

Copy Cataloging : merging a provisional record with a full OCLC record

First, Always search for the title in Alma.

Do a search in all the zones to ensure that duplicates are not being created.

This is a search in the Community Zone:



This is a search in the Network Zone:



This is a search in the Institution Zone:



Once the provisional is found mark the box next to the title to push to Metadata Editor (MDE)

Facets: Material Type (Book (2)), Resource Type (Book - Physical (2)), Language (Spanish (2)), Publication Year (2001 (1), 2019 (1)).

Search results for "crimen de miraflores":

- 1 **El crimen de Miraflores / Jimeno Jose Hernandez Droulers.**
Book (Book - Physical) By Hernandez Droulers, Jimeno Jose (Caracas : sn, 2019.)
Language: Spanish
ISBN: a9789806398337
Creation Date: 06/23/2021 03:20:19 EDT
Modification Date: -
Record number: (aleph)037935458UXU01
Orders: 1
MMS ID: 990379354580306571
- 2 **Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.**

Clicking on the elipsis also shows the option to Push to MDE

Facets: Material Type (Book (2)), Resource Type (Book - Physical (2)), Language (Spanish (2)), Publication Year (2001 (1), 2019 (1)).

Search results for "crimen de miraflores":

- 1 **El crimen de Miraflores / Jimeno Jose Hernandez Droulers.**
Book (Book - Physical) By Hernandez Droulers, Jimeno Jose (Caracas : sn, 2019.)
Language: Spanish
ISBN: a9789806398337
Creation Date: 06/23/2021 03:20:19 EDT
Modification Date: -
Record number: (aleph)037935458UXU01
Orders: 1
MMS ID: 990379354580306571
- 2 **Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.**
Book (Book - Physical) By Fontiveros González, Santiago. (San Cristóbal : S Fontiveros González, [2001])
Subject: Gómez, Juancho, -d. 1923--Assassination. Vice-Presidents--Venezuela--Biography.
Creation Date: 06/23/2021 04:32:47 EDT
Modification Date: -
Edition: 1. ed.

Dropdown menu for the first result:

- Items
- Order
- Request
- Document Delivery
- Push to MDE**
- Add Holdings
- Add to collection
- Add Reminder
- Linked Data
- Display in Discovery

Next, do a search in OCLC Connexion

9789806398337

Text Strings User Tools

OCLC 1204301826 No holdings in FXG - 12 other holdings

Books	Rec. stat	c	Entered	20201110	Replaced	20210415172921.9
Type a	ELvl		Srcce d	Audn	Ctrl	Lang spa
BLvl m	Form		Conf 0	Biog	MRec	Ctry ve
	Cont		GPub	LitF f	Indx 0	
Desc i	lls c f		Fest 0	DtSt t	Dates 2019	, 2019

040 MNU #b eng #e rda #c MNU #d MNU #d OCLCF #d OCLCA #d GUA #d OCL #d OCLCO

019 1202690646

020 9789806398337

020 9806398335

043 s-ve---

050 4 PQ8550.418.E747 #b C75 2019

090 #b

049 FXGG

100 1 Hernández Droulers, Jimeno José, #e author.

245 1 3 **El crimen de Miraflores / #c Jimeno José Hernández Droulers**

264 1 Caracas : #b [Jimeno José Hernández Droulers.], #c 2019

264 4 #c ©2019

300 284 pages, 3 pages of plates : #b portraits ; #c 22 cm

336 text #b txt #2 rdacontent

337 unmediated #b n #2 rdamedia

338 volume #b nc #2 rdacarrier

600 1 0 Gómez, Juancho, #d -1923 #x Assassination #v Fiction.

651 0 Venezuela #x Politics and government #y 1908-1935 #v Fiction.

650 0 Vice-presidents #z Venezuela #v Biography #v Fiction.

Once a full record is found update the holdings in OCLC and export into the Network Zone.
Once exported do a search in Alma in the Network Zone for the same title:

All titles Title crimen de miraflores

Facets

- Material Type: Book (2)
- Resource Type: Book - Physical (2)
- Language: Spanish (2)
- Publication Year: 2001 (1), 2019 (1)

All Titles (1 - 2 of 2) crimen de miraflores

Institution Network Community

Select All Sort by: Rank Secondary Sort by: Rank 0 rows selected

1 **El crimen de Miraflores / Jimeno José Hernández Droulers** Edit Record Push to MDE

Book (Book - Physical) text; unmediated; volume By Hernández Droulers, Jimeno José, (Caracas : [Jimeno José Hernández Droulers.], 2019)

