

Update - No GAP

Tuesday, February 11, 2025 4:04 PM

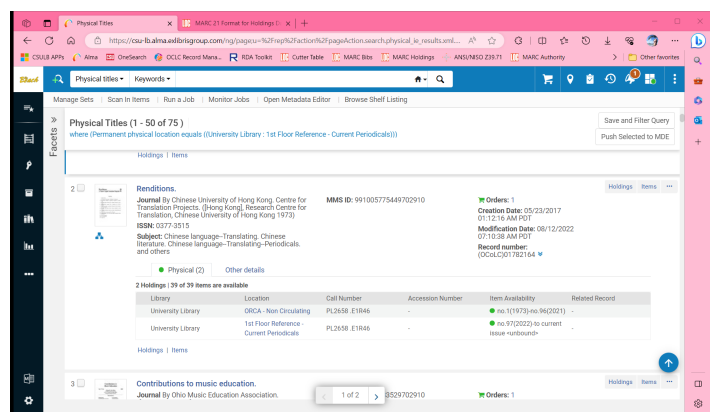
Updating record already standardized – No GAP

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 no gap.

Search

SEARCH for the record you are updating > Click on HOLDINGS

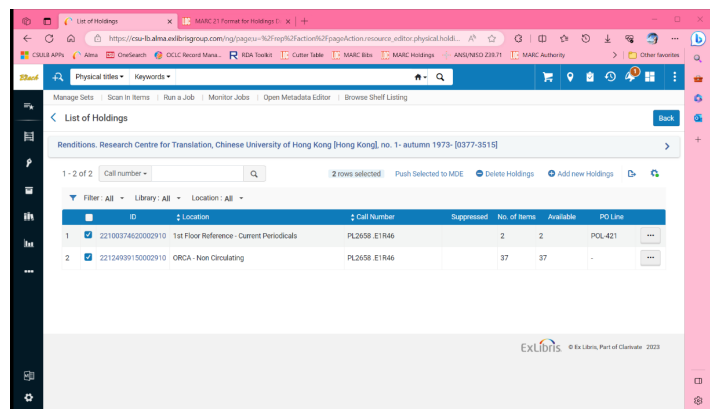


CHECKMARK the holdings being updated.

PUSH SELECTED TO MDE

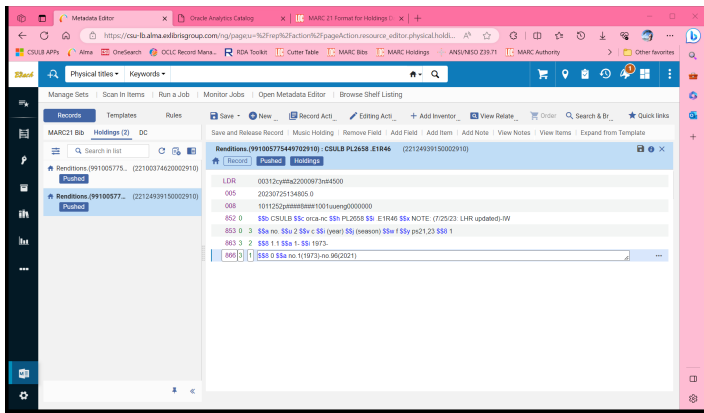
OPEN METADATA EDITOR

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

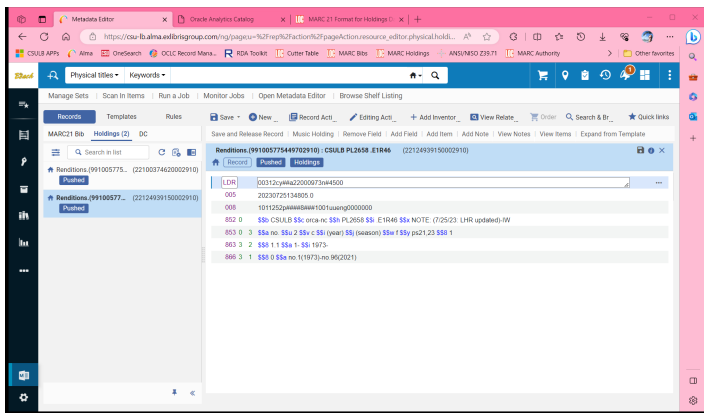


Update Holding 1

Start with the holding that is being added to.

