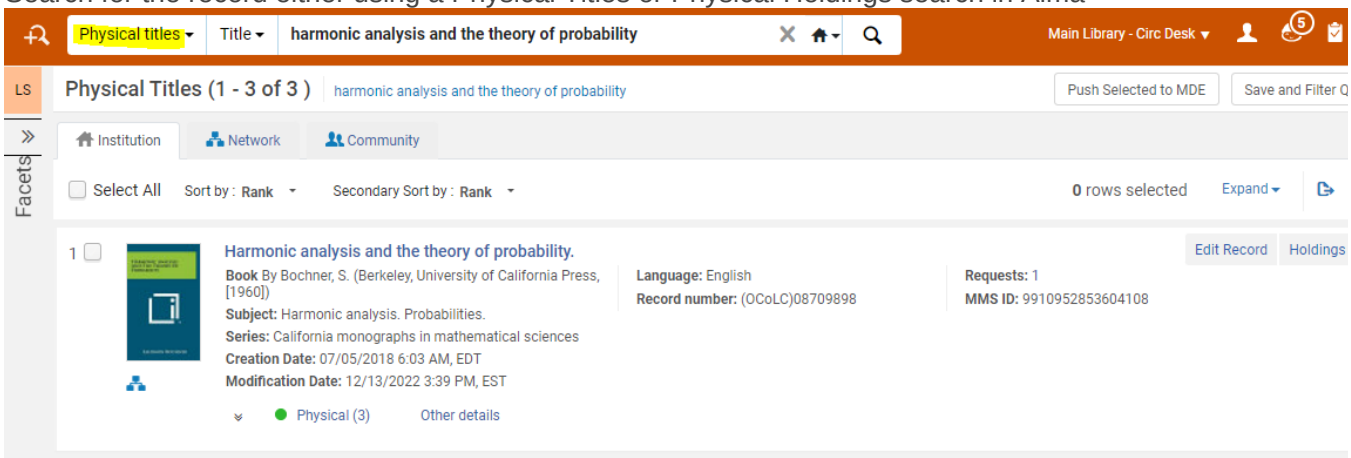
# How to relink holdings records

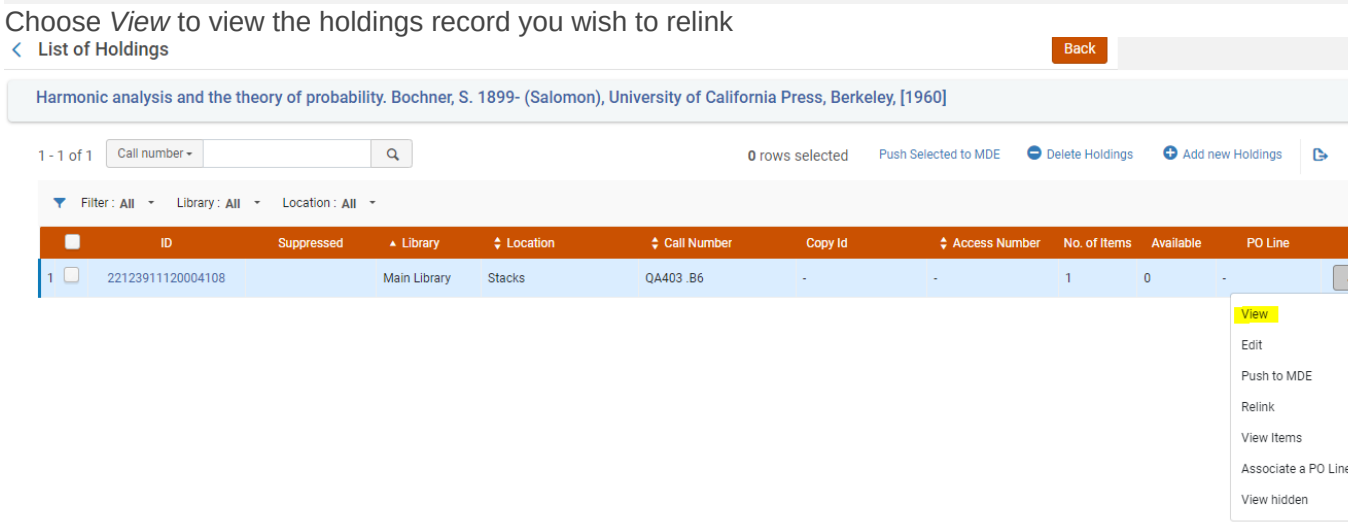
There are two different ways to relink a holdings record; either through an Alma search or in the Metadata Editor.

