BIB RECORDS – EDITING, TILING, MERGING, OVERLAYING BIB RECORDS: EDITING

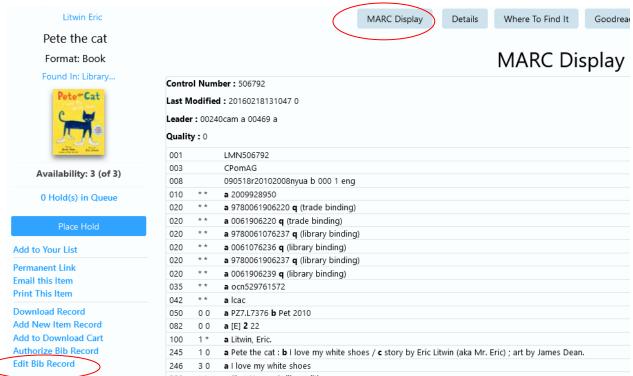
Search for a bib record.



Brief Bib Record

Select the cover image for the full record.

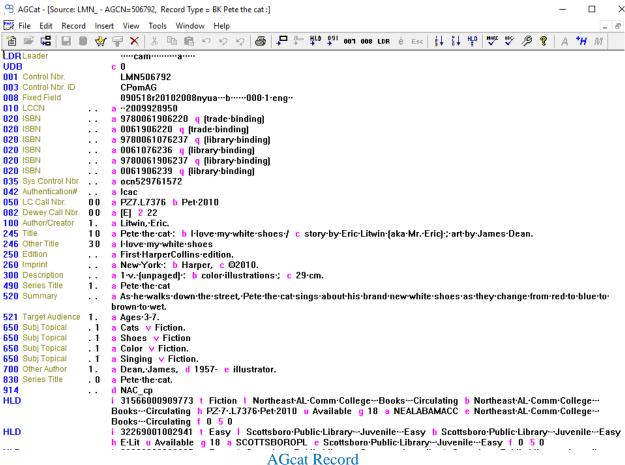
Select MARC Display, then Edit Record to open the bibliographic record into AGcat.



Full Bib Record

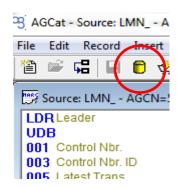


AGcat opens and displays the bib record for editing.



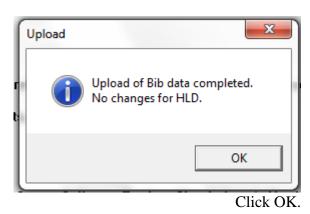
Make any changes according to guidelines.

To save, click the *gold barrel icon* on the AGcat toolbar to **Save to Database**



Close bib and AGcat

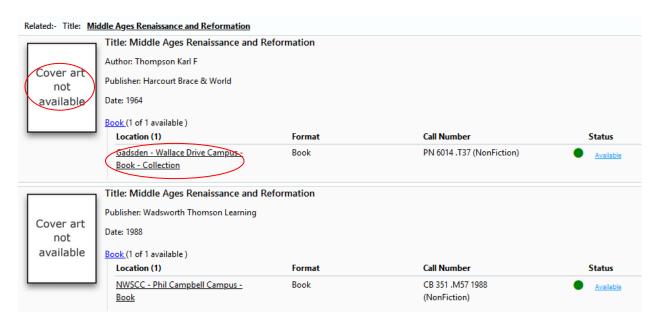
A pop-up box will appear.





BIB RECORDS: TILING

Two or more bib records can be compared using the Tiling feature. Open the first bib record by clicking the cover image or the underlined wording.



