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.

Eq E, F, i	Search C		British Library Cornell .aval .ibrary of Congress Princeton	1 21	Exit New MDE				
ds while loading the varning(s) in your	Find:	Any Field	Contains Phrase	~	[
	AND 🗸	Title	Contains Phrase	~	Liu xiao kang jue ding she ji				
6152405164), Created by	AND 🗸	Creator	Contains Phrase	~	Liu, xiao kang				
hcao (08/02/2022	AND 🗸	Subjects	Contains Phrase	~					
	AND 🗸	ISBN	Contains Phrase 🗸		9789888675906				
h	AND 🗸	ISSN	Contains Phrase	~					
	AND 🗸	System Number	Contains Phrase	~					
	AND 🗸	Year of Publication	Equals		2021				
g#d		Cancel	Clear		Search				

- 6. Choose the best record from the search result.
 - a. Click "View" to look though 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.
 - 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.

>	File	e 🕶	Ec	lit 👻	Tools -			R	Eq		₿.	۲.	-	-			ŵ
~																	
	E	iblio	graph 300	ic	Working on - Li (14/01/2022 14 \$\$a xiii, 281 pa	u xiao kang jue :10:46 EST) ges : \$\$b illust	e di (9 ration	935852 s (some	815051 e color)	151), ; \$\$, Creat c 25 cr	ed by ho n	cao@01	OCUL	_YOI	R (22/1	2/202
5281505		;	336		\$\$a text \$\$b tx	\$\$2 rdaconter	nt										
		;	336		\$\$a still image \$\$b sti \$\$2 rdacontent												
		:	337		\$\$a unmediated \$\$b n \$\$2 rdamedia												
		;	338		\$\$a volume \$\$	o nc \$\$2 rdaca	rrier										
		1	500		\$\$a Includes in	dex.											
	æ	, 6	500 1	0	\$\$6 880-05 \$\$a	i Lau Siu Hong	- 10	- 001 Sne	cial								
			1	4	\$\$6 600-05 \$\$a	a劉小康, \$\$d 1	[5	[50] Regu	ular								
	Curr	ent	catalo	ging	level [00] Short	term, change t	✓ [0	00] Sho	rt term		7						