ISBN: 9789806398337 and others Record number: (OCoLC)1204301826 Language: Spanish

Subject: Gómez, Juancho,—1923—Assassination—Fiction. Venezuela—Politics and government—1908-1935—Fiction. Vice-presidents—Venezuela—Biography—Fiction. and others

Creation Date: 07/27/2021 15:11:31 EDT Modification Date: 07/27/2021 15:11:31 EDT

MMS ID: 9914421800106561

Electronic Digital Held by Other details

2 **Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.** Edit Record Push to MDE

Book (Book - Physical) By Fontiveros González, Santiago. (San Cristóbal : S Fontiveros González, [2001])

Record number: (aleph)022925600UXU01 Language: Spanish

Subject: Gómez, Juancho,—d. 1923—Assassination. Vice-Presidents—Venezuela—Biography.

Edition: 1. ed.

Creation Date: 06/17/2021 10:36:16 EDT Modification Date: -

MMS ID: 9911649876906561

Electronic Digital Held by (1) Other details

Next Push the bib to the Metadata Editor (MDE) to be able to toggle between the provisional and newly imported full record.

Click on the MDE icon on the bottom left above the Alma configuration icon (Yellow arrow)

Facets

- Material Type: Book (2)
- Resource Type: Book - Physical (2)
- Language: Spanish (2)
- Publication Year: 2001 (1), 2019 (1)

Search results for "crimen de miraflores":

- El crimen de Miraflores / Jimeno José Hernández Droulers**
 Book (Book - Physical) text; unmediated; volume By Hernández Droulers, Jimeno José, (Caracas : [Jimeno José Hernández Droulers.], 2019)
 ISBN: 9789806398337 and others
 Record number: (OCoLC)1204301826
 Language: Spanish
 MMS ID: 9914421800106561
 Subject: Gómez, Juancho,—1923—Assassination—Fiction. Venezuela—Politics and government—1908-1935—Fiction. Vice-presidents—Venezuela—Biography—Fiction. and others
 Creation Date: 07/27/2021 15:11:31 EDT
 Modification Date: 07/27/2021 15:11:31 EDT
 Electronic Digital Held by Other details
- Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.**
 Book (Book - Physical) By Fontiveros González, Santiago. (San Cristóbal : S Fontiveros González, [2001])
 Record number: (aleph)022925600UXU01
 Language: Spanish
 MMS ID: 9911649876906561
 Subject: Gómez, Juancho,—d. 1923—Assassination. Vice-Presidents—Venezuela—Biography.
 Edition: 1. ed.
 Creation Date: 06/17/2021 10:36:16 EDT
 Modification Date: -
 Electronic Digital Held by (1) Other details

Once in the Metadata Editor select the newly entered full record in the Network Zone to copy the subfield a including OCLC code in parenthesis.

Records Templates Rules Save New Record Actio... Editing Actio... Add Invento... View Related... Order Search & Bro... Old

MARC21 Bib (2) Holdings (1) DC

Search in list

El crimen de Miraflores / ... (9914421800106561) Pushed

El crimen de Miraflores... (990379354580306571) Pushed

El crimen de Miraflores / Jimeno José Hernández Droulers (9914421800106561)

Record Pushed 01 MARC21 Bib

LDR 01483cam#a2200397##450

001 9914421800106561

005 20210727031130.0

008 20111020192019ve#cf#####000##spa#d

019 ja 1202690646

020 ja 9789806398337

020 ja 9806398335

035 ja (OCoLC)1204301826 tz (OCoLC)1202690646

035 ja (OCoLC)on1204301826

040 ja MNU tb eng te rda tc MNU td MNU td OCLCF td OCLCA td GUA td OCL td OCLCO td FXG

043 ja s-ve---

049 ja FXGG

050 4 ja PQ8550.418.E747 tb C75 2019

100 1 ja Hernández Droulers, Jimeno José, te author.

245 1 3 ja El crimen de Miraflores / tc Jimeno José Hernández Droulers

264 1 ja Caracas : tb [Jimeno José Hernández Droulers.], tc 2019

264 4 tc ©2019

300 ja 284 pages, 3 pages of plates : tb portraits ; tc 22 cm

336 ja text tb txt tz rdacontent

337 ja unmediated tb n tz rdamedia

Next select the provisional record in the Institution Zone to add a field and create a 035 with the OCLC number copied from the full record then save.

