
How can I move items from one title to another?

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 2.2
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Description:

How can I move items from one title to another?

Resolution:

To move an item from one bibliographic record to another, please proceed as follows:

1. Open the Cataloging module and connect to Items masterfile.
2. Retrieve the item in the Items module
3. In addition to the item list, the Navigation window has opened in the background. In the left part of the window, go to the Items node. Highlight the desired item "M-MEX ..." and push it to the Cataloging module by clicking on the button Catalog BIB.
4. The link to the title is in the field BIB. The subfield L contains the identification number of the title record, subfield a contains the title, subfield s contains the sequence number of the item in relation to the title. Please remove the content from subfield s, write the identification number of the new title record in subfield L and save the record to the server. The system has assigned a new sequence number and automatically written the title of the new title record in subfield a.

Additional Information

Move items

- **Article last edited:** 10/17/2013