MOVING RECORDS

To be given authorization for these functions, the staff member should:

- be an experienced Aleph user
- understand how bibs, holdings, items, orders, subscription, and admin records are linked to one another in Aleph
- have a good grasp of the cataloging standards for what constitutes a duplicate record and how such cases should be resolved

Documentation

There are three documents which describe functionality needed for moving records. In addition to this document, please also see:

  Resolving duplicate records in Aleph
  Global Changes function on Items List

Terminology

This document describes how to move holdings, items, orders and subscriptions from one bibliographic record to another. The *source record* is the bibliographic record where the holding, items, order and/or subscription are now. The *target record* is the bibliographic record where you want to move the holding, items, order and/or subscription.

Workflows

This section describes the steps you must take to move various types of records. It’s important to do the steps in the order in which they are listed to prevent mislinked records. The following section (Basic Tasks) describes the steps in detail.

A. Move holding (no linked items or linked subscription)
   1. move holding from *source record* to *target record* [Task 1] [p. 4]
   2. check and update status of *source record* as needed [Task 10] [p. 42]

B. Move unlinked items
   1. move unlinked item(s) from *source record* to *target record* [Task 2] [p. 7]
   2. check and update status of *source record* as needed [Task 10] [p. 42]

C. Move holding with linked item(s)
   1. unlink item(s) from holding on *source record* (use Bind/Change function if many items) [Task 6A] [p. 21]
   2. move holding from *source record* to *target record* [Task 1] [p. 4]
   3. move unlinked item(s) from *source record* to *target record* [Task 2] [p. 7]
   4. relink item(s) to holding on *target record* (use Bind/Change function if many items) [Task 6B] [p. 26]
   5. check and update status of *source record* as needed [Task 10] [p. 42]
MOVING RECORDS

D. Move M order without item(s) or with item(s) linked to order but not linked to holding
   1. move order from source record to target record (items, if any, will also be moved) [Task 3] [p. 10]
   2. check and update status of source record as needed [Task 10] [p. 42]

E. Move M order and holding with linked item(s) which are linked to holding
   1. unlink item(s) from holding on source record (use Bind/Change function if many items) [Task 6A] [p. 21]
   2. move order from source record to target record (items linked to order, if any, will also be moved) [Task 3] [p. 10]
   3. move holding from source record to target record [Task 1] [p. 4]
   4. relink item(s) to holding on target record (use Bind/Change function if many items) [Task 6B] [p. 26]
   5. check and update status of source record as needed [Task 10] [p. 42]

F. Move O order without linked item(s)
   1. move order from source record to target record [Task 4] [p. 13]
   2. check and update status of source record as needed [Task 10] [p. 42]

G. Move O order with linked item(s)
   1. unlink item(s) from order on source record (use Bind/Change function if many items) [Task 7A] [p. 27]
   2. move order from source record to target record [Task 4] [p. 13]
   3. move unlinked item(s) from source record to target record [Task 2] [p. 7]
   4. relink item(s) to order on target record (use Bind/Change function if many items) [Task 7B] [p. 32]
   5. check and update status of source record as needed [Task 10] [p. 42]

H. Move O order and holding with item(s) linked to order and to holding
   1. unlink item(s) from holding on source record (use Bind/Change function if many items) [Task 6A] [p. 21]
   2. unlink item(s) from order on source record (use Bind/Change function if many items) [Task 7A] [p. 27]
   3. move holding from source record to target record [Task 1] [p. 4]
   4. move order from source record to target record [Task 4] [p. 13]
   5. move unlinked item(s) from source record to target record [Task 2] [p. 7]
   6. relink item(s) to holding on target record (use Bind/Change function if many items) [Task 6B] [p. 26]
   7. relink item(s) to order on target record (use Bind/Change function if many items) [Task 7B] [p. 32]
   8. check and update status of source record as needed [Task 10] [p. 42]

I. Move S order with no subscription
   1. move order from source record to target record [Task 3] [p. 10]
   2. check and update status of source record as needed [Task 10] [p. 42]
MOVING RECORDS

J. Move S order and subscription without linked items; subscription not linked to holding
   1. unlink subscription from order on source record [Task 9C] [p. 40]
   2. move order from source record to target record [Task 5A] [p. 16]
   3. move subscription from source record to target record [Task 5B] [p. 19]
   4. relink subscription to order on target record [Task 9D] [p. 41]
   5. check and update status of source record as needed [Task 10] [p. 42]

