


Merging Title Records in Evergreen

An essential function in database clean-up and maintenance is merging duplicate records. Duplicate records are two or more bibliographic records that represent the same bibliographic entity, with the same publication information and physical description. Follow PINES policies and procedures to identify duplicate records. You can enter records to be merged in Record Buckets either using the Other actions menu, baskets in search results, or using the Record Query function embedded within Record Buckets or the basket feature in search results. Baskets and the record query allow you to add more than one record to a bucket at one time.

Entering individual records in a Record Bucket

While viewing an individual title record in any view, from the Other Actions menu, add the record to a Record Bucket. In this list of Foundation's edge by Isaac Asimov, there appears to be duplicate records:


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☐ 5.  **Foundation's edge**
Asimov, Isaac. 1920-1992 ✓ Place Hold Add To My List

Book
Call Number: SF ASIM
Publisher: New York : Bantam Books, 1991, 1982.
ISBN: 0653293389 (pbk.)
Edition: Bantam edition
Phys. Desc.: xi, 450 pages ; 18 cm.

Library	Shelving location	Call number	Status
Live Oak Public Libraries	SCI-FI	SF ASIM	Available
Oglethorpe Mall Library - Savannah			


1 out of 1 copy is currently available at PINES.

☐ 6.  **Foundation's edge**
Asimov, Isaac. 1920-1992 ✓ Place Hold Add To My List

Book
Call Number: FIC ASI
Publisher: New York : Bantam, 1991, c1982.
ISBN: 0653293389 (pbk.)
Edition: Bantam ed.
Phys. Desc.: xi, 450 p. ; 18 cm.

Library	Shelving location	Call number	Status
Greater Clarks Hill Regional Library	Adult Books	FIC ASI	Available
Columbia County Library			

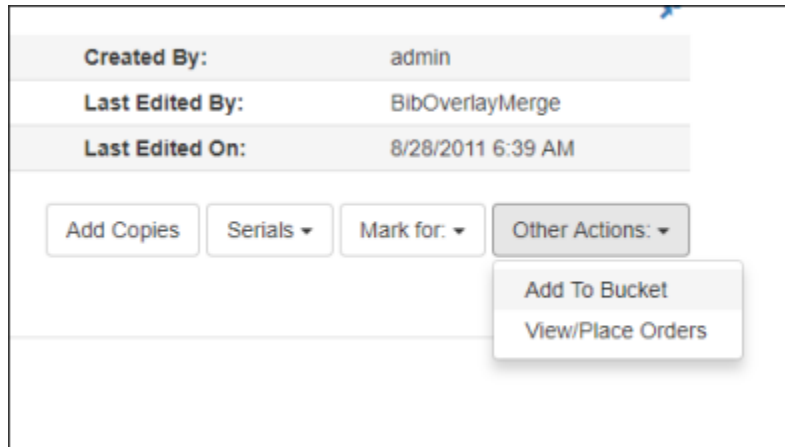
1 out of 2 copies are currently available at PINES.

☐ 7.  **Foundation's edge**
Asimov, Isaac. 1920-1992 ✓ Place Hold Add To My List

Book
Call Number: FIC ASI
Publisher: New York : Bantam, 2004, c1982.
ISBN: 0653293389
Phys. Desc.: 452 p. ; 18 cm.

Library	Shelving location	Call number	Status
Augusta-Richmond County Public Library	ADULT	FIC ASI	Available

Check each suspected record in MARC View to determine if they should be merged. If there is not enough information in the record, you may need to check the item itself. You can also place them in a Record Bucket for side-to-side comparison for final verification of their suitability for merging. Place each record in a Record Bucket while viewing it by choosing Add to Bucket: from the Other Actions menu:

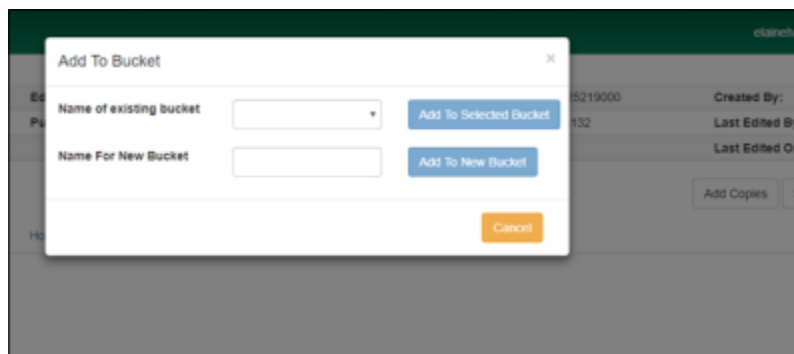


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Add Copies Serials ▼ Mark for: ▼ Other Actions: ▼

Add To Bucket
View/Place Orders

From the dialog box, choose the bucket you use for merging or Add to New Bucket. If you add to new, you will need to name the new bucket.



