

Re-linking Bibliographic Information on a Purchase Order

When it is discovered that a title exists in the catalog as both a valid cataloging record and an acquisition record, it is possible to re-link the line item on the purchase order to the correct bibliographic record and then delete the bibliographic record created in acquisitions.

Example of two records for the same version of a title.

The screenshot displays the Voyager Cataloging interface with two overlapping MARC record windows. The main window shows record Bib 111063, and a smaller window shows record Bib 129315. Both records are for the title 'Manhattan'. Arrows indicate the re-linking process: one arrow points from the 024 field in Bib 111063 to the 024 field in Bib 129315, and another arrow points from the 024 field in Bib 129315 to the 024 field in Bib 111063.

Tag	I1	I2	Subfield Data
020			‡a 0792846109
024	1		‡a 027616851154
028	4	2	‡a 1000795 ‡b MGM Home Entertainment
			‡a (OCoLC)ocm44570176
035			‡a (GMJ)111063
040			‡a CUY ‡c CUY ‡d UIU ‡d VRU ‡d EMU
041	1		‡a engspa ‡b frespa
049			‡a GMJB
090			‡a PN1995.9.C55 ‡b M36 2000
245	0	0	‡a Manhattan ‡h [videorecording] ‡c United Artists ; directed by Woody Allen ; written by Woody Allen ; produced by Charles H. Marshall Brickman ; produced by Charles H. Marshall Brickman
260			‡a Santa Monica, CA : ‡b MGM Home Entertainment Inc. ; ‡c c2000.
300			‡a 1 videodisc (96 min.) : ‡b sd., b&w : ‡c 4.75 in.

Tag	I1	I2	Subfield Data
245	1	0	‡a Manhattan
250			‡a DVD
020			‡a 0792846109
024	8	0	‡a 1000795

After identifying the problem in Cataloging, open the Acquisition client. With the bib record created in acquisitions that you want to replace open use <control><m> to retrieve the detailed line item record in acquisitions. If you would like to view the purchase order before proceeding, you can do that by selecting the order tab and the “...” button in the order number field. When ready to proceed with the change, select the button “Change Bib Record.”

Line Item - Manhattan [videorecording] / United Artists ; directed by Woody Allen ; written ...

File View Tools Help

Save Save and Close

Problems Claims Properties Delivery Options Notes Order Payment History Receive/Mark Bib Record Price Copies/Funds Copy Status Type

Title: Manhattan [videorecording] / United Artists ; directed by Woody Allen ; written by Woody Allen ar

Author:

Edition:

Publisher: MGM Home Entertainment In

Place: Santa Monica, CA : System No: (OCoLC)ocm44570176

Date: 2000 LCCN:

Series: Bib Record ID: 111063

Check the Standard Number you wish to appear on the printed Purchase Order

ISSN:

ISBN: 0792846109

CODEN:

GPO Stock Number:

Publication Number: 1000795 MGM Home Entair

Std Technical Report No:

Change Bib Record MARC... Save

This action will bring up a search screen. Search for the record that you want to use as a replacement in the purchase order for the acquisition bib record. The recommended search is for the OCLC control number. Searching for the OCLC number should result in a single record. Make sure that the correct record is selected. Click OK and the information will fill in the search box in the Acquisition module.

The image shows two overlapping windows from a library system. The top window is titled "Search" and has tabs for "Keyword", "Index Selection", "Builder", and "History". The "Index Selection" tab is active. Under "Search by", the "Find" radio button is selected, and a dropdown menu shows "System Number (035a)". Below this are "Heading Types Filter" and "Locations Filter" sections, both containing "< Not applicable >". At the bottom, the "Search for:" field contains "44570176". Buttons for "Do Search" and "Cancel" are at the bottom right.

The bottom window is titled "Titles Index" and has a "Font" dropdown set to "Arial Unicode MS" and a "Sort By:" dropdown. It contains a table with the following data:

System Number (035a)	Title Long	Author	Date
(OCoLC)ocm44570176	Manhattan [videorecording] / United Artists ; directed by Woody Allen ; written by Woody Allen and Marshall Brickman ; produced by Charles H. Joffe.		2000

At the bottom of the "Titles Index" window, the "OK" button is circled in red. Other buttons include "Cancel", "Search", and "MARC...". The status bar at the very bottom indicates "1 Record Found" and "Search: System Number (035a)=44570176".

A box will appear which is headed: “Change Holdings Records for Line Item Copies.” There will be an option to delete current holdings. Unless the choice is made to link to an existing holding, the system will automatically create a holding record as part of the Relink function. Usually you will no longer need the original acquisition holding record and it can be deleted at this time or you can delete it manually at the end of the procedure if it is no longer needed.

If a volume is to be added to an existing holding, then click in the “New Holdings” area. Clicking in New holdings will display the “...” button which opens the “Link to Holdings” screen allowing the user to select and link to the appropriate holding from a list. (See the “Link to Holdings” display below.) Choose the appropriate holding record and click “Relink”

The screenshot shows a dialog box titled "Change Holdings Records for Line Item Copies". It contains a table with the following data:

Intended Location	Current Holdings	Delete Current Holdings	New Holdings
1@Reference Collection	Reference Collection	<input checked="" type="checkbox"/>	<input type="button" value="..."/>

Below the table is a large dark green area. At the bottom of the dialog are two buttons: "Save" and "Cancel". Both the "..." button in the table and the "Save" button are circled in red.