K. Move S order and subscription with linked items; subscription linked to holding
   1. unlink subscription from holding on source record [Task 9A] [p. 39]
   2. unlink subscription from order on source record [Task 9C] [p. 40]
   3. unlink item(s) from holding on source record (use Bind/Change function if many items) [Task 6A] [p. 21]
   4. unlink item(s) from subscription on source record (use Bind/Change function if many items) [Task 8A] [p. 33]
   5. unlink item(s) from order (use Bind/Change function if many items) [Task 7A] [p. 27]
   6. move holding from source record to target record [Task 1] [p. 4]
   7. move order from source record to target record [Task 5A] [p. 16]
   8. move subscription from source record to target record [Task 5B] [p. 19]
   9. move unlinked item(s) from source record to target record [Task 2] [p. 7]
  10. relink subscription to holding on target record [Task 9B] [p. 40]
  11. relink subscription to order on target record [Task 9D] [p. 41]
  12. relink item(s) to holding on target record (use Bind/Change function if many items) [Task 6B] [p. 26]
  13. relink item(s) to subscription on target record (use Bind/Change function if many items) [Task 8B] [p. 38]
  14. relink item(s) to order on target record (use Bind/Change function if many items) [Task 7B] [p. 32]
  15. if using prediction, change $$9 value of 853X field if subscription sequence number has changed
  16. check and update status of source record as necessary [Task 10] [p. 42]

Basic Tasks

Task 1. Moving holding ............................................................................................................... 4
Task 2. Moving item(s) ................................................................................................................ 7
Task 3. Moving a Monograph order (M) ..................................................................................... 10
Task 4. Moving a Standing Order (O) ....................................................................................... 13
Task 5. Moving a Serial (S) order and Subscription .............................................................. 16
Task 6. Unlinking item(s) from holding / Relinking item(s) to holding ................................. 21
Task 7. Unlinking item(s) from order / Relinking item(s) to order ....................................... 27
Task 8. Unlinking item(s) from subscription / Relinking item(s) to subscription ............... 33
Task 9. Unlinking subscription from holding and order / Relinking subscription to holding and order................................................................. 39
Task 10. Updating status of bibliographic records after records moved ............................... 42
MOVING RECORDS

Task 1. Moving holding

Prerequisites
- you must unlink items from holding before moving holding [see Task 6]
- you must unlink subscription from holding before moving holding [see Task 9]

Notes
- holding record number does not change when you move holding

Summary: To move a holding record with no linked items or subscription from one bibliographic record to another, display both records in Split Editor Mode and change the number in the LKR field in the holding record to the system number of the target record.

A. In Cataloging module on Records tab, open target record.

   It’s a good idea to close all other records and have just the target record and the source record open in Edit Records window.

B. Click on the Split Editor Mode icon. Target record will display in left pane.

C. Open source record. Source record will display in right pane.

You can open target record in right pane and source record in left pane if that makes more sense to you. The important thing is to be consistent to prevent confusion.
D. Highlight the holding that you want to move and click on Edit button. Holding from *source record* will be in right pane.

E. Change $S$b value of the LKR field in the holdings record to the system number of the *target record*. You must include the leading zeroes.

*You may copy the number from the 001 field of the target record but, if you do, make sure you delete the check digit (in this example, the "-9" at the end of the 001 field).*
F. Save the holding record to the server.

If H08 field has no date in $Sb, you will have to add it before you can save the record. To enter the dummy date for this field, type $Sbo (date 20060630 will be added).
Task 2. Moving item(s)

Prerequisites

- you must unlink items from holding before moving items [see Task 6]
- you must unlink items from O or S order before moving items [see Task 7]
- items linked to an M order will move with the order [see Task 3]
- you must unlink items from subscription before moving items [see Task 8]

Notes

- you can only move one item at a time
- loan information moves with the item

Summary: To move unlinked items from one bibliographic record to another, display the target record and the source record in Split Editor and Overview Tree mode and drag the item from the source record to the target record.

A. In Cataloging module on Records tab, open target record.

It’s a good idea to close all other records and have just the target record and the source record open in Edit Records window.

