This procedure should be used instead of relinking when all the items from a provisional level record belong on one particular MFHD. It is particularly helpful when there are numerous items that must be moved. *However, if any of the items belong on a different MFHD do not use this procedure. Instead, follow the normal relinking procedure where each item is relinked individually.

Before using this procedure, confirm that the relink is appropriate.

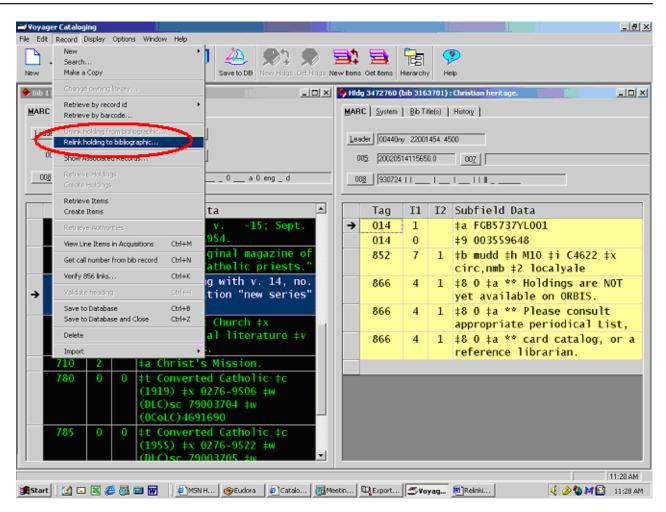
- 1. Retrieve both the *full-level* record and the *provisional-level* record.
 - Get holdings of the provisional-level record.
 - Close the *provisional-level* bib record.
 - Tile the records so that the full-level bib and provisional-level MFHD records are visible.
 - Activate the provisional-level MFHD (see Figure 1).

<u> </u>	ire 1.										
	ager Catalo it <u>R</u> ecord		Option	s Window Help							
New	. 📻 Open	E. Save	Sei	Image: Save to DB New Hage			Herorch		2 Rep		
	175204510 RC <u>S</u> ystem			nolic magazinje. 📃 🔲 🗙	1	Hidg 3472760 (<u>M</u> ARC <u>System</u>			i : Christian heritage. 📃 🔲 🗙 History		
Le	ader 01251	ca: 220	0373 4	500 006	Leader 00440ry 22001454 4500						
	005 20020	5140853	57.0	00		005: 20020514115650.0 002					
	008 79022	16 d 194	2 1954	nyum n 1 p 0 a 0 eng _ d	1	008 930724	11	- 1			
	Tag	I1	12	Subfield Data 🔺		Tag	I1	12	Subfield Data		
	362	0		‡a new ser. v15; Sept. 1942-Dec. 1954.		→ 014 014	1 0		‡a FGB5737YL001 ‡9 003559648		
	500			<pre>‡a "The original magazine of converted Catholic priests."</pre>		852	7	1	<pre>#b mudd #h M10 #i C4622 #x circ.nmb #2 localyale</pre>		
→	515			<pre>‡a Beginning with v. 14, no. 7, the notation "new series"</pre>		866	4	1	<pre>####################################</pre>		
	610	2	0	is omitted. ta Catholic Church tx		866	4		\$\$ 0 \$\pmass a \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$\$ \$		
	210			Controversial literature ‡v Periodicals.		866	4	1	‡8 0 ‡a ** card catalog, or a reference librarian.		
	710	2	0	<pre>‡a Christ's Mission. #t Converted Catholic #c</pre>							
	760	ľ		(1919) ‡x 0276-9506 ‡w (DLC)sc 79003704 ‡tv (OCoLC)4691690							
	785	0	0	<pre>‡t Converted Catholic ‡c (1955) ‡x 0276-9522 ‡w (0LC)sc 79003705 ±w</pre>							
		_					_	_	11:28 AM		

• Select *Record* from the menu bar and scroll down to choose "Relink holding to bibliographic..." (see Figure 2).

Figure 2.

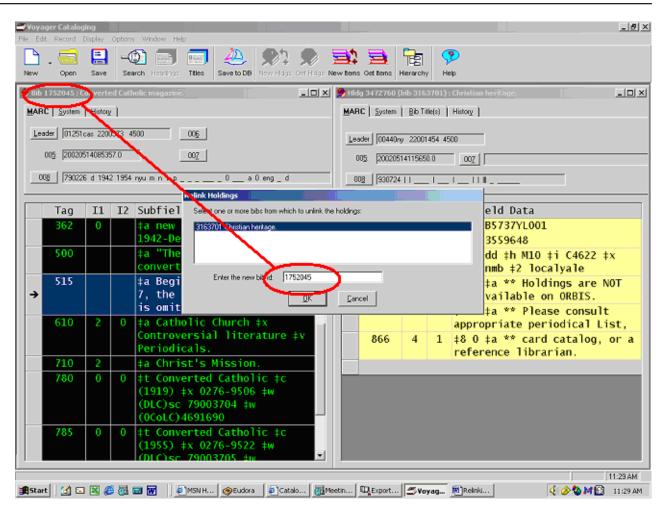
Published on Yale University Library (https://web.library.yale.edu)



• Type the full-level BIB id in the "Relink Holdings" box. Double check that the id is correct, and then click OK (see Figure 3).

Figure 3.

Published on Yale University Library (https://web.library.yale.edu)



• The bib id number on the MFHD bar should now match the number of the *full-level* bib record (see Figure 4).

