Holdings Records: Case for Caution

Circumstance

A bibliographic record exists in Aleph with no holdings record but with item record(s) for a single sublibrary. When a cataloger creates the first holdings record:

- Aleph automatically adds to the new holdings record an 852 $$b$$ that matches the sublibrary code in the existing item record(s).
- Aleph automatically links the existing item record(s) to the new holdings record.
- Aleph automatically saves the holdings record to the server.

Instructions for how to handle this situation are provided below.

This circumstance is problematic if you did not intend to link the existing item(s) to the new holdings record. It is a serious problem if the new holdings record is created for a sublibrary different from the one you intended.

How to identify and resolve this problem

Please follow these directions carefully to prevent unnecessary loss of data in Aleph.

1. Note that before creating the first holdings record, the Record Manager Pane displays an existing item record, but the HOL Records tab is empty (as illustrated in the screen shot below):

2. After choosing to “Create” a holdings record, pay careful attention to the information that appears on this HOL Records tab:

   - The HOL Records tab displays a new record identified by sublibrary; if you missed the clue in the Record Manager Pane (item exists but holdings does not), the automatic assignment of a sublibrary to the first holdings record (as it is being created) is the important clue that one or more item records already exist for a single sublibrary and have been automatically linked to the newly created holdings record.

3. Evaluate the sublibrary assigned to the new holdings record:

   If the sublibrary is correct for your library:

   - examine the item record(s) to verify that it/they should be linked to the new holdings record.
     - If they should be linked, continue your work.
     - If they should not be linked, unlink them before proceeding with your work.

   If the sublibrary is not correct for your library:

   - Do not edit the holdings record to match your own sublibrary. In order to safeguard the integrity of the other sublibrary’s item record(s), it is critical to leave both the holdings and item record(s) intact. Aleph security features do not allow you to unlink the item record of a sublibrary that is not your own.
   - Notify the technical services unit of the other sublibrary immediately. It will be up to them to decide whether to keep the new holdings record or not.
   - Create a new holdings record for your own sublibrary.
What to do if you edit the new holdings record that was created for another sublibrary

If you edit the new holdings record to reflect your own sublibrary/collection/call number and save the holdings record to the server, the sublibrary/collection/call number from the new holdings record will automatically overwrite the original sublibrary/collection/call number data in the linked item(s). You will be unable to restore the item data.

Take the following steps:

- View the item record(s) in the Items Tab.
- Under Tab 6 HOL Links, unlink the item(s)
- Choose to view All Items History.
- Select Tab 3 Item Changes to determine which library created the item(s): the sublibrary code of that library is the first three characters of the logon in the Cataloger column.
- Contact technical services staff at that library to warn them of this circumstance and to let them know that you are reporting this to OIS for correction. Neither you nor they will be able to correct the sublibrary/collection/call number data in the item(s).
- Contact Aleph Support (http://hul.harvard.edu/ois/support/support-aleph.html) and request that OIS restore the item record(s) to reflect the original data; provide the barcode(s) for the item record(s) in your request.
- Use the new holdings record for your own sublibrary and proceed with your work.

Please contact your supervisor if you encounter any problems with this procedure.