Records Templates Rules Save New Record Actio... Editing Actio... Add Invento... View Related... Order Search & Bro... Old

MARC21 Bib (2) Holdings (1) DC

Search in list

El crimen de Miraflores / ... (9914421800106561) Pushed

El crimen de Miraflores... (990379354580306571) Pushed

El crimen de Miraflores / Jimeno Jose Her

Record Pushed 01

LDR #####nam##2200205ua#4

001 990379354580306571

008 200220q2019####ve#|||||

020 ja a9789806398337

035 ja (aleph)037935458UXU

040 ja UyMoLRL tc UyMoLRL

049 ja FIGEN-RETT-AP

100 1 ja Hernandez Droulers, Ji

245 1 3 ja El crimen de Miraflores

260 ja Caracas : tb [s.n.], tc 2

300 ja 284 p. ; tc 22 cm.

998 ja 037935458

Editing Actio... Add Field (F8)

Add Subfield (F9)

Add Local Extension (Ctrl+L)

Remove Field (Ctrl+F6)

Open Form Editor (Ctrl+F)

Field Information (Alt+F)

Cut (Ctrl+X)

Copy (Ctrl+C)

Paste (Ctrl+V)

Enhance the Record (Ctrl+Alt+E/W)

Expand from Template (Ctrl+E)

Generate Author Number (F4)

Add Alternate Graphic Representation (Alt+F1)

Change Script (Alt+F6)

Link Fields (Alt+F2)

Unlink Fields (Alt+F3)

After adding the 035 with the OCLC number and saving the record click on Record Actions to Share with Network

The screenshot displays the FIU Libraries catalog interface. At the top, a search bar contains the text "crimen de miraflores". Below the search bar, there are tabs for "Records", "Templates", and "Rules". A "Record Actions" menu is open, showing various options such as "Duplicate Record", "Derive New Record", "Merge & Combine", "Validate", "Find Matches", "Show Linkage Information", "Add Note", "Assign Record to Another Cataloger", "Release Assignment", "Release Records of Another Cataloger", "Suppress from Discovery", "Suppress from External Search", "Set Management Tags", "Share with network", "Validate in Network", and "Delete Record". The "Share with network" option is highlighted in yellow. The background shows a list of records for "El crimen de Miraflores" with various call numbers and actions.

Call Number	Action
LDR 0053	
001 9903	
005 2021	
008 2002	
020 1a as	
035 1a (C	
035 1a (a	
040 1a U)	
049 1a FI	
100 1 1a He	
245 1 3 1a El	
260 1a Ce	
300 1a 28	
998 1a 03	

When the Share with Network option is clicked Alma will match the OCLC number in both records and will require a confirmation to view the records before saving.

The screenshot shows the Alma interface with a record view for 'El crimen de Miraflores / Jimeno Jose Hernandez Droulers'. A confirmation dialog box is overlaid on the record, asking: 'Confirmation required. Matched record/s exist in the catalog, do you want to view them before saving?'. The dialog has 'Yes' and 'No' buttons. The background record shows MARC21 fields: LDR 00536nam##2200181ua#4500, 001 990379354580306571, 005 20210727153725.0, 008 200220q2019####ve#|||||||spa#d, 020 1a a9789806398337, 035 1a (OCoLC)1204301826, 035 1a (aleph)037935458U XU01, 040 1a UyMoLRL 1c UyMoLRL, 049 1a FIGEN-RETT-AP, 100 1 1a Hernandez Droulers, Jimeno J, 245 1 3 1a El crimen de Miraflores / 1c Jimeno Jose Hernandez Droulers., 260 1a Caracas : 1b [s.n.] , 1c 2019., 300 1a 284 p. ; 1c 22 cm., 998 1a 037935458.

Click on yes to view the records that match. You will see the provisional that was just saved on the left and the full OCLC record on the right. Click on the Link button to merge the provisional with the full record.

The screenshot shows the Alma interface with a record view for 'El crimen de Miraflores / Jimeno Jose ...'. A 'Matching Records' panel is open on the right, showing a list of matches. The first match is 'El crimen de Miraflores / (9914421800106561)' by Hernández Droulers, Jimeno José, (Book [Jimeno José Hernández Droulers.], Caracas :, 2019). The match details include ISBN: 9806398335, Subjects: Fiction., 1908-1935, Venezuela. ..., and Other System Number: (OCoLC)on1204301826, (OCoLC)1204301826, (OCoLC)1202690646. A 'Link' button is highlighted in yellow next to the match. The background record shows MARC21 fields: LDR 00536nam##2200181ua#4500, 001 990379354580306571, 005 20210727153725.0, 008 200220q2019####ve#|||||||spa#d, 020 1a a9789806398337, 035 1a (OCoLC)1204301826, 035 1a (aleph)037935458U XU01, 040 1a UyMoLRL 1c UyMoLRL, 049 1a FIGEN-RETT-AP, 100 1 1a Hernandez Droulers, Jimeno Jose, 245 1 3 1a El crimen de Miraflores / 1c Jimeno Jose Hernandez Droulers., 260 1a Caracas : 1b [s.n.] , 1c 2019., 300 1a 284 p. ; 1c 22 cm., 998 1a 037935458.

