MERGING BIB RECORDS

1. Open the first record. Check it to see if this is the record you want. Usually we choose the full record, or the record with the most ISBNs, the most correct data, etc. Leave this record open.

2. Open the minimal record or the record you want to merge into the full record. Copy an **020 ISBN field** or the **Control number** from the minimal record.
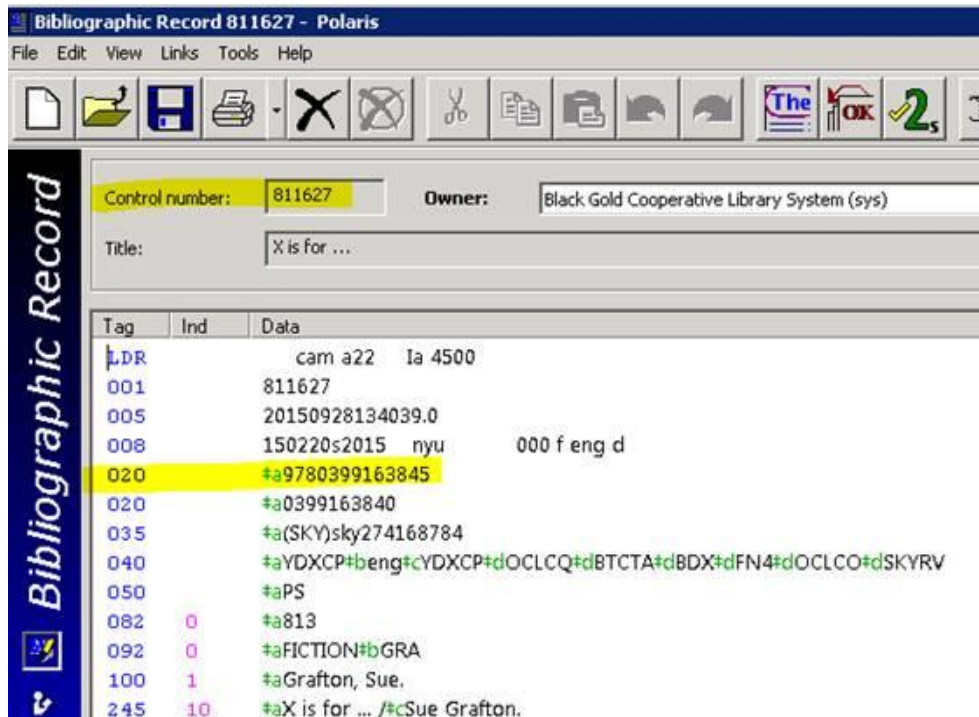
3. Paste the **020 ISBN field** in the full record (if it isn't already there), or **paste the Control number** in the full record as an **035 field**: 035   ‡a811627

4. It is helpful to jot down the Control number of the minimal record so you are sure you are merging the correct record. Close the minimal record.

5. Click **Save** on the full record. A window will pop up with all the matching records (match by 010, 020, 035, etc.). Choose the record with the Control number you jotted down, or double click the record you want to merge to open it and check to make sure it is the correct record. When you are certain close the minimal record.
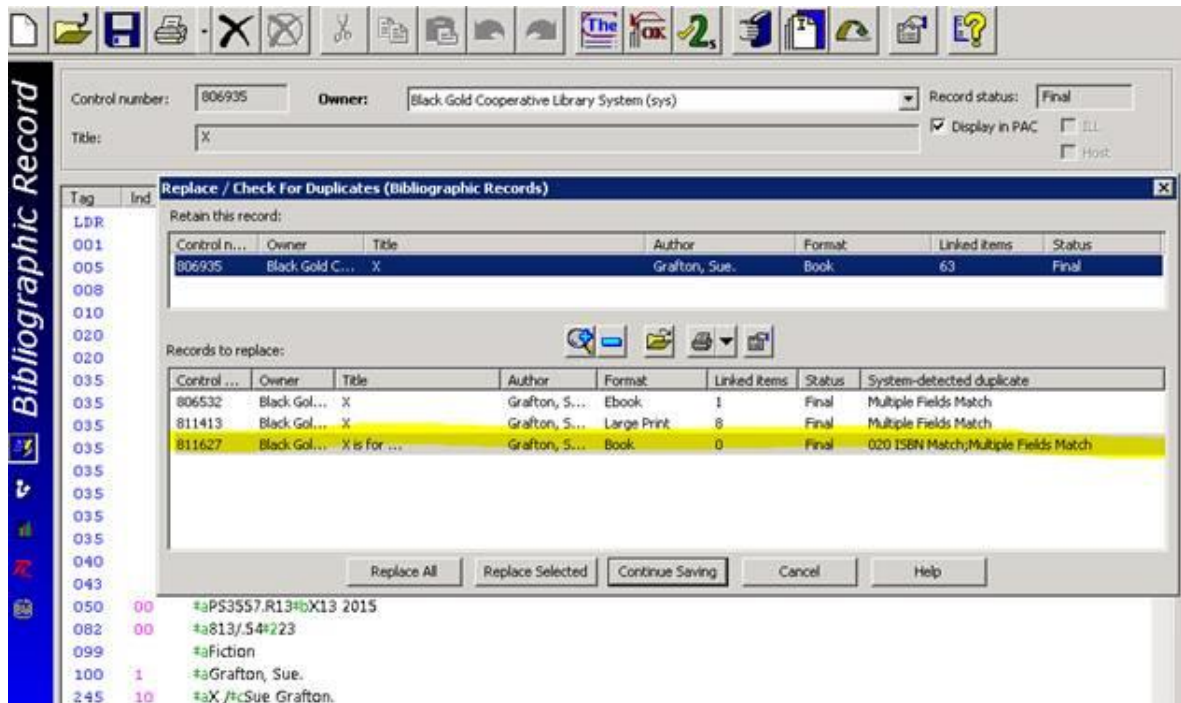
6. Click on the title you want to merge and click **Replace Selected**. (Always choose Replace Selected so it doesn't merge <u>all the records</u> with different formats, or records with other titles, etc.) A window will pop up- **Are you sure you want to replace bibliographic record 811627?** If you are sure click **OK**.

7. Now the minimal record is merged into the full record. To check click the **Linked Item Records** icon and you will see your item(s) now attached to the full record.