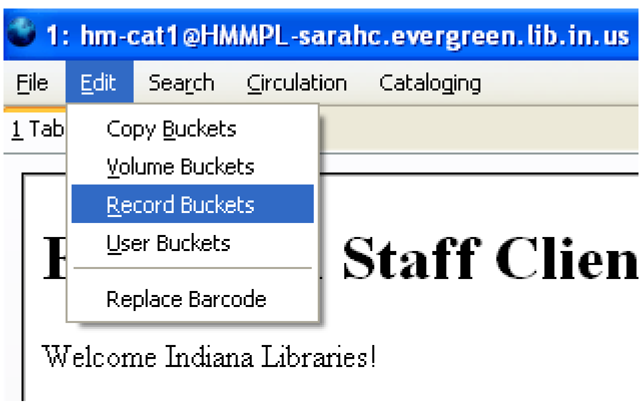
Chapter 19 -- Merging Records

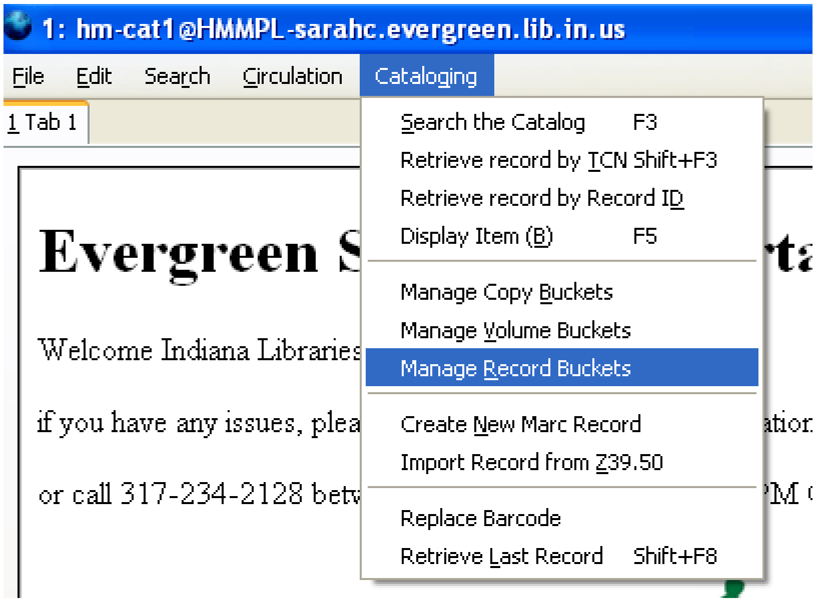
When merging records, take care to ensure that the records do indeed match. Please use the same criteria for matching records to be merged that you would use to catalog an item. If there is any question as to whether or not the records should be merged, do not merge them. It is much easier to merge records than to unmerge them! Once the items are merged, it would be difficult to determine which items belonged on which record if they were merged in error. In cases of doubt, it may be necessary to have the items in hand in order to compare them to each other and to the records.

To merge records, you must add each matching record to be merged to the same Record Bucket. See ***Chapter 17 -- Introduction to Buckets*** for information on how to create and add records to buckets.