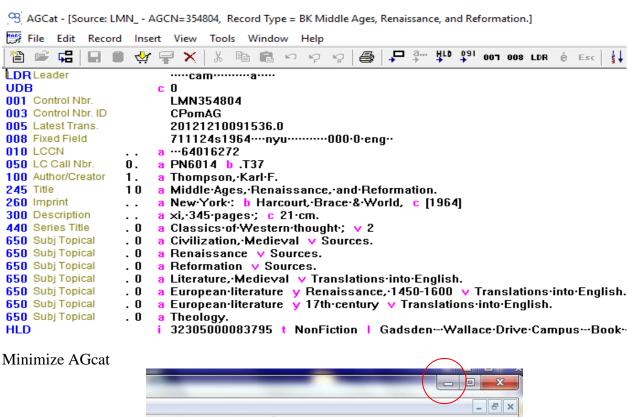
The full bib record will open.

Select **EDIT BIB RECORD** to open in AGcat.

	001		LMN354804
Availability: 1 (of 1)	003		CPomAG
	005		20121210091536.0
0 Hold(s) in Queue	800		711124s1964 nyu 000 0 eng
	010	* *	a 64016272
Place Hold	050	0 *	a PN6014 b .T37
	100	1 *	a Thompson, Karl F.
Add to Your List	245	1 0	a Middle Ages, Renaissance, and Reformation.
Permanent Link Email this Item Print This Item	260	* *	a New York : b Harcourt, Brace & World, c [1964]
	300	* *	a xi, 345 pages ; c 21 cm.
	440	* 0	a Classics of Western thought ; v 2
	650	* 0	a Civilization, Medieval v Sources.
Download Record	650	* 0	a Renaissance v Sources.
Add New Item Record	650	* 0	a Reformation v Sources.
Add to Download Cart	650	* 0	a Literature, Medieval v Translations into English.
A uthorize Bib Record	650	* 0	a European literature y Renaissance, 1450-1600 v Translations into English
Edit Bib Record	650	* 0	a European literature y 17th century v Translations into English.
	650	* 0	a Theology.



AGcat opens the first bib record.



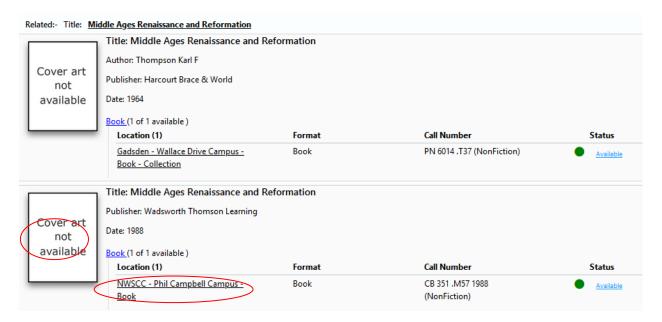


Select Back to Previous Page;



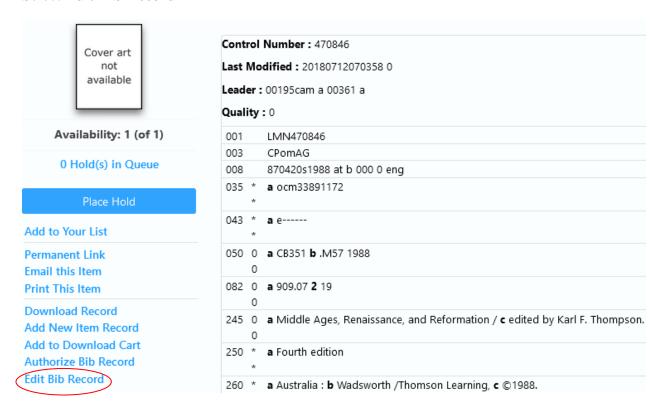


Now go to the second bib by double-clicking the second cover image or the underlined wording.



The full bib record will display.

