

How to merge bibliographic records

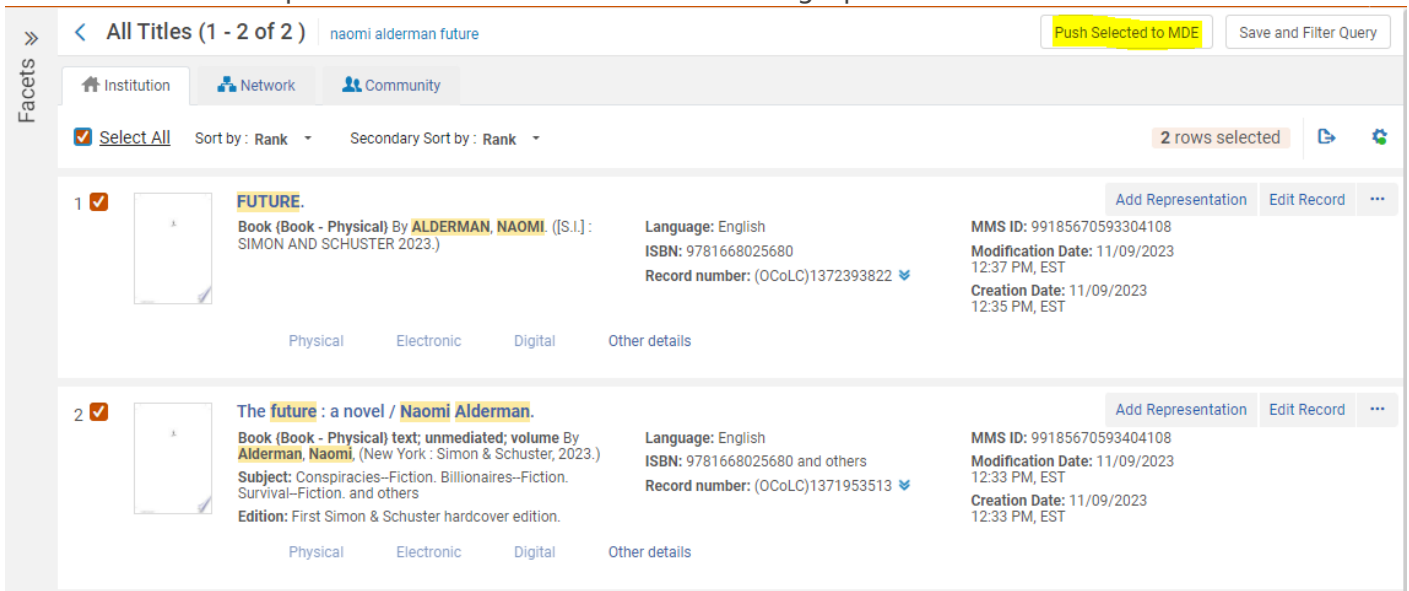
Alma provides the ability to merge two bibliographic records in the Metadata Editor. This is helpful when catalogers identify duplicate records.

For more information on duplicate records in the WRLC Network Zone, see the WRLC policy on [Bibliographic Utilities](#) and [Duplicate NZ Records](#).

Please follow WRLC policy on [editing NZ records](#) when merging records linked to the Network Zone.

You can merge two bibliographic records only when BOTH records are Institution Zone records, or BOTH are Network Zone records. You CANNOT merge an Institution Zone bib record with a Network Zone bib record. In this scenario, it would be better to [link the IZ record to the NZ record](#).

1. Search for the duplicate titles in Alma. Push the bibliographic records to the Metadata Editor.



The screenshot shows the Alma search interface with the following details:

- Search criteria: **All Titles (1 - 2 of 2)** for **naomi alderman future**. Buttons for **Push Selected to MDE** and **Save and Filter Query** are visible.
- Facets: **Institution**, **Network**, and **Community** are shown.
- Selection: **Select All** is checked. Sorting is by **Rank**. **2 rows selected** are indicated.
- Record 1: **FUTURE.** By **ALDERMAN, NAOMI.** (S.I.): **Book (Book - Physical)** By **ALDERMAN, NAOMI.** (S.I.): **SIMON AND SCHUSTER 2023.** Language: English. ISBN: 9781668025680. Record number: (OCoLC)1372393822. MMS ID: 99185670593304108. Modification Date: 11/09/2023 12:37 PM, EST. Creation Date: 11/09/2023 12:35 PM, EST.
- Record 2: **The future : a novel / Naomi Alderman.** Language: English. ISBN: 9781668025680 and others. Record number: (OCoLC)1371953513. MMS ID: 99185670593404108. Modification Date: 11/09/2023 12:33 PM, EST. Creation Date: 11/09/2023 12:35 PM, EST.

