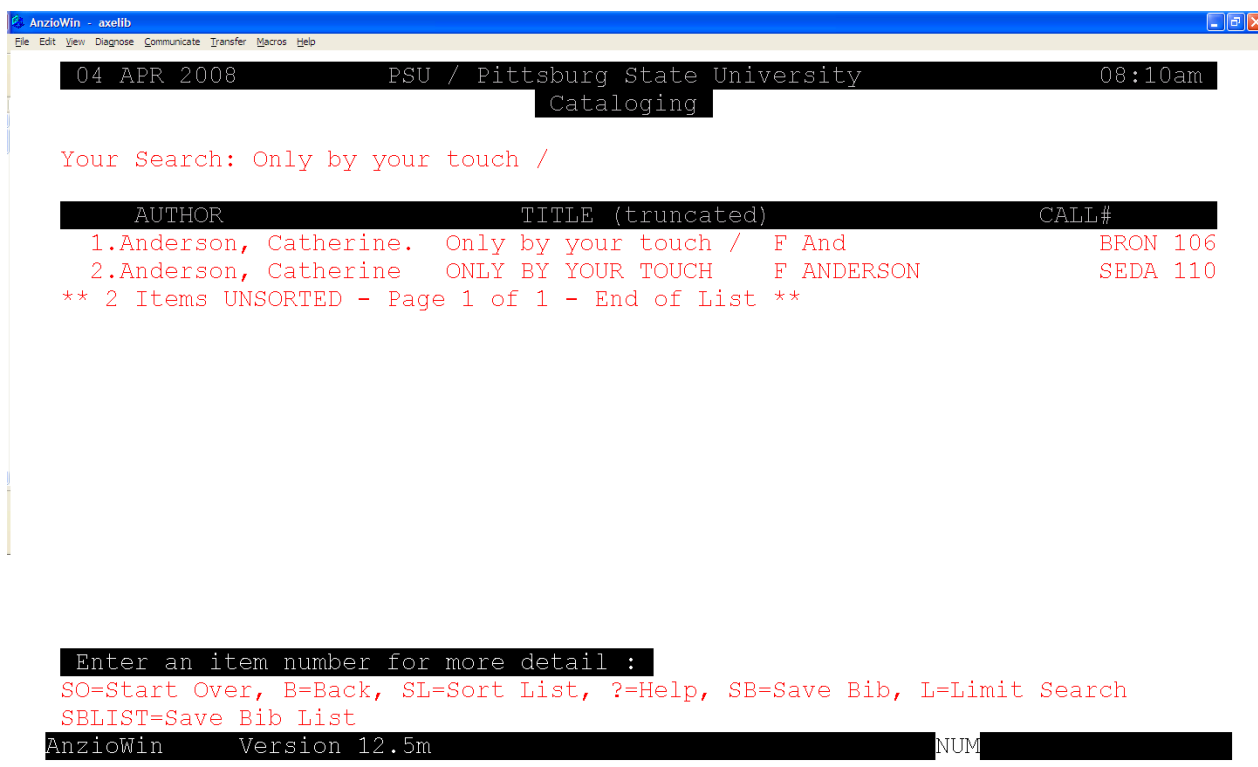


## REASSIGN HOLDINGS

This procedure can be used anytime a holding needs to be transferred from one record to another. **It should not be used if the book with the holding to be transferred is checked out.** The procedure can be done from the circ account.

In the training example, a short non-MARC bib exists with a holding for our book. We will reassign the holding to a complete matching MARC record.



```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008          PSU / Pittsburg State University          08:10am
                  Cataloging

Your Search: Only by your touch /

AUTHOR              TITLE (truncated)          CALL#
1.Anderson, Catherine.  Only by your touch /  F And          BRON 106
2.Anderson, Catherine  ONLY BY YOUR TOUCH      F ANDERSON     SEDA 110
** 2 Items UNSORTED - Page 1 of 1 - End of List **

Enter an item number for more detail :
SO=Start Over, B=Back, SL=Sort List, ?=Help, SB=Save Bib, L=Limit Search
SBLIST=Save Bib List
AnzioWin          Version 12.5m          NUM [redacted]
```