B. Click on the Split Editor Mode icon. Target record will display in left pane.

C. Open source record. Source record will display in right pane.

You can open target record in right pane and source record in left pane if that makes more sense to you. The important thing is to be consistent to prevent confusion.
D. Click on Overview Tree icon. Item should appear under ITEMS node in HVD50 section. If the target record does not have an HVD50 branch, click on ITEMS in the Nav Tree on the left to push the record to the Items Tab (or click on Open Acquisitions Record icon to push to Acquisitions module). This will create an HVD50 branch.

E. To move the unlinked item, click on the item on the source record and drag it to the ITEMS node on the target record. You can also move the item by clicking on it on the source record and pressing Ctrl-X (Cut). Then, click on the ITEMS node on the target record and press Ctrl-V (Paste). You can only move one item at a time.

F. When you drag the item to the target record, you will be asked to confirm that you want to move the item. Click on Yes. You must click on Yes. The default is No if you hit Enter.
G. When you have confirmed that you want to move the item, you will get a message saying that the item has been moved. Click on OK.

H. The display will show that the item has moved from the source record to the target record.
MOVING RECORDS

Task 3. Moving a Monograph order (M)

Prerequisites
- if items linked to order are linked to a holding, you must unlink them from holding before moving order [see Task 6]

Notes
- item linked to Monograph order will move with the order
- order number does not change when you move order
- all order information moves with order (invoices, claims, etc.)
- there is no Order Log entry when order is moved (you may want to add one manually)

Summary: To move an M order from one bibliographic record to another, display the target record and the source record in Split Editor and Overview Tree mode and drag the order from the source record to the target record. Any items linked to the M order will also be moved.

You may use this workflow for moving O orders that have no linked items and S orders with no Subscription.

A. In Cataloging module on Records tab, open target record.

It’s a good idea to close all other records and have just the target record and the source record open in Edit Records window.

B. Click on the Split Editor Mode icon. Target record will display in left pane.

C. Open source record. Source record will display in right pane.

You can open target record in right pane and source record in left pane if that makes more sense to you. The important thing is to be consistent to prevent confusion.
D. Click on Overview Tree icon.

Orders should appear under ORDERS node in HVD50 section. If the target record does not have an HVD50 branch, click on ITEMS in the Nav Tree on the left to push the record to the Items Tab (or click on Open Acquisitions Record icon to push to Acquisitions module). This will create an HVD50 branch.

E. To move the M order (and attached items if any), click on the order on the source record and drag it to the ORDERS node on the target record. You can also move the order by clicking on it on the source record and pressing Ctrl-X (Cut). Then, click on the ORDERS node on the target record and press Ctrl-V (Paste).

F. When you drag the order to the target record, you will be asked to confirm that you want to move the order. Click on Yes. You must click on Yes. The default is No if you hit Enter.
G. When you have confirmed that you want to move the order, you will get a message saying that the order (and attached item if any) has been moved. Click on OK.

H. The display will show that the M order (and attached item if any) has moved from the source record to the target record.
MOVING RECORDS

Task 4. Moving a Standing Order (O)

Prerequisites
- you must unlink items from Standing Order (O) before moving order [see Task 7]

Notes
- items linked to Standing Order (O) do not move with order
- order number does not change when you move order
- all order information moves with order (invoices, claims, etc.)
- there is no Order Log entry when order is moved (you may want to add one manually)

Summary: Display the target record and the source record in Split Editor and Overview Tree mode and drag the order from the source record to the target record.

A. In Cataloging module on Records tab, open target record.

   It’s a good idea to close all other records and have just the target record and the source record open in Edit Records window.

B. Click on the Split Editor Mode icon. Target record will display in left pane.

C. Open source record. Source record will display in right pane.

   You can open target record in right pane and source record in left pane if that makes more sense to you. The important thing is to be consistent to prevent confusion.

D. Click on Overview Tree icon.
Orders should appear under ORDERS node in HVD50 section. If the target record does not have an HVD50 branch, click on ITEMS in the Nav Tree to push the record to the Items Tab (or click on Open Acquisitions Record icon to push to Acquisitions module). This will create an HVD50 branch.

E. To move the order, click on the order on the source record and drag it to the ORDERS node on the target record.

You can also move the order by clicking on it on the source record and pressing Ctrl-X (Cut). Then, click on the ORDERS node on the target record and press Ctrl-V (Paste).

F. When you drag the order to the target record, you will be asked to confirm that you want to move the order. Click on Yes.

You must click on Yes. The default is No if you hit Enter.
G. When you have confirmed that you want to move the order, you will get a message saying that the order has been moved. Click on Ok.