Select Edit Bib Record

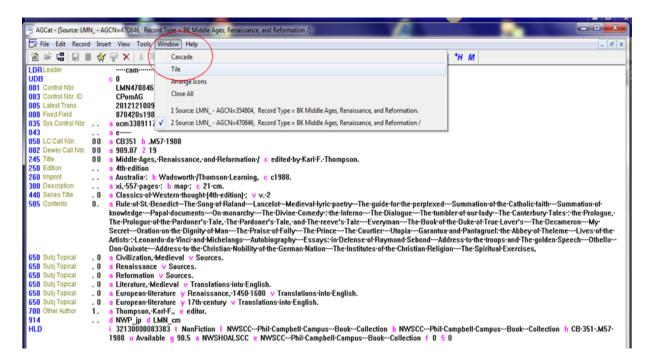




AGcat opens the second bib in AGcat.

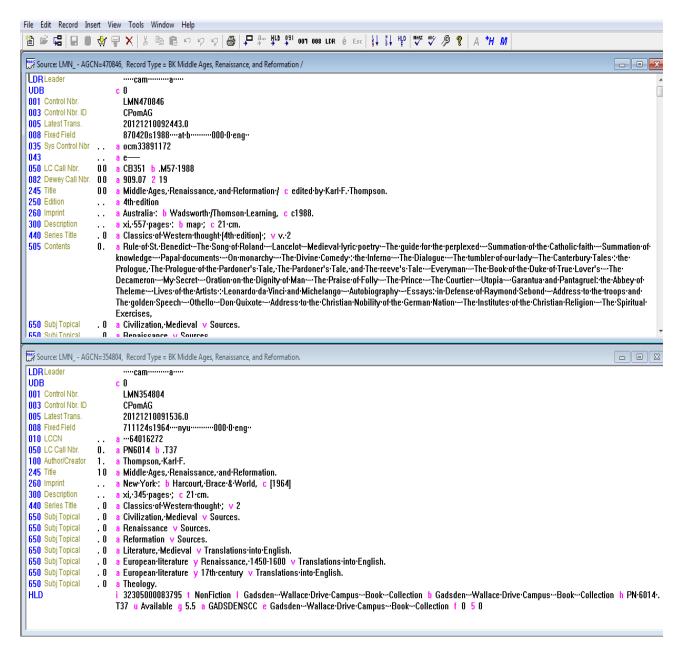
```
9 AGCat - [Source: LMN - AGCN=470846. Record Type = BK Middle Ages, Renaissance, and Reformation /]
 File Edit
             Record Insert View Tools Window Help
              □ □ ☆ 〒 × | ½ □ □ □ い ♡ ♡ | ⑤ | - □ ↓ □ 100 007 008 LDR € Esc | 1 ↓ ↓ ↓ ↓
 🖺 😅 煰 📗
LDR Leader
                            ·····cam······a····
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UDB
001 Control Nbr.
                            LMN470846
003 Control Nbr. ID
005 Latest Trans.
                            CPomAG
                            20121210092443.0
008 Fixed Field
                            870420s1988····at·b······000·0·eng··
035 Sys Control Nbr
                         a ocm33891172
                    . .
043
                         a CB351 b .M57·1988
a 909.07 2 19
050 LC Call Nbr.
                    00
082 Dewey Call Nbr.
                    NΩ
245 Title
                    nπ
                            Middle·Ages,·Renaissance,·and·Reformation·/ c edited·by·Karl·F.·Thompson.
                         а
250 Edition
                            4th-edition
                    . .
260 Imprint
                          a Australia:: b Wadsworth:/Thomson:Learning, c c1988.
 300 Description
                           xi,·557·pages·: b map·; c 21·cm.
 440 Series Title
                    . 0
                          a Classics of Western thought (4th edition); vv.2
 505 Contents
                    0.
                            Rule of St. Benedict - The Song of Roland - Lancelot - Medieval lyric poetry - The g
                          knowledge·→Papal·documents⊶On·monarchy·→The·Divine·Comedy·:·the·Inferno·→Ť
                          The Prologue of the Pardoner's Tale, The Pardoner's Tale, and The reeve's Tale — Ev
                          Secret⊶Oration·on·the∙Dignity·of·Man·⊸The∙Praise·of·Folly·⊸The∙Prince·⊸The∙Court
                          Artists::Leonardo:da:Vinci:and:Michelango:—Autobiography—Essays::in:Defense:of-
                          Don·Quixote·-··Address·to·the·Christian·Nobility·of·the·German·Nation·-··The·Institutes
 650 Subj Topical
                            Civilization, Medieval v Sources.
                    . 0
 650 Subj Topical
                          a Renaissance v Sources.
                    . 0
650 Subj Topical
                         a Reformation v Sources.
650 Subj Topical
                    . 0
                         a Literature, Medieval v Translations into English.
650 Subj Topical
                    . 0
                         a European literature y Renaissance, 1450-1600 v Translations into English.
650 Subj Topical
                    . 0
                            European·literature y 17th·century v Translations·into·English.
700 Other Author
                           Thompson, Karl F., e
                    1.
                                                  editor.
                            NWP_jp_d_LMN_cm
32130000083383_t_NonFiction_I_NWSCC--Phil·Campbell·Campus--Book--Collec
914
∥нго
```