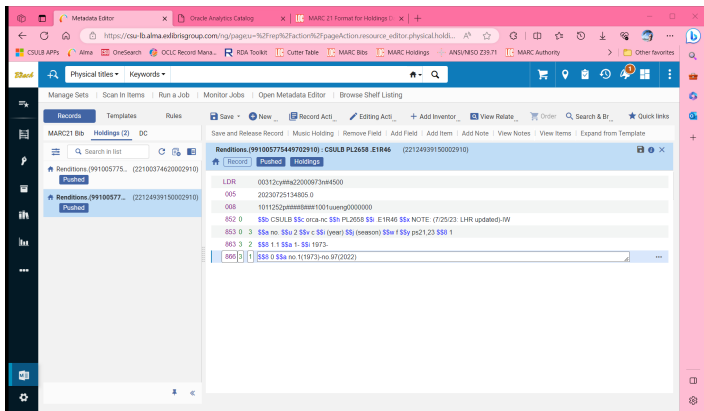


Click on 866 put cursor on old last volume and back space to put in new number.



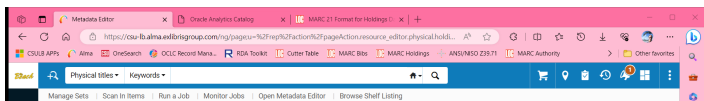
- In this case we are adding no.97 2022 so there is no gap, leave the 863 alone and replace no.96(2021) with no.97(2022).

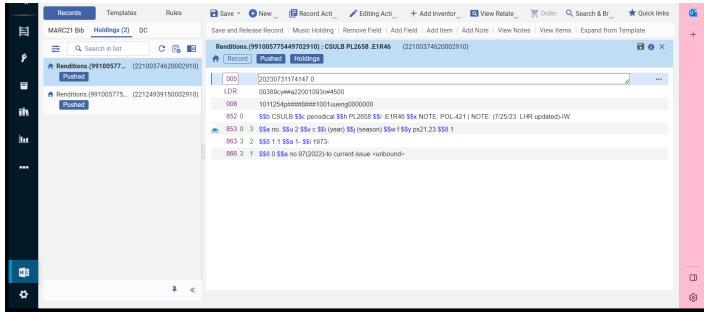
SAVE



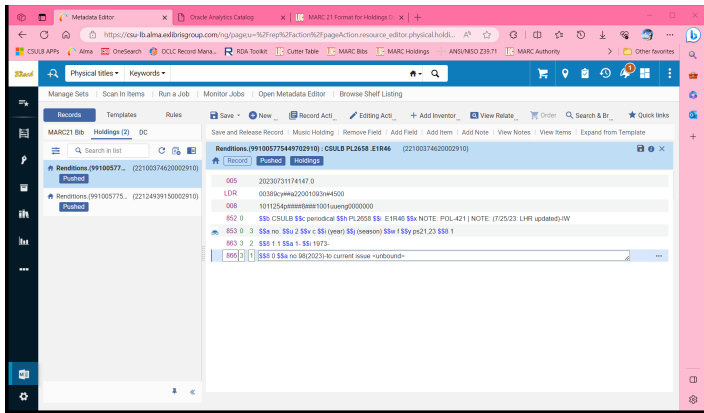
Update Holding 2

CLICK ON 2nd HOLDING > Update by changing the 866 to show what is on still on the self.





- In this case we are moving no.97 to ORCA and no.98 is still on the shelf



Double check all work, then SAVE & RELEASE both records.