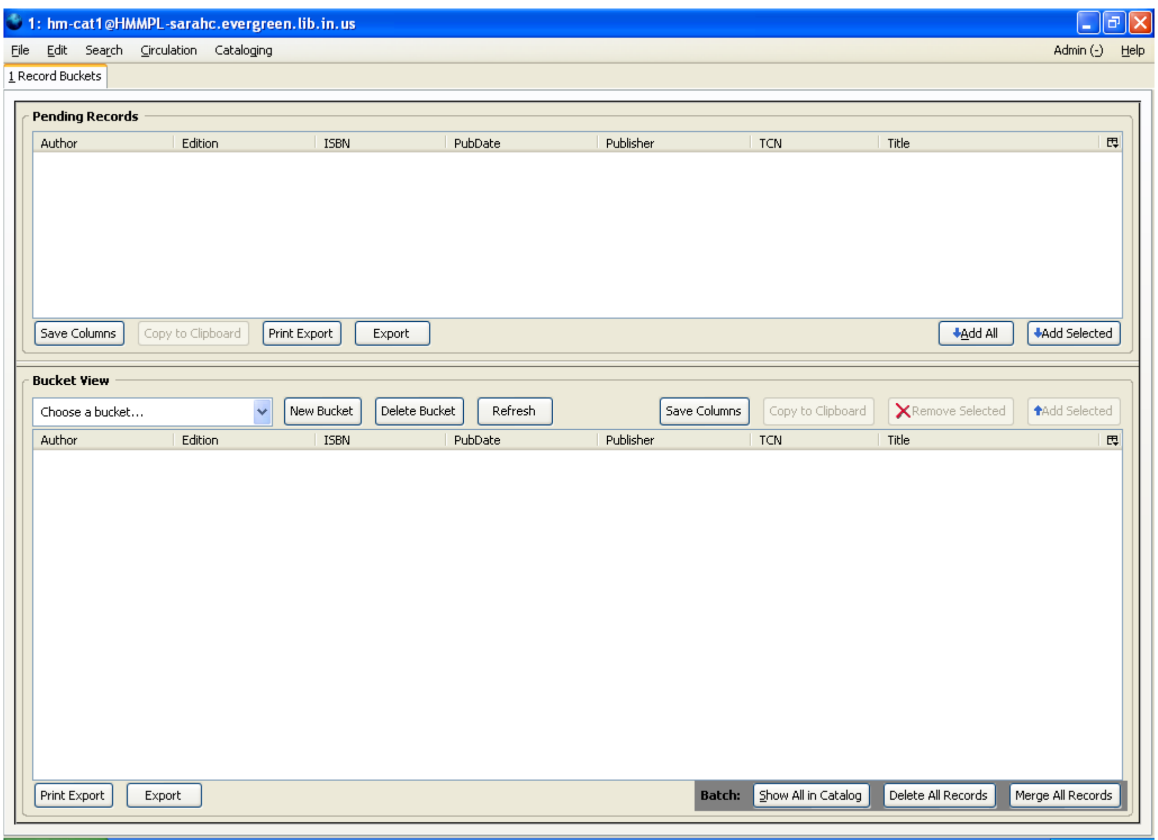
Once you have added your records to a bucket, you will go to the Record Bucket manager. You can do this by clicking on the **Edit Menu (Alt +E)**, and selecting **Record Buckets (Alt + R)**



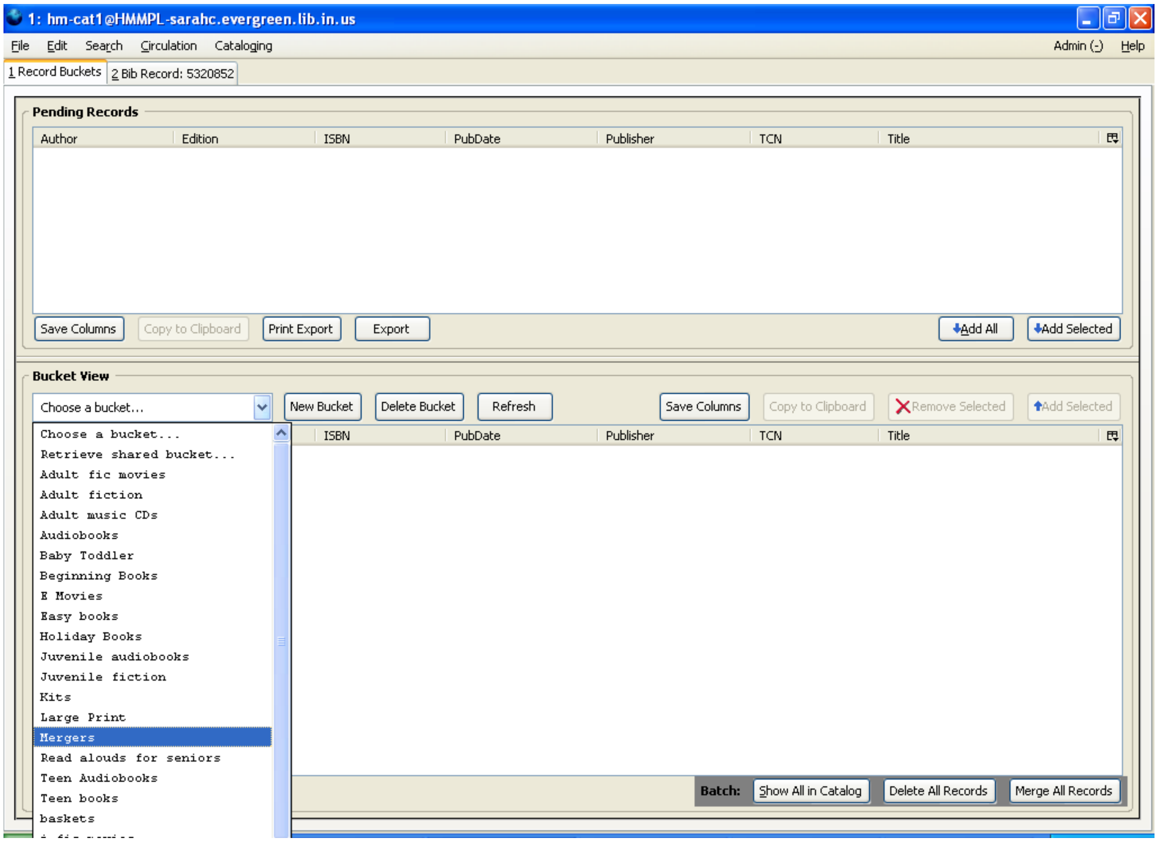
Or you may click on the **Cataloging menu (Alt + G)** and select **Manage Record buckets (Alt +R)**