## MATCH

Two records exist in the catalog for “Only by your touch.” One is a non-MARC bib with title all in caps, and the other is a matching full-MARC bib. Matching should be accomplished using the title, publication information and ISBN in the short bib, comparing it to the MARC record. If questions arise, the actual book must be

consulted, but matches can often be accomplished without the piece in hand. The bib records appear below:

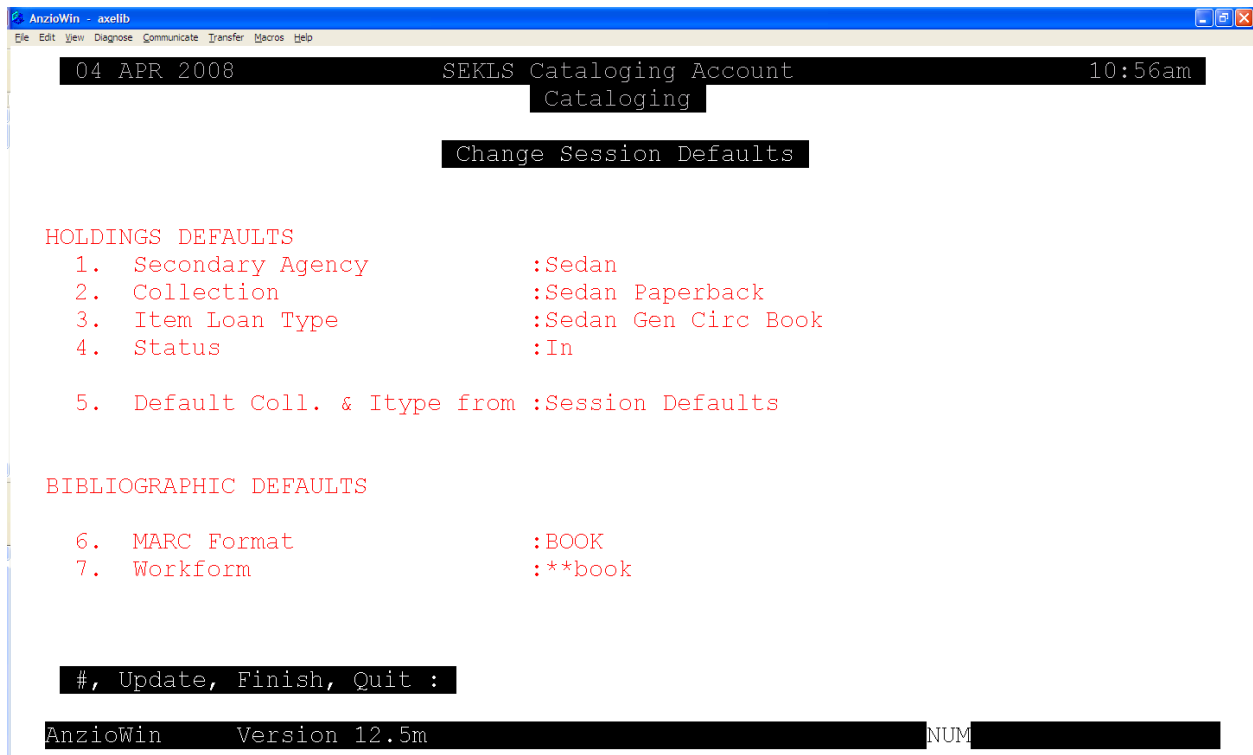
```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008 PSU / Pittsburg State University 08:13am
Cataloging
DYNIX #: 1068793
LEADER 00468nam 2200096 a 4500
001 eur20040345
005 20070706160347.0
008 040708s2003 nyu d 000 1 eng d
020 0451207947
049 BZ9 BH9
100 1 Anderson, Catherine.
245 10 Only by your touch /$cCatherine Anderson.
260 New York :$bSignet,$c2003.
300 454 p.
650 0 Mothers and sons$vFiction.
650 0 Divorced women$vFiction.
650 0 Veterinarians$vFiction.
650 0 Asthmatics$vFiction.
650 0 Dog owners$vFiction.
651 0 Oregon$vFiction.
- - - - More on Next Screen - - - -
Press <enter> to see next screen :
SO=Start Over, B=Back, M=nonMarc, S=Select, C=Copy status, ?=Help
<enter>=Next Screen
AnzioWin Version 12.5m NUM
```

