

Policy

It is Odum library's policy to keep all copies on a single holdings record except when multiple copies are kept in multiple locations.

Procedure

Change the 008 "Separate or composite copy report" from 0 to 1.

008	Date entered on file (0-5)	120207	Receipt or acquisition status(6)	4 - Currently received
	Expected acquisition end date (8-11)	####	General retention policy(12)	8 - Permanently retained
	Number of units(14)	# - No information provided	Unit type(15)	# - No specific retention policy
	Number of copies reported (17-19)	001	Lending policy(20)	u - Unknown
	Language (22-24)	### - Blanks	Separate or composite copy report(25)	0 - Separate copy report

Add a new item record by either clicking Alt + I or selecting the "Add items" button in the metadata editor.

The screenshot shows the metadata editor interface. At the top, there is a toolbar with several icons, including a blue square icon with a white plus sign, which is highlighted with a black box. Below the toolbar, there is a yellow warning banner that reads "You have 1 error(s) and 1 warning(s) on your record - 9:57:24 AM." Below the banner, there is a "Holdings" tab and a text field containing "Working on - Amazon sun, Amazon r (2241119540002962), Created by import (05/04/2017 05:15:41 AM EDT)". Below this, there is a list of holdings records with columns for LDR, copy ID, and description. The records are as follows:

LDR	00181nx##a22000854##4500
001	792631
004	717541
005	20120201151108.0
008	1202014u####8###1001uu###0901128
852 8	‡b Literacy ‡c VLITCTR ‡h VAL.LIT.CTR ‡i GR-H

Input the appropriate information in the copy ID, item policy, is magnetic, pieces, Material type, and Description fields.

General | ENUM/CHRON | Notes | History

General Information

Barcode	0200143757561	Copy ID	3
Material type	Book	Item policy	Book Juv 28 day UB Avail
Provenance		Is magnetic	No
PO Line	Select from a list	Issue date	
Receiving date	04/06/2015	Expected receiving date	
Enumeration A		Enumeration B	
Chronology I		Chronology J	
Description	c.3	Pieces	1
Pages		Receiving operator	import
Replacement cost			
Physical condition			
Process type			

Scan the barcode last. This will save and exit the item record.

If adding a second copy to a different location:

Open the bibliographic record in the metadata editor then either hit Ctrl+Alt+H or select the “Add Holdings” button.



Update the 008 and 852 as appropriate.

Add in a \$t Copy [#] in the 852 field with the appropriate location and copy number.

```
852 0 $b Odum $c LZAWARDS $k AWARD CALDECOTT $h PZ7.S23817 $i Adv 2014 $t Copy 2
```

If Alma will not let you save the holdings record, edit the other holding record. Place a \$t Copy 1 in the 852 then save. Alma will then allow you to save the new holding record you created.

If transferring multiple existing items to one holdings:

Open the holding record you want to place all items on in the metadata editor.

Delete the \$t Copy [#] if there is one in the 852.

Click anywhere in the holdings record and hit Ctrl+I and click the button with three dots. Select “View items”

Holdings(3) Portfolio(0) Representation(0) Electronic Collection(0)

1 - 3 of 3 Records

1 **Library:** Odum Library **Location:** LZ Awards
Call Number: AWARD CALDECOTT PZ7.S23817 Adv 2014
No. of items: 1 **Available:** 1

2 **Library:** Odum Library **Location:** LZ Awards
Call Number: AWARD CALDECOTT PZ7.S23817 Adv 2014
No. of items: 1 **Available:** 1

3 **Library:** Odum Library **Location:** LZ Awards
Call Number: AWARD CALDECOTT PZ7.S23817 Adv 2014
No. of items: 1 **Available:** 1

Choose one item record. Click the three dot button again and select edit.

The adventures of Beekle : the unimaginary friend / Santat, Dan, author, illustrator. Little, Brown and Company, New York ; 2014 [0734416830]

Location Odum Library: LZ Awards; AWARD CALDECOT... View all holdings

1 - 1 of 1 Call number Sort routine

Add Item Bind Items Change Holdings Open Predicted Items Withdraw Items Relink to another Bib

Status: All

	Barcode	Library	Location	Alternative Call Number	Call Number	Description	Temporary Location	Status	Process type	Access Number	
1	0200143757561	Odum Library	LZ Awards	-	AWARD CALDECOTT PZ7.S23817 Adv 2014	-	No	Item in place	-	-	...

View
 Edit
 Duplicate
 Change Location
 Withdraw
 Toggle Missing Status
 Work Order
 View hidden

In the Description box type in "c." and the book copy number, e.g. "c.2", "c.3"

General ENUM/CHRON Notes History

General Information

Barcode 0200143757561

Material type Book

Provenance

PO Line Select from a list

Receiving date 04/06/2015

Enumeration A

Chronology I

Description c.3 Generate

Save the record.

The click the “Back” button in Alma to return to the metadata editor.

Choose another item record and select “View items”.

Select the item and click the three dot button again.

Edit the item record as before and save it.

