• CLICK ON BIBSERVE, THEN SPECIAL
• CLICK ON TRANSFER TITLES, CALL NUMBERS, OR ITEMS
• CHANGE DEFAULTS TO:
  • TYPE: BROWSE
  • INDEX: TITLE CONTROL #
• CLICK ON OK AT THE BOTTOM

THESE CHANGES WILL STAY UNTIL YOU SHUT DOWN SIRSI.
CALL UP THE RECORD YOU ARE TRANSFERRING BY ENTERING THE TITLE CONTROL NUMBER

FIND THE TITLE FROM THE LIST, AND YOU CAN EITHER DOUBLE CLICK ON THE TITLE OR CLICK ON “ADD TO TREE” AT THE BOTTOM. THIS PROCESS MOVES THE RECORD IN THE WHITE BOX (MIDDLE OF YOUR SCREEN)
- Call up the other record that we are keeping by using the title control number.

- Highlight the record and then either double click on the highlighted record or click on "Add to Tree". This process will move the record in the white box (middle of your screen).
• CLICK ON ALL PLUS (+) SIGNS TO EXPAND THE INFORMATION. KEEP CLICKING UNTIL THERE ARE NONE LEFT.
- The first record should be the one you are moving. Click on the item number and then click on "Retain for transfer" located at the bottom of screen.
• FOR THE SECOND RECORD (THE ONE YOU ARE KEEPING), CLICK ON THE CALL NUMBER, THEN CLICK ON “TRANSFER” AT THE BOTTOM OF THE SCREEN. A TRANSFER STATUS BOX APPEARS WHICH INDICATES THE ITEM HAS BEEN TRANSFERRED.
• WHEN YOU CLICK ON “OK”, YOU WILL NOTICE THE TRANSFERRED ITEM IN THE WHITE BOX.
• CLICK ON CLOSE
• GO BACK TO CALL UP THE RECORD WHERE THE ITEM WENT TO AND MAKE SURE THAT “CALL LIBRARY” AND “ITEM LIBRARY” STATES “YORK”, AND MAKE SURE THE ITEM IS UNSHADOWED

**IMPORTANT**

• REMEMBER TO:
  • DELETE THE SIRSI RECORD OF THE ITEM THAT WAS TRANSFERRED. YOU DO NOT WANT TO LEAVE A RECORD WITHOUT AN ITEM ATTACHED TO IT.
  • CHECK THAT THE HISTORY IS KEPT.