Both bibs are open in AGcat even though not seen yet. In AGcat, select Window > Tile





Now both bibs appear on the same screen (tiled) to compare or edit.

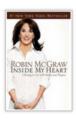


Save any changes and close the bib records with File > Close or if no edits, click the red X in the top right corner.



BIB RECORDS: MERGING

Two bib records are found and are duplicates of each other; the publisher, the pagination, and the date are all the same. Merging combines the holdings from both bib records. Merging will keep one bib record and remove the other bib record from the database. This is accomplished with the M (merging) option.



Inside my heart : choosing to live with passion and purpose / Robin McGraw. Title:

Author: McGraw, Robin.

Publisher: Nashville: Nelson Books,

Date: 2006.

Electronic Location: Online Content Electronic Location: Online Content

Location - Book (1)				
Library Management Network, Inc.	3 Total Copies, 3 Available.			
Location	Call Number			
Gadsden - Ayers Campus - Book - Collection	BV4527 .M3923 2006 (NonFiction)			
Northeast AL Comm College - Books - Circulating	BV 4527 .M3923 2006 (NonFiction)			
Scottsboro Public Library - Adult - Nonfiction	248.8 McG (NonFiction)			



Location

Title: Inside my heart : choosing to live with passion and purpose / Robin McGraw.

Author: McGraw, Robin,

Publisher: Nashville: Thomas Nelson,

c2006. Date:

Electronic Location:



NWSCC - Phil Campbell Campus - Book - Collection

BV 4527 .M3923 2006 (NonFiction)