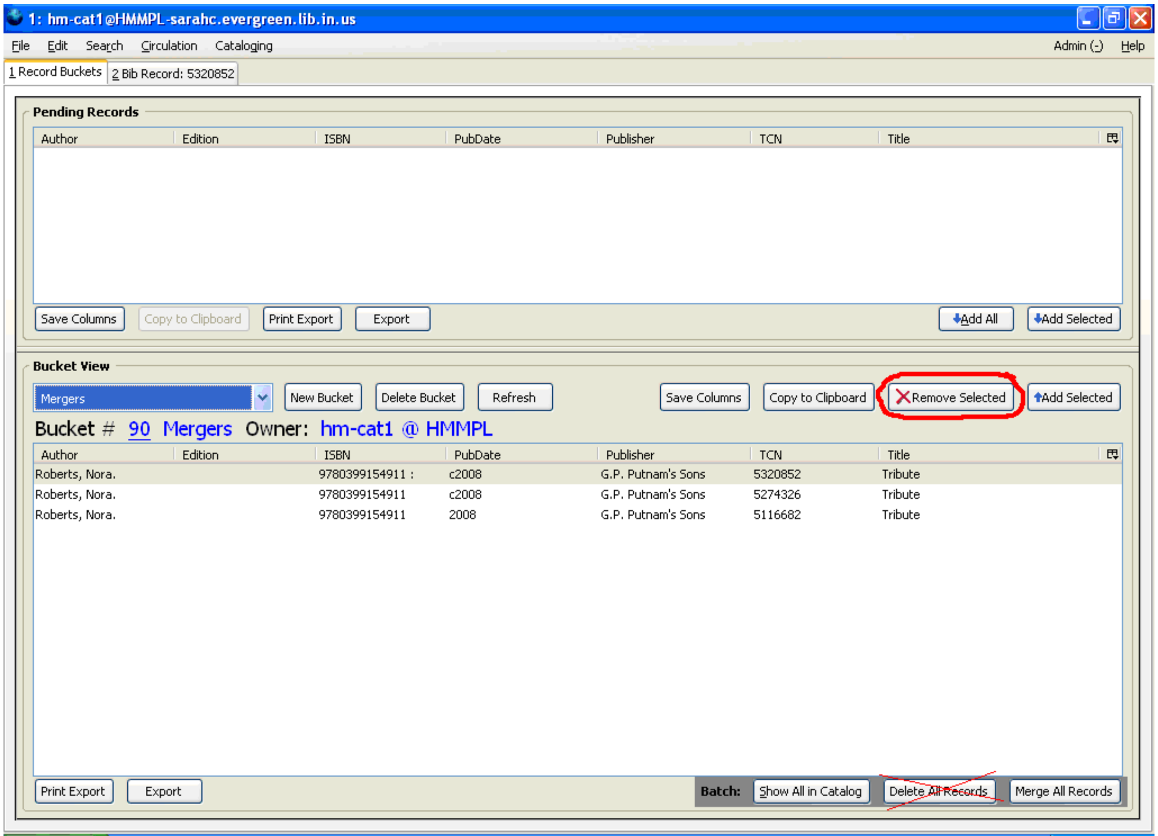
The Record Bucket Manager will open:



You will retrieve the bucket containing the items you wish to merge by selecting your bucket name from the list under **Choose a Bucket.**

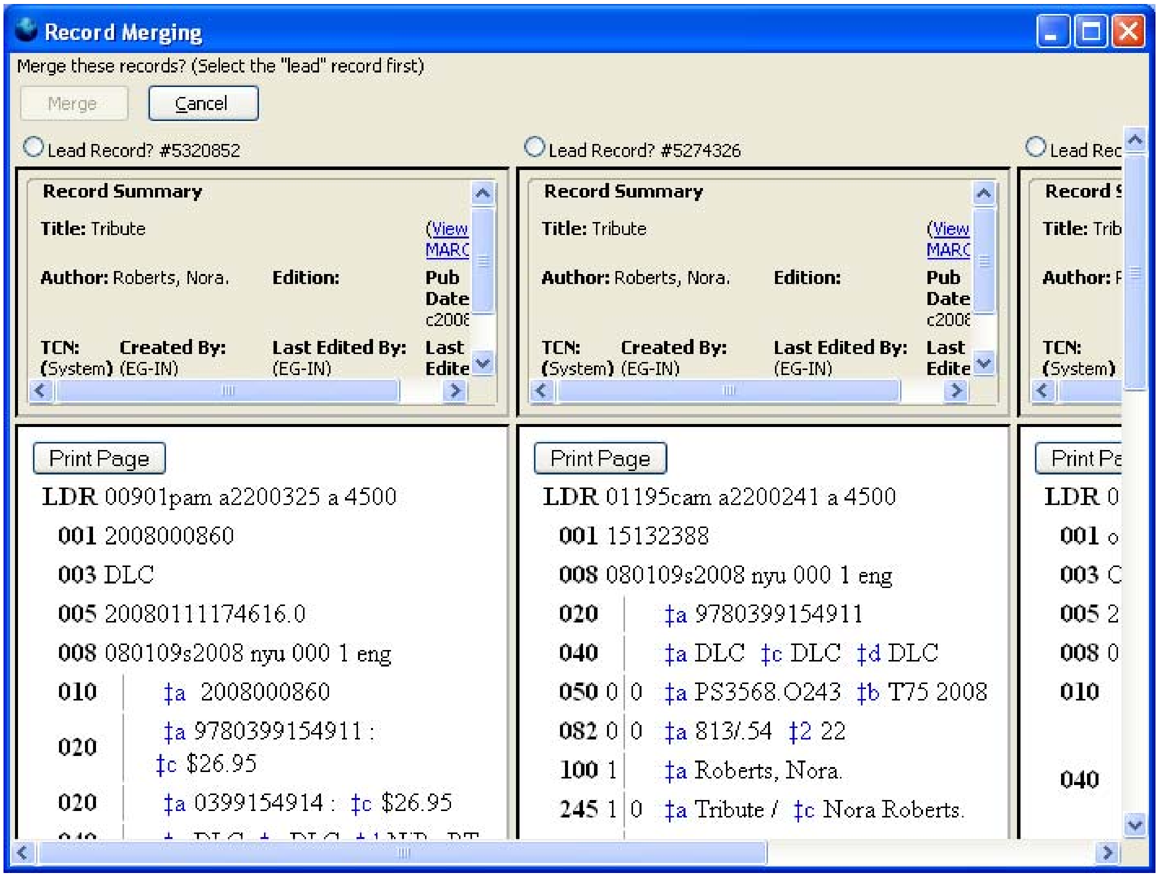


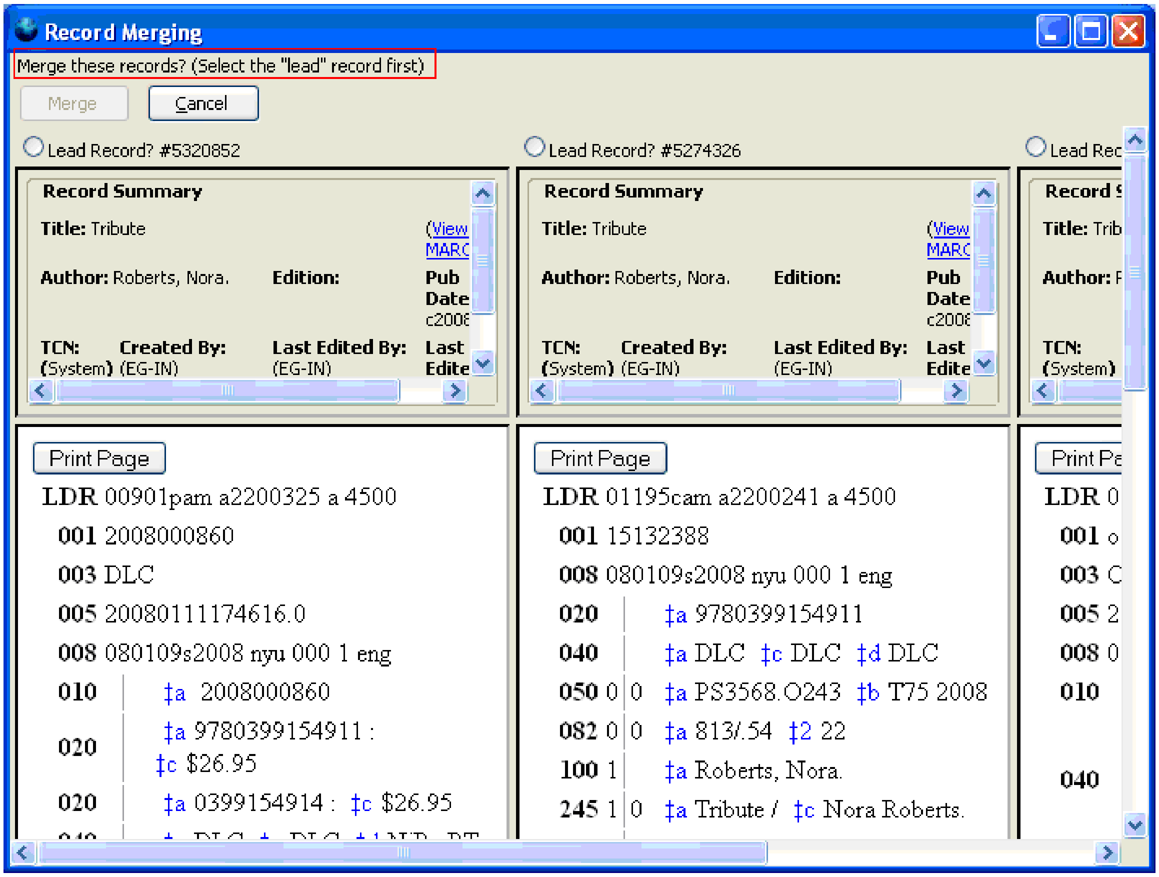
Your Bucket title and number will display, and the items you have in the bucket will appear.



To merge the items in your bucket, Click on **Merge All Records** in the lower right hand corner of the screen. Note that it is Merge ***All*** Records. All records in the bucket will be merged, so do not add different sets of records to your bucket at once. To remove the items from the bucket, use the Remove Selected button in the middle of the screen. Do **NOT** use the Delete All Records button at the bottom of the screen. This will delete the records from the catalog. If you still need the items, you could move them to the Pending area before removing them from the bucket. Then they can be copied back to the bucket to be merged later, if needed. See ***Copying Buckets*** on page 17.3 for information on moving items to the Pending Area.

