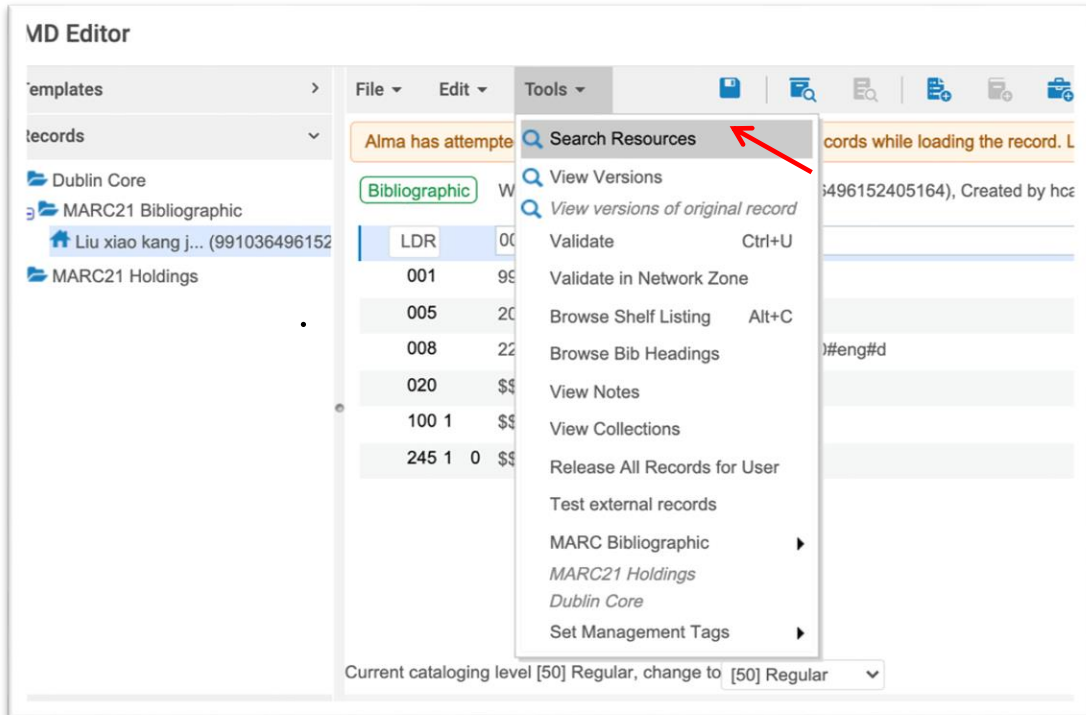
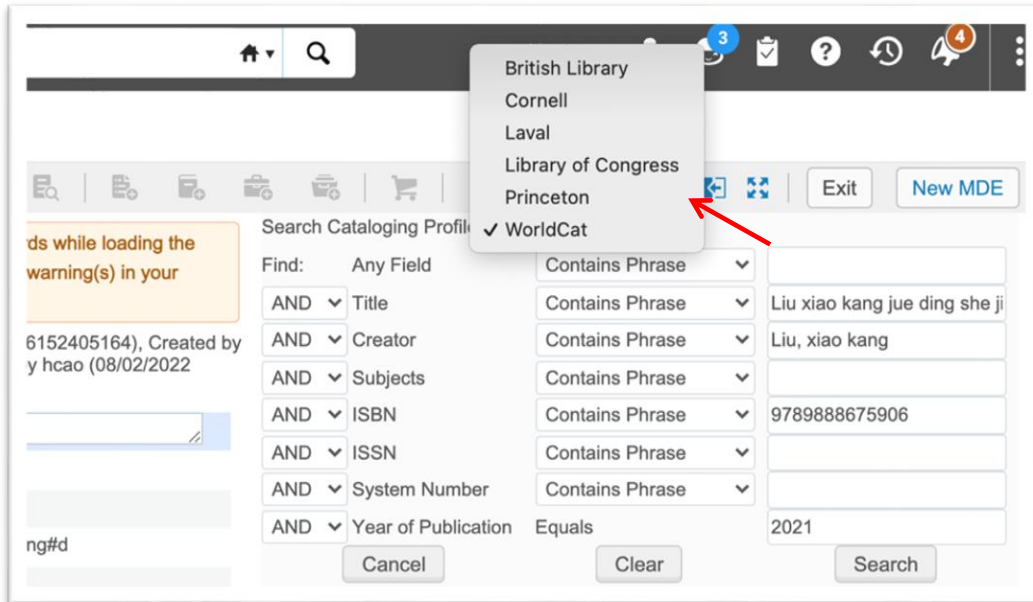