2. Open the Metadata Editor. Now both records are listed on the left-hand side.

3. First click on the primary record from the left-hand side. The record should now be open in the Metadata Editor.

Records Templates Rules Save New Record Editing Add In View R Order Search Quick links

MARC21 Bib (2) Holdings RVK (Network)
HOMOIT (Network) LCSH (Network)

Search in list

FUTURE. (99185670593304108)
The future : a novel / Na... (99185670593404108)

FUTURE. (99185670593304108)
Record 02 50 MARC21 Bib

LDR 00682cam#a2200229M##4500

001	99185670593304108
005	20231109123718.0
008	230326s2023###xx#####0 #0#eng#d
020	\$\$a 9781668025680
029 1	\$\$a AU@ \$\$b 000074914961
029 1	\$\$a AU@ \$\$b 000075036770
035	\$\$a (OCoLC)1372393822
035	\$\$a (OCoLC)on1372393822
040	\$\$a YDX \$\$b eng \$\$c YDX
100 1	\$\$a ALDERMAN, NAOMI.
245 1 0	\$\$a FUTURE.
260	\$\$a [S.I.] : \$\$b SIMON AND SCHUSTER \$\$c 2023.
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19593816
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19580741
938	\$\$a YBP Library Services \$\$b YANK \$\$n 19593816
948	\$\$h NO HOLDINGS IN DDU - 7 OTHER HOLDINGS
994	\$\$a Z0 \$\$b DDU

In this scenario, the primary record is the record with the LEAST COMPLETE metadata. For more information about primary and secondary records as they pertain to merging, please see the Knowledge Center page on [Primary Records](#).

4. Then select the split-screen editor button, and open the secondary record.

The screenshot displays a library catalog interface with a split-screen editor. The left pane shows the primary record, 'FUTURE.' (99185670593304108), with various fields and a toolbar containing a yellow-highlighted button. The right pane shows the secondary record, 'The future : a novel / Naomi Alderman.' (99185670593404108), with its own fields and toolbar. A warning message at the bottom indicates 'You have 1 warning(s) in your record - 12:38:20 PM.'

The secondary record should now be on the right-hand side of the screen, and the primary record should be on the left-hand side of the screen.

5. Choose *Record Actions* > *Merge & Combine*

The screenshot shows a library catalog interface. At the top, there are buttons for 'Save', 'New', 'Record Actions', 'Editing Actions', and 'Add Inventory'. Below this is a header for 'The Iliad / Homer ; transl' with 'Record' and 'Pushed' buttons. A list of records is displayed, each with a call number and a status code. A dropdown menu is open over the list, showing various actions. The 'Merge & Combine' option is highlighted in yellow. Other options include 'Release Record', 'Reload Original Record', 'Duplicate Record', 'Derive New Record', 'Validate', 'Find Matches', 'Show Linkage Information', 'Add Note', 'Assign Record to Another Cataloger', 'Release Assignment', 'Release Records of Another Cataloger', 'Suppress from Discovery', 'Suppress from External Search', 'Set Management Tags', 'Share with network', 'Validate in Network', and 'Delete Record'.

Call Number	Status Code	Description
LDR	04290can	
001	99185670	
005	20231109	
008	230801t2	
019	\$\$a 1362	
020	\$\$a 9781	
020	\$\$a 1324	
029 1	\$\$a AU@	
035	\$\$a (OC	
	(OCaLC)1	
035	\$\$a (OC	
037	\$\$b W W	
	Industrial	
040	\$\$a JTO \$	
	\$\$d YDX	
	\$\$d BKL \$	
041 1	\$\$a eng \$	
042	\$\$a pcc	
050	4 \$\$a PA40	
050	4 \$\$a PA40	
082 0	4 \$\$a 883.0	
100 0	\$\$a Home	
240 1	0 \$\$a Iliad.	
245 1	4 \$\$a The I	
250	\$\$a First Edition.	
264	1 \$\$a New York : \$\$b W.W. Norton and Company, \$\$c [2023]	