H. The display will show that the O order has moved from the source record to the target record.
MOVING RECORDS

Task 5. Moving a Serial (S) order and Subscription

Prerequisites
- you must unlink subscription from holding before moving subscription [see Task 9]
- you must unlink subscription from order before moving subscription or order [see Task 9D]
- you must unlink items from subscription before moving subscription [see Task 8]

Notes
- you should always move S order and subscription as a pair (if you move the order, you should move the subscription; if you move the subscription, you should move the order)
- items linked to subscription do not move with subscription
- order number does not change when you move order
- subscription sequence number may change (if it does, you will have to change $89 value of 853X field if predicting)
- all order information moves with order (invoices, claims, order log, etc.)
- all subscription information moves with subscription (claims, routing lists, log, etc.)
- no Order or Subscription Log entry is made automatically when order or subscription is moved (you may want to create one manually)

Summary: Display the target record and the source record in Split Editor and Overview Tree mode and drag the order from the source record to the target record. Then drag the subscription from the source record to the target record.

Note: Moving an order and subscription should only be done when these records have been created on the wrong bibliographic record. For title changes, the old order and subscription should be closed and a new order and subscription should be created on the current title.

A. Move the order

1. In Cataloging module on Records tab, open target record.

   It’s a good idea to close all other records and have just the target record and the source record open in Edit Records window.

2. Click on the Split Editor Mode icon. Target record will display in left pane.

3. Open source record. Source record will display in right pane.

   You can open target record in right pane and source record in left pane if that makes more sense to you. The important thing is to be consistent to prevent confusion.
4. Click on Overview Tree icon. 

Orders should appear under ORDERS node in HVD50 section. If the target record does not have an HVD50 branch, click on ITEMS in the Nav Tree on the left to push the record to the Items Tab (or click on Open Acquisitions Record icon to push to Acquisitions module). This will create an HVD50 branch.

5. To move the order, click on the order on the source record and drag it to the ORDERS node on the target record.

You can also move the order by clicking on it on the source record and pressing Ctrl-X (Cut). Then, click on the ORDERS node on the target record and press Ctrl-V (Paste).

6. When you drag the order to the target record, you will be asked to confirm that you want to move the order. Click on Yes.

You must click on Yes. The default is No if you hit Enter.
7. When you have confirmed that you want to move the order, you will get a message saying that the order has been moved. Click on Ok.
B. Move the subscription

To move the subscription, click on the subscription on the source record and drag it to the SERIAL SUBSCR node on the target record.

You can also move the subscription by clicking on it on the source record and pressing Ctrl-X (Cut). Then, click on the SERIAL SUBSCR node on the target record and press Ctrl-V (Paste).

1. When you drag the subscription to the target record, you will be asked to confirm that you want to move the subscription. Click on Yes.

You must click on Yes. The default is No if you hit Enter.
2. When you have confirmed that you want to move the subscription, you will get a message saying that the subscription has been moved. Click on Ok.

3. The display will show that the order and the subscription has moved from the source record to the target record.

*The subscription number (which is shown as Copy Number in the Overview Tree) may change. The new subscription number will depend on how many subscriptions are already on the target record. If the number changes and you are using prediction, you will have to change the value in 853X $89 in holding record.*
Task 6. Unlinking item(s) from holding / Relinking item(s) to holding

If you want to move a holding that has linked items from one bibliographic record to another, you have to unlink the items from the holding. Once you have unlinked the items, you can move the holding from the source record to the target record. Once the holdings and items have been moved to the target record, you can relink the items to the holding.

Summary: If you have one item or a small number of items, you can unlink and relink the items in the usual way by displaying the item in the Item Tab and clicking on the Unlink/Link buttons on Tab 6 (HOL Links) of the item record. If you have a large number of items to unlink or relink, use the Bind/Change function on the Items tab.

A. Unlinking items from holdings record using Bind/Change function

1. In Cataloging module, open the source record.
2. Move to the Record Manager pane in lower left and click on one of the items to move to the Items Tab.

3. From the Items List, click on the Bind/Change button. The Items List for Binding window will open.

*If you have multiple holdings or unlinked items on the record, note that the left hand pane displays all items for that sublibrary.*
4. Highlight the items you want to change. 

