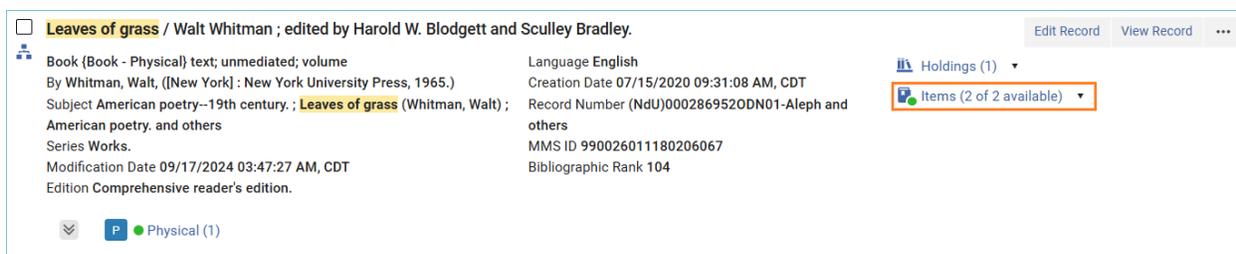


How to Move an Item Record to Another Bibliographic Record

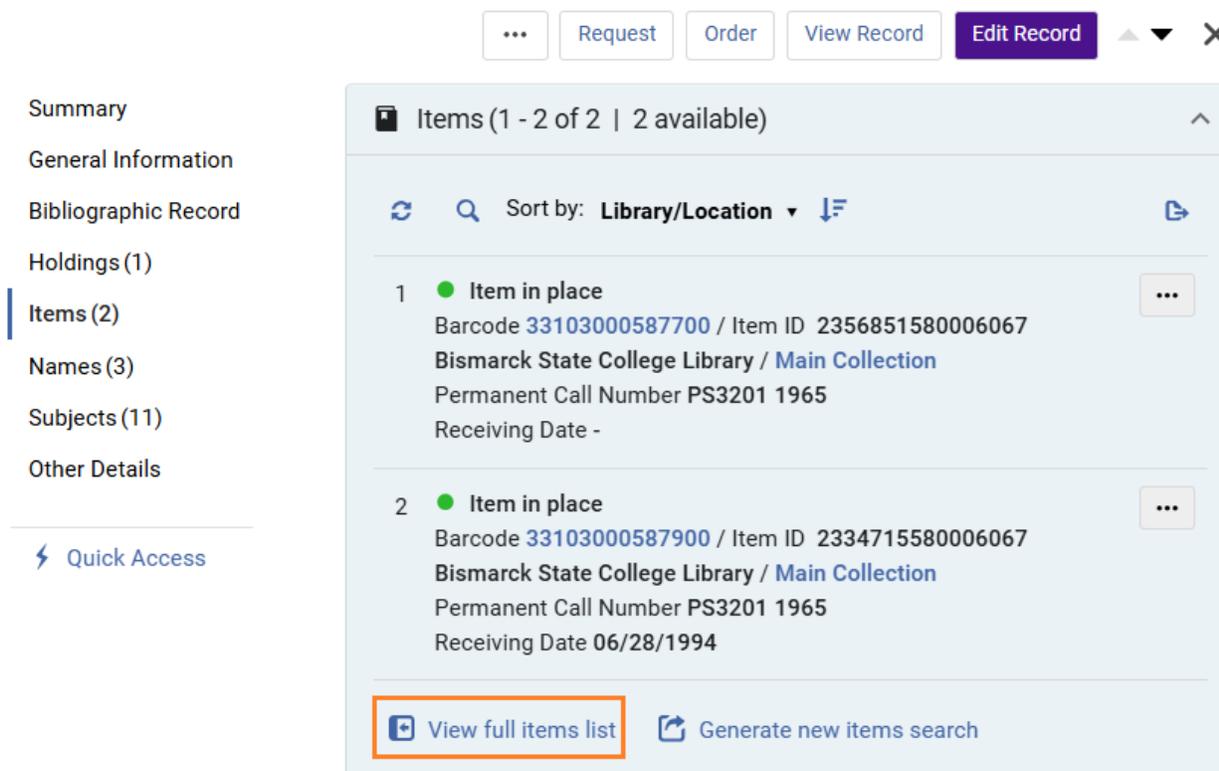
Find the bibliographic record that has the item you want to move. Physical titles search by title or keyword:



Click on the Items link on the right side of the record.



A split-view opens and displays the two item records. Click on View full items list.



To move one or more items, click the box next to the item(s) and click on the link Manage Selected and select Relink to another bib.

1 - 2 of 2 Barcode Sort routine 1 rows selected **Manage Selected** [Add Item](#) [Add Item from Template](#)

Status: All Year: All Volume: All Description: All Receive Date: All

Library	Barcode	Location	Year	Volume	Description	Status	Receiving date
<input checked="" type="checkbox"/> Bismarck State College Library	33103000587700	Main Collection	-	-	-	Item in place	-
<input type="checkbox"/> Bismarck State College Library	33103000587900	Main Collection	-	-	-	Item in place	06/28/1994

Bind Items
Change Holdings
Open Predicted Items
Relink to another bib
Withdraw Items
Add to Itemized Set

This work form appears. With the Select Bibliographic Record box you can conduct a search for the bibliographic record you need.