Call Number



To merge two bib records, tile both records in AGcat.

```
(BIB) Source: LMN_ - AGCN=567841, Record Type = BK Inside my heart :
                           ····cam······4a···
 UDB
                         c 5500
001 Control Nbr.
                          ocm70219753·
003 Control Nbr. ID
                           OCoLC
 005 Latest Trans.
                           20140904185312.0
008 Fixed Field
                           060619s2006····tnu······000·0·eng··
 010 LCCN
                        a ··2006019830
D20 ISBN
                        a 078521836X·(hardcover)
020 ISBN
                   ... a 9780785218364 (hardcover)
 020 ISBN
                        a 9780785289036 (paperback)
020 ISBN
                   ... a 0785289038·(paperback)
                        a 0785288562·(paperback)
 020 ISBN
                        a 9780785288565·(paperback)
020 ISBN
035 Sys Control Nbr . .
                        a (OCoLC)70219753 z (OCoLC)71341555 z (OCoLC)225071693
 042 Authentication#
                    00 a BV4527 b .M3923·2006
 050 LC Call Nbr.
 082 Dewey Call Nbr. 00 a 248.8/43 2 22
 100 Author/Creator 1.
                         a McGraw, Robin.
245 Title
                         a Inside·my·heart·: b choosing·to·live·with·passion·and·purpose·/ c Robin·McGraw.
 260 Imprint
                         a Nashville:: b Thomas Nelson, c c2006.
 300 Description
                         a xiii, 223 pages.; c 22 cm.
 336 Content Type
                         a text 2 rdacontent
 337 Media Type
                         a unmediated 2 rdamedia
                         a volume 🤈 rdacarrier
Source: LMN_ - AGCN=315824, Record Type = BK Inside my heart:
LDR Leader
                          ····pam·····a····
 UDB
                         c O
001 Control Nbr.
                          LMN315824
 003 Control Nbr. ID
                           CPomAG
NOS Latest Trans.
                           20140703082244.0
008 Fixed Field
                           060619s2006····tnu······000·0·eng··
010 LCCN
                         a ··2006019830
020 ISBN
                        a 078521836X·
 042 Authentication#
                        a pcc
050 LC Call Nbr.
                       a BV4527 b .M3923·2006
                    NΩ
 082 Dewey Call Nbr. 00 a 248.8/43 2 22
 100 Author/Creator
                         a McGraw, Robin.
 245 Title
                       a Inside·my·heart·: b choosing·to·live·with·passion·and·purpose·/ c Robin·McGraw.
 260 Imprint
                        a Nashville: b Nelson:Books, c 2006.
 300 Description
                         a xiii, 223 pages; c 24 cm.
 505 Contents
                    0. a From·my·heart-to-yours·—A·woman's·heart-(and·mind)·—A·daughter's·heart-choosing·my·own·legacy·—A·heart-of-clarity
                         after what I want — A discerning heart—what I learned from my mother's legacy of love — A wife's heart—choosing to do wh
                         A·confident·heart--when·l'm·right,·l'm·right·--The·heart·of·my·home.
 650 Subj Topical
                        a Christian women x Religious life.
                         3 Table-of-contents-only u http://www.loc.gov/catdir/toc/ecip0616/2006019830.html
856 Internet Link
                    41
856 Internet Link
                        3 Publisher description u http://www.loc.gov/catdir/enhancements/fy0661/2006019830-d.html z Publisher description
```

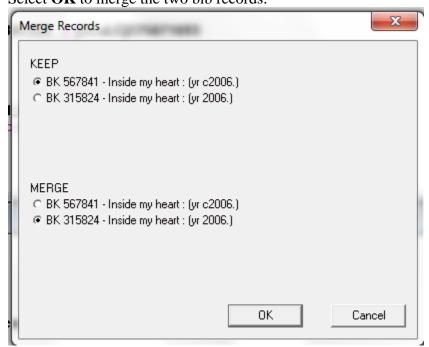
Highlight the blue bar of the better record to be saved, then click the blue **M** option on the AGcat tool bar.





A pop-up box will display.

Verify the AGCNs which will be kept and which will be removed. Select **OK** to merge the two bib records.



Done! Holdings are merged and now there is just one good bib record.

```
Source: LMN_ - AGCN=567841, Record Type = BK Inside my heart:
LDRLeader
                               ·····cam······4a·····
UDB
                             c 5500
001 Control Nbr.
                               ocm70219753·
003 Control Nbr. ID
                               OCoLC
005 Latest Trans.
                               20140904185312.0
                               060619s2006····tnu······000·0·eng··
008 Fixed Field
010 LCCN
                      .. a ..2006019830
                     .. a 078521836X·(hardcover)
.. a 9780785218364·(hardcover)
020 ISBN
020 ISBN
                      ... a 9780785289036·(paperback)
020 ISBN
               .. a 0785289038·(paperback)
.. a 0785288565·(paperback)
.. a 9780785288565·(paperback)
020 ISBN
020 ISBN
020 ISBN
035 Sys Control Nbr . . . a (OCoLC)70219753 z (OCoLC)71341555 z (OCoLC)225071693
042 Authentication# .. a pcc
050 LC Call Nbr. 00 a BV4527 b .M3923·2006
082 Dewey Call Nbr. 00 a 248.8/43 2 22
100 Author/Creator 1. a McGraw,·Robin.
245 Title 10 a Inside·my·heart·: b choosing·to·live·with·passion·and·purpose·/ c Robin·McGraw.
260 Imprint ... a Nashville: b Thomas·Nelson, c c2006.
260 Imprint ... a Nashville: b Thomas Nelson, c c2006.
300 Description ... a xiii, 223 nages : 6 22 --
```



BIB RECORDS: OVERLAYING

To upgrade bib records, the overlay option is used.