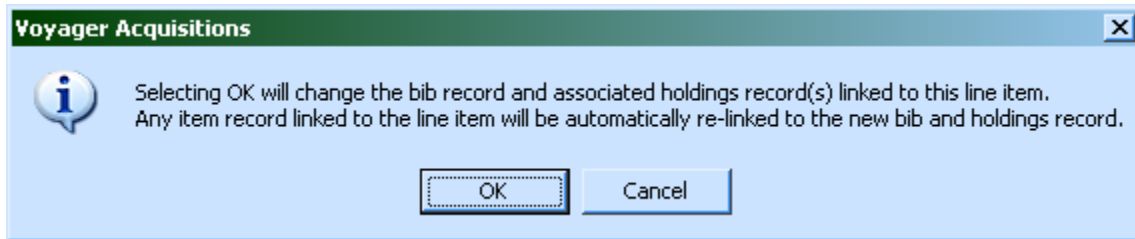
The screenshot shows a dialog box titled "Link to Holdings". It contains a table with the following data:

Permanent Location	Call Number
Circulating Collection	hello
AV DVD 7-day Library	set holdings

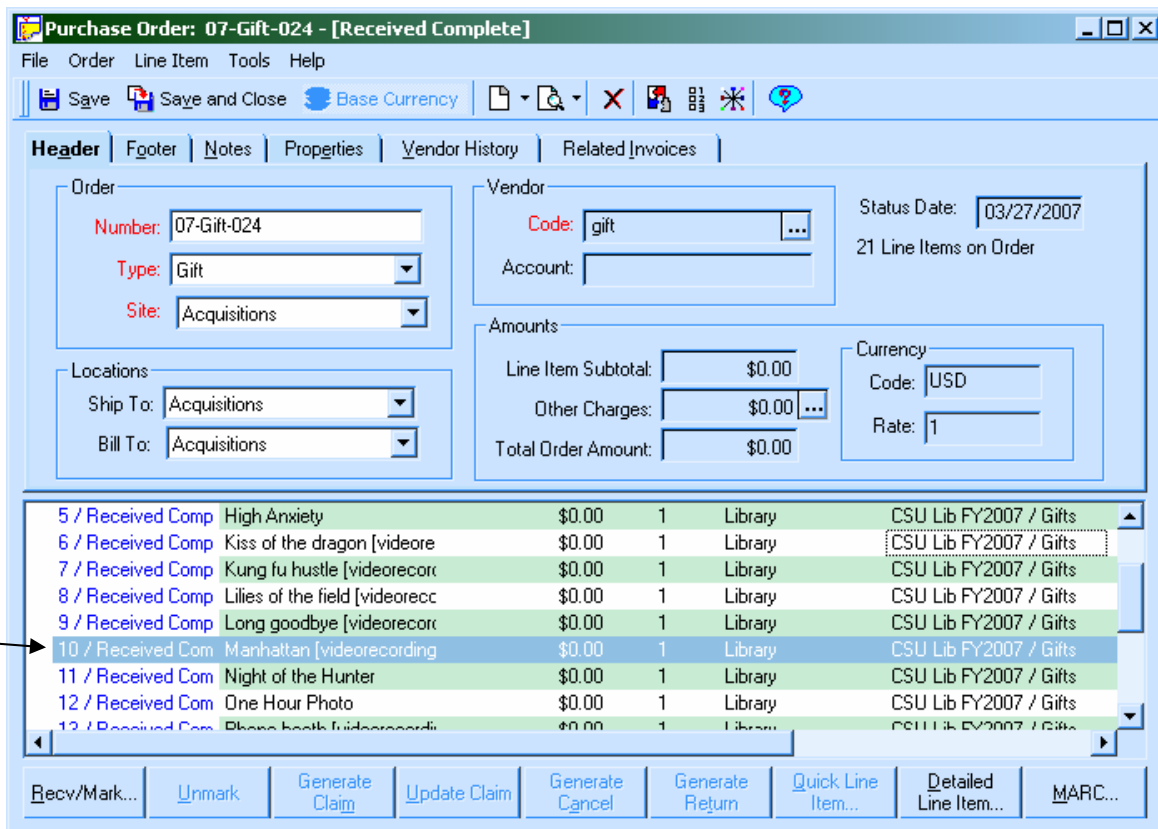
Below the table is a large dark green area. At the bottom of the dialog are three buttons: "Re-Link", "Cancel", and "MARC...". The "Re-Link" button is circled in red.

If a copy is to be added, a new holding record will be needed. Simply check the “Delete Current Holdings Box” and click “Save” button. This will delete the acquisition holdings record and will add a holding record to the correct bibliographic record which can be used for the new copy.

After clicking Save, a warning will appear. Click OK.



Clicking OK replaces the bibliographic information in the line item with the cataloging record and creates a new holding record for it.



The final step is to delete the old Acquisition record from the catalog. Work can then continue to correctly add the new item in Cataloging.