CHAPTER 3

BARCODES

Member libraries are to use 14-digit barcodes for items and patrons. These barcodes are the standard used in libraries. Examples are:

2 2350 00011 7890
3 2350 00000 1264

The *first number* indicates whether the barcode is attached to a patron "2" or an item "3".

The *next four numbers* indicate the specific library that issues the library card or owns the title. "2350" is assigned to the location (Library Management Network). Contact the LMN Coordinator for the four-digit number that will be assigned for a new library.

The *next 8 numbers* indicate the unique accession number. These are in numerical order.

The *last number* is a check digit for the system and quality control.

Barcode readers scan barcodes for faster circulation transactions and better inventory control. Sources for barcodes and barcode readers have been: Barcode Experts, Demco, BarcodesInc.com, Reliance Barcode Solutions.

BARCODE SPECIFICATIONS

LMN recommends the following for ordering patron and item barcodes:

1. List quantity
2. Process type: Laser typeset
3. Laminate: Clear mylar
4. Size: Single 5/8” x 2.0”
5. Barcode Symbology: Codabar
    a. Use check digit
    b. Algorithm: Mod 10
6. Total: 14 digits
7. Permanent digit: 3 2305
    (required format: 1 character, space, 4 characters, space, 5 characters, space, 4 characters)
8. Start Number: 3 2305 00300 001C (Replace “C” with check digit)
9. Stop Number: (depends on quantity listed in #1)
10. Institution name: (whatever is appropriate. Example: GSCC Valley Street Campus)
11. Name placement: ABOVE barcode number

Optionally, Smart barcodes have the author, title, call number, and institution name; and are larger in physical size.

BARCODE LABELS

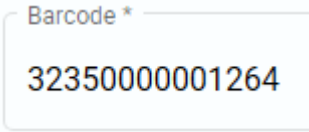
The standard format of the actual barcode label for items and patrons is:

1 character, space, 4 characters, space, 5 characters, space, 4 characters

Example:

BARCODE ENTRY ONLINE

14-digit barcodes are to be entered online as consecutive numbers -- no spaces, no punctuation.



Example within an item record:

AUTOMATIC BARCODE ENTRY

In the AG system when adding HLD, if TBA remains displayed in the BARCODE field, the AG system automatically inserts a thirteen-digit barcode including a plus sign at the end.

Ex: 260817000001+

They may begin with a "2" but are not to be confused with a patron barcode. As explained in Chapter 3, these barcodes are reserved only for electronic items that have been batched loaded into the system.

```
600 Subj Pers Name  1 0  a Walker,·C.·J.,  c Madam,  d 1867-1919.
650 Subj Topical    . 0  a American·women.
650 Subj Topical    . 0  a Cosmetics·industry  z United·States  x History.
650 Subj Topical    . 0  a Cosmetics.
650 Subj Topical    . 0  a Executives  v Biography.
650 Subj Topical    . 0  a Human·beings.
650 Subj Topical    . 0  a Women·executives  v Biography.
655 Genre/Form      . 7  a Biographies.  2 lcgft
740 Related Title   1 0  a On·her·own·ground
914                 . .  a DRK_cc  d LMN_cm
HLD                      i 260817000001+  t NonFiction  l Library·Mgt·Network,·Inc.--Adult--Nonfiction  b Library·Mgt·Network,·Inc.--Adult·
                         --Nonfiction  h TESTING  u Available  g 0  a LMN  e Library·Mgt·Network,·Inc.--Adult--Nonfiction  f 0  5 0
```

If a duplicate barcode is detected by the library automation system AG VERSO, the system will automatically add "-D1" to the end of the barcode.

Duplicates are not allowed for item records or bibliographic records

BARCODE OCR SPECIFICATIONS
MODULUS 10 CHECK DIGIT CALCULATION

How to calculate the check digit for 14-digit barcodes.

1. Using the sample of 21782000886745. Drop the last digit (5)
2. Write down the first 13 remaining digits, 2 1782 00088 674
3. Starting at the end with the 4, work to the left multiplying every other number by 2.
   2x2=4, 2x7=14, 2x2=4, 2x0=0, 2x8=16, 2x6=12, 2x4=8
4. Separate any double digits (14 is dealt with now as a 1 and a 4) and add the products together.
   4+1+4+4+0+1+6+1+2+8=**31**
5. Add the remaining numbers together.
   1+8+0+0+8+7=**24**
6. Add the two sums together:
   31 + 24 = 55
7. Subtract that number from the next highest number ending in 0:
   60 – 55 = 5 5 is the check digit.

Visual view:

1. Sample number 1000180004771. Drop the last digit (1)
2. Start with the LAST number and every alternate digit to the left, multiply by number 2:

1	0	0	0	1	8	0	0	0	4	7	7
	2		2		2		2		2		2
	0		0		16		0		8		14

3. Separate any double digits into singles and add the sums:

	0		0		16		0		8		14		
	0		0	1	6		0		8	1	4	=	**20**

4. Add the remaining numbers together that were not multiplied by 2:

1	0	0	0	1	8	0	0	0	4	7	7		
	|		|		|		|		|		|		
1	+	0	+	1	+	0	+	0	+	7	=	=	**9**

5. Add the two sums together:
   20 + 9 = 29

6. Subtract the total from the next highest number ending in zero:
   30 – 29 = 1 1 is the check digit

(CLSI provided this OCR information in 1991 to Charlotte Moncrief at LMN)

ITEM RECORDS

Bibliographic (bib) records are the author, title, and publication data in MARC format.
Item records are attached to bib records. There can be many item records attached to a single bib record.

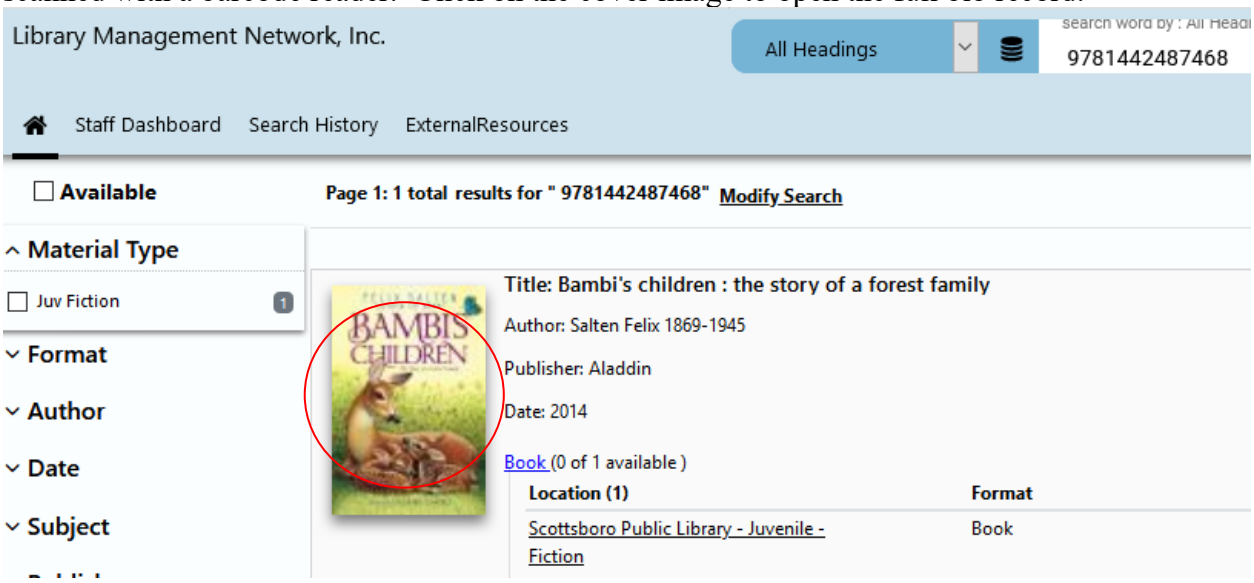
MINIMUM REQUIREMENTS FOR ITEM RECORDS

Item records contain the unique information to the member library.
Members may use either Dewey Decimal or LC call numbers. AG accepts both classifications.
The following are minimum requirements needed for an item record:

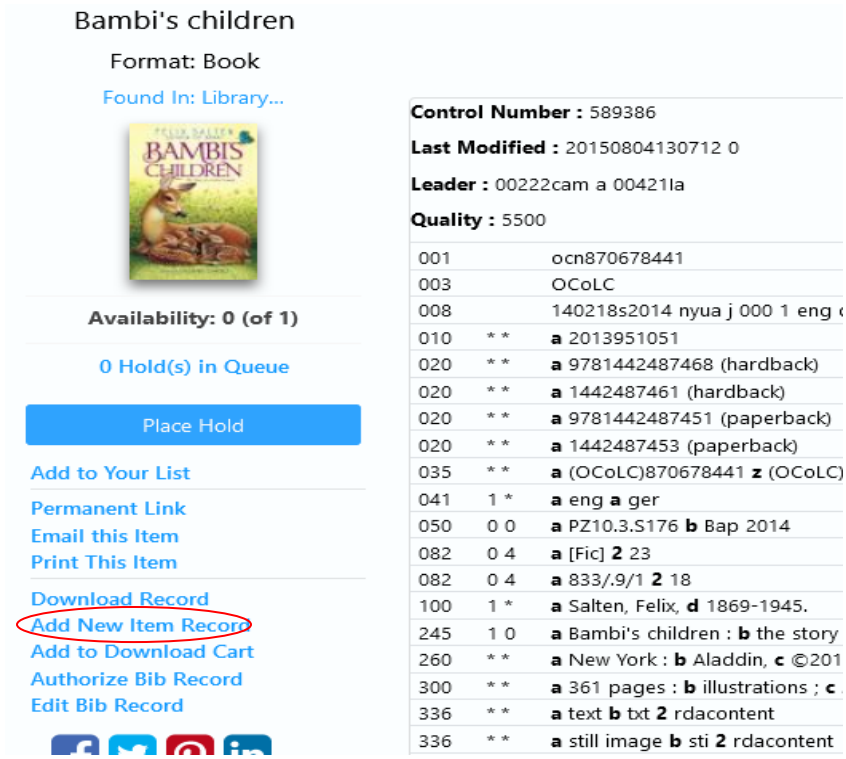
- Barcode
- Call Number
- Material Type
- Location (Current and Permanent)
- Status
- Cost