The following bib is lacking the 035 field, has an old link, old 9xx info, and only has one ISBN. The cover image is lacking so hopefully if the other ISBN is added it might connect to provide a cover image.

We will overlay with an OCLC record.

```
Control Number: 279658
                                                                                                                                                             Edit Bib Record
Last Modified: 5/6/2014 8:03:32 AM
Leader: nam 4a
Quality: 0
001 **
            LMN279658
003 **
005 **
            20121209135800.0
006
             m d
007 **
             cr cnu---unuuu
008 **
            060110s2003 nyua sb 001 0 eng d
020 **
245 00 a Geriatric palliative care h [electronic resource] / c edited by R. Sean Morrison, Diane E. Meier : and deputy editor, Carol Capello
260 **
             a New York : b Oxford University Press, c 2003
300 **
            a 1 online resource (xxx, 430 pages): b illustrations; c 26 cm.
504 **
            a Includes bibliographical references and index.
505 | 0* | a Ch. 1. Variability in end-of-life care in the United States -- Ch. 2. Developmental challenges and opportunities for the "Growth": the inner life at the end of life -- Ch. 3.
              Assessing quality of life and quality of dying in the elderly: implications for clinical practice of palliative medicine -- Ch. 4. The place of love in the care of persons with
              advanced dementia -- Ch. 5. Artificial nutrition and hydration -- Ch. 6. Age, rationing, and palliative care -- Ch. 7. Ethical aspects of geriatric palliative care -- Ch. 8.
              Respecting diversity -- Ch. 9. Frailty and its implications for care -- Ch. 10. Heart disease -- Ch. 11. Cancer -- Ch. 12. Stroke; prognosis, treatment, and rehabilitation -- Ch.
              13. Dementia and neurodegenerative diseases -- Ch. 14. Chronic lung disease and lung cancer -- Ch. 15. End-stage renal disease and discontinuation of dialysis -- Ch. 16.
              Pain -- Ch. 17. Dyspnea -- Ch. 18. Gastrointestinal symptoms -- Ch. 19. Fatigue -- Ch. 20. Delirium, anxiety, and depression -- Ch. 21. Advance care planning for frail, older
              persons -- Ch. 22. Doctor-patient communication -- Ch. 23. Decision making for the cognitively impaired -- Ch. 24. Can we make the health-care system work? -- Ch. 25.
              Palliative care in the nursing home -- Ch. 26. Family caregivers: burdens and opportunities -- Ch. 27. Home car for frail, older adults -- Ch. 28. Hospital-based palliative care.
533
             a Electronic reproduction, b Boulder, Colo.; c NetLibrary, d 2006, n Available via World Wide Web, n Access may be limited to NetLibrary affiliated libraries.
650
       *0
             a Palliative treatment.
650 *0
            a Terminal care.
650 *0 a Older people x Care.
            a Geriatrics
650 *0
655
             a Electronic books. 2 local
700 1*
             a Morrison, R. Sean q (Rolfe Sean)
700 1*
            a Meier, Diane E.
700 1*
            a Capello, Carol.
710 2*
             a NetLibrary, Inc. n Collection 5
856 40
             u http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=146875 3 A NetLibrary eBook > Access may be limited to subscribing libraries
907 **
             a .b1570015x b 07-09-12 c 07-06-06
            a ahs a dhs b 01-01-00 c m d 3 e - f eng g nyu h 0 i 7
```



To *overlay*, retrieve and tile both bibs: the older one in LMN (has AGCN) and the one from OLUCWorldCat (has AGCN=0).

