# 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:



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



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



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



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



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



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



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



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



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”



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



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



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



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:



1. Now the item linked to the new record:

