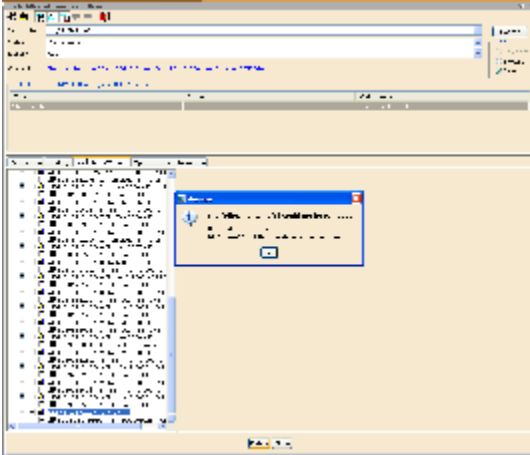


Relinking serial orders

As electronic serial records are switched from the single record to the multiple record approach (unmulvered), online item records will be deleted from the print record. Sometimes, an item record cannot be deleted if there is an order attached to the item.

See an example:

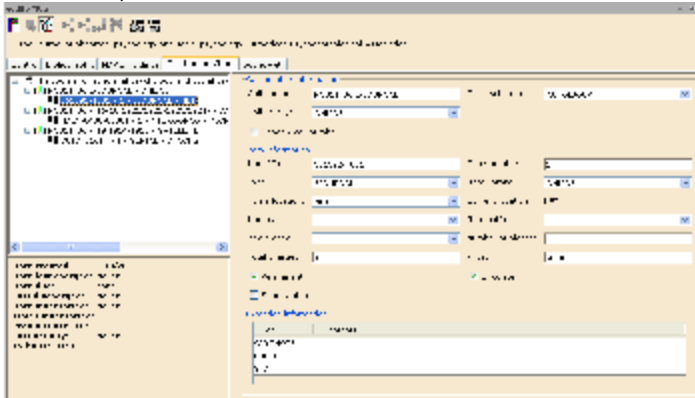


In these cases the order must be relinked to another item record associated with the title. This page describes two ways to deal with an order record that is linked to an online item that must be deleted.

Orders linked to online items with no ACQSER present

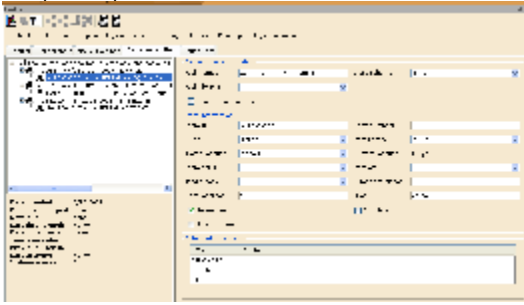
If an order is linked to an online item and there is no ACQSER call number present, the online item can simply be transformed into an ACQSER and remain on the bib.

See an example:



1. Using Modify Title, navigate to the Call Number/Item tab of the bib record in question.
2. Select the item ID of the online item record. A panel with editable fields will appear to the right.
3. Delete the call number and in the call number field type ACQSER XX().
4. Copy and paste the item ID into the parentheses you just typed in the call number field.
5. Change the Call Library to DH Hill
6. Change the class scheme to AUTO.
7. Change the Type to Serial.
8. Change the home location to ACQ-S. (This is a shadowed location, so there is no need to check the "shadow call number" box if the location is set to ACQ-S.)
9. Click Save.

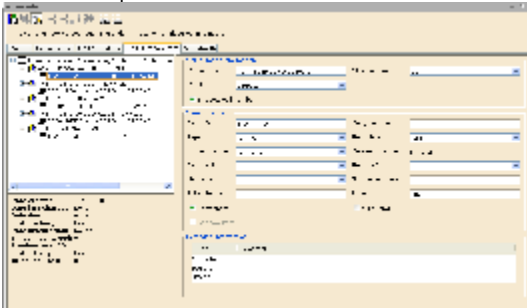
Sample completed record:



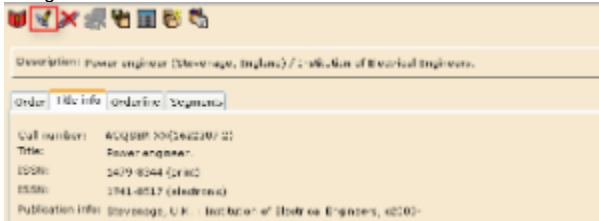
Orders linked to online items with an ACQSER present

If an order is linked to an online item record and an ACQSER call number is present, the order should be relinked to the ACQSER and the online item deleted.

See an example:



1. Using Modify Title, navigate to the Call Number/Item tab of the bib record in question.
2. Select and copy the item ID of the ACQSER call number.
3. Using Modify Order, open the most recent order for the title in question.
4. Navigate to the Title Info tab and click on the second small icon along the top of the screen (looks like a chain link and a pencil).



5. Delete the call number and item ID.
6. Paste the ACQSER item ID you copied earlier into the item ID field and click OK.
7. You may need to check multiple years on the order record to determine which record needs to be relinked.
8. Repeat this process for each orderline.
9. Go back and delete the online item.