

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 within bibliographic records, baskets in search results and the OPAC view of a record, or using the Record Query function embedded within Record Buckets. Baskets and the record query allow you to add more than one record to a bucket at one time.

Keep in mind that merging records is actually merging the holdings from multiple records to the lead record and deleting the other bibliographic records from the database.

Entering individual records in a Record Bucket

While viewing an individual title record in any view, from the Other Actions menu, you can add the record to a Record Bucket.

In this list of titles, there appears to be three duplicate records:

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