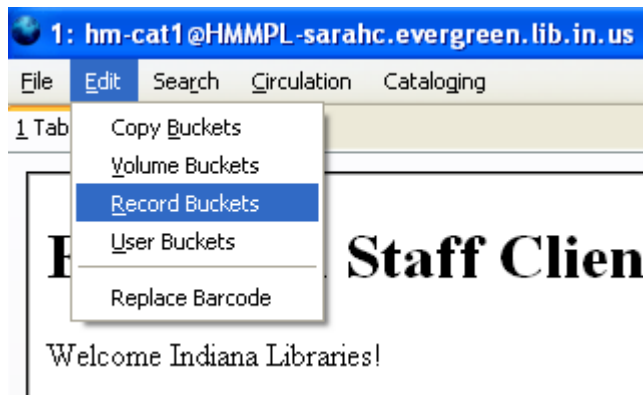


## Chapter 19 -- Merging Records

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.

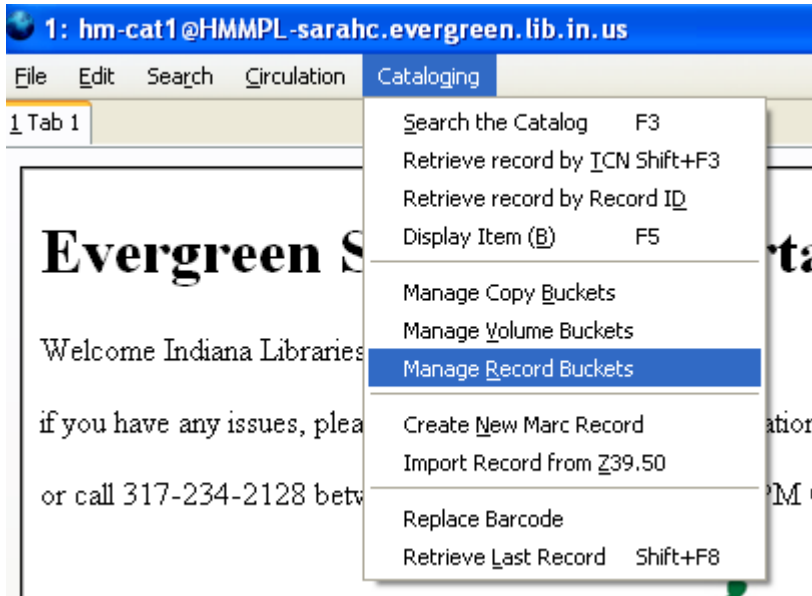
Once you have added your records to a bucket, you will go to the Record Bucket manager. You can do this by clicking on the **Edit Menu (Alt +E)**, and selecting **Record Buckets (Alt + R)**



