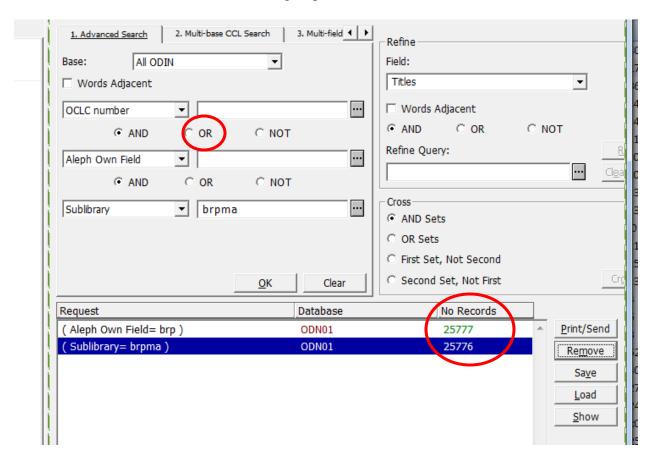I believe there is a report to find bibs without holdings, but there is also a way to do that in the Find tab. Search by OWN code. Then do a second search by Sublibrary. If you have two or three sublibraries, do the OR command to group them into one search (as seen in the red circle).

If the numbers are different, then you have a cataloging error somewhere.

To isolate the ones that have errors, highlight both searches and Cross them. Then hit the "Cross Set" button.

Then display that one bib to see what the problem is. You might have to do some detective work by searching on that OCLC number or viewing the cataloger history. The usual problems are:

1. You brought in the bib, saved it and got a system number and didn't add the item and holding record. Add the item and holding to finish/fix this problem.

2. You brought in the bib, saved it and got a system number and then got interrupted. Then you brought the bib in again and did the complete process with the item and holding. To locate these, search by the OCLC number to see if you have a complete record (with bib, item and holding).
It was likely cataloged on the same day. In this case, you can do a total delete on the bib because you have a different system number that you are leaving in your catalog.

3. You did a total delete and the item and holding are gone but the bib didn't get deleted. These most often have an entry with a cataloger name of BATCH-UPD. To confirm it's something you wanted to delete, you can search OCLC for that OCLC number. If you no longer hold it in OCLC, you no longer want it in Aleph so you can do a total delete (again) to fix it.

G:\Own vs sublibrary search.docx   Stacey Goldade   2-21-13