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008 PSU / Pittsburg State University 08:14am
Cataloging
No copies at Axe Library
Check copy status for other locations.
TITLE ONLY BY YOUR TOUCH
AUTHOR(S) Anderson, Catherine
PUBL/DATE SIGNET 2003
ISBN 0451207947
DYNIX BIB# 1106878
ADDED 03 OCT 07
Press <enter> to see Copy status :
SO=Start Over, B=Back, RW=Related Works, S=Select, SB=Save Bib
SBLIST=Saved Bib List
AnzioWin Version 12.5m NUM
```

Since the publication information, title, author, and ISBN match, we will reassign the holding from the short bib #1106878 to the full-MARC #1068793.

## SET UP SESSION DEFAULT

First, set up your session default. Default might not be critical in all situations, but it's a good idea to get into the habit of using the session default to cut down on the chance that errors will occur.



The screenshot shows the AnzioWin software interface. At the top, a status bar displays '04 APR 2008', 'SEKLS Cataloging Account', and '10:56am'. Below this, a menu bar includes 'File', 'Edit', 'View', 'Diagnose', 'Communicate', 'Transfer', 'Macros', and 'Help'. A central menu item 'Change Session Defaults' is highlighted. The main window displays two sections of defaults:

```
HOLDINGS DEFAULTS
1. Secondary Agency      :Sedan
2. Collection            :Sedan Paperback
3. Item Loan Type       :Sedan Gen Circ Book
4. Status                :In
5. Default Coll. & Itype from :Session Defaults

BIBLIOGRAPHIC DEFAULTS
6. MARC Format           :BOOK
7. Workform             :**book
```

At the bottom, a prompt reads '#, Update, Finish, Quit :'. The footer shows 'AnzioWin Version 12.5m' and 'NUM'.

In this example, Sedan will be working to reassign holdings in the paperback collection. Don't forget to change no. 5 to "s" for "session defaults"!

## REASSIGN

Enter the bib record to which you would like to reassign the holding.

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008          SEKLS Cataloging Account          11:01am
                   Cataloging
DYNIX #: 1068793

LEADER 00468nam 2200096 a 4500
001  eur20040345
005  20070706160347.0
008  040708s2003 nyu d 000 1 eng d
020  0451207947
049  BZ9 BH9
100 1 Anderson, Catherine.
245 10 Only by your touch /$cCatherine Anderson.
260  New York :$bSignet,$c2003.
300  454 p.
650 0 Mothers and sons$vFiction.
650 0 Divorced women$vFiction.
650 0 Veterinarians$vFiction.
650 0 Asthmatics$vFiction.
650 0 Dog owners$vFiction.
651 0 Oregon$vFiction.

- - - - More on Next Screen - - - -

Press <enter> to see next screen :
SO=Start Over, B=Back, M=nonMarc, S=Select, C=Copy status, ?=Help
<enter>=Next Screen
AnzioWin Version 12.5m NUM
```

Mark the bib in the 049 with your holdings code:

“s”= select

“b”= bib

Select line number of 049

Append holdings code:

.a[space]CU8[enter]

“f”= file

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

MARC PROCESSING

BIB KEY: 1068793                                FORMAT: BK
1. +LD 00472nam 2200096 a 4500
2. 001 eur20040345
3. 005 20070706160347.0
4. 008 040708s2003 nyu d 000 1 eng d
5. 020 a0451207947
6. 049 aBZ9 BH9 CU8
7. 100 1 aAnderson, Catherine.
8. 245 10 aOnly by your touch /$cCatherine Anderson.
9. 260 aNew York :$bSignet,$c2003.
10. 300 a454 p.
11. 650 0 aMothers and sons$vFiction.
12. 650 0 aDivorced women$vFiction.
13. 650 0 aVeterinarians$vFiction.
14. 650 0 aAsthmatics$vFiction.
15. 650 0 aDog owners$vFiction.
16. 651 0 aOregon$vFiction.
17. 852 1 aBZ9$hF And