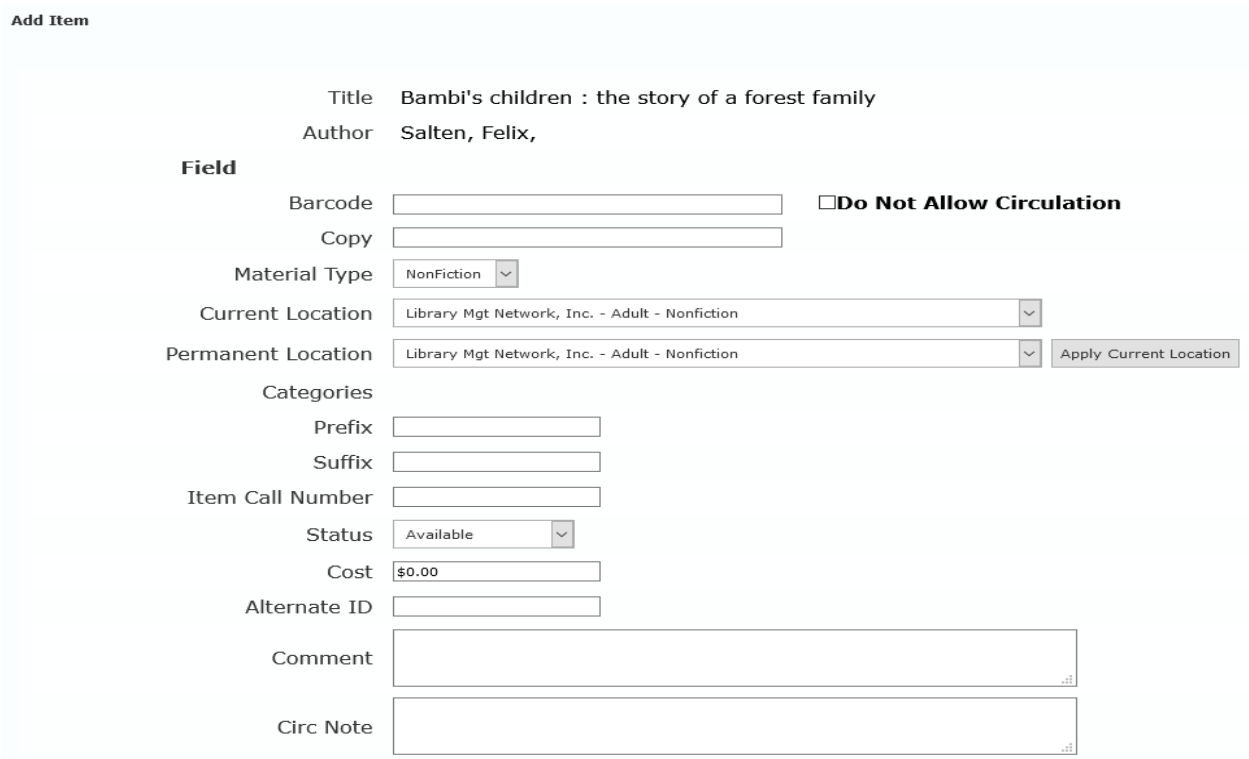
ADDING ITEMS

Staff must be logged in.
Search for the bibliographic record by the known information on the item in hand (ISBN, LCCN, or Title).
In this case the ISBN was searched. Alternatively, the UPC symbol on the back cover can be scanned with a barcode reader. Click on the cover image to open the full bib record.



Verify the publisher and pagination; if identical to the item in hand, select “Add New Item Record.”



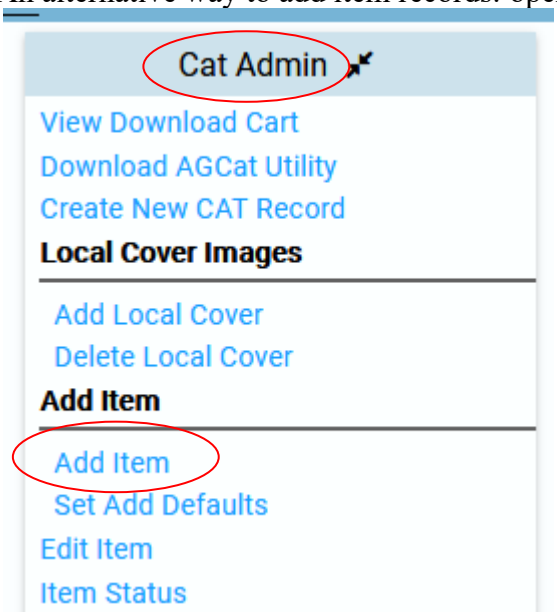


Use the drop-down menus to select the material type, locations, and status. The values displayed in the drop-down menus are the first in the list and usually must be changed.
The requirements for correct item entry consist of:

barcode,
material type (choose from the drop-down menu),
current location,
permanent location (usually the same as current),
item call number,
status, and
cost (do not enter the dollar $ sign).

Click SUBMIT to save.

An alternative way to add item records: open Dashboard > Cat Admin / Circulation > Add Item.



Search for the bib record.

Select and open to the full bib record.

Title Lookup ...

Searching Title: full irish

Title
Full Irish : new architecture in Ireland / (1 title)
A full life / (1 title)
Full lives : women who have freed themselves from food & weight obsession / (1 title)
Full metal jacket (1 title)
Full moon dreams / (1 title)

Title Lookup ... Modify Search

Searching Title: full irish

Title

Full Irish : new architecture in Ireland /

Title	Author	My Library Owns	Available Items	
Full Irish : new architecture in Ireland /	Lappin, Sarah A.	0	0	Select this Title

Now the same Add Item screen appears to add any information.

Add Item Submit Rese

Title	Full Irish : new architecture in Ireland
Author	Lappin, Sarah A.
Field	**Value**
Barcode	Do Not Allow Circulation
Copy	
Material Type	NonFiction
Current Location	Library Management Network, Inc. - Adult - Nonfiction
Permanent Location	Library Management Network, Inc. - Adult - Nonfiction
Categories	
Prefix	
Suffix	
Item Call Number	789.3 Lap
Status	Available
Cost	25
Alternate ID	
Comment	
Circ Note	

Enumeration

Caption	Value
Volume	
Issue	
Part	
Supplement	
Other	

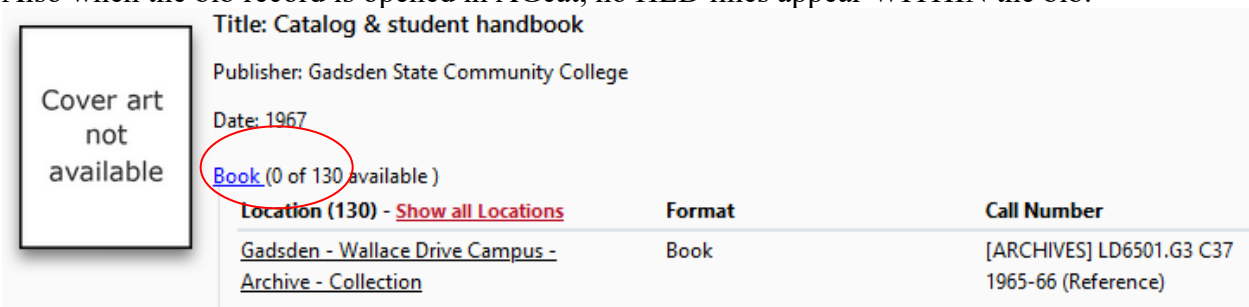
Chronology

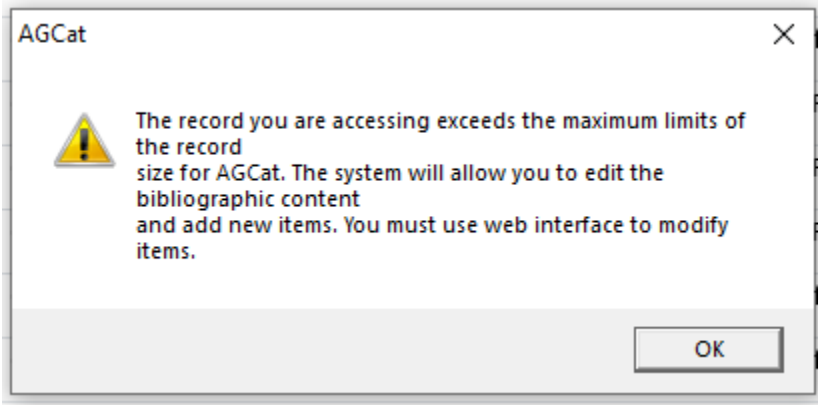
Chronology	Value
Year	
Month	
Season	
Day	