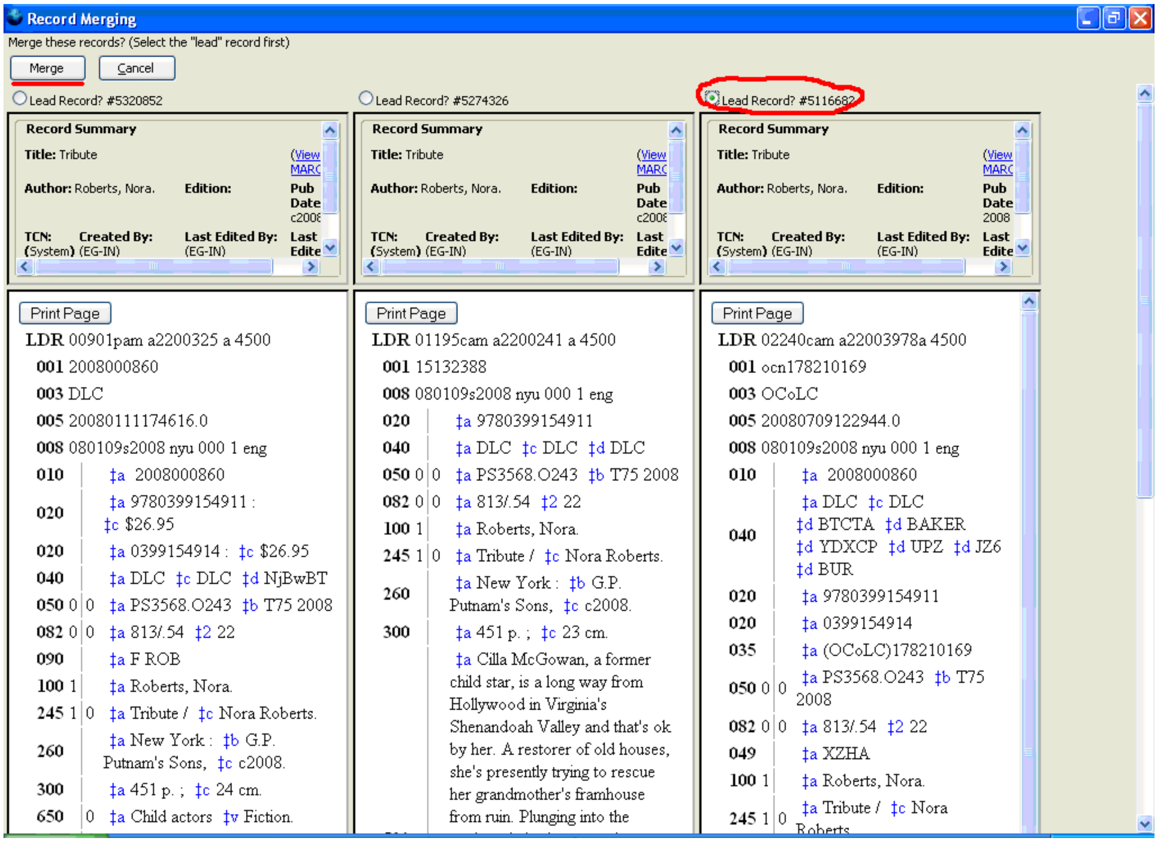
The record merging window will open. You will probably want to maximize this window to look at the different records.


Record Merging
Merge these records? (Select the "lead" record first)
Merge
Cancel
Lead Record? #5320852
Lead Record? #5274326
Lead Rec
Record Summary
Title: Tribute
(View MARC
Author: Roberts, Nora.
Edition:
Pub Date
TCN: (System)
Created By: (EG-IN)
Last Edited By: (EG-IN)
Print Page
LDR 00901pam a2200325 a 4500
001 2008000860
003 DLC
005 20080111174616.0
008 080109s2008 nyu 000 1 eng
010 ‡a 2008000860
020 ‡a 9780399154911 : ‡c $26.95
020 ‡a 0399154914 : ‡c $26.95
LDR 01195cam a2200241 a 4500
001 15132388
008 080109s2008 nyu 000 1 eng
020 ‡a 9780399154911
040 ‡a DLC ‡c DLC ‡d DLC
050 0 0 ‡a PS3568.O243 ‡b T75 2008
082 0 0 ‡a 813/.54 ‡2 22
100 1 ‡a Roberts, Nora.
245 1 0 ‡a Tribute / ‡c Nora Roberts.