Once the records have merged a message will pop up that the original record has been changed. Do a new search for the same title to see the changes made.

The screenshot shows a library catalog interface. The search bar contains 'crimen de miraflores'. The record details for 'El crimen de Miraflores / Jimeno José Hernández Droulers' are visible. An 'Information' dialog box is overlaid on the record, stating: 'An external process has changed the original record. It is recommended to reload original record.' The dialog has a 'Close' button.

Once a new search is done in the Institution Zone the full record from the Institution Zone will be part of the results. Click on the title to see the bib record.

The screenshot shows a library catalog interface with search results for 'crimen de miraflores'. The results list two records. The first record is 'El crimen de Miraflores / Jimeno José Hernández Droulers' and the second is 'Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.' The first record is highlighted.

Record 1: El crimen de Miraflores / Jimeno José Hernández Droulers
Book (Book - Physical) text; unmediated; volume By Hernández Droulers, Jimeno José, (Caracas : [Jimeno José Hernández Droulers.], 2019)
Language: Spanish
ISBN: 9789806398337 and others
Record number: (OCoLC)1204301826
Creation Date: 06/23/2021 03:20:19 EDT
Modification Date: 07/27/2021 16:38:32 EDT
Orders: 1
MMS ID: 990379354580306571

Record 2: Asesinato del vice-presidente de la República, General Juan C. Gómez : el crimen pluscuamperfecto de Miraflores / por el Dr. Santiago Fontiveros González.
Book (Book - Physical) By Fontiveros González, Santiago. (San Cristóbal : S Fontiveros González, [2001])
Language: Spanish
Record number: (aleph)022925600UXU01
Creation Date: 06/23/2021 04:32:47 EDT
MMS ID: 990229256000306571

Once in the bib review the record. The originating system ID within the box above the bib and the 998 field in the bib will show the Aleph System ID proving that the provisional record has been merged with the full record.

The screenshot shows the 'Record View' page for the title 'El crimen de Miraflores / Jimeno José Hernández Droulers'. The page includes a top navigation bar with search and utility icons, and a left sidebar with library-related icons. The main content area displays a table of metadata fields and a list of MARC fields.

MMS ID	990379354580306571	Suppress from Discovery	No	Export to WorldCat	Don't publish
Brief level	01	Record Format	marc21	Suppress from external search	No
Originating system	ILS	Originating system ID	037935458-UXU01	Originating system version	-

Below the metadata table, there are tabs for 'MARC' and 'BIBFRAME'. The MARC tab is active, showing a list of MARC fields:

- LDR 01587cam a2200409 i 4500
- 001 9914421800106561
- 005 20210727163832.0
- 008 201110t20192019ve cf 000 f spa d
- 019 _ |a 1202690646
- 020 _ |a 9789806398337
- 020 _ |a 9806398335
- 035 _ |a (OCoLC)1204301826 |z (OCoLC)1202690646
- 035 _ |a (OCoLC)on1204301826
- 650 _7 |a Politics and government. |2 fast |0 (OCoLC)fst01919741
- 650 _7 |a Vice-presidents. |2 fast |0 (OCoLC)fst01166246
- 651 _7 |a Venezuela. |2 fast |0 (OCoLC)fst01204166
- 648 _7 |a 1908-1935 |2 fast
- 655 _7 |a Fiction. |2 fast |0 (OCoLC)fst01423787
- 994 _ |a C0 |b FXG
- 998 _ |a 037935458

Because this is a firm order, a holdings record and an item record were created at the time the provisional record was created. The next step is to edit the holdings and the item and send the book to labeling.

Now, edit the holdings and items. From the bib record click on edit.

Record View

005	20210727163832.0
008	201110t20192019ve cf 000 f spa d
019	__ a 1202690646
020	__ a 9789806398337

Buttons: Back, Edit

The Metadata Editor will appear. Click on View Related then View Inventory.