## Replacing a brief record with a full record from external recourses

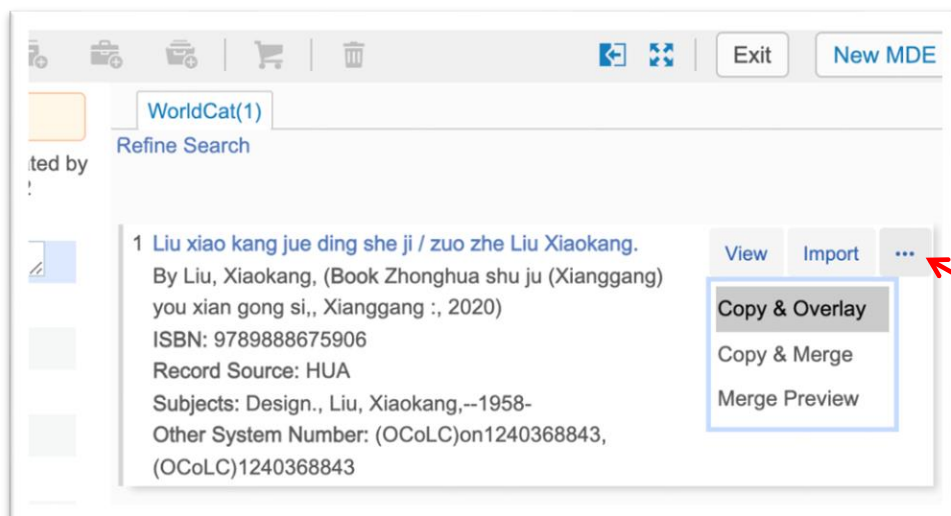
1. When creating the brief record for ordering, always add ISBN because ISBN is a key matching point for bibliographic searching in ALMA.
2. Open the brief record in Metadata Editor.
3. Search Network zone to confirm there is no record in Network zone.
4. From menu "Tools", click "Search resources".



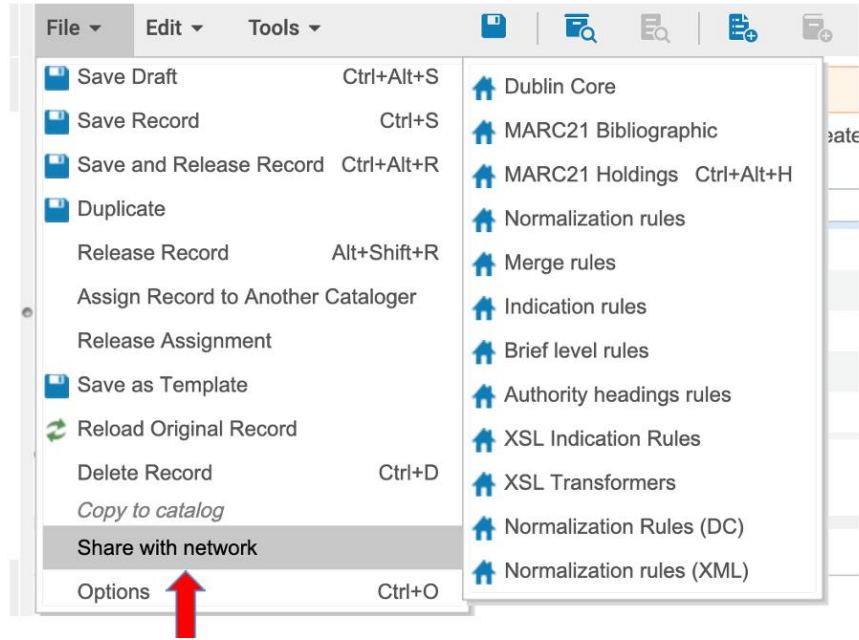
5. Title, author, ISBN and publication date from the brief record have been automatically filled in search box. Double check if the information is correct. The default external recourse is WorldCat, or you can choose other resources. If no result is returned, you may need to remove some of the search contents, such as author or publication date.



6. Choose the best record from the search result.
  - a. Click “View” to look through the records.
  - b. Do not click “Import”. Otherwise, the record will be imported into ALMA as a separate new record, which is not we are supposed to do.
  - c. Click “...” to open the drop down menu.
    - i. Clicking “Copy & Overlay” will replace the brief record with the incoming record.
    - ii. Clicking “Copy & Merge” will replace the brief record with the incoming record but still keep the local fields in the brief record including 035, 09X, 59X, 69X, 95X, 96X, 97X, 98X, 99X.
    - iii. Click “Merge Preview” to check if the records are merged properly.



7. Share with Network zone.



8. Change cataloging level from [00] to [50] for regular materials, and [90] for special collection materials. Save the record.