*To select all items, highlight the first item, press the Shift key and highlight the last item. If you want to change selected items, you have to highlight them individually or in adjacent groups. You cannot use the Ctrl key to select non-adjacent items.*

5. Click the arrow pointing to the right to move the items from the left pane to the right pane. Note that the Changes button becomes active.

*To move selected non-adjacent items, repeat step 4 and 5 until all of the selected items are in the right pane. When you move all items, the items in right pane are automatically highlighted. If you move selected items, make sure you highlight the items once they are all in the right pane.*
6. Click on the Changes button. The Global Changes window will open. 

*The left hand side of the window should be blank if you have selected multiple items. You will not be able to enter data in the left hand window.*

7. To unlink all of the selected items from the holding record, type ZZ in the HOL. Link field on the right hand side of the screen. This value will remove the link from all of the selected items.
8. Click on OK to make the changes. You will be asked to confirm that you want to make the changes.

![Confirm Changes]

9. Click on Yes (or hit Enter). You will be returned to the Item List for Binding window.

10. Close this window by clicking on the X in the upper corner or the Cancel button.
11. Return to the Records tab and you can see that the items are no longer linked to the holdings record.

B. Relinking items to holdings record

1. Follow the same steps as above except enter the HOL number in the HOL Link field on the Global Changes screen in Step 7.

   You can copy the holding record number from Tab 6 (HOL Links) of the item record by clicking on the number in the HOL No. column once.

2. Return to the Records tab and you can see that the items are now linked to the holding record.
Task 7. Unlinking item(s) from order / Relinking item(s) to order

If you want to move a Standing Order (O) or Serial (S) order that has linked items from one bibliographic record to another, you have to unlink the items from the order. Once you have unlinked the items, you can move the order and the items from the source record to the target record. Once the order and items have been moved to the target record, you can relink the items to the order.

**Summary:** If you have one item or a small number of items, you can unlink and relink the items in the usual way by displaying the item in the Item Tab and removing the Order Number on Tab 3 (General Information (2)). If you have a large number of items to unlink or relink, use the Bind/Change function on the Items tab.

A. Unlinking items from order record using Bind/Change function

1. In Cataloging module, open the source record.
2. Move to the Record Manager pane in lower left and click on one of the items to move to the Items Tab.

3. From the Items List, click on the Bind/Change button. The Items List for Binding window will open.

*Note: If you have multiple holdings or unlinked items on the record, note that the left hand pane displays all items for that sublibrary.*
4. Highlight the items you want to change.

To select all items, highlight the first item, press the Shift key and highlight the last item. If you want to change selected items, you have to highlight them individually or in adjacent groups. You cannot use the Ctrl key to select non-adjacent items.

5. Click the arrow pointing to the right to move the items from the left pane to the right pane. Note that the Changes button becomes active.

To move selected non-adjacent items, repeat step 4 and 5 until all of the selected items are in the right pane. When you move all items, the items in right pane are automatically highlighted. If you move selected items, make sure you highlight the items once they are all in the right pane.
6. Click on the Changes button. The Global Changes window will open.

The left hand side of the window will be blank. You will not be able to enter data in the left hand window.

7. To unlink all of the items from the order record, type ZZ in the Order Number field on the right hand side of the screen. This value will remove the link from the selected items.
8. Click on **OK** to make the changes. You will be asked to confirm that you want to make the changes.

9. Click on **Yes** (or hit Enter). You will be returned to the Item List for Binding window.

10. Close this window by clicking on the X in the upper corner or the Cancel button.

11. Return to the Orders tab in the Acquisitions module and you can see that the items are no longer linked to the order record.
B. Relinking items to order record

1. Follow the same steps as above except enter the order number in the Order Number field on the Global Changes screen in Step 7.

   *You can click on the arrow next to the Order Number field and select the order number from the dropdown list.*

2. Return to the Order Tab in the Acquisitions module and you can see that the items are now linked to the order record.
Task 8. Unlinking item(s) from subscription / Relinking item(s) to subscription

If you want to move a subscription that has linked items, you have to unlink the items from the subscription before you can move the subscription. Once you have unlinked the items, you can move the subscription from the source record to the target record. Once the subscription (and its order) have been moved to the target record, you can relink the items to the subscription.

Summary: If you have one item or a small number of items, you can unlink and relink the items in the usual way by displaying the item in the Items Tab and removing the Subscription No. in Tab 4 (Serial Information) of the item record. If you have a large number of items to unlink or relink, use the Bind/Change function on the Items tab.