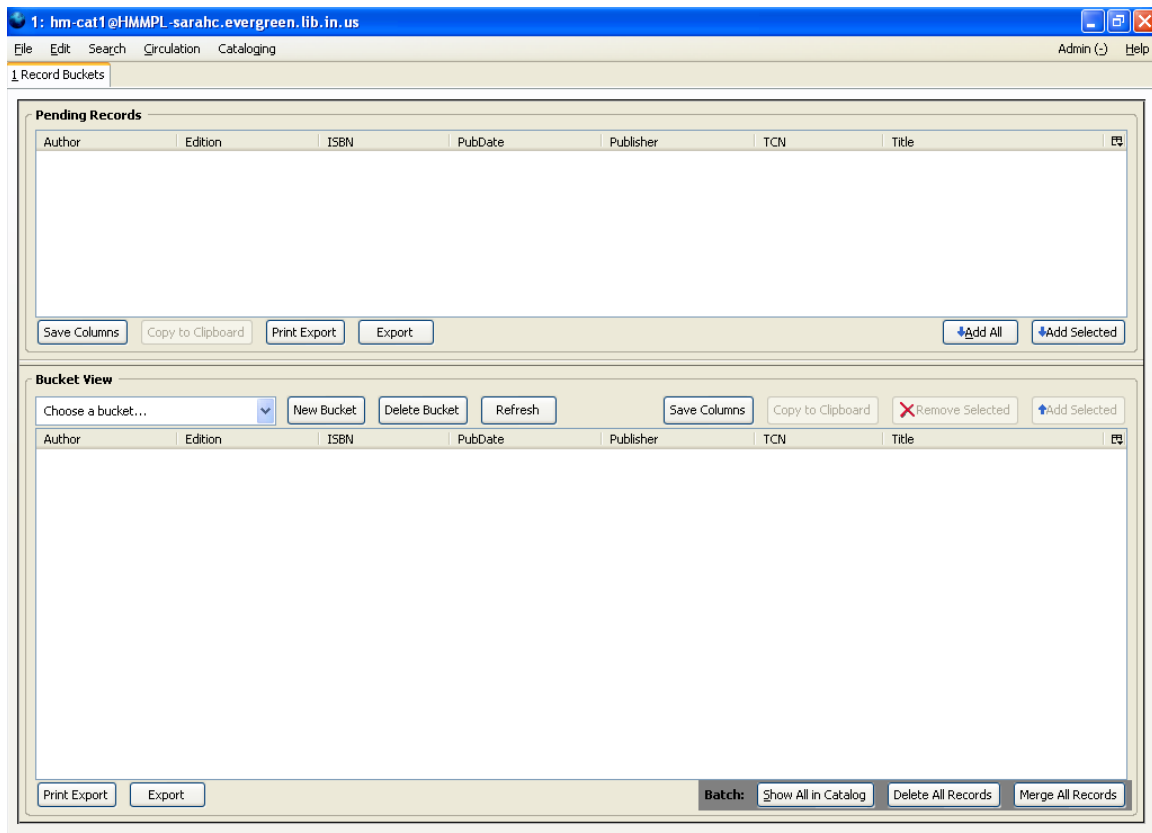
Or you may click on the **Cataloging menu (Alt + G)** and select **Manage Record buckets (Alt +R)**

# Evergreen Indiana Cataloging Training Manual

## Chapter 19 – Merging Records



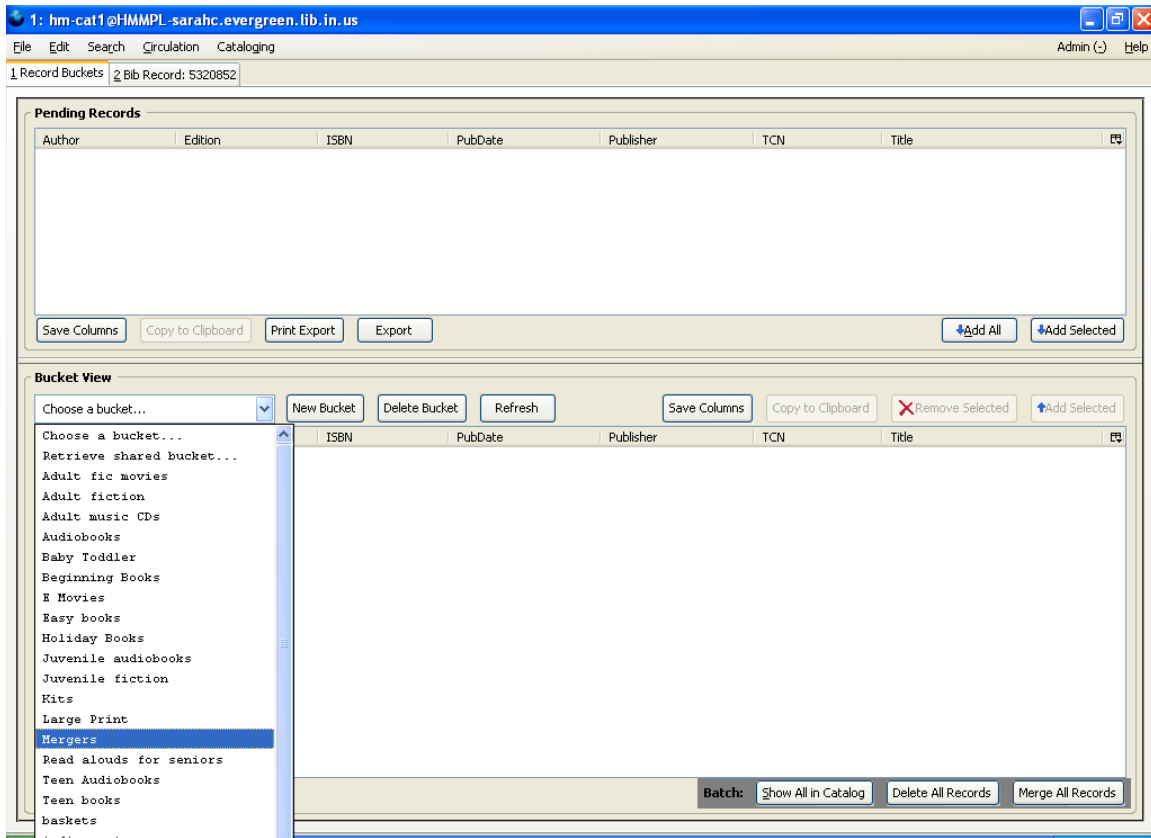
The Record Bucket Manager will open:



# Evergreen Indiana Cataloging Training Manual

## Chapter 19 – Merging Records

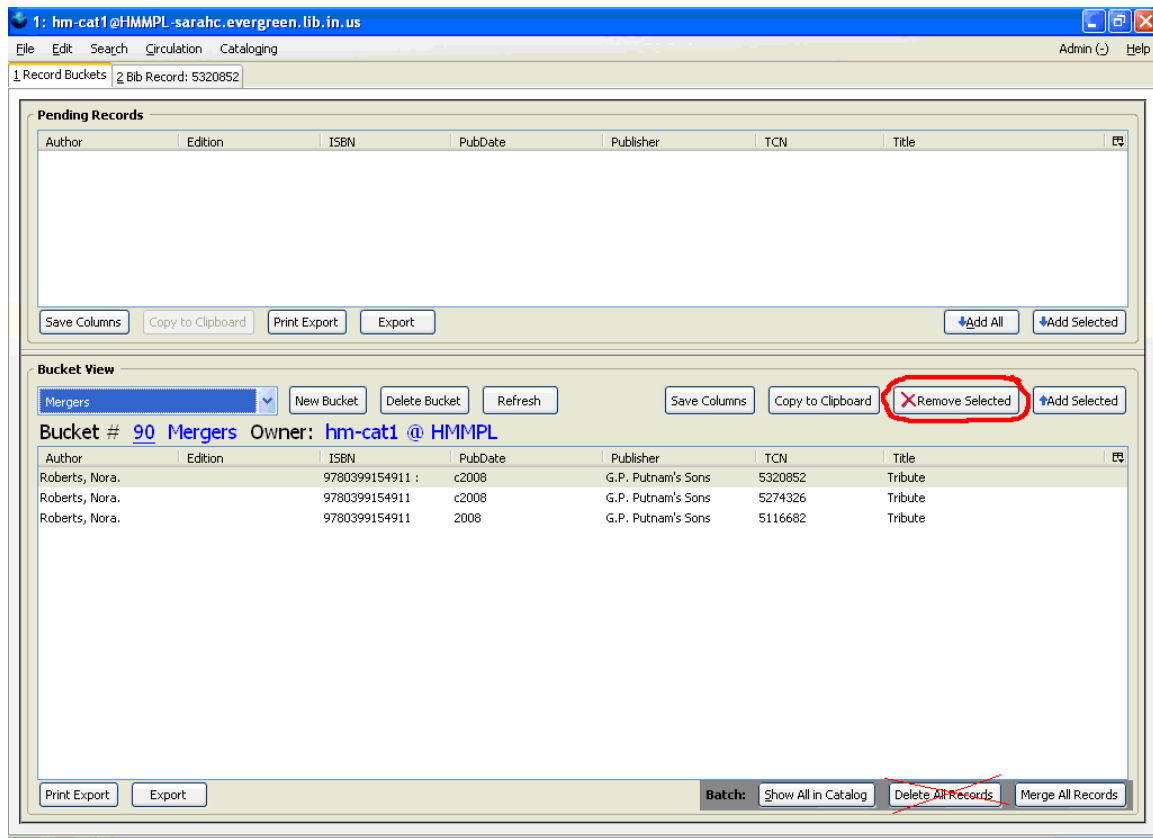
You will retrieve the bucket containing the items you wish to merge by selecting your bucket name from the list under **Choose a Bucket**.