Records Templates Rules Save + New Record Actio... Editing Actio... + Add Invento... View Related Order Search & Bro... Old Editor

MARC21 Bib (2) Holdings (1) DC

Search in list

Confesiones de un ato... (990379354560306571)

El crimen de Miraflores / ... (9914421800106561) Pushed

El crimen de Miraflores / Jimeno José Hernández Droulers (9914421800106561)

Record Pushed MARC21 Bib 01

LDR	01483cam#a2200397##4500
001	9914421800106561
005	20210727031130.0
008	201110t20192019ve#cf#####000##spa#d
019	‡a 1202690646
020	‡a 9789806398337
020	‡a 9806398335
035	‡a (OCoLC)1204301826 ‡z (OCoLC)1202690646
035	‡a (OCoLC)on1204301826
040	‡a MNU ‡b eng ‡e rda ‡c MNU ‡d MNU ‡d OCLCF ‡d OCLCA ‡d G
043	‡a s-ve---
049	‡a FXGG
050	4 ‡a PQ8550.418.E747 ‡b C75 2019
100	1 ‡a Hernández Droulers, Jimeno José, ‡e author.
245	1 3 ‡a El crimen de Miraflores / ‡c Jimeno José Hernández Droulers
264	1 ‡a Caracas : ‡b [Jimeno José Hernández Droulers.], ‡c 2019

Dropdown menu options: View Collections, View In Search (Ctrl+Alt+V), View Inventory (Ctrl+I), View Linked Data (Ctrl+Alt+L), View Notes, View Orders, View Related Bibliographic Records, View Versions, View versions of original record

You will see holdings record next to the bib in a split screen mode. Click on Edit to edit the holdings record.

The screenshot shows the FIU Libraries catalog interface. The top navigation bar includes 'Physical titles' and 'Barcode' dropdowns, along with search and utility icons. The main interface is split into three panes:

- Left Pane:** Shows the record details for 'El crimen de Miraflores / Jimeno José ... (9914421800106561)'. It includes a search bar and a 'Pushed' button.
- Middle Pane:** Displays the record's LDR and MARC21 fields. The fields are: LDR 01483cam#a2200397##4500; 001 9914421800106561; 005 20210727031130.0; 008 201110t2019ve#cf#####000#f#spa#d; 019 ⌘a 1202690646; 020 ⌘a 9789806398337; 020 ⌘a 9806398335; 035 ⌘a (OCoLC)1204301826 ⌘z (OCoLC)1202690646; 035 ⌘a (OCoLC)on1204301826; 040 ⌘a MNU ⌘b eng ⌘e rda ⌘c MNU ⌘d MNU ⌘d OCLCF ⌘d OCLCA ⌘d GUA ⌘d OCL ⌘d OCLCO ⌘d FXG; 043 ⌘a s-ve---; 049 ⌘a FXGG.
- Right Pane:** Shows the 'Inventory' section for the record. It includes tabs for 'Holdings(1)', 'Portfolio(0)', 'Representation(0)', and 'Electronic Collection()'. The 'Holdings(1)' tab is active, showing '1 Library: FIU Green Library Location: General Collection' and 'No. of items: 1 Available: 0'. An 'Edit' button is highlighted in yellow.

The holdings is now in edit mode.

The screenshot shows the FIU Libraries catalog interface with the holdings record for 'El crimen de Miraflores / Jimeno José ... (22156396060006571)' in edit mode. The interface is split into three panes:

- Left Pane:** Shows the record details for 'El crimen de Miraflores ... (22156396060006571)' and 'Un hombre odiado y otr... (22351738860006571)'. It includes a search bar and a 'Pushed' button.
- Middle Pane:** Displays the record's LDR and MARC21 fields. The fields are: LDR 01483cam#a2200397##4500; 001 9914421800106561; 005 20210727031130.0; 008 201110t2019ve#cf#####000#f#spa#d; 019 ⌘a 1202690646; 020 ⌘a 9789806398337; 020 ⌘a 9806398335; 035 ⌘a (OCoLC)1204301826 ⌘z (OCoLC)1202690646; 035 ⌘a (OCoLC)on1204301826; 040 ⌘a MNU ⌘b eng ⌘e rda ⌘c MNU ⌘d MNU ⌘d OCLCF ⌘d OCLCA ⌘d GUA ⌘d OCL ⌘d OCLCO ⌘d FXG; 043 ⌘a s-ve---; 049 ⌘a FXGG; 050 4 ⌘a PQ8550.418.E747 ⌘b C75 2019; 100 1 ⌘a Hernández Droulers, Jimeno José, ⌘e author; 245 1 3 ⌘a El crimen de Miraflores / ⌘c Jimeno José.
- Right Pane:** Shows the 'Holdings' section for the record. It includes tabs for 'Record' and 'Holdings'. The 'Holdings' tab is active, showing the LDR and MARC21 fields for the holdings record: LDR #####nx#a22#####1n#4500; 008 2010202p#####8####4001uuspa0000000; 001 111596787; 929 ⌘a FI; 996 ⌘a (FMFIU)LacP APP FY20 ⌘b 20201020; 852 ⌘a FMFIU ⌘b FIUGL ⌘c GEN ⌘d.