A. Unlinking items from subscription

1. In Cataloging module, open the source record.
2. Move to the Record Manager pane in lower left and click on one of the items to move to the Items Tab.

3. From the Items List, click on the Bind/Change button. The Items List for Binding window will open.

*If you have multiple holdings or unlinked items on the record, note that the left hand pane displays all items for that sublibrary.*
4. Highlight items you want to change.

To select all items, highlight the first item, press the Shift key and highlight the last item. If you want to change selected items, you have to highlight them individually or in adjacent groups. You cannot use the Ctrl key to select non-adjacent items.

5. Click the arrow pointing to the right to move the items from the left pane to the right pane. Note that the Changes button becomes active.
6. Click on the Changes button. The Global Changes window will open.

*The left hand side of the window will be blank. You will not be able to enter data in the left hand side of the screen.*

7. To unlink all of the items from the order record, type 0 (i.e. zero) in the Subscription No. field on the right hand side of the screen. This value will remove the subscription link from the items.
8. Click on OK to make the changes. You will be asked to confirm that you want to make the changes.

9. Click on Yes (or hit Enter). You will be returned to the Item List for Binding window.

10. Close this window by clicking on the X in the upper corner or the Cancel button.
11. Go to the Serial Tab in the Acquisitions module and you can see that the items are no longer linked to the subscription record.

B. Relinking items to subscription record

1. Follow the same steps as above except enter the subscription number in the Subscription No. field on the Global Changes screen in Step 7.

You can click on the arrow next to the Subscription No. field and select the subscription number from the dropdown list.

The subscription number (which is shown as Copy Number in the Overview Tree) may have changed. The new subscription number will depend on how many subscriptions are already on the target record.

2. Return to the Order Tab in the Acquisitions module and you can see that the items are now linked to the order record.
MOVING RECORDS

Task 9. Unlinking subscription from holding and order / Relinking subscription to holding and order

If you want to move an order and a subscription record, you have to unlink the subscription from the holding, and unlink the order from the subscription. If there are items linked to the subscription, you must unlink those as well. Once you have moved the subscription, you have to relink it to the holding record, and relink the order to the subscription.

Notes:

- Unlinking the subscription from the order and then manually adding it back became necessary in Aleph v. 20

Summary: Unlink the subscription from the holding by removing the HOL No. from the subscription record. Unlink the subscription from the order.

A. Unlinking subscription from holding

1. Display the record in the Acquisitions module on the Serial tab.

2. Click on Subscription List in the Nav Tree and highlight the subscription

3. Click on Tab 4 (HOL Links).
MOVING RECORDS

4. Click the Unlink button to unlink the subscription from the holding.

B. Relinking subscription to holding

1. Follow the same steps as above except click on the Link button in Step 4.

C. Unlinking subscription from order

1. Display the record in the Acquisitions module on the Serial tab.

2. Click on Subscription List in the Nav Tree and highlight the subscription...
3. Click on Tab 2 (Subscription Info. (1))

4. Delete the Order No. and click Update to save changes.

Once the subscription has been unlinked from the holding and the order has been unlinked from the subscription (and the items, if there are any, have been unlinked from the subscription), you can move the order and subscription.

D. Relinking subscription to order

1. Follow section C, and in step 4 click on the right arrow next to the Order No.: box, and select the order number in order to relink the order to the subscription. Click on Update to save changes.

Failing to delete the order no. from the subscription will generate a failure message when you try to move the subscription from the source to the target in the cataloging module.
Task 10. Updating status of bibliographic records after records moved

You may be moving holdings, items, orders or subscriptions when performing duplicate resolution or correcting processing errors. The status of the source record should be adjusted based on the presence or absence of any remaining holdings, items, orders or subscriptions. See guidelines for resolving duplicate records in Resolving Duplicate Records

No holdings, items, orders or subscriptions on source record

• Source record should be **DELETED**

Source record has active holding, items, orders or subscriptions

• Source record should be active (**no STA field**) 

Source record has only SUPPRESSED holdings, items, orders or subscriptions, and full record display in Hollis Classic correctly shows no Availability information

• Source record should be **SUPPRESSED**

Source record has only SUPPRESSED holdings, items, orders or subscriptions, but full record display in Hollis Classic incorrectly shows Availability information

• Active items and subscriptions should be suppressed if linked to a SUPPRESSED holding. If the problem involves another library, please report it to DBM for correction.