

Update - Gap

Tuesday, February 11, 2025 4:06 PM

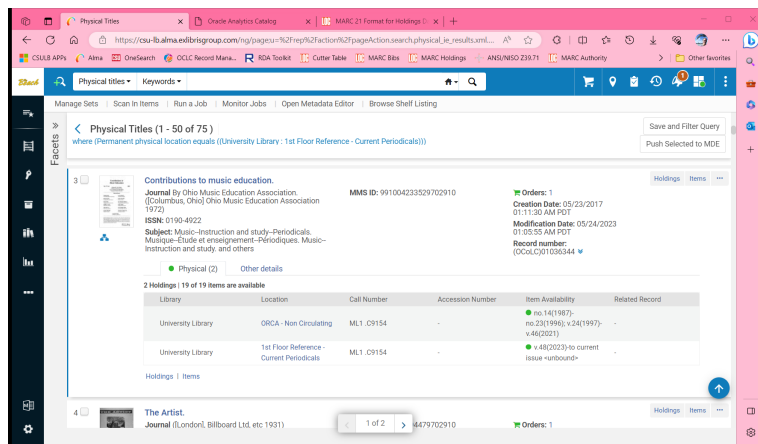
Updating record already standardized - GAP

In most cases this will be updating 2 holdings records, moving items from 1 record to another. You know the holding has been updated to standard if it has 853 & 853 fields, as well as a 1 in the 2nd indicator of the 866.

This example shows moving 1 volume from periodicals to orca with a gap and updating the 863 fields.

Search

SEARCH for the record you are updating > Click on HOLDINGS

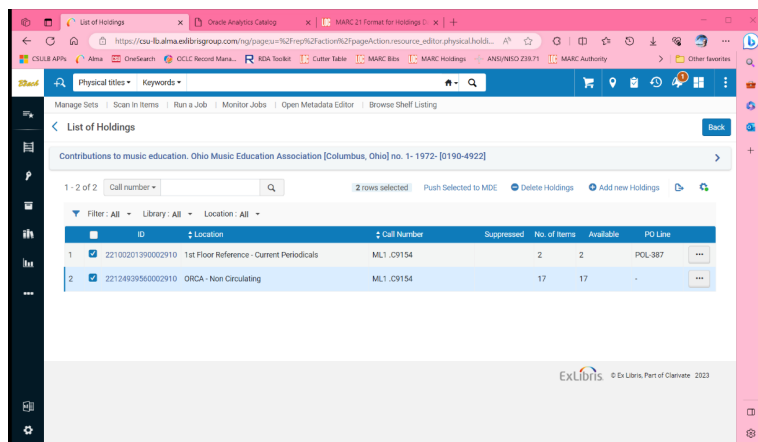


CHECKMARK the holdings being updated.

PUSH SELECTED TO MDE

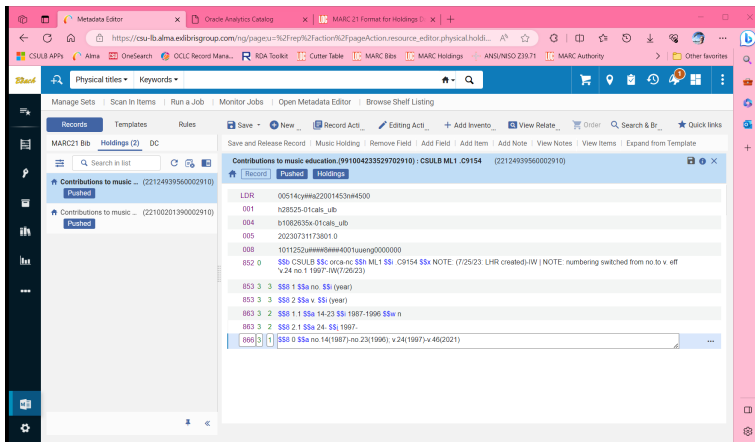
OPEN METADATA EDITOR

- Click on icon in lower left corner, book with M, to open and close metadata editor without losing your search.