## Alma Search

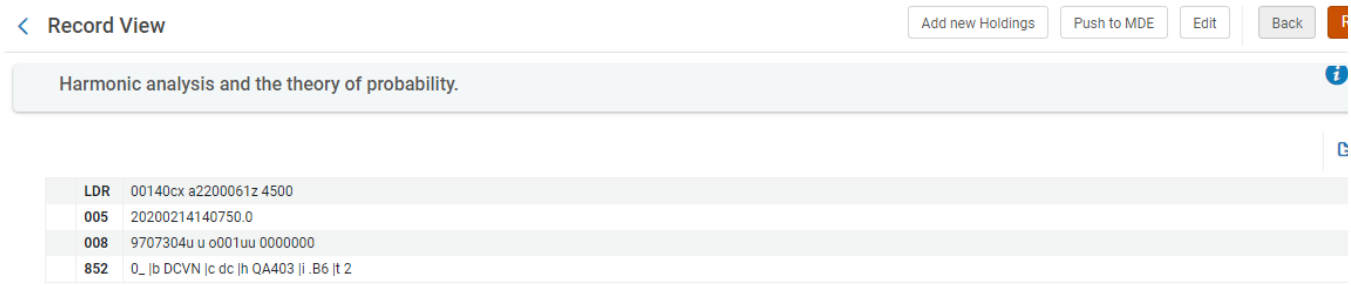
1. Search for the record either using a Physical Titles or Physical Holdings search in Alma