Click on Editing Actinos to add a field, add a subfield or remove fields as needed. The call number needs to be added. Then save and go to the item record.

The screenshot shows the 'Editing Actinos' menu open over a record. The record details are as follows:

Field	Value
LDR	01483cam#a2200397##45
001	9914421800106561
005	20210727031130.0
008	20111020192019ve#c###
019	⌘a 1202690646
020	⌘a 9789806398337
020	⌘a 9806398335
035	⌘a (OCoLC)1204301826 ⌘a (OCoLC)1202690646
035	⌘a (OCoLC)on1204301826
040	⌘a MNU ⌘b eng ⌘e rda ⌘c OCLCF ⌘d OCLCA ⌘d GU ⌘d FXG
043	⌘a s-ve---
049	⌘a FXGG
050	4 ⌘a PQ8550.418.E747 ⌘b C
100	1 ⌘a Hernández Droulers, Jir author.
245	1 3 ⌘a El crimen de Miraflores Hernández Droulers

Once the holding record has been updated click on View Related then View Inventory to go into the item record.

The screenshot shows the 'Inventory' view for the record. The record details are as follows:

Field	Value
LDR	00249nx##a22000971n#4500
008	2010202p#####8###4001uuspa0000000
001	111596787
005	20210728114622.0
929	⌘a FI
996	⌘a (FMFIU)LacP APP FY20 ⌘b 20201020
852	0 ⌘a FMFIU ⌘b FIUGL ⌘c GEN ⌘h PQ8550.418.E747 ⌘i C75 2019

The 'Inventory' view shows 1 Library: FIU Green Library, Location: General Collection, Call Number: PQ8550.418.E747 C75 2019, No. of items: 1 Available: 0. The 'View Items' button is highlighted in the 'View' dropdown menu.

Once in the item record click on the barcode to enter the editing mode.

Physical titles | Barcode

FIU Libraries

List of Items

El crimen de Miraflores / Jimeno José Hernández Droulers Hernández Droulers, Jimeno José, author. [Jimeno José Hernández Droulers.], Caracas : 2019 [9806398335]

1 - 1 of 1 | Call number | Search | Sort routine | 0 rows selected | Manage Selected | Add Item

Status: All | Year: All | Volume: All | Description: All | Receive Date: All

Barcode	Library	Location	Call Number	Item Call Number	Year	Volun	Temporary Location	Descripti	Status	Process type	Access Number	Receiving date
3119902332	FIU Green Library	General Collection	PQ8550.418.E747 C75 2019	-	-	-	No	-	Item not in place	Technical - Migration	-	10/20/2...

The item record can now be edited to make any necessary changes. The barcode, material type and Item policy should have already been added.

The item record can be saved and sent to labeling.

Physical titles | Barcode

FIU Libraries

Physical Item Editor

El crimen de Miraflores / Jimeno José Hernández Droulers Hernández Droulers, Jimeno José, author. [Jimeno José Hernández Droulers.], Caracas : 2019 [9806398335]

Holdings: FIU Green Library: General Collection; PQ8550.418.E747 C75 2019

Holdings ID: 22156396060006571 | View all holdings

Barcode: 31199023325866 | Item ID: 23156396050006571 | View all items

Process type: Technical - Migration | MMS ID: 990379354580306571 | Browse shelf listing

Status: Item not in place

General | ENUM/CHRON | Notes | History

General Information

Barcode: 31199023325866 | Generate

Material type: Book

Provenance: [Dropdown]

PO Line: 37935458-1

Receiving date: 10/20/2020

Enumeration A: [Text]

Chronology I: [Text]

Copy ID: [Text]

