# How to move an item record to another bibliographic record

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

Icon

Description automatically generated

1. Click on “Expand all” under the title:

Text

Description automatically generated

1. An information tray appears. Click on the link for Items:

Graphical user interface, text, application

Description automatically generated

1. Select the copie(s) you want to move to another bibliographic record:

A screenshot of a computer

Description automatically generated

1. Click on the link above that says, “Manage Selected” and select Relink to another bib:

Graphical user interface, application, Teams

Description automatically generated

1. This workform appears, click in the Select bibliographic record box:

Graphical user interface, application

Description automatically generated

1. Search for the bibliographic record you want to link to:

Graphical user interface, application

Description automatically generated

1. In the search results click on the title you want to link to:

Graphical user interface, text, application, email

Description automatically generated

1. When the bib record already has a holdings record you will select the holdings record you want to link to, and click Select.

Graphical user interface, text, application

Description automatically generated

1. The item is now linked to the new bib record.

## When the new bib record doesn’t have a holdings record

1. Click “Add new Holdings”

Graphical user interface, application, Teams

Description automatically generated

1. It will pop you into the metadata editor where you can create the holdings record.

Graphical user interface, application

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1. Save the new holdings record, and click the Metadata editor icon to pop back to the relink items workform.

A picture containing text, monitor, electronics, screenshot

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1. Select the new holdings record, and click the “Select” button.

Graphical user interface, text, application

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1. If the item is the last one on the old bibliographic record, you must decide what to do with the old record- In general you would want to delete the bibliographic record when it will no longer be used:

Graphical user interface, text, application, email

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1. Now the item linked to the new record:

Graphical user interface, text

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