# Evergreen Indiana Cataloging Training Manual

## Chapter 19 – Merging Records

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.

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

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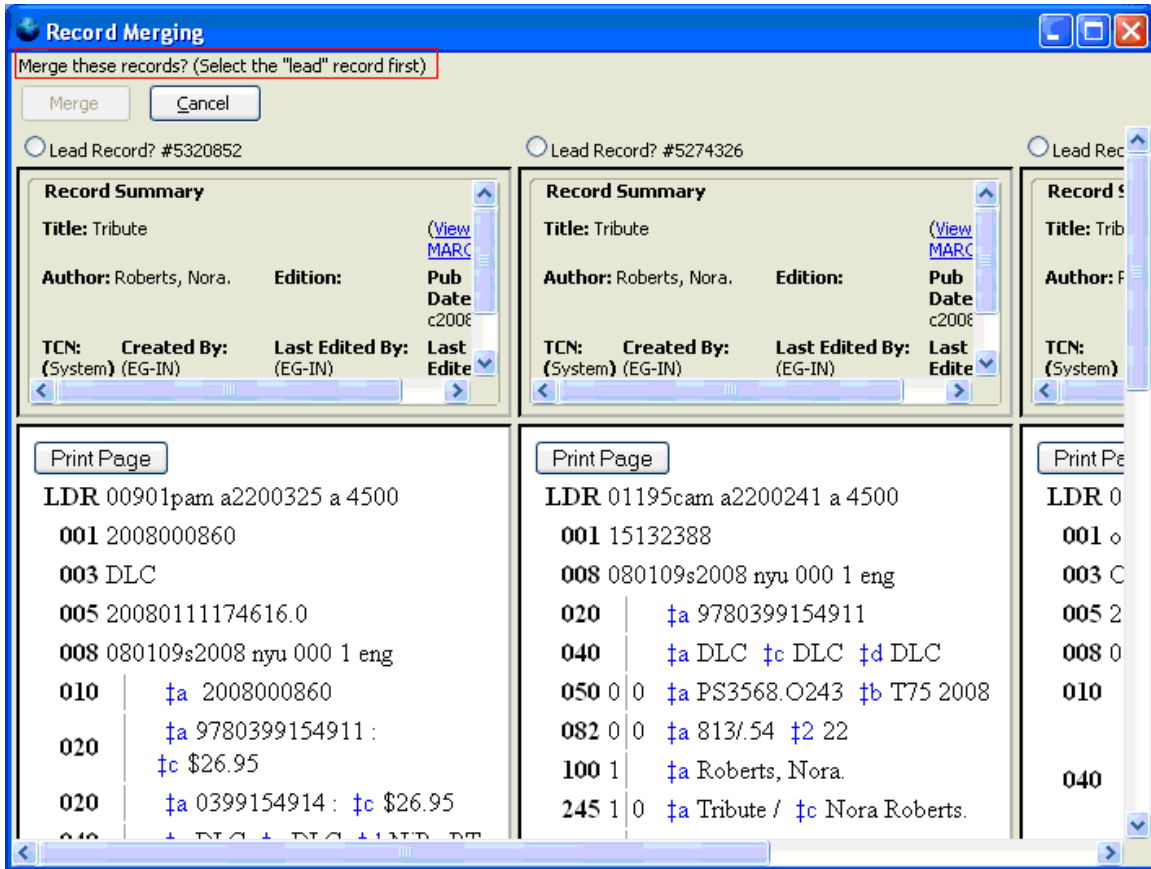
**Record Merging**