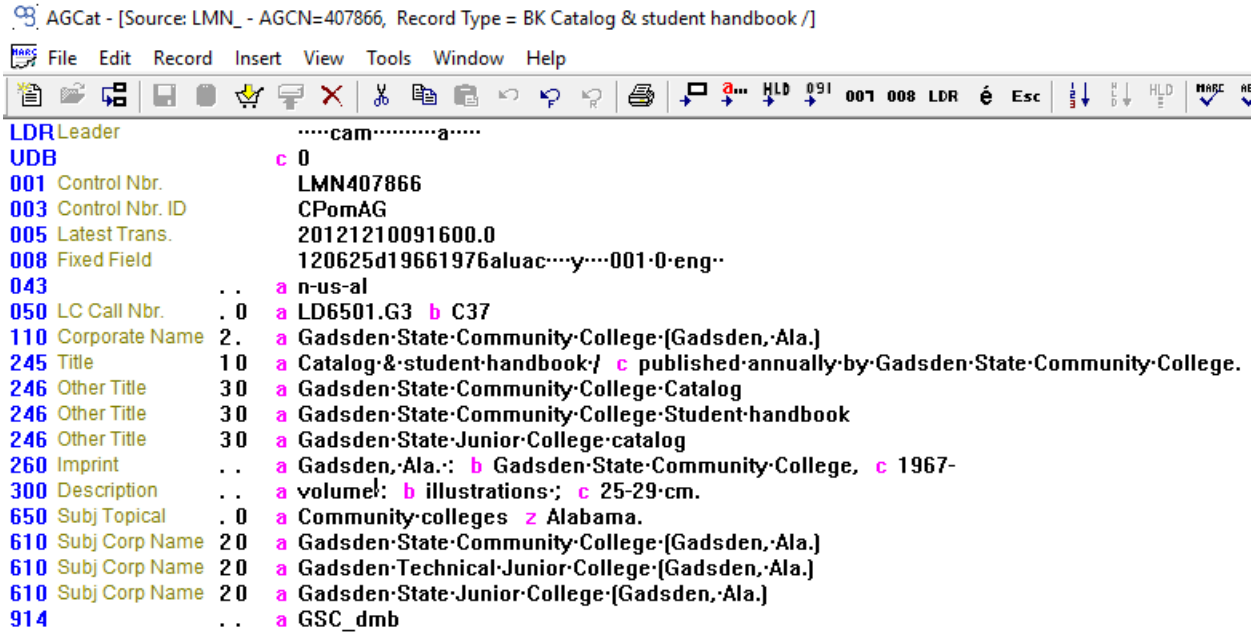
Other Items

No.	Location	Barcode	Call Number	Status
No Items				

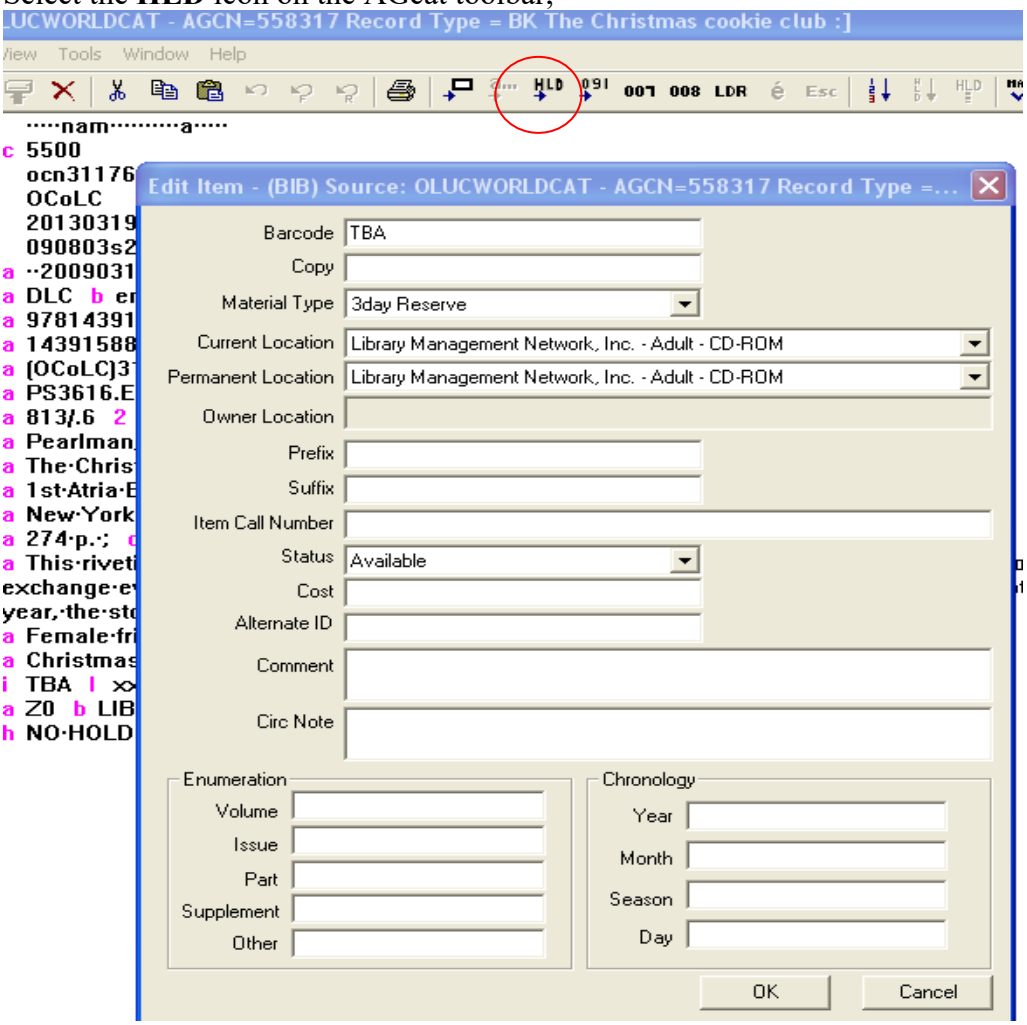
There is no maximum number of item records which can be attached to a bib record. However, there are a maximum number of item records which can be OPENED in AGcat. If a bib record has more than 52 items, AGcat will not open the HLD in the bib record. Also when the bib record is opened in AGcat, no HLD lines appear WITHIN the bib.





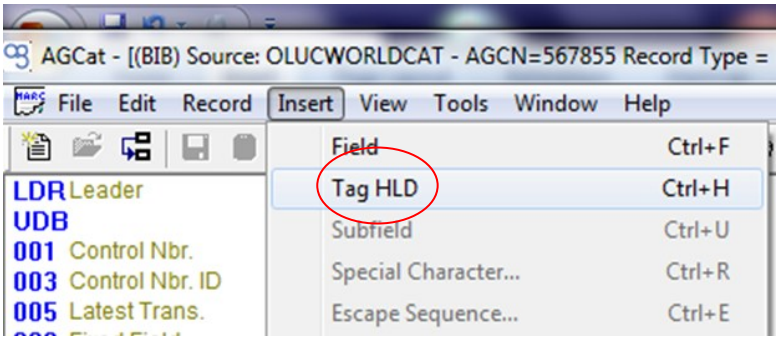


Item holdings may be added while in AGcat. When a bib record is open,
Select the **HLD** icon on the AGcat toolbar,



Item Template

or select **Insert / Tag HLD**.

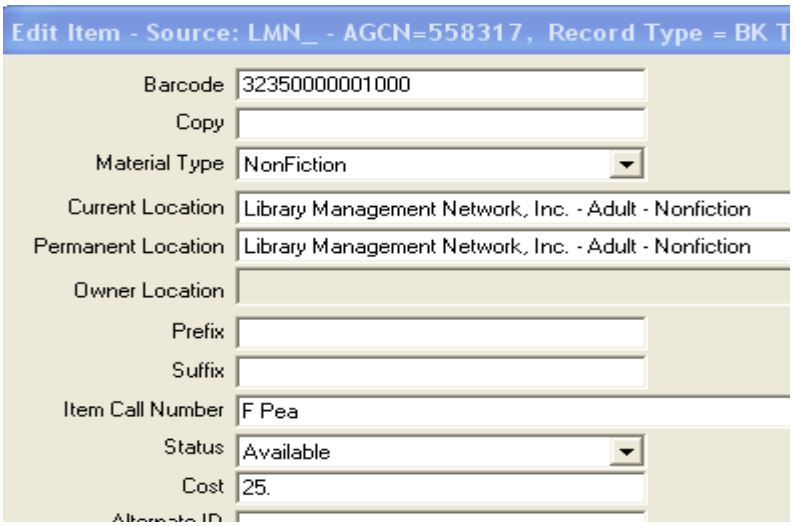


Complete the template for the item holding and select OK to save. Click the *gold barrel icon* on the AGcat toolbar to **Save to Database**.
To access the item record again, double click on the **HLD** line to open in the template.

If an item barcode is not entered and if **TBA** remains displayed in the Barcode field, the system will generate a barcode when the record is submitted. System-generated barcodes are only 13 characters long - begin with a "2" and end with a plus sign (+) which is part of the barcode. System-generated barcodes are preferred **only for electronic items**.

```
HLD     i 30276000609818 t NonFiction
        City···Books···Circulating h 940.54
        City···Books···Circulating f 0 5 0
HLD     i 261019000001+ t NonFiction l
        Adult···Nonfiction h 940.54·Bro u
        5 0
```

If **AUTO** is displayed in the Barcode field, the system will generate the next barcode available when the record is submitted. We do not use the Auto setting.
The item holding information can be seen in the field **HLD**.