< Relink items to another Bibliographic record Cancel Select

Select Bibliographic record [Add new Holdings](#)

Select Holdings

Call number

Filter: All

Conduct a search for the bibliographic record. Then click on the record in the search results you want to link to.

Repository Search

All titles ISBN 9780195183429 [Advanced](#)

Institution Network Community

1 - 1 of 1 [Expand](#)

1 [Leaves of grass / \[by Walter Whitman\] ; edited and with a new afterword by David S. Reynolds.](#)

Book (Book - Physical) text; unmediated; volume
By Whitman, Walt, (New York : Oxford University Press, ©2005.)

Subject: American poetry--19th century Poetry poetry. and others

Modification Date: 09/18/2024 09:44:36 AM, CDT

Edition: 150th anniversary ed.

Language: English

Creation Date: 07/15/2020 09:26:01 AM, CDT

MMS ID: 990060647870206067

ISBN: 9780195183429 and others

Record number: (NdBC)0060647870DN01-Aleph

Physical (1) Electronic Digital [Other details](#)

Then select the holdings records to attach the item to by clicking the radio button and clicking Select.

Relink items to another Bibliographic record Cancel **Select**

Select Bibliographic record **Leaves of grass / [by Walter Whitman]; edited and v** **Add new Holdings**

Select Holdings

1 - 1 of 1

Filter: All

ID	Suppressed	Library	Location	Call Number	Copy Id	Access Number	No. of Items	Available	PO Line
1	<input checked="" type="radio"/>	Bismarck State College Library	Main Collection	PS3201 2005b	-	-	0	0	-

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

Leaves of grass / Walt Whitman ; edited by Harold W. Blodgett and Sculley Bradley. Whitman, Walt, 1819-1892, author. New York University Press, [New York] : 1965

Location Bismarck State College Library: Main ... **MMS ID** 990026011180206067 [View all holdings](#)

1 - 1 of 1 **0 rows selected**

Status: All Year: All Volume: All Description: All Receive Date: All

<input type="checkbox"/>	Library	Barcode	Location	Year	Volume	Description	Temporary Location	Status	Receiving date	
1	<input type="checkbox"/> Bismarck State College Library	33103000587900	Main Collection	-	-	-	No	Item in place	06/28/1994	<input type="button" value="More"/>

When the new bib record doesn't have a holdings record

When the new bib record doesn't have a holding record, click on the link, Add new Holdings.

Relink items to another Bibliographic record

Select Bibliographic record **Leaves of grass / Walt Whitman, selected ar** **Add new Holdings**

Select Holdings

The metadata editor opens, and from there you can create the holdings record.

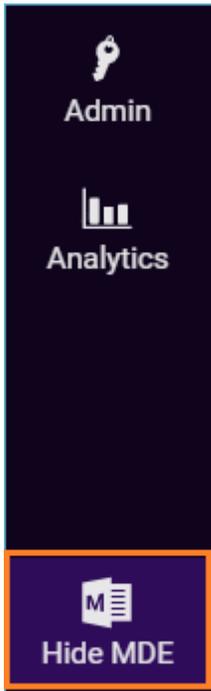
Leaves of grass / Walt Whitman, selected and with an introduction by Christopher Morley ; illustrations by

LDR #####nx##a22#####1n#4500

008 1011252u#####8###4001uueng0000000

852 0 # \$\$b NBJMA \$\$c MAIN \$\$h PS3201 \$\$i 1940a

Save the new holdings record and click the Hide MDE icon to return to the relink items work form.



Your new holdings record now appears on the relink items screen. Click the radio button next to the holdings record and click the Select button.

Relink items to another Bibliographic record Cancel Select

Select Bibliographic record **Leaves of grass / [by Walter Whitman] ; edited and v** × ☰ ↻ Add new Holdings

Select Holdings ▼

1 - 1 of 1 Call number Q ⚙️

Filter: All ▼

	ID	Suppressed	Library	Location	Call Number	Copy Id	Access Number	No. of Items	Available	PO Line
1 <input checked="" type="radio"/>	2233839330006067		Bismarck State College Library	Main Collection	PS3201 2005b	-	-	0	0	-

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:

Last item(s) of Holdings record deleted or moved

- The last item of this holdings record was deleted or moved. What do you want to do with the holdings record?
- Don't change the holdings record
 - Delete the holdings record
 - Suppress the holdings record from discovery
 - Delete bibliographic record (unless other holdings are present)

Now the item linked to the new bibliographic record:

Leaves of grass / Walt Whitman ; edited by Harold W. Blodgett and Sculley Bradley. Whitman, Walt, 1819-1892, author. New York University Press, [New York] : 1965

 Location Bismarck State College Library: ... MMS ID 990026011180206067 View all holdings

1 - 1 of 1 Barcode Sort routine

0 rows selected Manage Selected Add Item Add Item from Template

Status: All Year: All Volume: All Description: All Receive Date: All

<input type="checkbox"/>	Library	Barcode	Location	Year	Volume	Description	Temporary Location	Status	Receiving date	<input type="button" value="..."/>
1	<input type="checkbox"/> Bismarck State College Library	33103000587900	Main Collection	-	-	-	No	Item in place	06/28/1994	<input type="button" value="..."/>