

## 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.

Bibliographic Record 806935 - MARC21 - Polaris

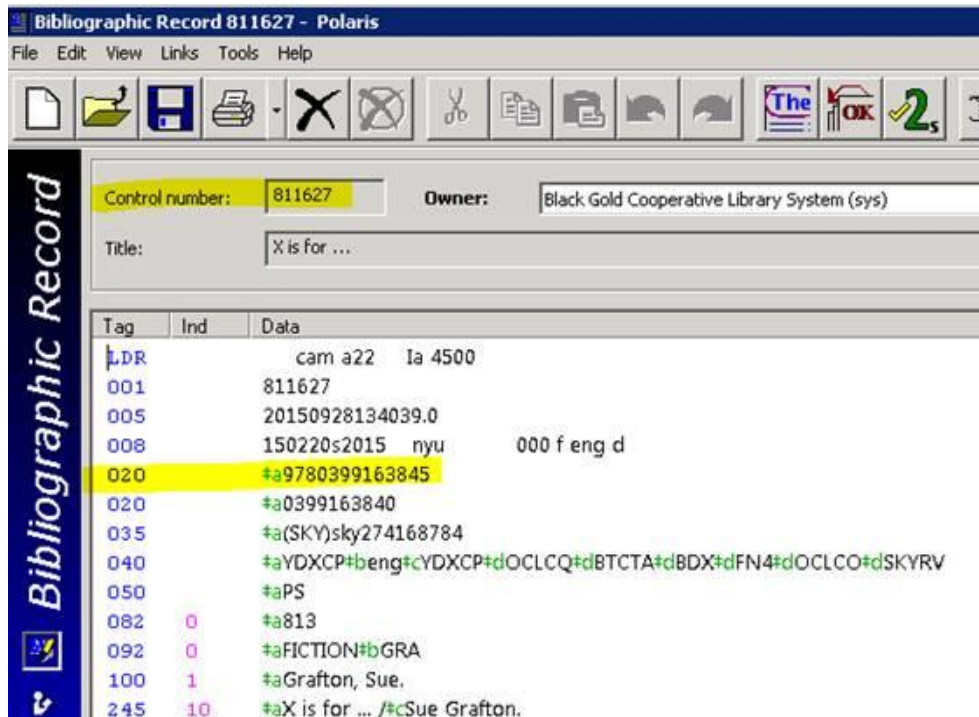
File Edit View Links Tools Help

Control number: 806935 Owner: Black Gold Cooperative Library System (sys) Record status: Final

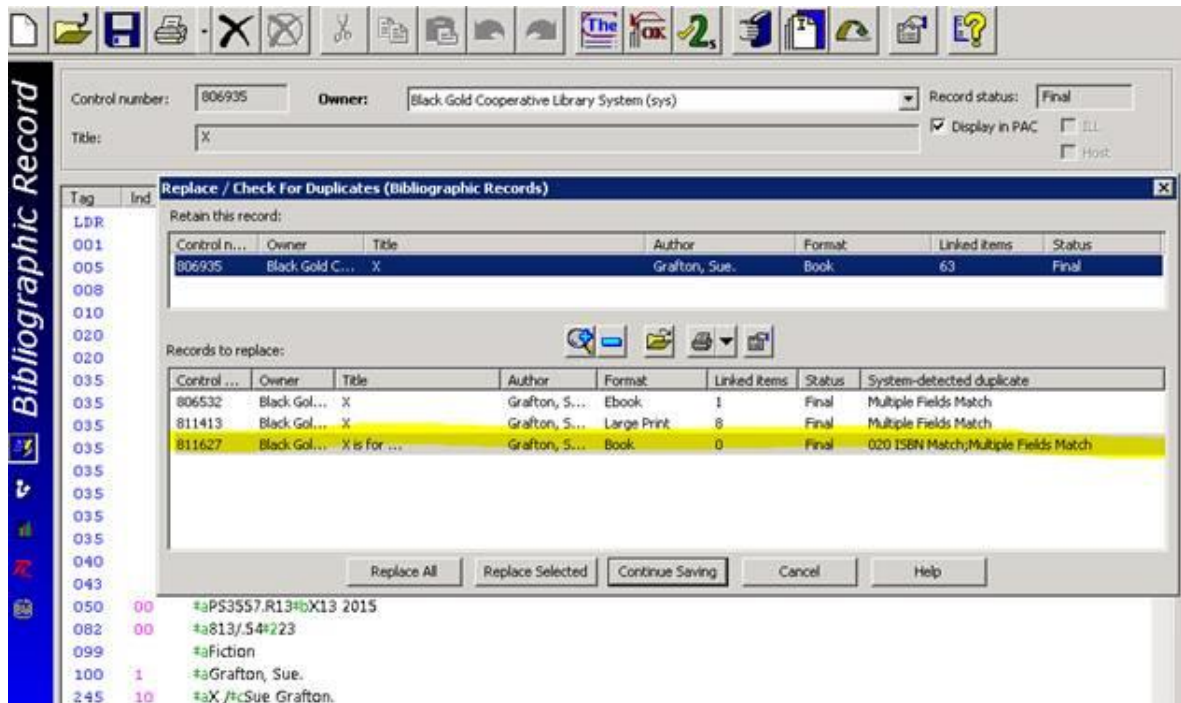
Title: X  Display in PAC  ALL  Host

Tag	Ind	Data
001		806935
005		20150921084620.0
008		150813z2015 nyu 000 1 eng
010		#a 2015025108
020		#a9780399163845 (hardcover : acid-free paper)
020		#a0399163840 (hardcover : acid-free paper)
035		#a(Pol)802874
035		#a(OCoLC)918144043
035		#a(OCoLC)ocn918144043
035		#a808809
035		#a808490
035		#a810436
035		#a810820
035		#a810789
040		#aTXNlcTXNldOCLCO
043		#an-us-ca
050	00	#aPS3557.R13hX13 2015
082	00	#a813/S4723
099		#aFiction
100	1	#aGrafton, Sue.
245	10	#aX /lcSue Grafton.
300		#a403 pages ;lc24 cm.
336		#atext#2rdacontent
337		#aunmediated#2rdamedia
338		#avolume#2rdacarrier
490	1	#aKinsey Millhone mysteries
500		#a"A Marian Wood book."
520		#a"Of #1 New York Times-bestselling author Sue Grafton, NPR's Maureen Corrigan said, "Makes me wish there were more than 26 letters." With only two letters left, Grafton's many devoted readers will share that sentiment. X: The number ten. An unknown quantity. A mistake. A cross. A loss. X: The shortest entry in Webster's Unabridged. Derived from Greek and Latin and commonly found in science, medicine, and religion. The most graphically dramatic letter. Notoriously tricky to pronounce: think xylophone. X: The twenty-fourth letter in the English alphabet. Sue Grafton's X: Perhaps her darkest and most chilling novel, it features a remorseless serial killer who leaves no trace of his crimes. Once again breaking the rules and establishing new paths, Grafton wastes little time identifying this sociopath. The test is whether Kinsey can prove her case against him before she becomes his next victim"~lcProvided by publisher.
650	0	#aMillhone, Kinsey (Fictitious character)#vFiction.
650	0	#aWomen private investigator#zCalifornia#vFiction.
650	0	#aSerial murder investigation#vFiction.
655	7	#aMystery fiction.#2qsafd

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.



- Click on the title you want to merge and click **Replace Selected**. (Always choose Replace Selected so it doesn't merge all the records 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**.
- 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.