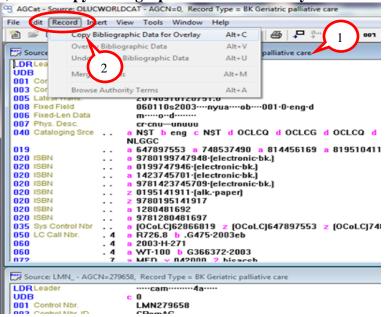
```
Source: OLUCWORLDCAT - AGCN=0, Record Type = BK Geriatric palliative care
LDRLeader
                         ····nam······4a····
                        c 5500
UDB
001 Control Nbr.
                         ocm62866819·
003 Control Nbr. ID
                          OCoLC
005 Latest Trans.
                          20140910120751.0
NNR Fixed Field
                         060110s2003····nyua····ob····001·0·eng·d
006 Fixed-Len Data
                         m----o--d------
007 Phys. Desc.
                         cr·cnu—unuuu
040 Cataloging Srce . . a N$T b eng c N$T d OCLCQ d OCLCQ d OCLCQ d N$T d YDXCP d IDEBK d OCLCQ d TUU d OCLCQ d E7B d OCLCQ d (
                        NLGGC
                  .. a 647897553 a 748537490 a 814456169 a 819510411 a 821691502
                 ... a 9780199747948·(electronic·bk.)
n2n ISBN
020 ISBN
                  . . a 0199747946 (electronic bk.)
                  ... a 1423745701-[electronic-bk.]
020 ISBN
020 ISBN
                  ... a 9781423745709 (electronic bk.)
                  .. z 0195141911 (alk. paper)
.. z 9780195141917
020 ISBN
020 ISBN
                  .. a 1280481692
n2n ISBN
                  .. a 9781280481697
020 ISBN
035 Sys Control Nbr . .
                       a [OCoLC]62866819 z [OCoLC]647897553 z [OCoLC]748537490 z [OCoLC]814456169 z [OCoLC]819510411 z [OCoLC]821691502
050 LC Call Nbr. . 4 a R726.8 b .G475·2003eb
060
                   . 4
                       a 2003·H-271
060
                       a WT-100 b G366372-2003
                        a MFD v 0/12000 2 hiearch
Source: LMN_ - AGCN=279658, Record Type = BK Geriatric palliative care
LDRLeader
                          ····cam·····4a····
                        c O
UDB
001 Control Nbr.
                         LMN279658
003 Control Nbr. ID
                          CPomAG
005 Latest Trans.
                         20121209135800.0
006 Fixed-Len Data
                         m-----d-----
007 Phys. Desc.
                          cr·cnu—unuuu
008 Fixed Field
                          060110s2003....nyua....sb....001.0.eng.d
020 ISBN
                      1423745701
                   00 a Geriatric palliative care h [electronic resource] / c edited by R. Sean Morrison, Diane E. Meier; and deputy editor, Carol Capello.
245 Title
                  ... a New York: b Oxford University Press, c 2003.
260 Imprint
                  . . a 1 online resource (xxx, 430 pages): b illustrations; c 26 cm.
300 Description
504 Bibliography
                       a Includes bibliographical references and index.
505 Contents
                   0. a Ch. 1. Variability in end-of-life care in the United States — Ch. 2. Developmental challenges and opportunities for the "Growth": the inne
```





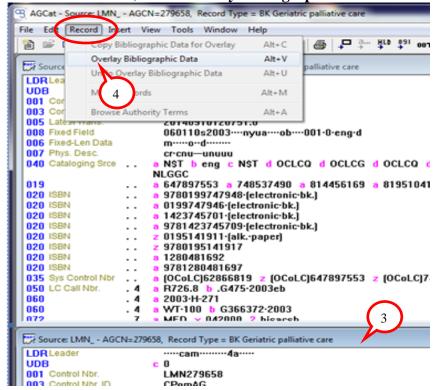
First, **highlight** the blue bar of the OCLC bib record.

