MANAGING - MOVING/SEPARATING HOLDINGS

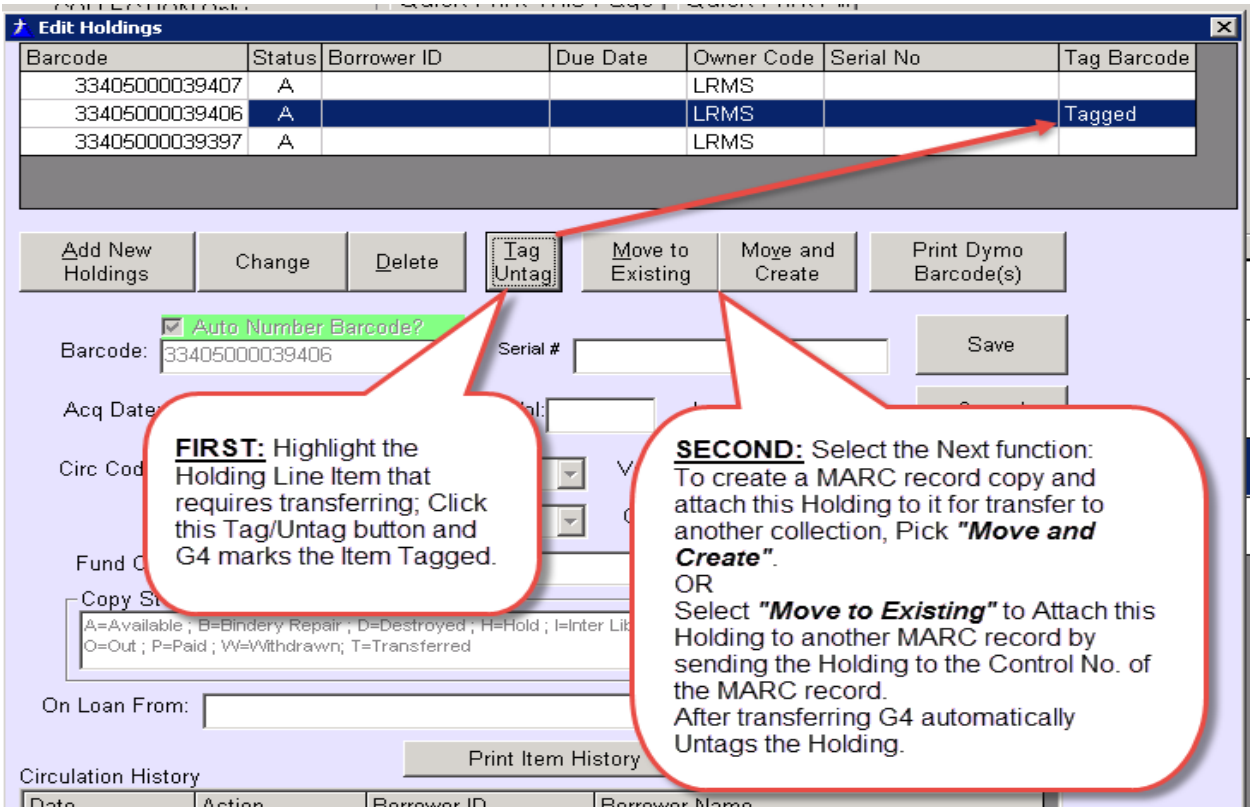
The movement of an items copy from within the Holdings to another location is now done by tagging the line item (within Edit Holdings) to be moved. You can have an item that has become Lost or you want to separate your Titles having multiple copies into one Title and one Copy in the Holdings or just the opposite to consolidate all Holdings to one Title.

G4 was redesigned to save time to avoid the older requirement to copy a MARC record; then transfer it to a collection and then transfer the Holding to the new records Control No.

Now all that is needed to be done is highlight the holding line item, click the Tag/Untag button to tag the holding followed by:

How this works:

Know the Control No.

to be used as the receiving record.

- Clicking on the Move and Create button (this action makes a copy of the MARC record, attaches the selected Holding and allows you to pick what Collection to Transfer this item too).
- Clicking on the "Move to Existing" button (simply moves the selected Holding to the Control Number of another MARC record, if you are consolidating Holdings to single Title <u>be sure to remove</u> the MARC record after moving the Holding).