2. Choose *View* to view the holdings record you wish to relink



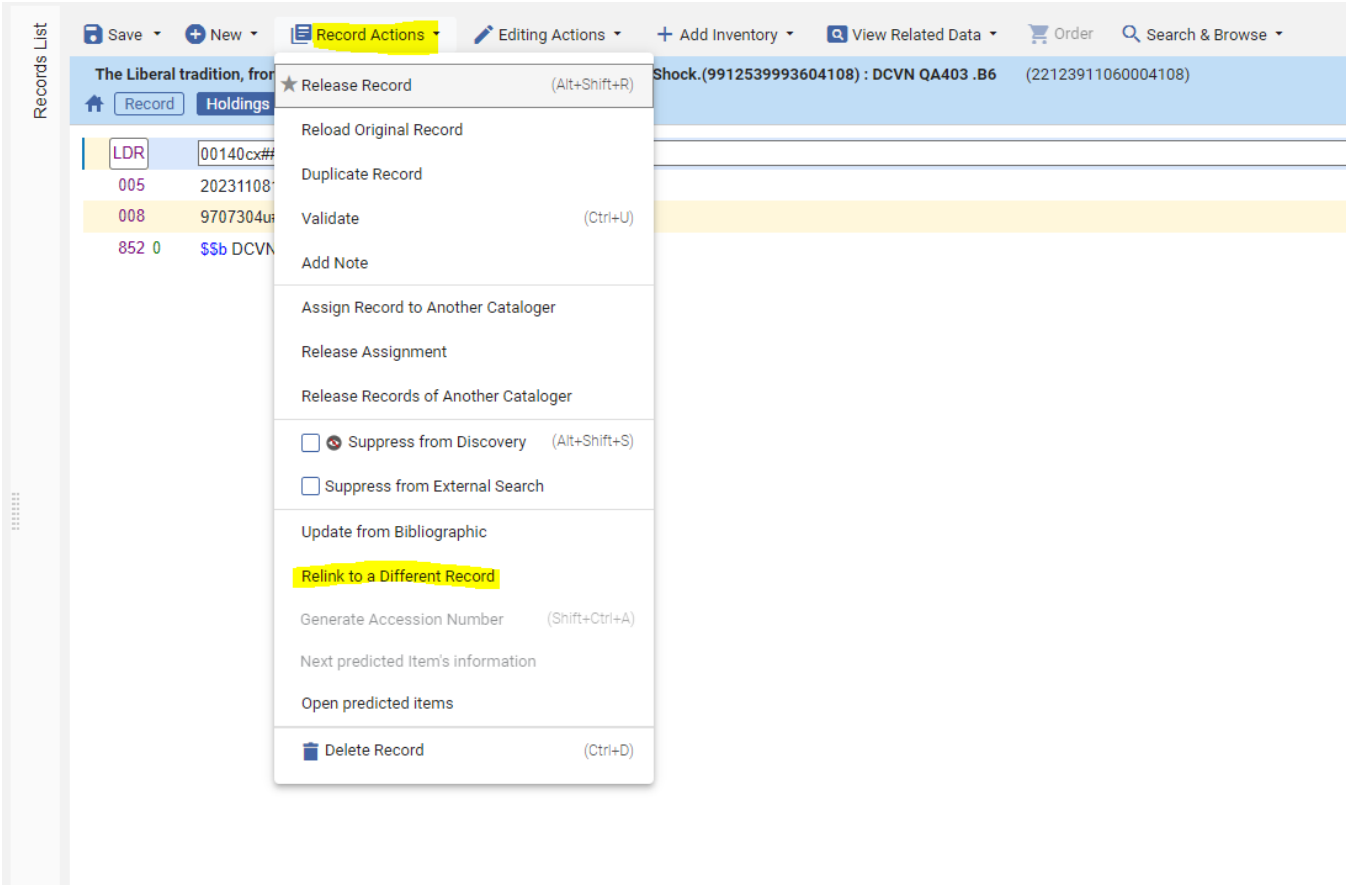

3. Choose *Relink* at the top right-hand corner



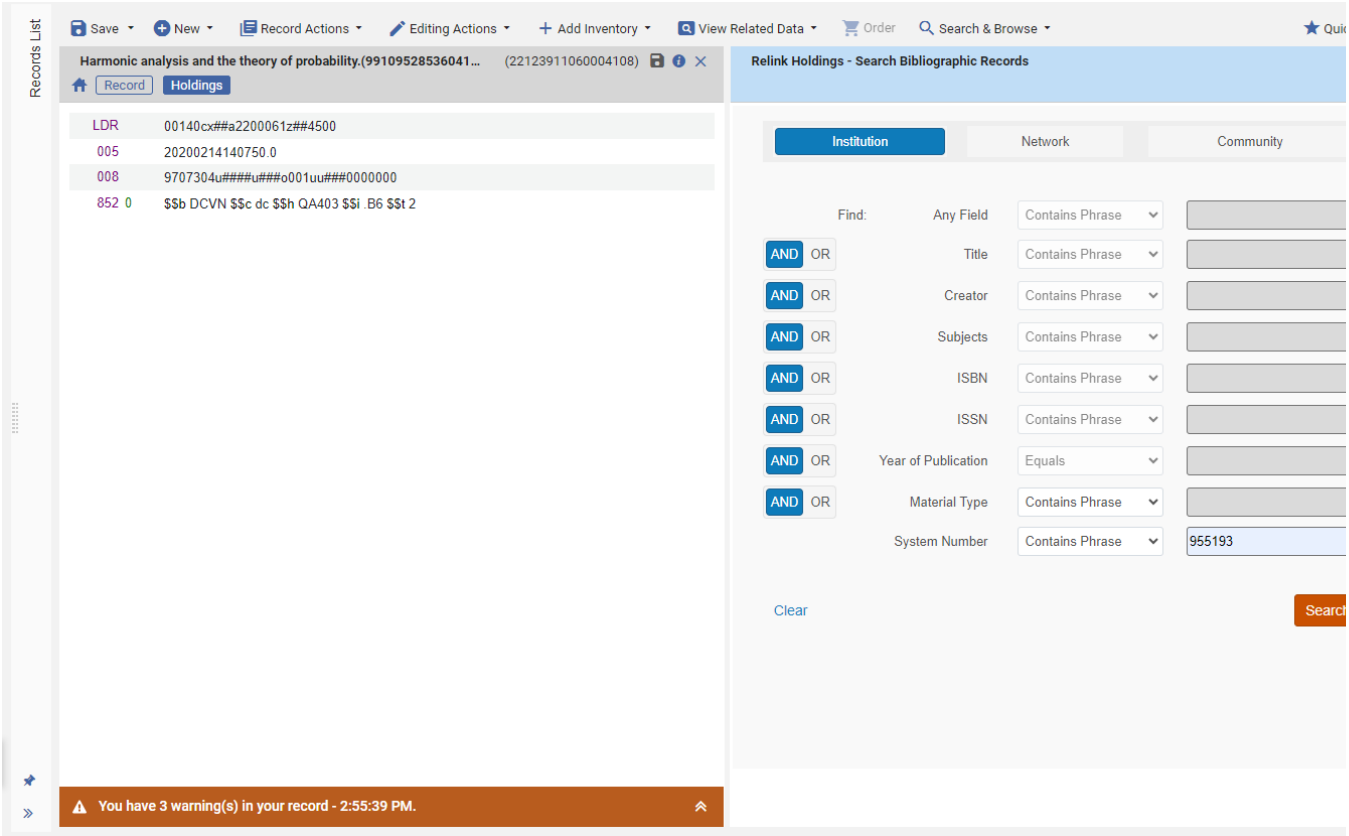
4. From here, you will be taken to the Metadata Editor. Follow steps #3-8 under the Metadata Editor section of this page.