The black X in the upper right corner closes the record and leaves AGcat open.
The red X in the upper right corner closes both the record and AGcat.

To verify, search for the newly entered bib record by AGCN.

Material Type Descriptions and Definitions

Material types are codes used in the item records that provide the following:

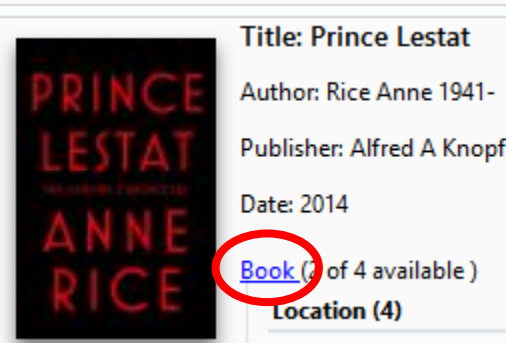
calculate loan rules,
define items in web display,
provide statistical reports,
send notices (e.g., overdues), and
collection development.

Material type definitions were initially formulated by the Bibliographic Users Group and have been revised as electronic versions appeared or as libraries consolidated formats.

Material types should describe the content of the material and define the intended audience. These guidelines are useful **in defining** the particular material type.

Members can select whichever material types their library will use. Members do not have to use every material type listed. There are variations, such as one member may use DVD Adult and DVD Juvenile, where another member may use DVD Fic and DVD NF; or one may use just Large Print, where another uses Large Print Biography, Large Print Fiction, and Large Print Nonfiction.
However, it is of the upmost importance to **BE CONSISTENT** entering data within each member library**.**

Formats are codes used in the bib records and are the source for the descriptive wording in the online catalog.



Bib formats are associated with material types in generally explaining the format of the item.
The following table shows the relationship of Material Type to Formats.
Next, is a list of bib Formats not currently being used in the LMN database.
The third table is a list of bib Formats and all the associated Material Types.

FORMAT (Bib Level) ***assigned by LC***	***MATERIAL TYPE (Item Level)***	***Definition***
Book	3day Reserve	Item on reserve for 3 days
Book	7-day	Item circulates for 7 days
Book	Beginning Chapter	leveled reader; limited spot illustrations; ages 6 and up
Book	Beginning Reader	leveled reader; illustrated; ages 5 and up
Book	Biography	adult biography –OR- autobiography
Book	Bk w/CD	adult nonfiction or fiction book with a CD
Book	Bk w/Tape	adult nonfiction or fiction book with a tape
Audiobook	Audiobook	recording of a book on CD or tape; adult or juvenile; fiction or nonfiction
Audiobook CD	BkonCD Ad Fic	adult fiction book on CD
Audiobook CD	BkonCD Ad NF	adult nonfiction book on CD
Audiobook CD	BkonCD Juv Fic	juvenile fiction book on CD
Audiobook CD	BkonCD Juv NF	juvenile nonfiction book on CD
Audiobook CD	BkonCD Fic	fiction book on CD
Audiobook CD	BkonCD NF	nonfiction book on CD
Audiobook cassette	Audiocassette	sound recording on a cassette tape; audiotape
Audiobook cassette	BkonTape Ad Fic	adult fiction book on tape
Audiobook cassette	BkonTape Ad NF	adult nonfiction book on tape
Audiobook cassette	BkonTape Fic	fiction book on tape
Audiobook cassette	BkonTape NF	nonfiction book on tape
Audiobook cassette	BkonTape Juv Fic	juvenile fiction book on tape
Audiobook cassette	BkonTape Juv NF	juvenile nonfiction book on tape
Book	Board book	thick paperboard picture book; less than 10 words per page; birth to 2
Computer program	CD-ROM	text on a compact disc
DVD	Distance Learning DVD	instructional materials DVD
Book	Dual Enrollment	textbooks for classes taken by high school students taking college courses
DVD	DVD	nonfiction or fiction DVD; adult or juvenile
DVD	DVD Fic	fiction DVD
DVD	DVD NF	nonfiction DVD
Blu-ray	DVD Blu-Ray	video on Blu-ray disc
Book	Easy	picture book uses limited vocabulary; font is larger; ages 5 and up
Audiobook	eAudio	digital sound recording
Audiobook	eAudiobook	electronically produced online recording of a text being read by narrator; a talking book
Ebook	eBook	digital book electronically produced to be read online
Archival Materials	eDocument	digital text of letters/documents/certificates electronically produced to be read online
Picture	eImage	digital photograph/picture electronically produced to be viewed online
3d artifacts/objects	Equipment	machine/tool
eVideo	eVideo	electronically produced video to be viewed online
Book	Fiction	fiction book, i.e., novel
Book	Graphic Novel	story presented in comic-strip format published in a book
Book	Hardback	printed book with hardcover; adult or juvenile

Book	Juv Fic	juvenile fiction book, i.e., novel
Book	Juv NF	juvenile nonfiction book, includes biography
Kit	Kit	adult or juvenile kit (includes 3 or more different materials/formats)
Large print	Large Print	large print book, i.e., novel; fiction or non-fiction
Book	Local History	history book relating to nearby geographical area
Microform	Microform	reproduction of documents scaled-down on film/card/paper; requires micro reader
Music CD	Music CD	music recorded on compact disc
Book	NonFiction	nonfiction book
Book	Paperback	paperback; fiction or nonfiction; adult or juvenile
Periodical	Periodical	periodical/magazine/journal
Book	Picture book	illustrated; ages 3 and up
Audiobook player	Playaway	eAudiobook loaded onto a Playaway reader device
3d artifacts/objects	Realia	painting/works of art/instrument, etc.
Book	Reference	adult book shelved in reference; does not circulate (i.e., for library use only)
Book	Reserve	book located at circ desk; often requires ID and can only be checked out for a brief period of time
Computer program	Software	programs/instructions for a computer task
Book/Archival materials	Special Book	book part of a special collection, such as an Award collection
Videocassette	Video Ad Fic	adult fiction videotape
Videocassette	Video Ad NF	adult nonfiction videotape
Videocassette	Video Fiction	fiction videotape
Videocassette	Video NonFiction	nonfiction videotape
Videocassette	Video Juv Fic	juvenile fiction videotape
Videocassette	Video Juv NF	juvenile nonfiction videotape
Book	YA Fiction	young adult fiction book, i.e., novel
Book	YA Nonfiction	young adult nonfiction book
-	--- Select Mat Type -	*NOT TO BE USED (marker only)*
-	------ Other ------	*NOT TO BE USED (saved for future use)*

FORMATS not used:

~~2d non-projected~~	n/a	Cards, charts, posters, study prints, technical drawings, transparency masters, postcards
~~Braille~~	n/a	raised-dot characters for the blind
~~Computer file~~	n/a	storage resource for recording data
~~Ebook reader~~	n/a	
~~Film~~	n/a	movie recorded on reel film/filmstrip
~~Map~~		diagram showing representation of the parts
~~Music cassette~~	n/a	music recorded on tape cassette
~~Music LP~~	n/a	music recorded on long playing vinyl
~~Music recording~~	n/a	
~~Music score~~		written composition of music notes and staves
~~Serial~~		
~~Spoken word~~		(see audiobook)
~~Visual materials~~		(see Blu-Ray, DVD)

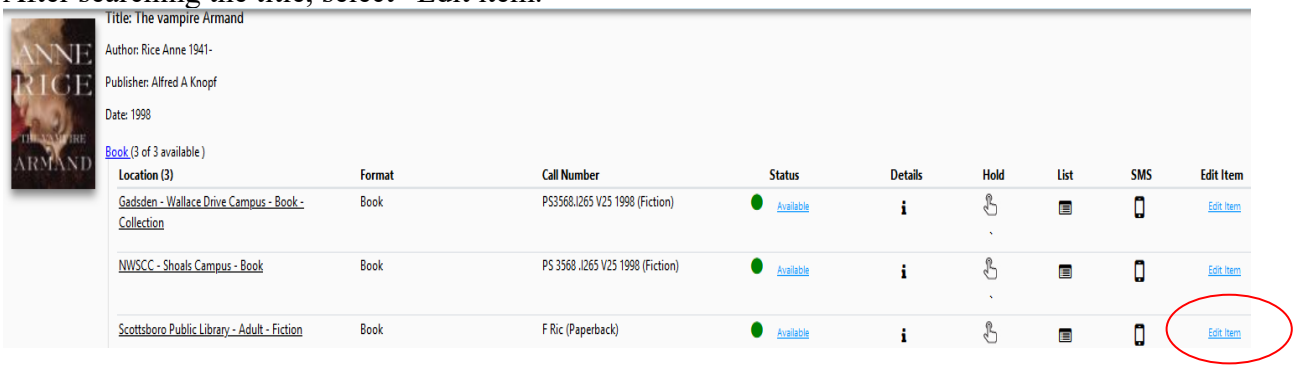
FORMATS listed alphabetically with associated Material Types:

FORMAT (Bib Level) assigned by LC	***MATERIAL TYPE (Item Level)***
3d artifacts/objects	Equipment Realia
Archival Materials	eDocument Special Book
Audiobook	Audiobook eAudio eAudiobook
Audiobook CD	BkonCD Ad Fic BkonCD Ad NF BkonCD Juv Fic BkonCD Juv NF BkonCD Fic BkonCD NF
Audiobook cassette	Audiocassette BkonTape Ad Fic BkonTape Ad NF BkonTape Ad NF BkonTape Fic BkonTape NF BkonTape Juv Fic BkonTape Juv NF
Audiobook player	Playaway
Blu-ray	DVD Blu-Ray
Book	3day Reserve 7-day Beginning Chapter Beginning Reader Bk w/CD Bk w/Tape Biography Board book Dual Enrollment Easy Fiction Graphic Novel Hardback Juv Fic Juv NF Local History NonFiction Paperback Picture book Reference Reserve Special Book YA Fiction YA Nonfiction