Add To Bucket

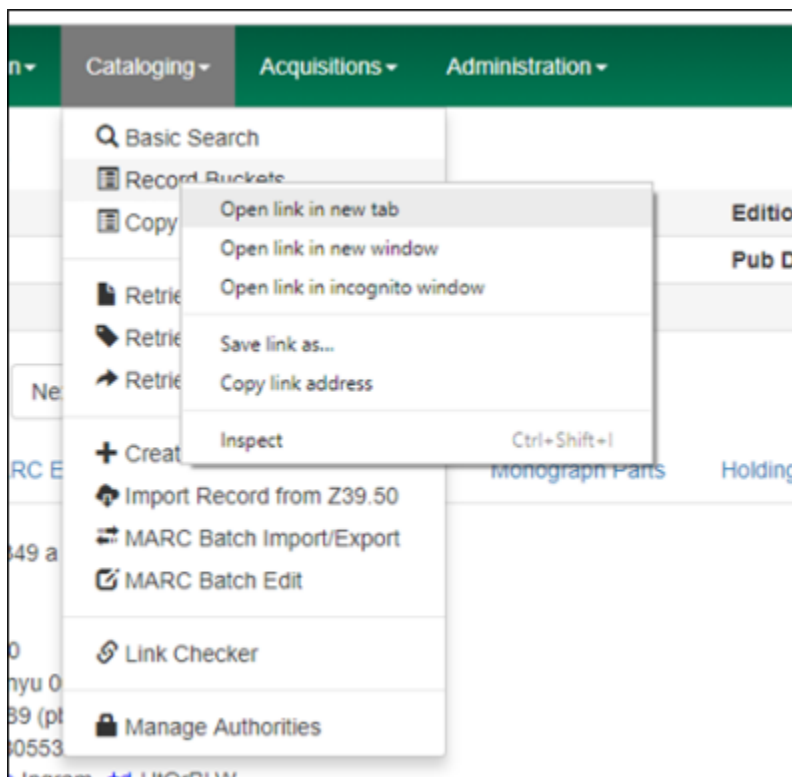
Name of existing bucket Add To Selected Bucket

Name For New Bucket Add To New Bucket

Cancel

Put each record to be merged in the same bucket.

Open a new tab for the record bucket from the Cataloging drop down menu. Right click at Record Buckets and choose Open in new Tab:



From the drop-down menu Buckets, pick the bucket you use for merging. A list of records in that bucket will be displayed. Click the box beside each record you want to merge, then access the Actions menu and choose Merge Selected Records. Only those records selected from the list will be included in the merge record interface.

#	Title	Record ID	TCN Value	Author (normalized)	Publisher (normalized)	Publication Year (normalized)	ISBN
1	Carroll, David	308420	0001702401	Carroll, David 1929-1982	Toronto, New York: Bantam Books, 1982	1982	0770000215 / 0770000215 (2)
2	Carroll, David, A novel	400215	000171	Carroll, David 1929-	London: Houghton Mifflin, c1988	1988	0617080715 / 0617080715 (2)
3	Carroll, David, A novel	4007384	0001701648	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
4	Carroll, David	741485	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
5	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
6	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
7	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
8	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
9	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
10	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
11	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
12	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
13	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
14	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
15	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
16	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
17	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
18	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
19	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)
20	Carroll, David	1427199	0002914545	Carroll, David	London: Bantam Books, 1988	1988	0617080715 (2)

Limit the records you choose for merging to a number you can manage easily. Since the merge record interface is now vertical and includes all holdings, scrolling through the records can be cumbersome.



You can add multiple duplicate sets to the same bucket since you select the specific records you want to merge from the list. Just make sure you merge the correct duplicates.

Your records will be displayed vertically, with all holdings visible. From here you can also Remove from Consideration, Edit Bib record, or view and edit Holdings



Currently, the record summary is no longer displayed in the Merge Records interface. Check the 035 to determine if the record is the OCLC record to be used as the lead record.

Records to merge into lead

```
=LDR 01512cam a2200385Ia 4500
=001 1513132
=003 GaAaGPL
=005 20110602114630.0
=008 920205t19911982nyu\          000 1 eng d
=020 \\\a0553293389 (pbk.)
=020 \\\a9780553293388 (pbk.)
=035 \\\a(OCOLC)ocm25219000
=035 \\\a(OCOLC)25219000
=040 \\\aOCO#cOCO#dOCL#dNTE#dTXH#dBAKER#dOCLCQ#dBTC
=050 \4#aPS3551.S5#bF6 1991
=082 00#a813/.54#219
```

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Last update: 2018/11/01 19:34

