

## Guidelines for Technical Services units to amalgamate sliding location holding records

*Slides within the same building*

### **In Circ client**

Relink all item records to the holding record which is the final destination

Example:

Latest in Woodward Reference Information Desk; others in Woodward Library

### **In Cat client**

View from Bib tree

- no items in ref holding record
- all items in stack holding record

In Stack holding record:

1. Copy 583 note from ref location and paste in stack location, updating to include 'from' and 'to' destinations
  - 583 \$3 Superseded vol. \$a slide to wd from wd ref dir \$x 27oc04kat
2. Edit 866 holding summary statement for:
  - Accurate, detailed description of holdings in \$a subfield
  - \$z Currently received (for active standing orders)
3. Delete 866 statements re: 'Latest in....'

When Stack holding record is updated, DELETE ref holding (Record > Delete).