At the top of the window it directs you to select the “lead” record first. This is the record that will remain in the system. The holdings from the other records will attach to the record selected as the lead record, so you will want to select the best record as the lead. There may be no clear “best” record, and you may wish to edit one of the records to include information from another record, such as a summary statement or subject headings, before you merge the records.

Click on the circle of the record you have selected as the lead record. The Merge button will become clickable. You cannot merge records without selecting a lead record.

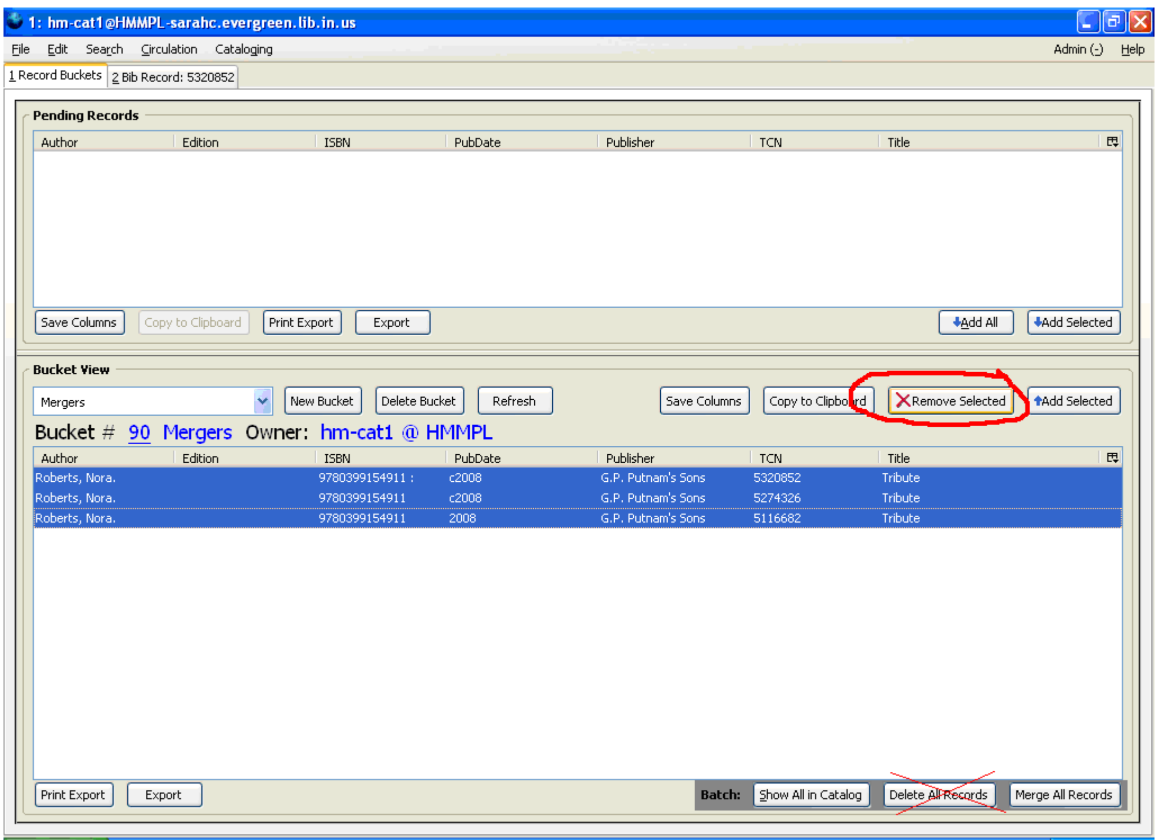


Click on **Merge**. A dialogue box will pop up to let you know the records have been merged. Click on **OK** or press **enter**.

Yet another box will pop up:

Click on **OK** or press **enter**.

If you wish to use the same bucket for Merges in the future, you should remove these items from your bucket by highlighting the items and clicking **Remove Selected.**



The Action Completed box will pop up again. Click **OK** or press **Enter**. The records have now been merged.