Merge these records? (Select the "lead" record first)

Lead Record? #5320852       Lead Record? #5274326       Lead Rec

<p><b>Record Summary</b></p> <p><b>Title:</b> Tribute <a href="#">(View MARC)</a></p> <p><b>Author:</b> Roberts, Nora.      <b>Edition:</b>      <b>Pub Date</b> c2008</p> <p><b>TCN:</b> (System) (EG-IN)      <b>Created By:</b> (EG-IN)      <b>Last Edited By:</b> (EG-IN)      <b>Last Edited</b></p>	<p><b>Record Summary</b></p> <p><b>Title:</b> Tribute <a href="#">(View MARC)</a></p> <p><b>Author:</b> Roberts, Nora.      <b>Edition:</b>      <b>Pub Date</b> c2008</p> <p><b>TCN:</b> (System) (EG-IN)      <b>Created By:</b> (EG-IN)      <b>Last Edited By:</b> (EG-IN)      <b>Last Edited</b></p>	<p><b>Record Summary</b></p> <p><b>Title:</b> Tribute <a href="#">(View MARC)</a></p> <p><b>Author:</b> Roberts, Nora.      <b>Edition:</b>      <b>Pub Date</b> c2008</p> <p><b>TCN:</b> (System) (EG-IN)      <b>Created By:</b> (EG-IN)      <b>Last Edited By:</b> (EG-IN)      <b>Last Edited</b></p>
<p><input type="button" value="Print Page"/></p> <p>LDR 00901pam a2200325 a 4500</p> <p>001 2008000860</p> <p>003 DLC</p> <p>005 20080111174616.0</p> <p>008 080109s2008 nyu 000 1 eng</p> <p>010   \$a 2008000860</p> <p>020   \$a 9780399154911 : \$c \$26.95</p> <p>020   \$a 0399154914 : \$c \$26.95</p>	<p><input type="button" value="Print Page"/></p> <p>LDR 01195cam a2200241 a 4500</p> <p>001 15132388</p> <p>008 080109s2008 nyu 000 1 eng</p> <p>020   \$a 9780399154911</p> <p>040   \$a DLC \$c DLC \$d DLC</p> <p>050 0 0   \$a PS3568.O243 \$b T75 2008</p> <p>082 0 0   \$a 813/.54 \$2 22</p> <p>100 1   \$a Roberts, Nora.</p> <p>245 1 0   \$a Tribute / \$c Nora Roberts.</p>	<p><input type="button" value="Print Page"/></p> <p>LDR 0</p> <p>001 0</p> <p>003 C</p> <p>005 2</p> <p>008 0</p> <p>010</p> <p>040</p>

Evergreen Indiana Cataloging Training Manual  
Chapter 19 – Merging Records



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.

# Evergreen Indiana Cataloging Training Manual

## Chapter 19 – Merging 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.

Record Merging

Merge these records? (Select the "lead" record first)

Merge Cancel

Lead Record? #5320852

Lead Record? #5274326

Lead Record? #511668

Record Summary

Title: Tribute (View MARC)

Author: Roberts, Nora. Edition: Pub Date c2008

TCN: Created By: Last Edited By: Last Edited (System) (EG-IN)

Record Summary

Title: Tribute (View MARC)

Author: Roberts, Nora. Edition: Pub Date c2008

TCN: Created By: Last Edited By: Last Edited (System) (EG-IN)

Record Summary

Title: Tribute (View MARC)

Author: Roberts, Nora. Edition: Pub Date 2008

TCN: Created By: Last Edited By: Last Edited (System) (EG-IN)

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090 |a F ROB

100 1 |a Roberts, Nora.

245 1 0 |a Tribute / |c Nora Roberts.

260 |a New York : |b G.P. Putnam's Sons, |c c2008.

300 |a 451 p. ; |c 24 cm.

650 0 |a Child actors |v Fiction.

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100 1 |a Roberts, Nora.

245 1 0 |a Tribute / |c Nora Roberts.

260 |a New York : |b G.P. Putnam's Sons, |c c2008.