Figure 4.

Instructions for Relinking a MFHD Published on Yale University Library (https://web.library.yale.edu)

~	- Open	Save		xrch Hepdings Titles Save to DB Nevy Hidgs Oct Hidgs N			Herarch		P ep		
шь	1752045 : 0	onvert	ed Catl	olic macazine.	🙆 Hide	347 760 (bib 175	2045)	: Converted Catholic magazine.		
An	e <u> a</u> ystem	Histor	2)		MAR	C System	<u>e</u> t t	Ha(+)	History		
Lea	der 01251	ca: 220	0373 4	500 006	Leader 00440m 22001454 4500						
	005: 20020	5140853	57.0	007	005 20020514115650.0 007						
0	18 79000	C d 104	2 1054	rwum n 1 p 0 _ a 0 eng _ d							
	a 1/3022	o u 134	2 1334	rys m n r p 0 a c eng _ 0	008 930724						
ſ	Tag	I1	12	Subfield Data		Tag	I1	12	Subfield Data		
1	362	0		‡a new ser. v15; Sept.	→	014	1		‡a FGB5737YL001		
				1942-Dec. 1954.		014	0		±9 003559648		
	500			<pre>‡a "The original magazine of converted Catholic priests."</pre>		852	7	1	<pre>‡b mudd ‡h M10 ‡i C4622 ‡x circ,nmb ‡2 localyale</pre>		
•	515			<pre>‡a Beginning with v. 14, no. 7, the notation "new series"</pre>		866	4	1	‡8 0 ‡a ** Holdings are NOT yet available on ORBIS.		
	610	2	0	is omitted. ‡a Catholic Church ‡x		866	4	1	<pre>\$\$ 0 \$\$\$ ** Please consult appropriate periodical List,</pre>		
				Controversial literature ‡v Periodicals.		866	4	1	<pre>#8 0 #a ** card catalog, or a reference librarian.</pre>		
	710	2		‡a Christ's Mission.							
	780	0	0	<pre>#t Converted Catholic #c (1919) #x 0276-9506 #w (DLC)sc 79003704 #w (0CoLC)4691690</pre>							
ĺ	785	0	0	t Converted Catholic ‡c (1955) ‡x 0276-9522 ‡w (DLC)sc 79003705 ±w ▼							

The MFHD (with all of its items) is now attached to the *full-level* record.

- Edit the holdings of the relinked MFHD as necessary.
 Make sure the second indicator in the 852 is a "1" (see Figure 5).
- Save to DB.
 - Figure 5.

Published on Yale University Library (https://web.library.yale.edu)

EV Voyager Cataloging	X
New Open Save Search Headings Titles Save to DB New Hidgs Oct Hidgs New terns Oct items Herarchy Hep	
Ibb 1752045 : Converted Catholic magazine. Image: Converted Catholic magazine. MARC System Hidg 19741 Hidg 3472760 (bib 1752045) : Converted Catholic magazine. MARC System Bib ID Image: Converted Catholic magazine. MARC System Bib Title(s) History Bib ID Image: Converted Catholic magazine. Image: Converted Catholic magazine. MARC System Bib Title(s) History Bib ID Image: Converted Catholic magazine. Image: Converted Catholic magazine. MARC System Bib Title(s) History Bib ID Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic magazine. Image: Converted Catholic ma	
Tag Il I2 Subfield Data 866 014 1 ‡a FGB5737YL001 866 014 1 ‡a FGB5737YL001 866 014 0 ‡9 003559648 866 852 7 1 ‡b mudd ‡h M10 ‡i C4622 ‡2 localyale 866 866 4 1 ‡8 0 ‡a new ser. v.3(1942:Sept.)-new ser. v 866 866 4 1 ‡8 0 ‡a new ser. v.4(1943) have no. 1,4-5,1 866 866 4 1 ‡8 0 ‡a new ser. v.5(1944) have no. 2,4-10 866 866 4 1 ‡8 0 ‡a new ser. v.6(1945) 866 866 4 1 ‡8 0 ‡a new ser. v.6(1945) 866 866 4 1 ‡8 0 ‡a new ser. v.6(1945) 866 866 4 1 ‡8 ‡a new ser. v.9(1948) <td>0</td>	0

You should be left with the *full-level* bib, the relinked MFHD with all of the items attached, and the old MFHD without any items! The *provisional-level* bib also still exists at this point.

• Now you must delete or suppress the MFHD without items. Click onto the *full-level* bib record and then click on the "hierarchy" button. This will clearly show you which MFHD has the items attached (the one with the +) and which does not (the one without the +) (see Figure 8). Figure 8.

H	olding	s and Item	ns for bib 254289	6				
I	Bi	ыD	Title			Owning Library		
	⊡·25	i42896 E	Evangelical magazir	ne and missi	nary chronicle.	Yale		
		MFHD ID	Location		Call Number		Order Status	
		2817786	mudd		Me10 Ev14			
	÷	5827645	mudd		Me10 E∨14			
J								
					<u>R</u> etrieve	Close		

- Select the MFHD without the items and click "retrieve." Once you have confirmed that this is the MFHD you want to delete, follow your normal procedures either to delete or suppress the MFHD, depending upon your permissions.
 - Retrieve the *provisional-level* BIB record by the old Orbis key on the flag. Delete (or suppress) this record so long as there are no other MFHDs attached.

Source URL: https://web.library.yale.edu/cataloging/catman/relinking-mfhd-cmt