To Relink Item(s) To A Different Holdings Record:

- In Cataloging module
  - Search by title
  - Display the Bibliographic record
- Select Strapped Books icon “Get Hldgs” (Retrieve holdings for the active bib. record)
- At “Select or add holdings records:”
  - Write down the top ID # if item is to stay linked to same Bib record. If relinking to another Bibliographic record, write down that Bib ID #
  - Highlight the IDs to be moved (maximum # at a time is approx. 15)
  - Select Retrieve (the holding records will now be displayed)
- Select Stacked Books icon “Get Items” (Retrieve items for the active holdings record) (for Tile or Cascade screen display, select Window from pull down menu)
- To move item to new holding record:
  - Select Record > “Relink to a different holding” (Alt R H)
  - At box “Relink the item to a holding record” type in new holding ID #
  - OK (or enter)
  - At “Item successfully relinked,” select OK (or enter)
- To verify the item has been relinked:
  - Select Stacked Books icon
  - If relink was successful, message will say “No items found for this location”
  - Select OK
- To delete an empty holding record:
  - Select Record Delete (Alt R D)
  - Yes (enter)
- Repeat relink process until all items are attached to the desired holding record
- Resequence items if necessary