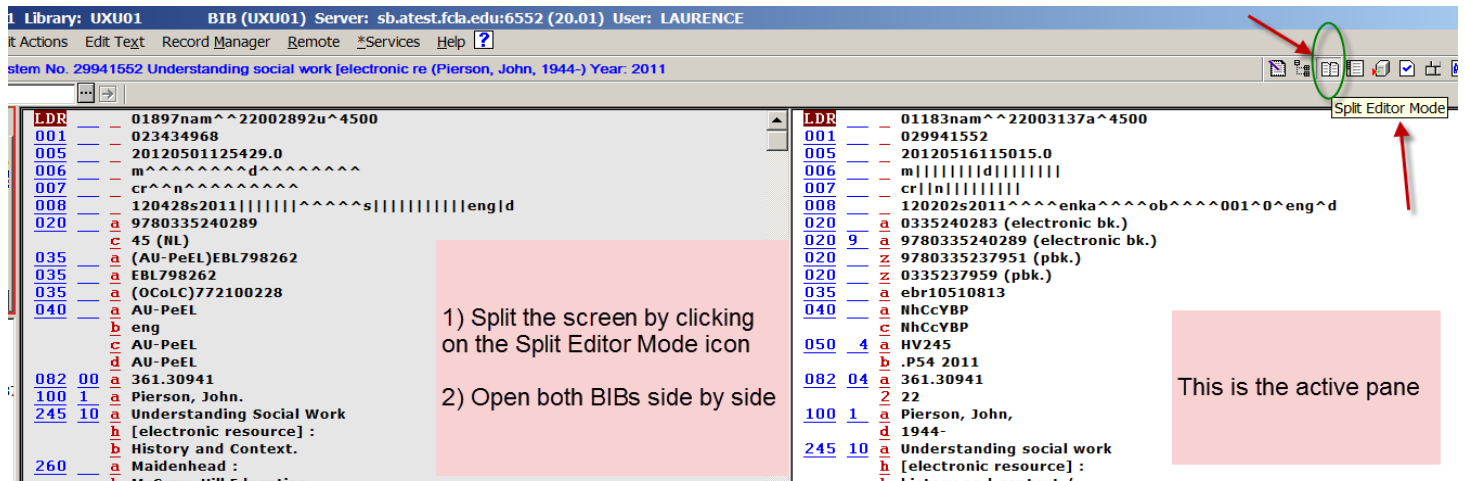


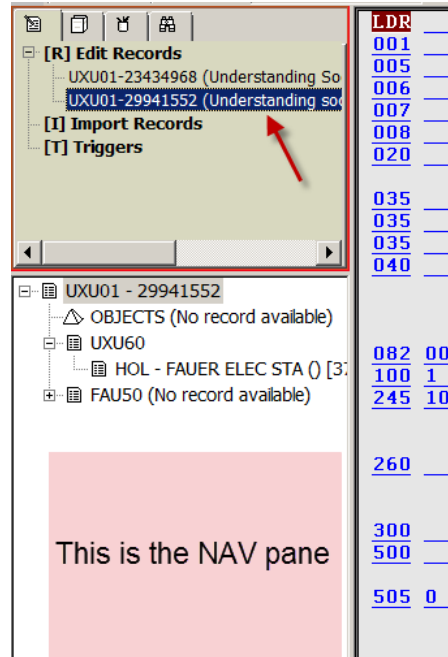
PROCEDURE: SB: Moving Holdings for YBP DDA records in ALEPH SB

In the Cataloging Module: Open the records you want to move the HOL to and from.



Start by clicking on the “Split Editor Mode” icon on the menu bar. In the Split Screen, click in one pane to activate it. The inactive pane will be grey. The active pane will be white.

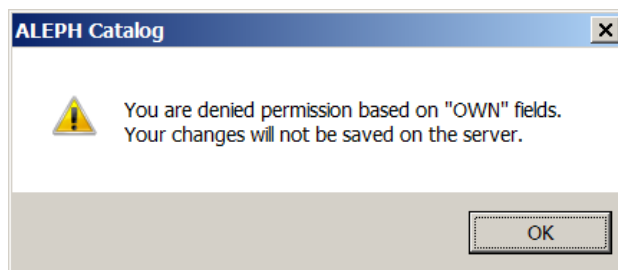
Using the Navigation pane (NAV pane), populate the split screens by clicking on the 2 records you will be working with.