- Release Record (Alt+Shift+R)
- Reload Original Record
- Duplicate Record
- Derive New Record
- Merge & Combine**
- Validate (Ctrl+U)
- Find Matches (Ctrl+M)
- Show Linkage Information
- Add Note
- Assign Record to Another Cataloger
- Release Assignment
- Release Records of Another Cataloger
- Suppress from Discovery (Alt+Shift+S)
- Suppress from External Search
- Set Management Tags
- Share with network
- Validate in Network
- Delete Record (Ctrl+D)

6. In the pop-up window, choose the WRLC **CONSORTIUM NZ / IZ Overlay all fields but local for Integration Profile, Import Profile, Combine and Merge Inventory** merge routine. You can either *Show Merge Preview*, or go ahead with the merge by clicking *OK*.

Merge Records & Combine Inventory

You are about to merge record (MMS ID: 99185670593504108) with the record (MMS ID: 99185670593604108).

Choose merge routine **CONSORTIUM IZ Overlay all fields but local for Integrat** ▾

Show merge preview

You are about to move the following:

- 0 physical item(s)
- 0 digital remote representations(s)
- 0 digital representations(s)
- 0 PO line(s)
- 0 electronic portfolio(s)
- 0 electronic collection(s)

0 Record(s) related to the secondary record might get affected by the process

Update holdings call number

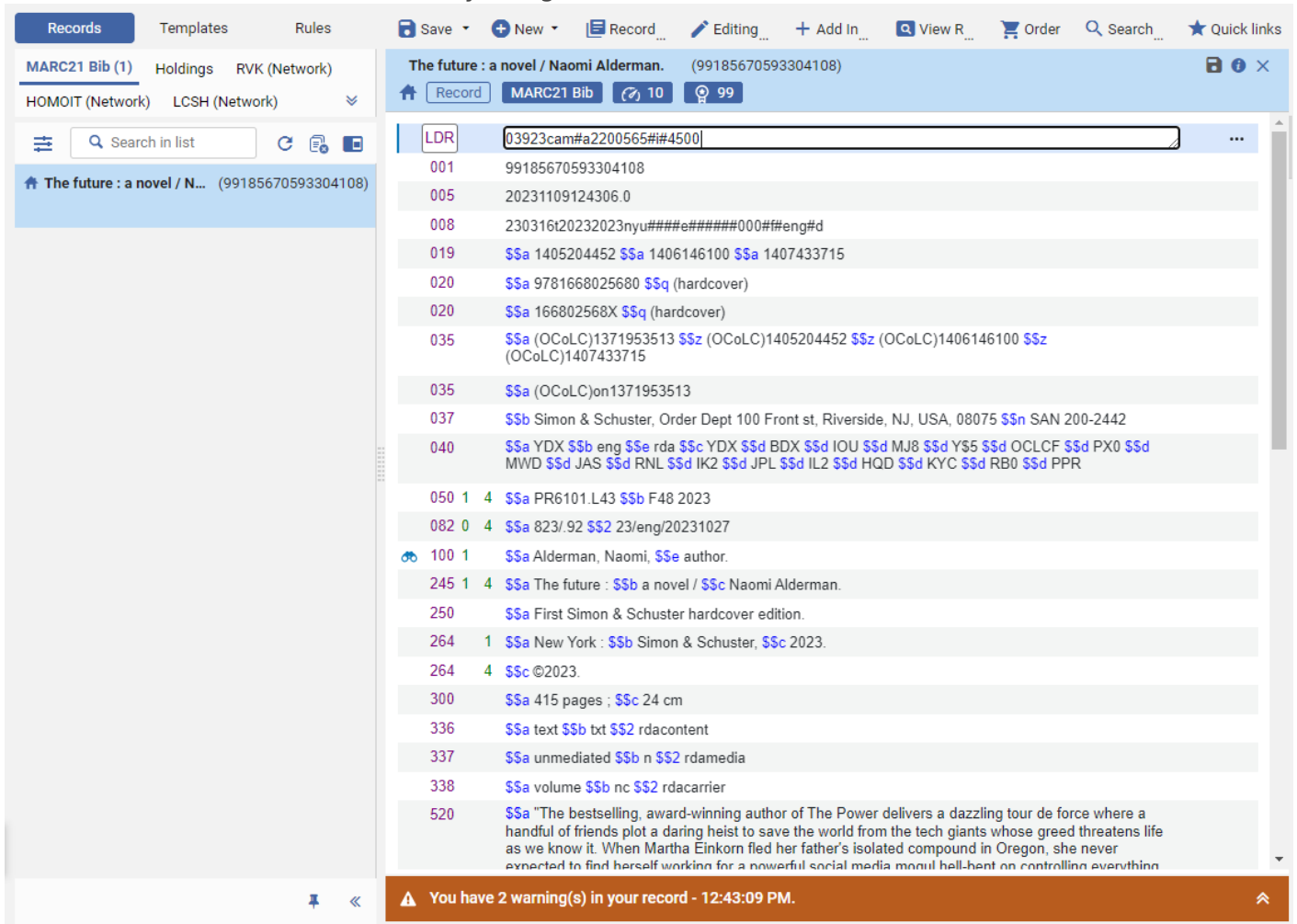
Secondary record: Delete Suppress Keep it