300 |a 451 p. ; |c 23 cm.

|a Cilla McGowan, a former child star, is a long way from Hollywood in Virginia's Shenandoah Valley and that's ok by her. A restorer of old houses, she's presently trying to rescue her grandmother's farmhouse from ruin. Plunging into the

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040 |d BTCTA |d BAKER |d YDXCP |d UPZ |d JZ6 |d BUR

020 |a 9780399154911

020 |a 0399154914

035 |a (OCoLC)178210169

050 0 0 |a PS3568.O243 |b T75 2008

082 0 0 |a 813/.54 |2 22

049 |a XZHA

100 1 |a Roberts, Nora.

245 1 0 |a Tribute / |c Nora Roberts.

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

The page at <http://evergreen.lib.in.us> says:

Records were successfully merged.

OK

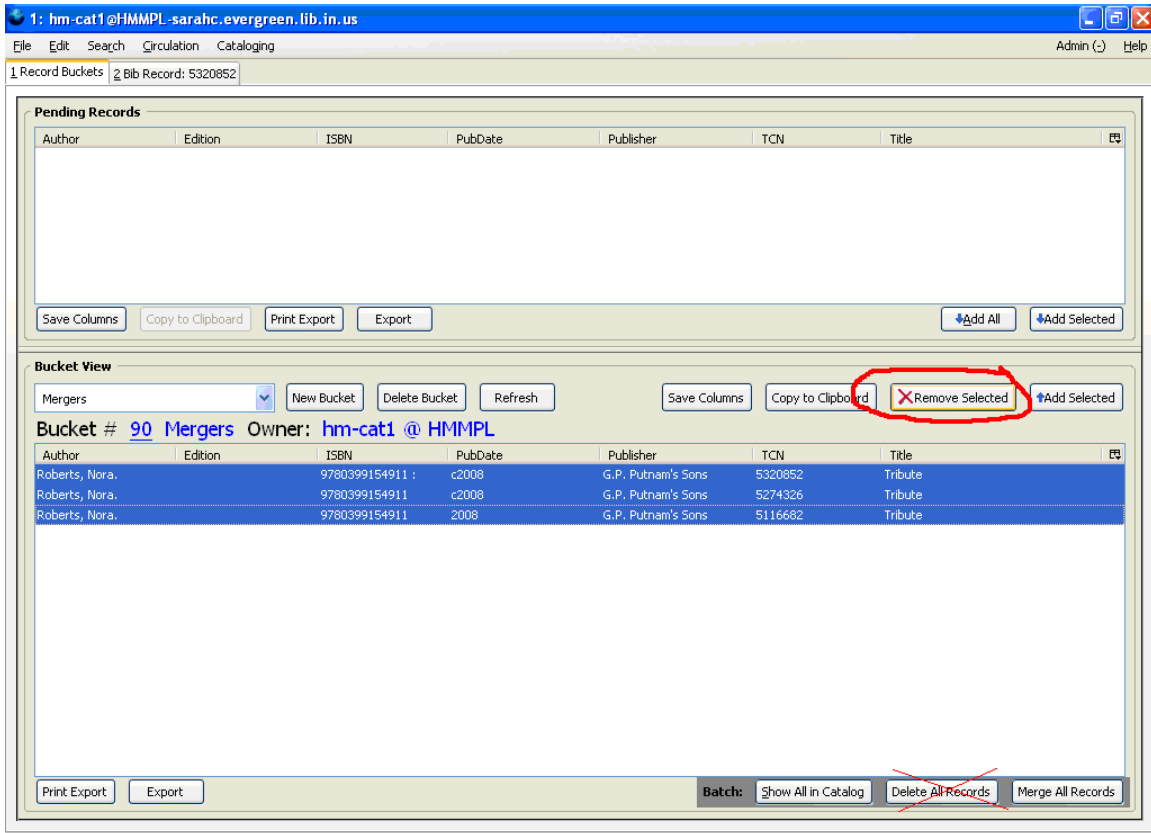


Yet another box will pop up:



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.