Still in the NAV pane, double-click on the HOL record shown under UXU60 in the NAV tree. This will open one of the HOL records in the active pane of the split screen.

Click on the inactive pane to activate it. Double click on the other HOL record now shown under UXU60 in the NAV tree.

Because one of the HOLs records belongs to another SUL, you will see the following message:



Just click "OK." Now both HOLs records are displayed in the split screen.

LDR	—	—	^ ^ ^ ^ ^ nx ^ ^ ^ ^ 22 ^ ^ ^ ^ 1i ^ 4500
008	—	—	1205012u ^ ^ ^ ^ 8 ^ ^ ^ 4001uueng0000000
LKR	—	a	HOL
	—	i	UXU01
	—	b	023434968
852	—	a	FTS
	—	b	SFERS
	—	c	BOOK
	—	x	EBL NEW processed 05/0
OWN	—	a	SF
TKR	—	a	(FTS)EBL NEW 20120428,

This is the Aleph SYS# of the "target" record (the record you are moving holdings TO)

LDR	—	—	^ ^ ^ ^ ^ nx ^ ^ ^ ^ 22 ^ ^ ^ ^ 1i ^ 4500
008	—	—	1205162u ^ ^ ^ ^ 8 ^ ^ ^ 4001uueng0
LKR	—	a	HOL
	—	i	UXU01
	—	b	029941552
852	—	0	FBoU
	—	b	FAUER
	—	c	ELEC
	—	z	See LINKS to connect
	—	x	YBP_DDADISC
OWN	—	a	FA
TKR	—	a	(Source)dda20120514.f1.mrc
TKR	—	a	YBPDDADISC20120516

Copy & Paste the Aleph BIB SYS# of the "target" record into the LKR \$b field to replace the BIB # of the record you are moving holdings FROM (the "source" record). Save the "source" HOL record.

As soon as you save the "source" record, it will disappear from the "source" BIB, and will appear as a HOL record on the "target" BIB.

Edit the HOL record you just moved to change it from a **DDA Discovery** record to a **DDA purchase**:

Leader	LDR	—	—	^ ^ ^ ^ ^ nx ^ ^ ^ ^ 22 ^ ^ ^ ^ 1i ^ 4500
Fixed Data	008	—	—	1206182u ^ ^ ^ ^ 8 ^ ^ ^ 4001uueng0000000
Link	LKR	—	a	HOL
		—	i	UXU01
		—	b	029974419
Location	852	—	0	FBoU
		—	b	FAUER
		—	c	ELEC
		—	z	See LINKS to connect
		—	x	YBP_DDADISC
Owner	OWN	—	a	FA
Not in Table	TKR	—	a	(Source)dda20120618.f1.mrc
Not in Table	TKR	—	a	YBPDDADISC20120618

Edit HOLs record:
 1) 852 \$x : change YBP_DDADISC to YBP_DDA
 2) TKR : change YBPDDADISC2012... to YBPDDA2012...

The revised HOLs record looks like this:

Login to OCLC.

- a) Search by the OCLC# of the Aleph SB BIB record you used, as above:

The screenshot shows the 'Search WorldCat' interface. At the top is a 'Command Line Search' section with a text input field containing the placeholder 'Enter numeric, derived, keyword, or scan search here...'. Below this is the 'Keyword/Numeric Search' section. It features a 'Search for:' label, a text input field containing '#765472188', and a dropdown arrow. To the right of this is a checkbox labeled 'Retain Search'. Below the input field are two rows of search criteria: 'Standard Number (sn:)', 'Publisher (pb:)', and 'Title (ti:)', each with a corresponding dropdown arrow. A red arrow points to the input field containing '#765472188'.

- b) Press <F8> to add FGM holdings to the OCLC record.