Bib record, Holdings record, <enter> _
AnzioWin Version 12.5m NUM
```

From here, move to the holdings record.

“h”= holdings

Perform the actions to add a new holding.

“n” new

**When the system asks you for a barcode, enter the barcode that has already been used on the short bib.** You may have the barcode on a report, or you may have noted it on scratch paper from the short bib. This repeats the barcode in the system and the system will recognize that fact.

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008          SEKLS Cataloging Account          11:10am
          Cataloging

          === HOLDINGS UPDATE ===
Author   : Anderson, Catherine.          DYNIX #: 1068793
Title    : Only by your touch /          # copies: 2
                                          # holds : 0
#   BARCODE      CALL #                   TYPE STATUS      USE  LIB
-----
1. 34310000016603 EAF F And                EGEN IN          3/   EURE
2. 34321000000158 BPA F Anderson            BGEN IN          0/   BRON

#, New, Back, Up, Delete(#-#), Replace Barcode, SStatus(#),
This barcode already used. Reassign? (Y/N): _
AnzioWin          Version 12.5m          NUM
```

The system asks “This barcode already used. Reassign? (Y/N)

Answer “y” = yes.

The system now takes you into the existing holding record.

```
AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help

                                HOLDINGS RECORD
Enter BARCODE : 34313000092459
* TITLE                          Only by your touch /
2 LOCATION                        Sedan Adult Fiction
3 CALL #                          1/ F ANDERSON
4 COPY/VOL
5 ITYPE                          Sedan Gen Circ Book
* ISTATS                          1/ SEDA Adult Fiction
                                2/ F
* AGENCY-MAIN                     SEKLS
8 AGENCY-SECONDARY                SEDA
9 PRICE
* USE COUNT                        1/ 0
* LAST USED
* ADD/MOD/CD/INV                  1/ 03 OCT 07
                                2/ 03 OCT 07
                                3/

13 CAT NOTES
14 CHECKIN NOTES
### END OF RECORD ###

#, File, Quit, Delete, Update(#) :
AnzioWin Version 12.5m NUM
```

Make any changes that might be necessary on the holdings record and file “f”

The holding is now attached to the full MARC bib record (with any other holdings of other institutions that may exist on that record). When the holding is reassigned, it **disappears** from the short non-MARC bib.

```

AnzioWin - axelib
File Edit View Diagnose Communicate Transfer Macros Help
04 APR 2008          SEKLS Cataloging Account          11:12am
                   Cataloging

                   === HOLDINGS UPDATE ===
Author   : Anderson, Catherine.                      DYNIX #: 1068793
Title    : Only by your touch /                      # copies: 3
                                                # holds : 0

#   BARCODE          CALL #          TYPE STATUS          USE   LIB
-----
1. 34310000016603  EAF F And          EGEN IN          3/   EURE
2. 34313000092459  SEAF F ANDERSON    SEGEN IN         0/   SEDA
3. 34321000000158  BPA F Anderson     BGEN IN         0/   BRON

#, New, Back, Up, Delete(#-#), Replace Barcode, SStatus(#),
Spine label, Status Reserve(#), Collapse Holdings(#-#) _
AnzioWin          Version 12.5m          NUM

```

In this example, holding no. 2 is Sedan's new holding record on a full-MARC bib, with the barcode that formerly was attached to a short bib. Cleanup of "leftover" non-MARC short bibs may be handled in different ways. It may be your task, in which case you can consult the instructions on deleting a bib record. It may also possibly be handled by the Systems office at Pitt State. It is relatively easy for the Systems office to identify the short bibs with no holdings and delete them en masse.