Note: this operation is non-reversible!

Cancel Ok

This specific merge routine replaces the primary record (the one with the least complete metadata) with the secondary record, save for a few fields. For more information on this merge routine, please see the [WRLC Merge Rules](#) page.

7. Both records have now been merged. All inventory (holdings and item records) has been combined and attached to the newly merged record.



The screenshot displays a library catalog record for "The future : a novel / Naomi Alderman." (99185670593304108). The interface includes a top navigation bar with "Records", "Templates", and "Rules" tabs, and a toolbar with "Save", "New", "Record", "Editing", "Add In", "View R...", "Order", "Search", and "Quick links". The left sidebar shows "MARC21 Bib (1)", "Holdings", "RVK (Network)", "HOMOIT (Network)", and "LCSH (Network)". The main record area shows the title and author, followed by a list of fields: 001 (99185670593304108), 005 (20231109124306.0), 008 (230316t20232023nyu####e#####000##eng#d), 019 (SSa 1405204452 SSa 1406146100 SSa 1407433715), 020 (SSa 9781668025680 SSq (hardcover)), 020 (SSa 166802568X SSq (hardcover)), 035 (SSa (OCoLC)1371953513 SSz (OCoLC)1405204452 SSz (OCoLC)1406146100 SSz (OCoLC)1407433715), 035 (SSa (OCoLC)on1371953513), 037 (SSb Simon & Schuster, Order Dept 100 Front st, Riverside, NJ, USA, 08075 SSn SAN 200-2442), 040 (SSa YDX SSb eng SSe rda SSC YDX SSd BDJ SSd IOU SSd MJ8 SSd Y\$5 SSd OCLCF SSd PX0 SSd MWD SSd JAS SSd RNL SSd IK2 SSd JPL SSd IL2 SSd HQD SSd KYC SSd RB0 SSd PPR), 050 1 4 (SSa PR6101.L43 SSb F48 2023), 082 0 4 (SSa 823/.92 SS2 23/eng/20231027), 100 1 (SSa Alderman, Naomi, SSe author.), 245 1 4 (SSa The future : SSb a novel / SSc Naomi Alderman.), 250 (SSa First Simon & Schuster hardcover edition.), 264 1 (SSa New York : SSb Simon & Schuster, SSc 2023.), 264 4 (SSc ©2023.), 300 (SSa 415 pages ; SS2 24 cm), 336 (SSa text SSb txt SS2 rdacontent), 337 (SSa unmediated SSb n SS2 rdamedia), 338 (SSa volume SSb nc SS2 rdacarrier), 520 (SSa "The bestselling, award-winning author of The Power delivers a dazzling tour de force where a handful of friends plot a daring heist to save the world from the tech giants whose greed threatens life as we know it. When Martha Einkorn fled her father's isolated compound in Oregon, she never expected to find herself working for a powerful social media mogul hell-bent on controlling everything..."). A warning banner at the bottom states "You have 2 warning(s) in your record - 12:43:09 PM."

Revision #2

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