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## MANAGING - MOVING/SEPARATING HOLDINGS

The movement of an items copy from within the Holdings to another location is now done by tagging the line item (within Edit Holdings) to be moved. You can have an item that has become Lost or you want to separate your Titles having multiple copies into one Title and one Copy in the Holdings or just the opposite to consolidate all Holdings to one Title.

G4 was redesigned to save time to avoid the older requirement to copy a MARC record; then transfer it to a collection and then transfer the Holding to the new records Control No.

Now all that is needed to be done is highlight the holding line item, click the Tag/Untag button to tag the holding followed by:

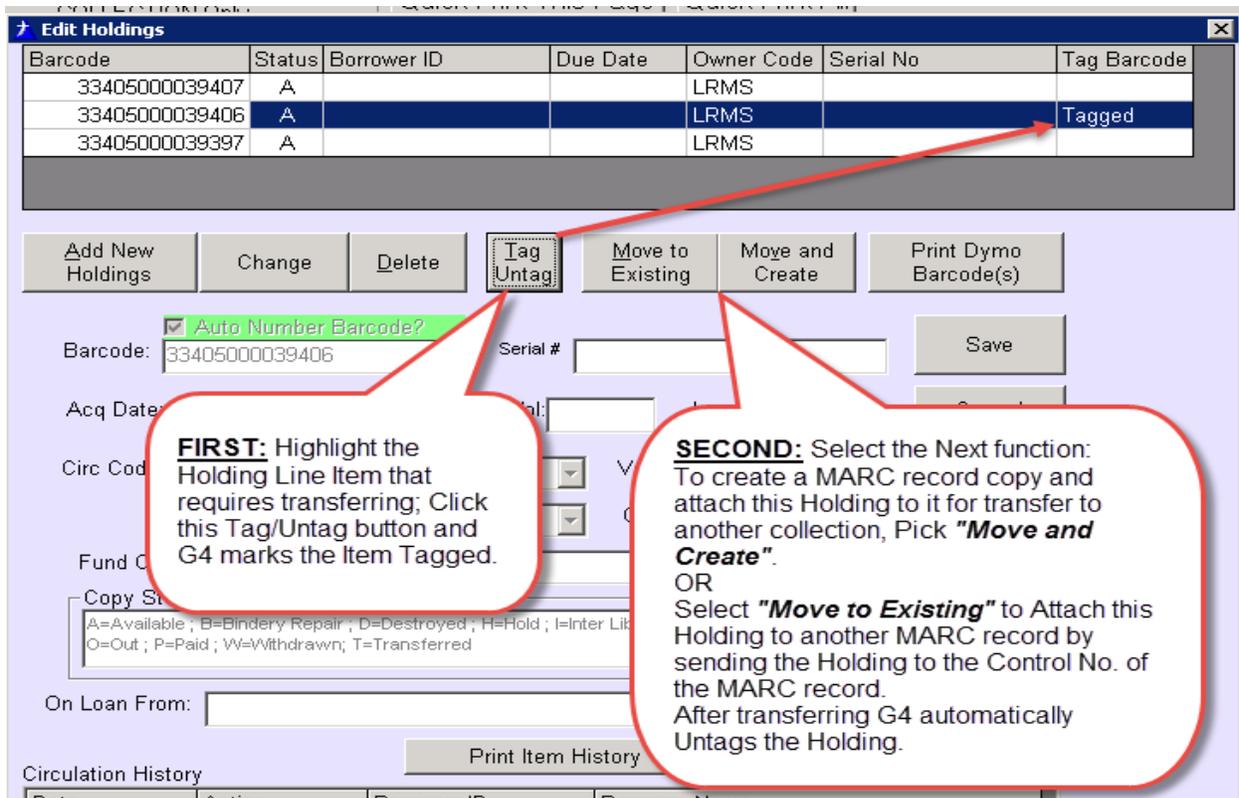
### How this works:

Know the Control No. 

21457	Busy Bird Ind, Lynette ( Copies:1 Available:0 )
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 to be used as the receiving record.

- Clicking on the Move and Create button (this action makes a copy of the MARC record, attaches the selected Holding and allows you to pick what Collection to Transfer this item too).
- Clicking on the "Move to Existing" button (simply moves the selected Holding to the Control Number of another MARC record, if you are consolidating Holdings to single Title be sure to remove the MARC record after moving the Holding).



**EDIT HOLDINGS**

Barcode	Status	Borrower ID	Due Date	Owner Code	Serial No	Tag Barcode
33405000039407	A			LRMS		
33405000039406	A			LRMS		Tagged
33405000039397	A			LRMS		

Buttons: Add New Holdings, Change, Delete, **Tag Untag**, Move to Existing, Move and Create, Print Dymo Barcode(s)

Barcode:  Auto Number Barcode? 33405000039406

Serial #:

Save

Acq Date:

Circ Cod:

Fund C:

Copy S:

On Loan From:

Print Item History

Circulation History

Date:  Action:  Borrower ID:  Borrower Name:

**FIRST:** Highlight the Holding Line Item that requires transferring; Click this Tag/Untag button and G4 marks the Item Tagged.

**SECOND:** Select the Next function: To create a MARC record copy and attach this Holding to it for transfer to another collection, Pick **"Move and Create"**. OR Select **"Move to Existing"** to Attach this Holding to another MARC record by sending the Holding to the Control No. of the MARC record. After transferring G4 automatically Untags the Holding.