# Metadata Editor

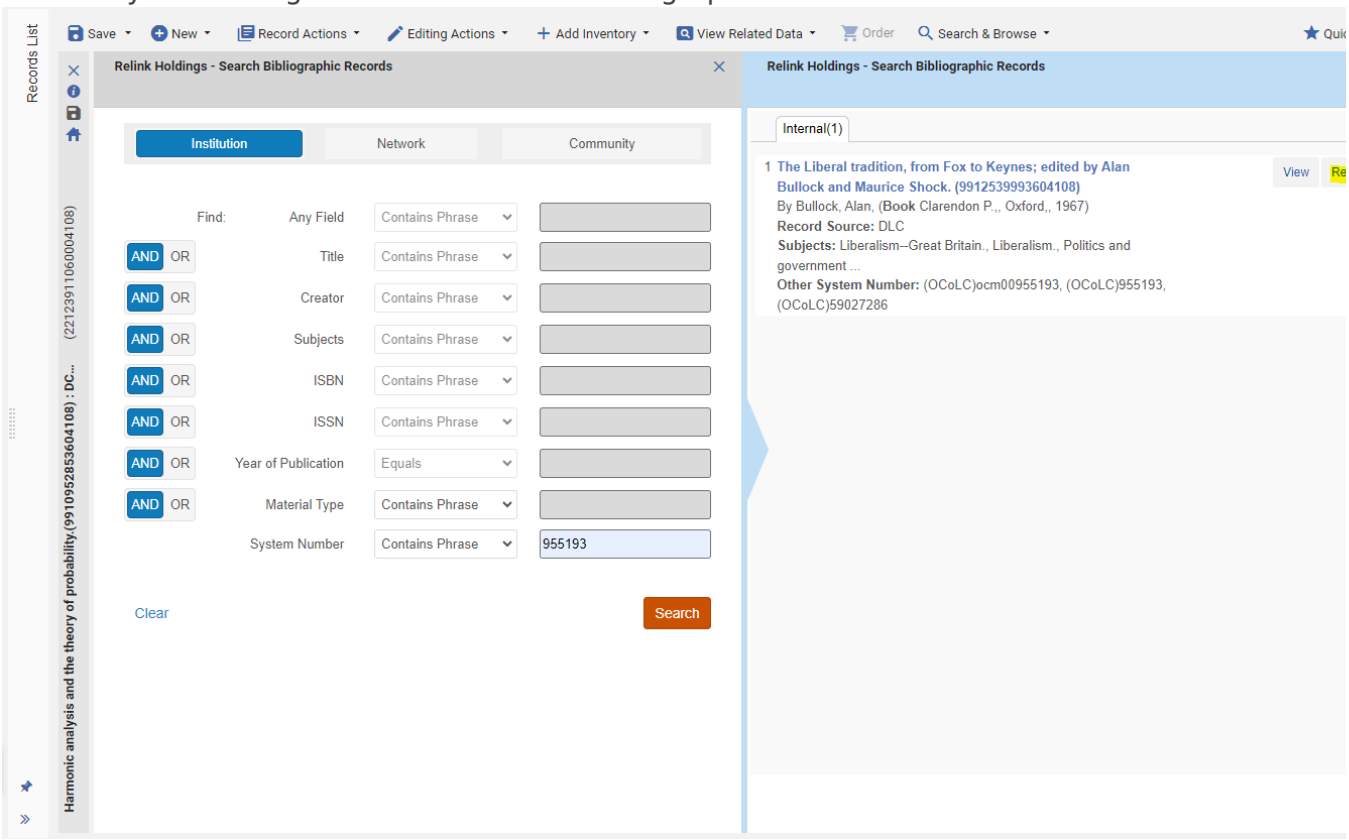
1. Open the holdings record you wish to relink in the Metadata Editor.
2. Choose *Record Actions > Relink to a different record*



3. A **Relink Holdings** page will appear on the right-hand side of the Metadata Editor. From here, you can search for the bibliographic record you would like the holdings record to be linked to. You can search in the Institution or Network Zone. You can search by OCLC number via the *System Number* field OR you can search by MMS Id (or Network ID) via the *Any Field* field.




4. A list of matches will appear on the right-hand side of the Metadata Editor. Choose *Relink* to relink your holdings record to the new bibliographic record.



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