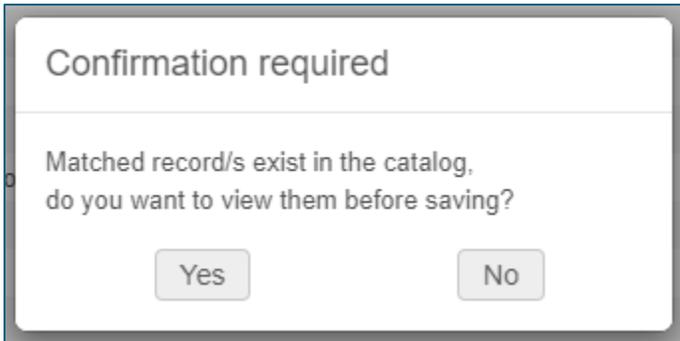# Merge and Combine Inventory in the Metadata Editor
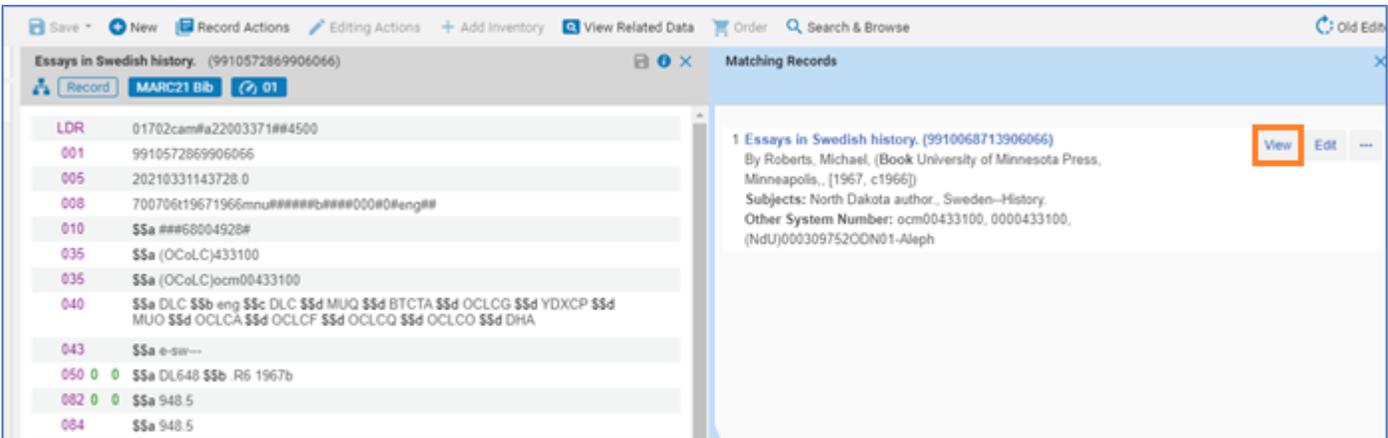
What to do when the Metadata Editor finds matching items on save

When you save the bibliographic record, sometimes Alma gives you this message:

Option 1: You can click No, and Alma will continue saving.

Option 2: Click Yes to view the matched records. The matched records are listed on the right.

Click View to see the records side-by-side. The record on the left is the one we started with, the one on the right is the matched record.

Leave the blue Edit menu button set to Edit and click the Execute button.

Now both records are loaded into the metadata editor.

The record on the left is your "primary" record. The primary record will be updated with information from the secondary record.

Under the Record Actions menu, select Merge & Combine.

The Merge Records & Combine Inventory dialog box comes up.

Merge Records & Combine Inventory

You are about to merge record (MMS ID: **9910068713906066**) with the record (MMS ID: **9914851683806066**).

Choose merge routine

Show merge preview

You are about to move the following:
1 physical item(s)
0 digital remote representations(s)
0 digital representations(s)
0 PO line(s)
0 electronic portfolio(s)
0 electronic collection(s)
0 Record(s) related to the secondary record might get affected by the process
☐ Update holdings call number

Secondary record: ◉ Delete   ○ Suppress   ○ Keep it

Note that inventory of the following member institutions will be moved to the primary record: North Dakota State University.
Note: this operation is non-reversible!

At the top of the box you can select the merge routine. You can preview the merge results. To do this, select Show merge preview. For this example, the fuller record is in the left pane of the metadata editor, and I want to keep that record, but move all the inventory from the other record to it. To do that select "Keep only old value" as the merge routine.

However, if the fuller record is in the right pane, selecting the merge routine "ODINA bib overlay" will update the left record with fields from the record on the right.

So, to keep the record on the left select "Keep only old value" for the merge routine and click Show merge preview.

Merge Records & Combine Inventory

You are about to merge record (MMS ID: **9910068713906066**) with the record (MMS ID: **9914851683806066**).

Choose merge routine [Keep only old value ▾]

[**Show merge preview**]

You are about to move the following:

1 physical item(s)
0 digital remote representations(s)
0 digital representations(s)
0 PO line(s)
0 electronic portfolio(s)
0 electronic collection(s)
0 Record(s) related to the secondary record might get affected by the process
☐ Update holdings call number

Secondary record: ⦿ Delete ◯ Suppress ◯ Keep it

Note that inventory of the following member institutions will be moved to the primary record: North Dakota State University.
Note: this operation is non-reversible!

[Cancel] [**Ok**]

Merge Preview

050	0	0	$$a DL648 $$b .R6 1967b
082	0	0	$$a 948.5
084			$$a 948.5
100	1		$$a Roberts, Michael, $$d 1908-1996.
245	1	0	$$a Essays in Swedish history.
260			$$a Minneapolis, $$b University of Minnesota Press $$c [1967, ©1966]
300			$$a ix, 358 pages $$c 22 cm
336			$$a text $$b txt $$2 rdacontent
337			$$a unmediated $$b n $$2 rdamedia
338			$$a volume $$b nc $$2 rdacarrier
504			$$a Includes bibliographical references.
505	0		$$a On Swedish history in general (1955) -- On aristocratic constitutionalism in Swedish history, 1520-1720 (1965) -- Gustav Adolf and the art of war (1955) -- The political objectives of Gustav Adolf in Germany, 1630-2 (1956) -- Queen Christina and the general crisis of the seventeenth century (1962) -- Cromwell and the Baltic (1960) -- The military revolution, 1560-1660 (1956) -- Charles XI (1965) -- The Swedish aristocracy in the eighteenth century (1953) -- Great Britain and the Swedish revolution, 1772-3 (1963).
651		0	$$a Sweden $$x History.
651		6	$$a Suède $$x Histoire.
651		7	$$a Sweden. $$2 fast $$0 (OCoLC)fst01204537
655		7	$$a History. $$2 fast $$0 (OCoLC)fst01411628
776	0	8	$$i Online version: $$a Roberts, Michael, 1908-1996. $$t Essays in Swedish history. $$d Minneapolis, University of Minnesota Press [1967, ©1966] $$w (OCoLC)1019876583
994			$$a Z0 $$b NDS

[Ok]

Click OK to close the preview.

Note that the dialog box shows a list of everything that will be moved to the primary record:

Do NOT select update holdings call number.

You can select to keep the secondary record or suppress it. It will have no inventory after this change, so leave it at the default "Delete."

The bibliographic record stays the same, and now all institutions are linked to the same record.

*Note: local extensions from both records will be preserved in the new record since they reside at the institution level.