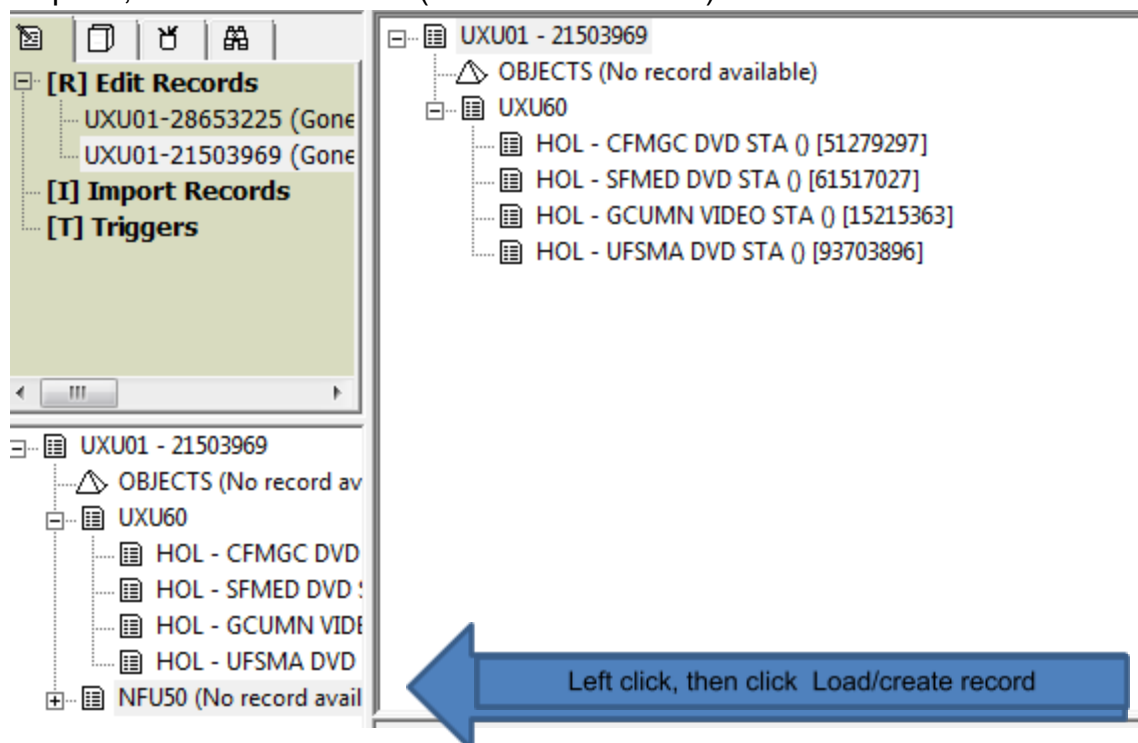
5. In the “tree view” for Record 1, you will see a + (plus sign) beside the NFU50 ADM record. You can click on the + to see the Order or Item record listed below the ADM record.



6. Grab the ADM (NFU50) record from the left screen for Record 1, then drop and drag it to the UXU01 bib record in the right screen for Record 2. All orders, items, and holdings should move with the ADM record.



7. If you need to move only the Order record or one Item record, but want to leave other Holdings and/or Items, you will need to create an ADM record on Record 2 (the bib you are moving to). With bib Record 2 open, in the left hand navigation pane, left click on NFU50 (No record available) and click Load/create record.



8. If you need to move only one of multiple Holdings records, you will need to unlink the Item(s) first. Drag and drop the Holdings record to UXU01 of Record 2. Then drag and drop the associated Items to the ADM of Record 2 and relink the items.

9. You cannot have multiple ADM (NFU50) records on the same bib (UXU01). If you need to move only the order, holdings, or item record between two bibs that both have an NFU50, you will not be able to move the NFU50 also. You will need to delete the NFU50 if there is nothing else from UNF attached to the original record.

ACTION	RECORD 1	RECORD 2	INSTRUCTION
Move order, items and holdings	Has order, item, and holdings	No NFU50	Grab NFU50 from Record 1 and drag to UXU01 on Record 2
Move order, items and holdings	Has order, item, and holdings	Has NFU50	Unlink item from holdings. Grab Holdings from Record 1 and drag to UXU01 on Record 2. Grab item from Record 1 and drag to NFU50 on Record 2. Relink items. Grab order from Record 1 and drag to NFU50 on Record 2. Delete NFU50 from Record 1 if nothing left on it.
Move order only	Has order only	No NFU50	Grab NFU50 from Record 1 and drag to UXU01 on Record 2
Move order only	Has order, item, and holdings	No NFU50	Create NFU50 on Record 2. Grab order from Record 1 and drag to UXU01 on Record 2.
Move item only	Has order, item, and holdings	No NFU50	Create NFU50 on Record 2. Unlink item from holdings. Grab item from Record 1 and drag to NFU50 on Record 2.
Move one holding and items	Has multiple holdings & items	No NFU50	Create NFU50 on Record 2. Unlink item from holdings. Grab Holdings from Record 1 and drag to UXU01 on Record 2. Grab item from Record 1 and drag to NFU50 on Record 2. Relink items.