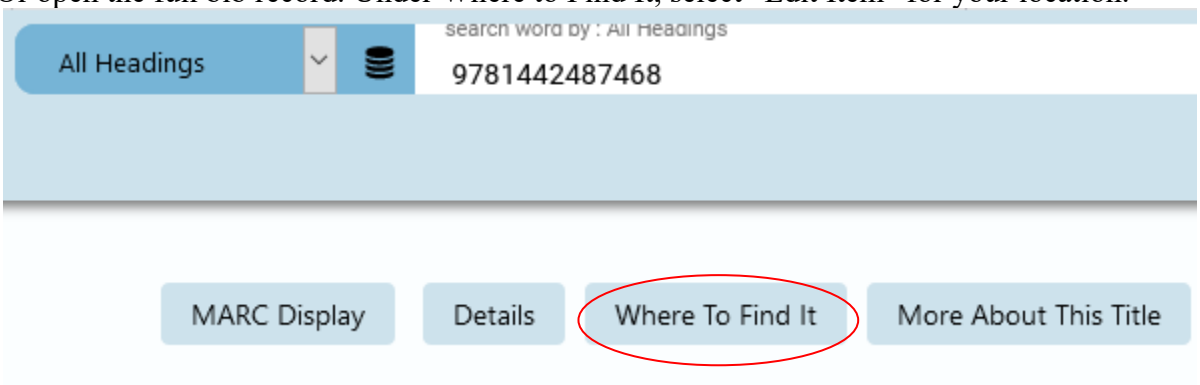
Computer program	CD-ROM Software
DVD	Distance Learning DVD
DVD	DVD
DVD	DVD Fic
DVD	DVD NF
Ebook	eBook
eVideo	eVideo
Kit	Kit
Large print	Large Print
Microform	Microform
Music CD	Music CD
Periodical	Periodical
Picture	eImage
Videocassette	Video Ad Fic Video Ad NF Video Fiction Video NonFiction Video Juv Fic Video Juv NF

EDITING ITEMS

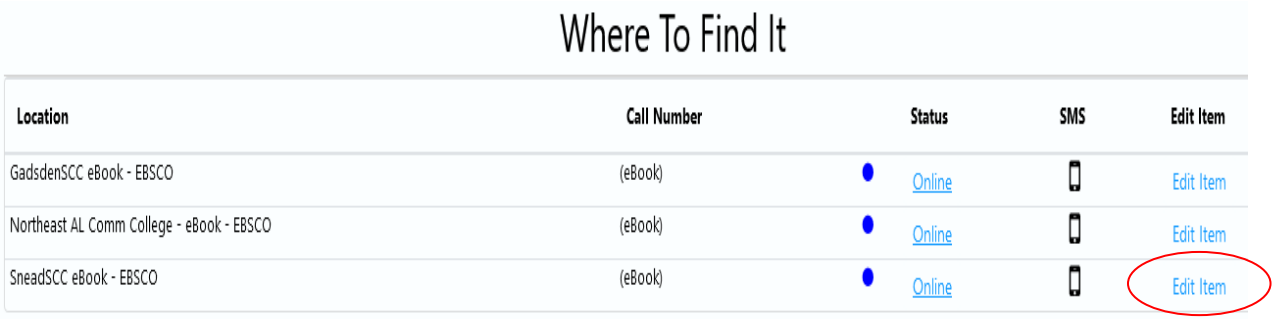
To edit an item, staff must be logged in and search the online catalog.
After searching the title, select "Edit item."



Or open the full bib record. Under Where to Find It, select "Edit Item" for your location.



If multiple item holdings appear, only edit your location**. Do not edit items at other member locations.**

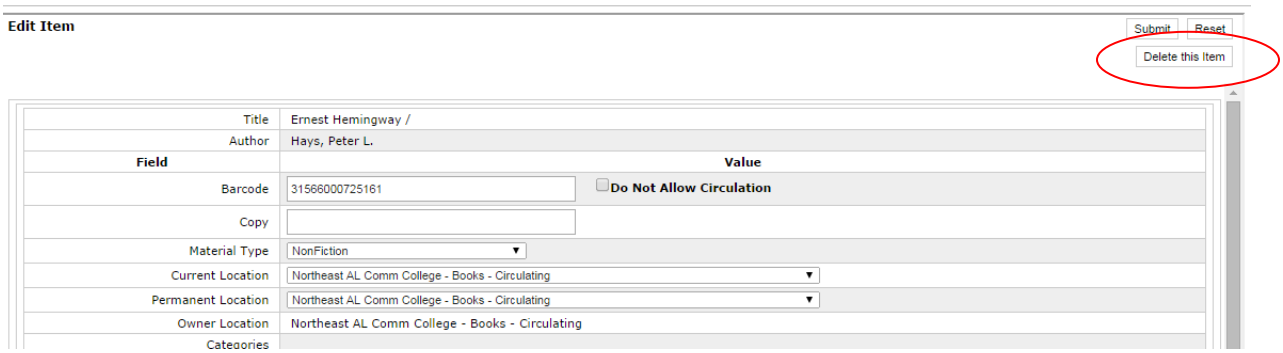


The edit item template will open. Make changes and SUBMIT to save.

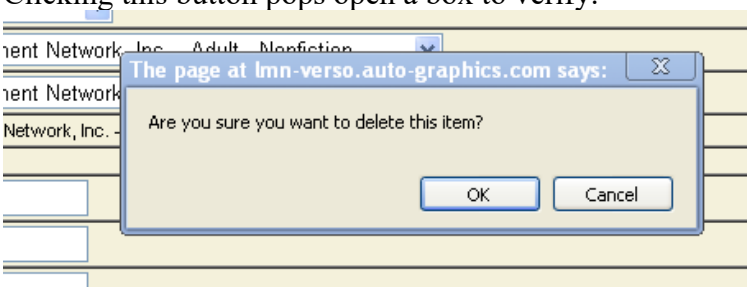
If multiple item holdings appear, only edit your location**.**
Do not edit items at other member locations.

DELETING ITEMS

To delete an item, open the edit item template.
On the upper right corner, there is a button “Delete this Item”
Select to delete the item record.



Clicking this button pops open a box to verify.



Clicking “OK” deletes the item entirely from the LMN database.

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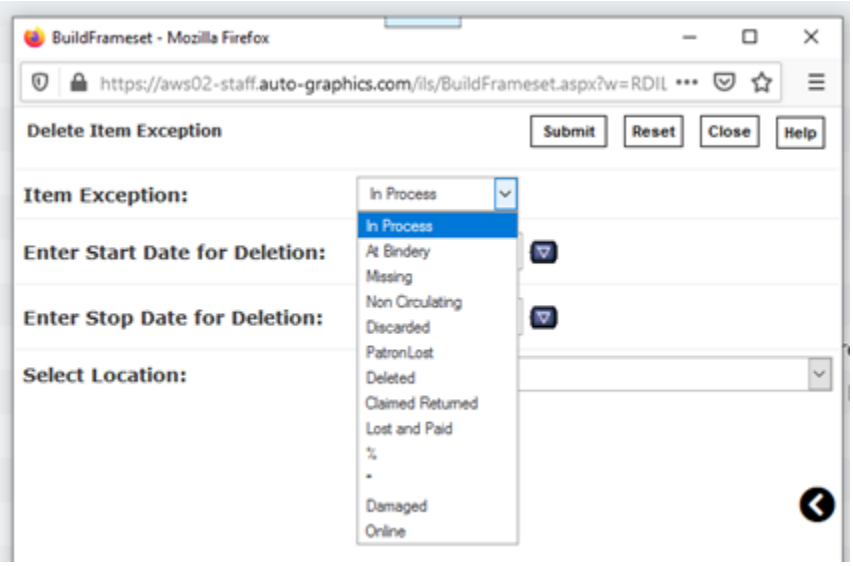
If items of a particular status (ex. Missing, Deleted, etc.) need to be deleted, multiple items can be deleted all at one time in batch using Circ Reports > **Delete Item Exceptions** based on the specific status or location. "Exceptions" are the same as "Status."

Many libraries need a count of deleted items at the end of a year, so it is best to obtain a count or list of deleted items **before** being removed from the database.

Please contact the LMN Office to submit these programs and **do not submit these reports yourself.**

After the items are deleted, then the report **Delete Bibs Without Items** can be submitted.

