# How to move a holding record to a different bibliographic record

1. Find the bibliographic record that has the holding record that you want to move. Physical titles search by title or keyword:



1. Click on Expand all

Graphical user interface, text, application

Description automatically generated

1. An information tray opens, click on the Holdings link

Table

Description automatically generated

1. Select the holdings record you would like to move to another bibliographic record, and click the row actions menu and select “Relink”

Graphical user interface, application

Description automatically generated

1. The Metadata editor will open up with a search panel enabling you to search for the bibliographic record to link to. Type in your search and click Search.

Graphical user interface, application

Description automatically generated

1. Select the bibliographic record you want to link to and click Relink.

Graphical user interface, text, application

Description automatically generated

1. The holdings record appears on the correct title, click Save.

Graphical user interface, text, application

Description automatically generated

1. The holding now appears on the correct bibliographic record, along with its item record:

Graphical user interface, text

Description automatically generated