Click the checkbox to the left of the barcode number and select “Change Holdings”

 The adventures of Beekle : the unimaginary friend / Santat, Dan, author, illustrator. Little, Brown and Company, New York ; 2014 [0734416830]

Location Odum Library: LZ Awards; AWARD CALDECOT... View all holdings

1 - 1 of 1 Call number Search Sort routine

Add Item Bind Items **Change Holdings** Open Predicted Items Withdraw Items Relink to another Bib

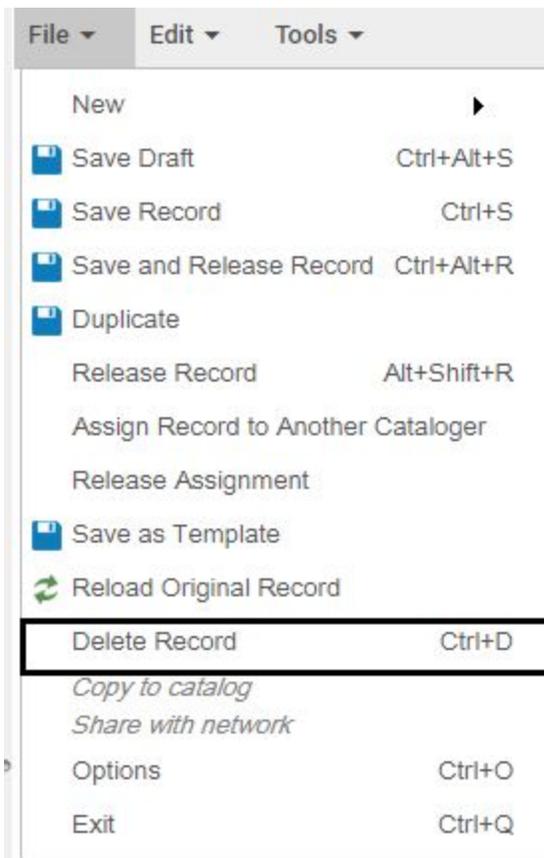
Attach the item to the corrected LZ record.

Repeat until all items are attached to one record.

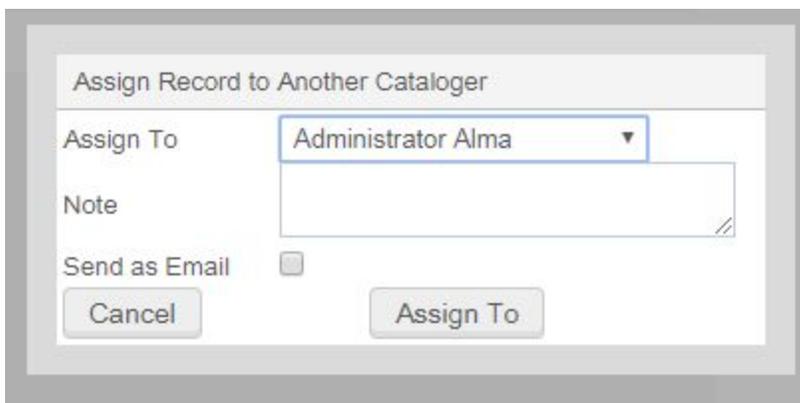
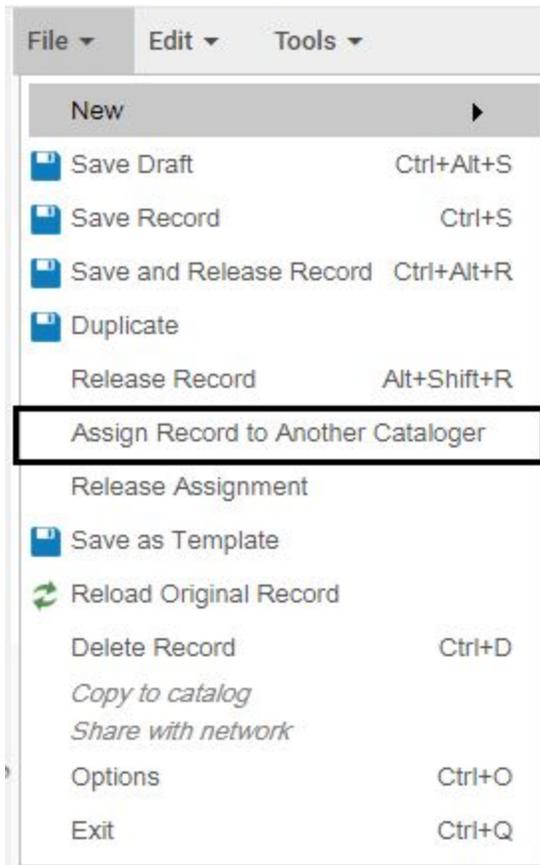
Click back to get back to the metadata editor.

Click edit on an empty holding (You can tell this by looking at the “no. of items”)

Click the empty holding and select File > “Delete record”



If you cannot delete the record yourself, select File > “Assign Record to Another Cataloger” then select Taylor, Robert or Frost, Guy.



Hit Ctrl+I to view other holdings and repeat until there is only one holding left.