Item policy: 01 Regular Loan

Is magnetic: No

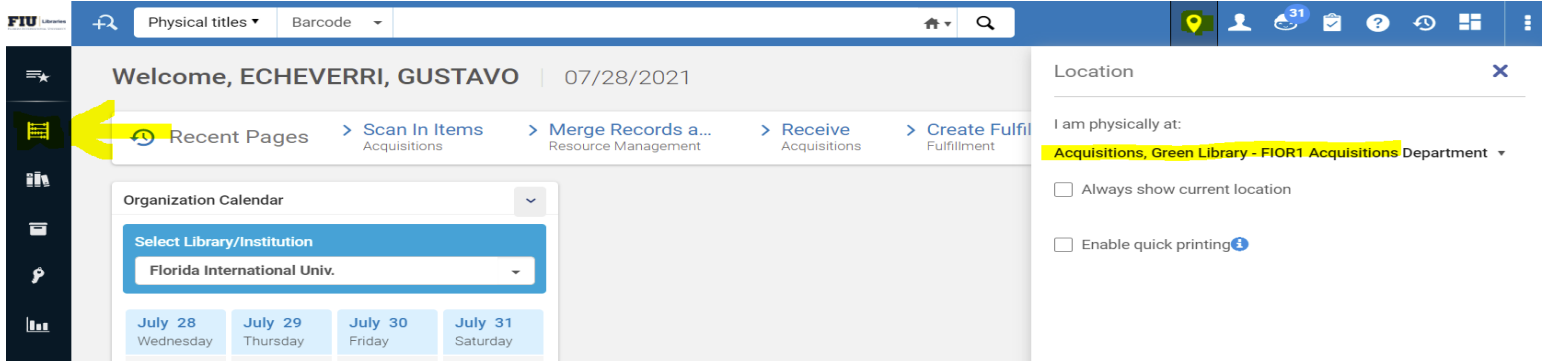
Issue date: [Calendar]

Expected receiving date: [Calendar]

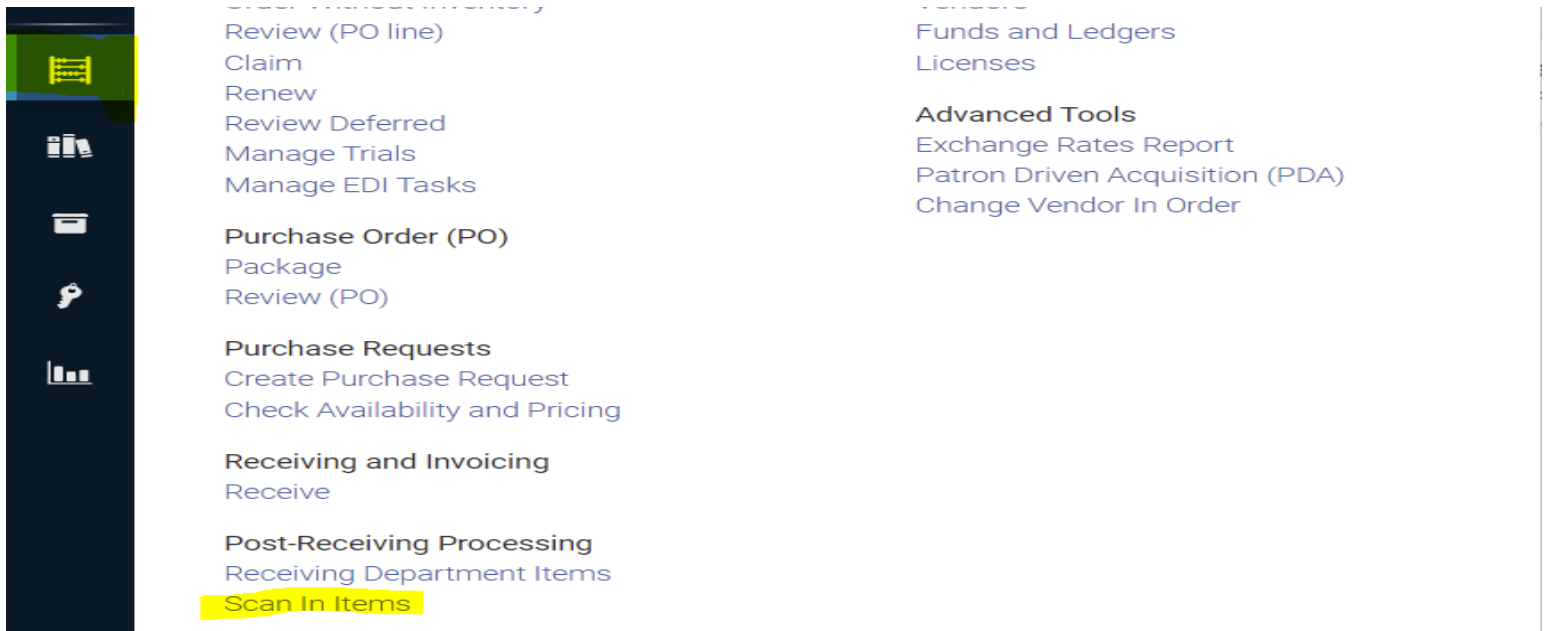
Enumeration B: [Text]