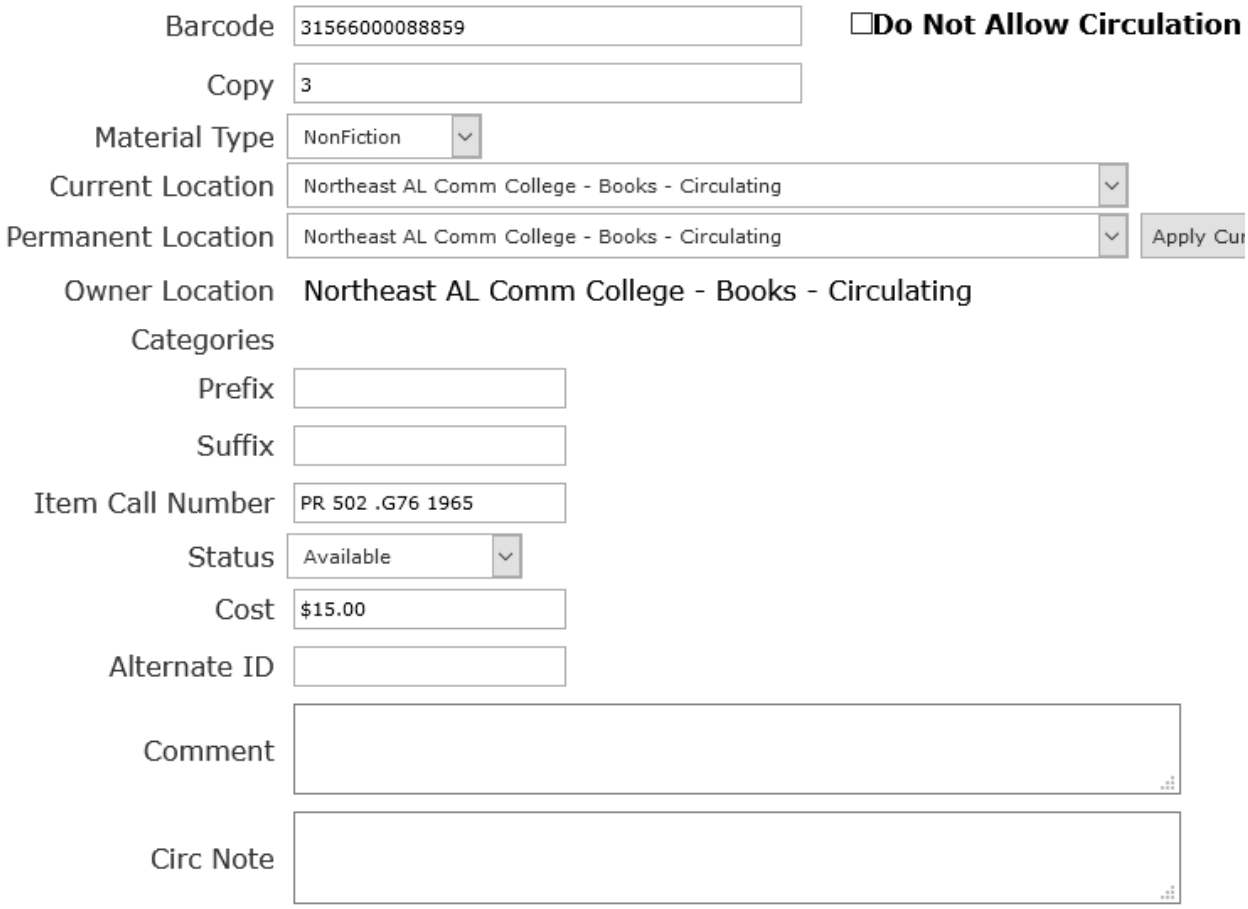


Delete Item Exception List of Statuses

COPY FIELD INFORMATION

The **Copy** field in an item record designates multiple copies of a title. In the online catalog, copy information displays after the call number. Because the barcode can serve as the unique or accession number, copy 1 information is no longer necessary.
If a copy 2 of a title is purchased and needs to be designated, enter just the numeral "2" in the **Copy** field of the item record. AG system automatically inserts "c." prefix identifying designation for copy information in the online catalog.

Copy Information Displayed in the Online Catalog



Copy Field in the Item Record

ENUMERATION FIELD INFORMATION

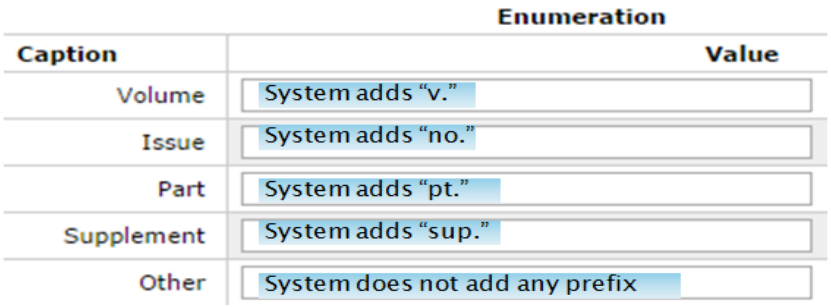
The AG system will insert prefixes automatically, such as a "v." before the volume number, "pt." before a part, and "no." before an issue. No spaces should be entered.

The Volume field displays after the call number in the online catalog. To enter volume information, just enter the number, i.e., "2" in the Volume field of the item record.

For displaying in the online catalog, the system counts 1, 11, 111, 2, 22, 222, 3, 33, 333, etc., not 1, 2, 5, 10, 25, 36.

Volume numbers should be added in a consistent manner. Spaces are appropriate after years or between elements.
The following specifications are allowed for monographic items:

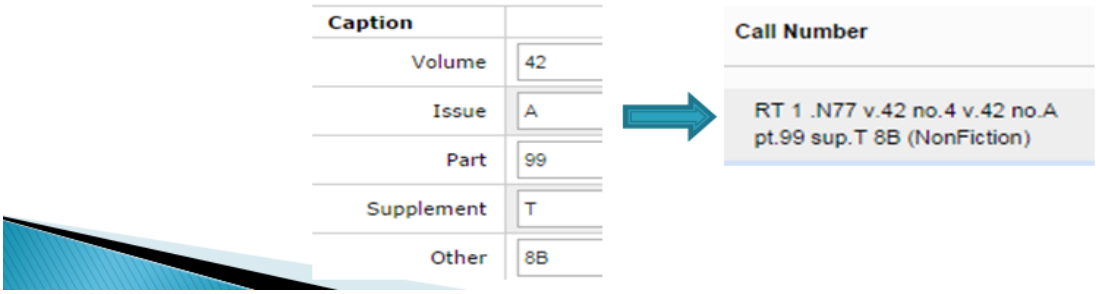
36	volume number
v.35 n.1	volume, (no space), number, (space), number, (no space) number
2	part number
4	book number
2006	year
1986-1988	year, dash, year (for multiple years)
1991 c.2	year, (space), copy, (no space), number
1901 Index	year ,(space), supplement information



Enumeration

Caption	Value
Volume	System adds "v."
Issue	System adds "no."
Part	System adds "pt."
Supplement	System adds "sup."
Other	System does not add any prefix

For the first four options, just enter the number;
For "Other" enter the prefix and the number.



Caption	
Volume	42
Issue	A
Part	99
Supplement	T
Other	8B

Call Number

RT 1 .N77 v.42 no.4 v.42 no.A pt.99 sup.T 8B (NonFiction)

Enumeration

Enter months and/or years using the following **correct** format (no spaces):

Correct Examples: 1962-1970
JAN-MAR

Incorrect formats:
1962 - 1970
1962-70
1962 - 1970
Jan-Mar
JAN - MAR
Jan – Mar

Example in online catalog:

Where To Find It

Add New Item Record

Location	Call Number	Status		
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.1 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.2 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.3 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.4 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.5 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.6 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.7 (Reference)	NonCirculating	●	Edit Item
Gadsden - McClellan Center - Reference - Collection	[REF] PR502 .C85 1992 v.8 (Reference)	NonCirculating	●	Edit Item

Volume Information Displayed in the Online Catalog

Title	Critical survey of poetry : English language series /
Author	Beacham, Walton
Field	**Value**
Barcode	32305001027601 ☐ **Do Not Allow Circulation**
Copy	
Material Type	Reference
Current Location	Gadsden - McClellan Center - Reference - Collection
Permanent Location	Gadsden - McClellan Center - Reference - Collection
Owner Location	Gadsden - McClellan Center - Reference - Collection
Categories	
Prefix	
Suffix	
Item Call Number	[REF] PN1111 .C7
Status	Non-Circulating
Cost	$303.00
Alternate ID	
Comment	
Circ Note	

Enumeration	
Caption	**Value**
Volume	1-8
Issue	
Part	
Supplement	
Other	

Volume Field in the Item Record

OTHER FIELD INFORMATION

Use the **Other** field in the item record for multiple year designations or additional information. Enter the single year in four digits or the range of years separated with a dash.

Location	Call Number		
Scottsboro Public Library - Reference - Adult Reference	R 973 1493-1754 (Reference)	LIB USE ONLY	
Scottsboro Public Library - Reference - Adult Reference	R 973 1755-1783 (Reference)	LIB USE ONLY	
Scottsboro Public Library - Reference - Adult Reference	R 973 1784-1796 (Reference)	LIB USE ONLY	
Scottsboro Public Library - Reference - Adult Reference	R 973 1797-1820 (Reference)	LIB USE ONLY	
Scottsboro Public Library - Reference - Adult Reference	R 973 1821-1832 (Reference)	LIB USE ONLY	

Other Information Displayed in the Online Catalog

	Enumeration
Caption	Value
Volume	
Issue	
Part	
Supplement	
Other	1977-1986

Other Field in the Item Record

Location	Call Number		
Gadsden - McClellan Center - Reference - Collection	[REF] PN3451 .C75 1984 Supplement (Reference)	Available	
Gadsden - McClellan Center - Reference - Collection	[REF] PN3451.C722 1984 Supplement (Reference)	Available	
NWSCC - Phil Campbell Campus - Reference - Collection	REF PR 821 .C7 Supplement (Reference)	Lib Use Only	
NWSCC - Shoals Campus - Reference - Collection	REF PR 821 .C7 1987 Supplement (Reference)	Lib Use Only	

Other Information Displayed in the Online Catalog

Caption	
Volume	
Issue	
Part	
Supplement	
Other	Supplement

Other Field in the Item Record

TRANSFERRING ITEM RECORDS

To take advantage of the icons, wording, and status in the online catalog, the database requires separate bib records for:

DVD and Blu-ray
eBook and book
book and large print

When an item gets attached incorrectly to a bib record, the item can be transferred - so as to not lose any circulation transactions. The first example is of a bib record with items for both DVD and Blu-Ray. Because the first bib record has an icon for Blu-Ray, the DVD item - needs to be moved to the DVD bib record.

