Transferring Records from One Bibliographic Record to Another

To transfer attached records and holds from one bibliographic record to another:

1. [Retrieve the bibliographic record](#) that is attached to the records you want to transfer.
2. In the Summary tab, choose the records you want to transfer by selecting their check boxes.

   Choose All Record Types to select all the attached records.

3. Choose Edit | Transfer attached | Find Bib.

   The Select destination bib window opens.

4. In the Select destination bib window, retrieve the destination bibliographic record.
5. In the Summary tab of the destination bib, choose Use Bib.

   If the source bibliographic record has no title-level holds, you will be asked if you want to transfer the attached records and retain or delete the source bib. Select the appropriate radio button and choose OK.

   If the source bibliographic record has title-level holds, the Transfer Attached Records dialog

   displays. For example:

6. If you transfer all attached records, you are allowed to delete the source bib. To delete or retain the source bib, choose the appropriate radio button.
7. If you are transferring selected holds, select the check boxes of the title-level holds to be transferred.
8. Choose OK.

Transferring Records from One Resource Record to Another

1. [Retrieve the resource record](#) that is attached to the records you want to transfer.
2. In the Summary tab, choose License from the View drop-down list.
3. Choose the records you want to transfer by selecting their check boxes.
4. Choose Edit | Transfer attached.
5. In the Select destination resource record window, retrieve the destination resource record.
6. In the Summary tab of the destination resource record, choose Use Resource.
7. If you transfer all attached records, you can delete the source resource. To delete or retain the source resource, choose the appropriate radio button.
8. Choose OK.