Chronology J: [Text]

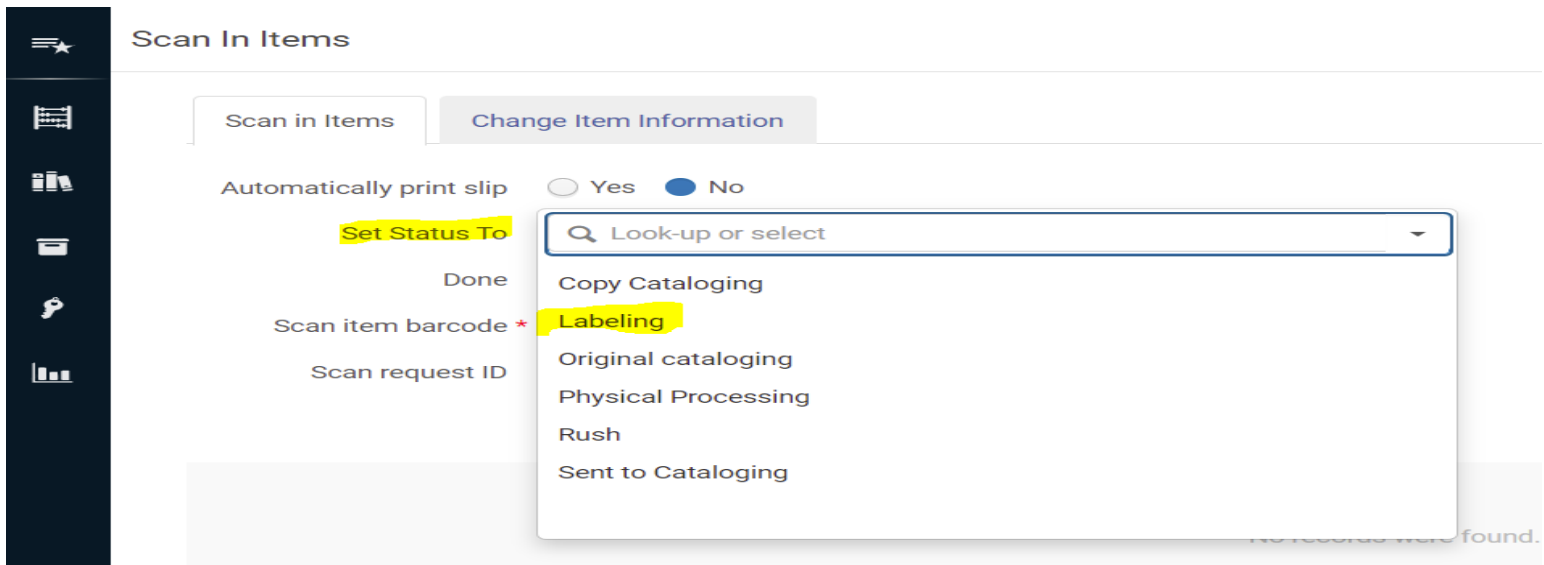
To Send the item to labeling make sure that the location is Acquisitions (insert appropriate library here) Then click on the Acquisitions icon on the left bar.



Select Scan In Items



Then Set Status to



Then Scan the barcode of the book to be sent to labeling.

Scan In Items

Scan in Items | Change Item Information

Automatically print slip Yes No

Set Status To **Labeling**

Done Yes No

Scan item barcode *

Scan request ID

Create Item

Once scanned the item record will have a process type of Acquisition Technical services (Label) and can be sent to the labeling shelves.

List of Items

El crimen de Miraflores / Jimeno José Hernández Droulers Hernández Droulers, Jimeno José, author. [Jimeno José Hernández Droulers.], Caracas : 2019 [9806398335]

1 - 1 of 1 Call number Sort routine

Status: All Year: All Volume: All Description: All Receive Date: All

Barcode	Library	Location	Call Number	Item Call Number	Year	Volun	Temporary Location	Descripti	Status	Process type	Access Number	Receiving date
3119902332...	FIU Green Library	General Collection	PQ8550.418.E747 C75 2019	-	-	-	No	-	Item not in place	Acquisition technical services (Label)	-	10/20/2...