Title: War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present an Amblin Entertainment/Kennedy/Marshall Company production ; produced by Steven Spielberg ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.
Uniform Title: War horse (Motion picture)
Date: 2012.
Publisher: [United States] : Touchstone Home Entertainment ; Burbank, CA : distributed by Buena Vista Home Entertainment,

Location - Blu-ray (1)

Library Management Network, Inc. — 2 Total Copies, 2 Available. — Place Hold

Location	Call Number	Availability
Gadsden - Valley Street Campus - Video - Collection	[Blu-ray] PN1997.2 .W37 2012 (DVD Ad Fic)	Available
Gadsden - Valley Street Campus - Video - Collection	[DVD] PN1997.2 .W37 2012 (DVD Ad Fic)	Available

Title: War horse [videorecording] / Dreamworks Pictures and Reliance Entertainment present ; an Amblin Entertainment, Kennedy/Marshall Company production ; a Steven Spielberg film ; produced by Steven Spielberg, Kathleen Kennedy ; screenplay by Lee Hall and Richard Curtis ; directed by Steven Spielberg.
Uniform Title: War horse (Motion picture)
Date: 2012.
Publisher: [Burbank, CA] : Touchstone Home Entertainment : Distributed by Buena Vista Home Entertainment,

Location - DVD (1)

Library Management Network, Inc. — 1 Total Copies, 1 Available. — Place Hold

Location	Call Number	Availability
Gadsden - Ayers Campus - Video - Collection	[DVD] PN1997.2 .W37 2012 (DVD Ad Fic)	Available

How to transfer: Tile both bib records in AGcat

Source: LMN_ - AGCN=318138, Record Type = VM War horse

```
650 Subj Topical      . 0  a Human-animal·relationships  v Drama.
650 Subj Topical      . 0  a World·War,·1914-1918  v Drama.
700 Other Author      1.   a Spielberg,·Steven,  d 1946-  e producer,  e director.
700 Other Author      1.   a Kennedy,·Kathleen,  d 1954-  e producer.
700 Other Author      1.   a Hall,·Lee,  d 1966-  e author·of·screenplay,·etc.
700 Other Author      1.   a Curtis,·Richard,  d 1956-  e author·of·screenplay,·etc.
700 Other Author      1.   a Irvine,·Jeremy,  d 1990-  e actor.
700 Other Author      1.   a Thewlis,·David,  d 1963-  e actor.
700 Other Author      1.   a Watson,·Emily,  d 1967-  e actor.
700 Other Author      1.   a Mullan,·Peter,  e actor.
700 Other Author      1.   a Kebbell,·Toby,  e actor.
700 Other Author      1.   a Cumberbatch,·Benedict,  d 1976-  e actor.
700 Other Author      1.   a Williams,·John,  d 1932-  e composer.
700 Other Author      1.   a Morpurgo,·Michael.  t War·horse.
710 Other Corp.Name   2.   a Dreamworks·Pictures.
710 Other Corp.Name   2.   a Reliance·Entertainment.
710 Other Corp.Name   2.   a Amblin·Entertainment·[Firm]
710 Other Corp.Name   2.   a Kennedy/Marshall·Company.
710 Other Corp.Name   2.   a Touchstone·Home·Entertainment·[Firm]
710 Other Corp.Name   2.   a Buena·Vista·Home·Entertainment·[Firm]
HLD                        i 32305001534994  t DVD·Ad·Fic  l Gadsden---Ayers·Campus---Video---Collection  b Gadsden---Ayers·Campus---Video---Collection  h [DVD]·PN1997.2·.W37·
                           2012  u Available  g 19.99  a GADSDENSCC  e Gadsden---Ayers·Campus---Video---Collection  f 0  5 0
```

Source: LMN_ - AGCN=538891, Record Type = VM War horse

```
650 Subj Topical      . 0  a World·War,·1914-1918  v Drama.
655 Genre/Form        . 7  a Feature·films.  2 lcgft
655 Genre/Form        . 7  a Video·recordings·for·the·hearing·impaired.  2 lcgft
655 Genre/Form        . 0  a Blu-ray.
655 Genre/Form        . 7  a Films·for·the·hearing·impaired.  2 lcgft
700 Other Author      1.   a Spielberg,·Steven,  d 1946-
700 Other Author      1.   a Hall,·Lee,  d 1966-
700 Other Author      1.   a Curtis,·Richard,  d 1956-
700 Other Author      1.   a Cumberbatch,·Benedict,  d 1976-
700 Other Author      1.   a Thewlis,·David,  d 1963-
700 Other Author      1.   a Watson,·Emily,  d 1967-
700 Other Author      1.   a Morpurgo,·Michael.  t War·horse.
710 Other Corp.Name   2.   a Dreamworks·Pictures.
710 Other Corp.Name   2.   a Reliance·Entertainment.
710 Other Corp.Name   2.   a Amblin·Entertainment·[Firm]
710 Other Corp.Name   2.   a Kennedy/Marshall·Company.
710 Other Corp.Name   2.   a Touchstone·Home·Entertainment·[Firm]
710 Other Corp.Name   2.   a Buena·Vista·Home·Entertainment·[Firm]
HLD                        i 32305001544480  t DVD·Ad·Fic  l Gadsden---Valley·Street·Campus---Video---Collection  b Gadsden---Valley·Street·Campus---Video---Collection  h [Blu-ray]·
                           PN1997.2·.W37·2012  u Available  g 15  a GADSDENSCC  e Gadsden---Valley·Street·Campus---Video---Collection  f 0  5 0
HLD                        i 32305001544498  t DVD·Ad·Fic  l Gadsden---Valley·Street·Campus---Video---Collection  b Gadsden---Valley·Street·Campus---Video---Collection  h [DVD]·
                           PN1997.2·.W37·2012  u Available  g 15  a GADSDENSCC  e Gadsden---Valley·Street·Campus---Video---Collection  f 0  5 0
```

Once tiled, display the Holdings tags at the **top** of the bib records.

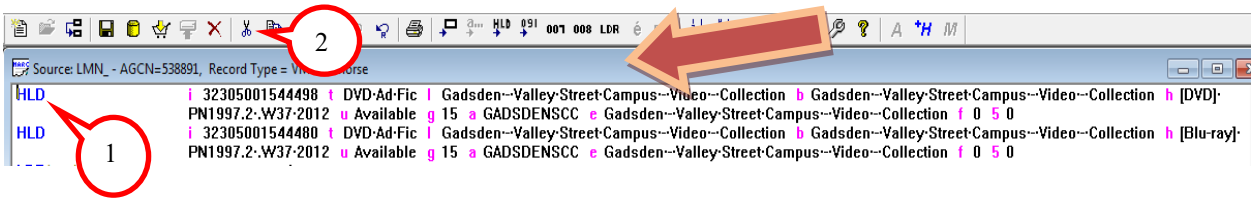
Source: LMN_ - AGCN=538891, Record Type = VM War horse

```
HLD                        i 32305001544498  t DVD·Ad·Fic  l Gadsden---Valley·Street·Campus---Video---Collection  b Gadsden---Valley·Street·Campus---Video---Collection  h [DVD]·
                           PN1997.2·.W37·2012  u Available  g 15  a GADSDENSCC  e Gadsden---Valley·Street·Campus---Video---Collection  f 0  5 0
HLD                        i 32305001544480  t DVD·Ad·Fic  l Gadsden---Valley·Street·Campus---Video---Collection  b Gadsden---Valley·Street·Campus---Video---Collection  h [Blu-ray]·
                           PN1997.2·.W37·2012  u Available  g 15  a GADSDENSCC  e Gadsden---Valley·Street·Campus---Video---Collection  f 0  5 0
LDR Leader                   ·····cgm·····la·····
UDB                        c 0
001 Control Nbr.             LMN538891
003 Control Nbr. ID          CPomAG
005 Latest Trans.            20130129063339.0
007 Phys. Desc.              vd·csaizq
008 Fixed Field              120320p20122011xxu146·····vleng·d
024 Other Stand. ID   1.   a 786936824476
028 Publisher Nbr.    42   a 109596  b Touchstone·Home·Entertainment
035 Sys Control Nbr   . .  a [OCoLC]780717268  z [OCoLC]782929287
041                   1.   a eng  a spa  a fre  j fre  j spa  h eng
050 LC Call Nbr.      . 4  a PN1997.2  b .W37·2012
082 Dewey Call Nbr.   04   a 791.43/72  2 23
245 Title             10   a War·horse  h [videorecording]·/  c Dreamworks·Pictures·and·Reliance·Entertainment·present·an·Amblin·Entertainment/Kennedy/Marshall·Company·
                           production·;·produced·by·Steven·Spielberg·;·screenplay·by·Lee·Hall·and·Richard·Curtis·;·directed·by·Steven·Spielberg.
250 Edition           . .  a Widescreen.
260 Imprint           . .  a [United·States]·:  b Touchstone·Home·Entertainment·;  a Burbank,·CA·:  b distributed·by·Buena·Vista·Home·Entertainment,  c 2012.
300 Description       . .  a 1·videodisc·[146·minutes]·:  b sound.,·color·;  c 4·3/4·inches+  e 1·DVD·videodisc·(sound,·color·;·4·3/4·inches)
500 General Note      . .  a Title·from·container.
500 General Note           a Based·on·the·novel·by·Michael·Morpurgo.
```