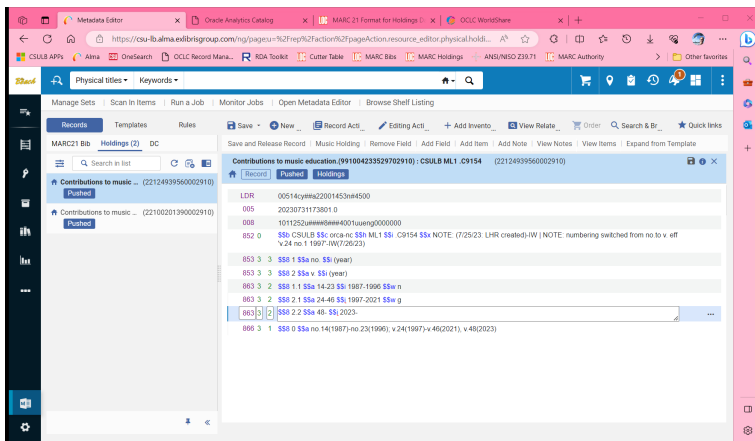
Update Holding 1

Start with the holding that is being added to.



- In this case we are adding v.48(2023), and we do not have v.47 so there is a gap and the 863 needs to be updated and a new one created.

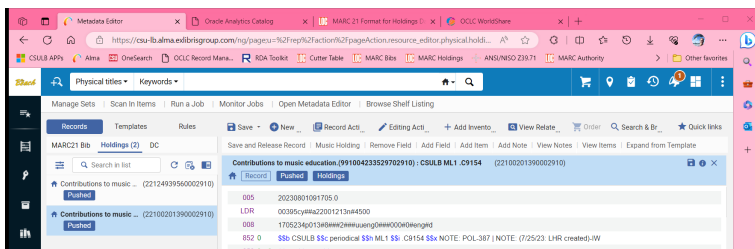
Click on 866 put cursor on the end of the 866 and add a comma space and then the volume being moved. If there is a gap between what is listed and what is being added, close the 863 (add the last volume # before the gap and then add a \$\$w g to the end), and then add a new open 863 (EDITING ACTIONS > ADD FIELD, 863 Indicators 32, an \$\$8 using the closed 863's \$\$8 plus .1 and then add a \$\$a and/or \$\$i). If changes are made to any 863 field, let Irene know so that the OCLC LHR can be updated.



SAVE

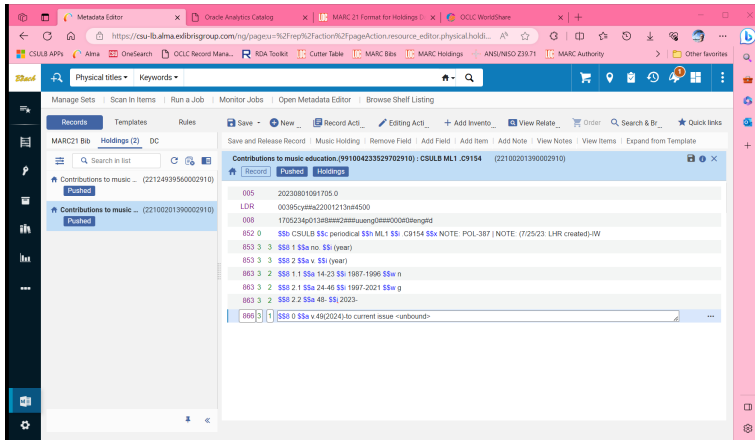
Update Holding 2

CLICK ON 2nd HOLDING





Mirror edits made to the 863 fields in the other holding. Then update 866 by changing it to show what is on still on the self.



- In this case we moved v.48(2023) to ORCA and v.49 (2024) is still on the shelf.

Double check all work and SAVE & RELEASE both records.

★ **IMPORTANT:** If changes are made to any 863 field, OCLC LHR needs to be updated.