Then under Record, select Copy Bibliographic Data for Overlay.



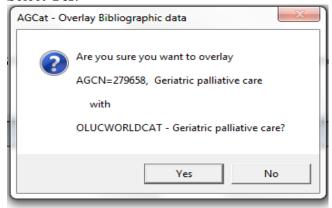
Now, **highlight** the blue bar of the second record to be upgraded/overlaid.

Then under Record, select Overlay Bibliographic Data.



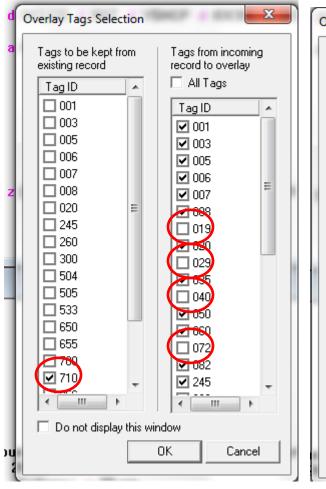


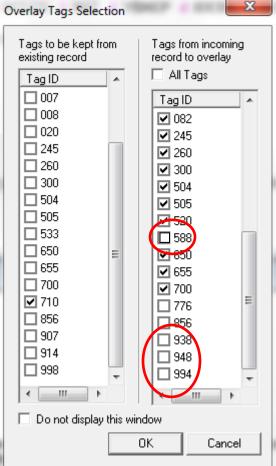
Select Yes.



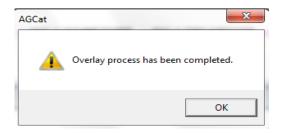
Select the tags to copy to the upgraded record.

Uncheck **019**, **029**, **037**, **040**, **072**, **084**, **533**, **583**, **588**, **9xx** tags from incoming record, then select **OK**. Since this is an ebook, Keep the 710 from the old existing record.

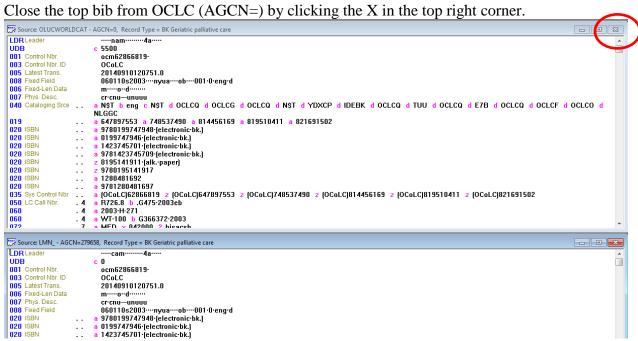




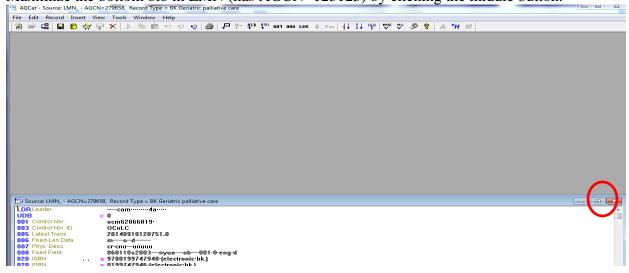




Return to AGcat where the bibs are still tiled.



Maximize the bottom bib in LMN (has AGCN=123123) by clicking the middle button.





Now edit the bib correctly.





When finished making changes, select **Save to Database** (gold barrel) to save in LMN.

The system will display that the bib record was changed. Click OK.

To check work and review bib record, search AGCN again.

The full bib record now has cover art and RDA data. Perfect!



When overlaying, there is a setting that displays the "Keep & Remove" columns.

AGcat > Tools > Options > Display tag overlay selection window