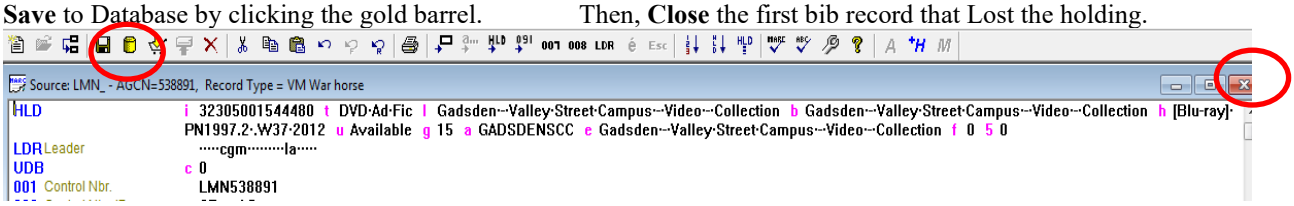
Source: LMN_ - AGCN=318138, Record Type = VM War horse

```
HLD                        i 32305001534994  t DVD·Ad·Fic  l Gadsden---Ayers·Campus---Video---Collection  b Gadsden---Ayers·Campus---Video---Collection  h [DVD]·PN1997.2·.W37·
                           2012  u Available  g 19.99  a GADSDENSCC  e Gadsden---Ayers·Campus---Video---Collection  f 0  5 0
LDR Leader                   ·····cgm·····la·····
UDB                        c 0
```

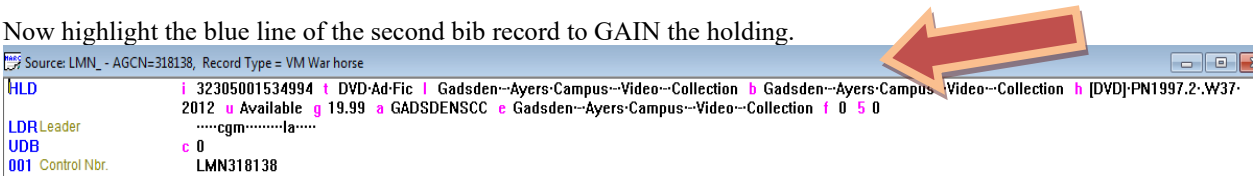
Highlight the blue line of the bib record that will LOSE the holding.
Place cursor on the exact HLD line to be moved
Then select Edit > Cut or CTRL+X or scissors



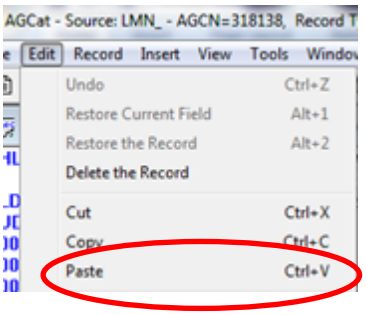
The item will be removed from that bib record.
Save to Database by clicking the gold barrel. Then, **Close** the first bib record that Lost the holding.



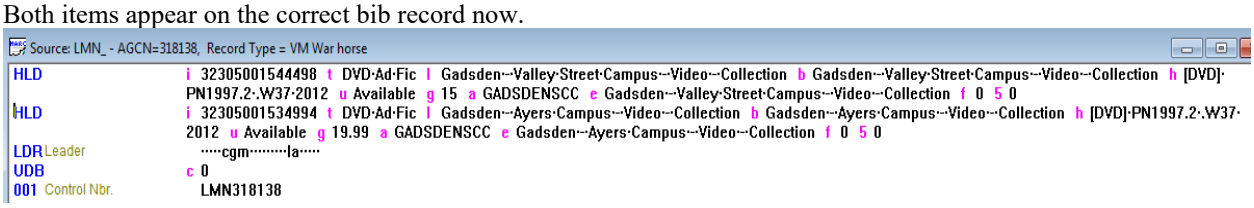
Now highlight the blue line of the second bib record to GAIN the holding.



Select Edit > Paste or CTRL + V and the removed item (HLD) is inserted into the correct bib.

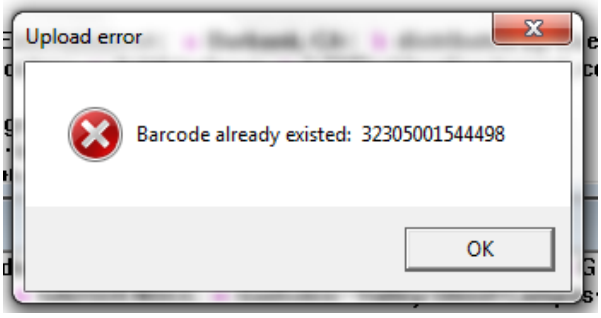


Both items appear on the correct bib record now.



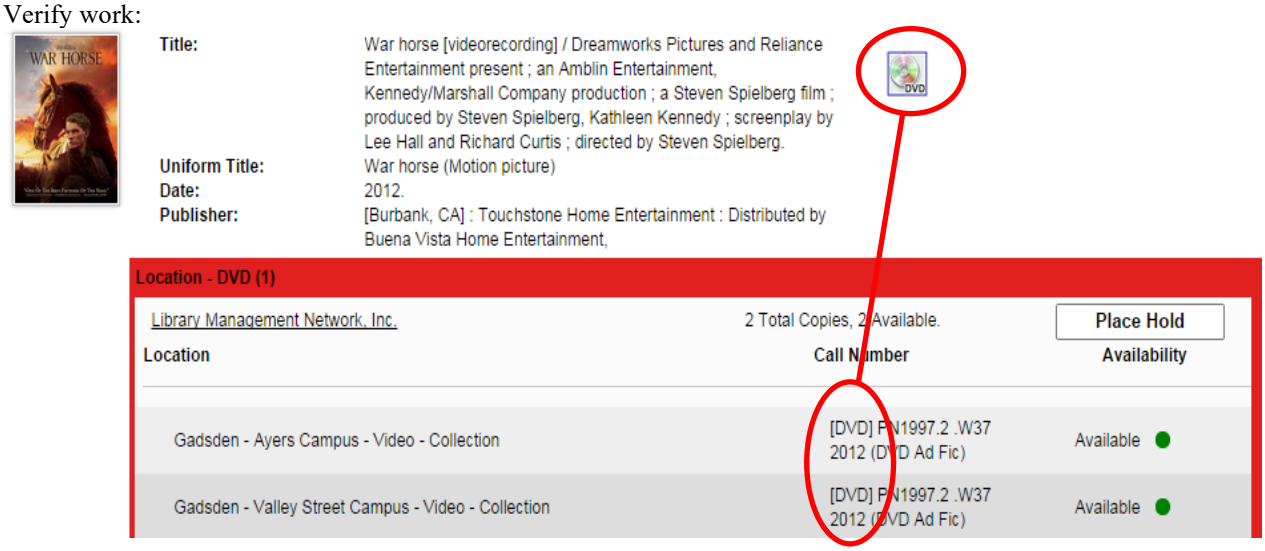
Save to Database by clicking the gold barrel.

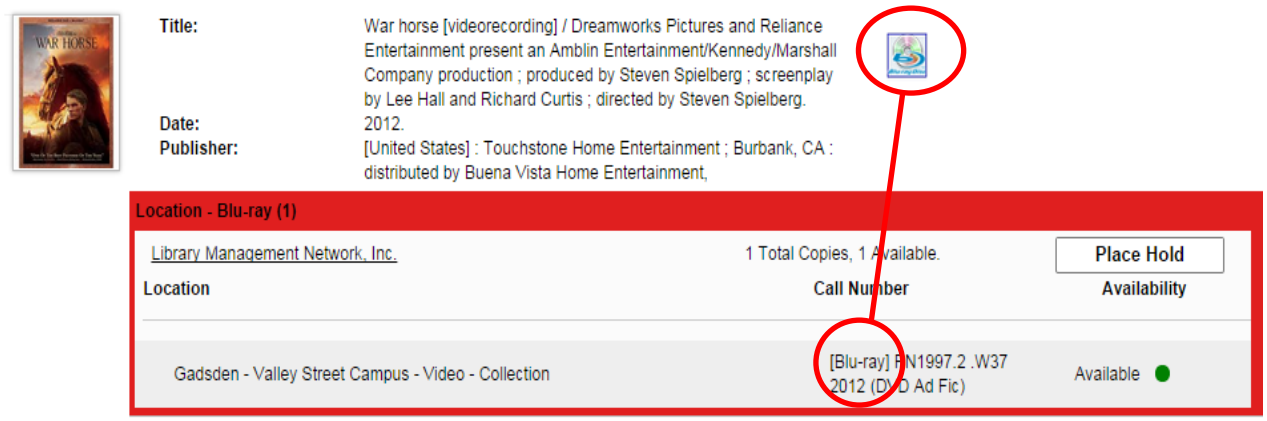
This message may appear when trying to save the second bib record.



The message occurs when the first bib record remains open and was not closed.
Close the first bib record. And then save the second bib record to not get this message.

Verify work:





Voila! Items are correctly attached to specific bib records.