

Policy on Merging Records with 852 Fields

The 852 field is a local catalog location field that likely come from pre-Evergreen cataloging and was imported into the system. This field has information like barcodes, call numbers, library, funds, price, etc. When merging records, it is recommended that catalogers check for 852 fields in all records slated for merging and copy them into the chosen lead record.

Examples of 852 from Balsam Catalog:

```
852 0 | 0 | 1b | 1h | J FIC | 1i | ROW | 1j | FICTION | 1k | JUVENILE | 1o | 0000-00-00 | 1p | 34612000057283 | 1q | 1r | 1s | 1t | 1 | 1w | 0000-00-00 | 1z | 19 | 20
```

```
852 | 11 | 95731 | 12 | SHAW | 14 | 3 Days | 1h | Video Fic Har | 1i | 34441000059812 | 1p | 75671 | 19 | 19.95 | 1x | operational
```

```
852 | 11 | 95791 | 12 | SHAW | 14 | 3 Days | 1h | Video Har c#2 | 1i | 34441000059820 | 1p | 85859 | 19 | 5.96
```

```
852 | 11 | 133200 | 12 | THOMPSON | 14 | 7 Days | 1h | jVIDEO FIC HAR | 1i | 34426000122132 | 1p | 45179 | 19 | p19.99 | 1x | FUND: Gray
```

Merging Bibliographic Records with 852 fields



Occasionally you may see more than one bibliographic record for the same type of item. In that case, you may merge the records. To do this, you add all of the records to be merged into a bucket and then merge into one single record.

1. Check the boxes next to the items to be merged

Select 1 - 3 3 selected titles Clear basket

- 1.  **After the fall how Humpty Dumpty got back up again** [Place Hold](#)
Santaf, Dan.
Book (2017.)
Call number: E SA59
2 of 2 copies available at Balsam Libraries.
- 2.  **After the fall : how Humpty Dumpty got back up again** [Place Hold](#)
Santaf, Dan.
Book (2017.)
Call number: f san
1 of 1 copy available at Balsam Libraries.
- 3.  **After the fall : how Humpty Dumpty got back up again** [Place Hold](#)
Santaf, Dan.
Book (2017.)
Call number: PICTURE BOOK FEELINGS
1 of 1 copy available at Balsam Libraries.

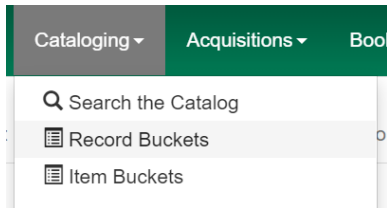
2. Click Advanced Search
3. Select Add Basket to Bucket

 **3** 

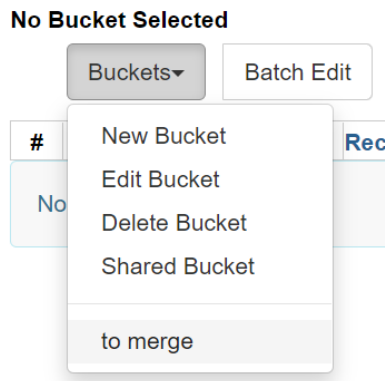
- Basket Actions --
- Basket Actions --
- View Basket
- Place Holds
- Print Title Details
- Email Title Details
- Add Basket to Bucket**
- Clear Basket

- Select a bucket or create a new one, then add to bucket

- Cataloging Record Buckets



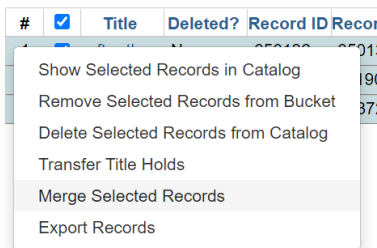
- Select Buckets Your Bucket



- Check the boxes next to the items to be merged

#	<input checked="" type="checkbox"/>	Title	Deleted?
1	<input checked="" type="checkbox"/>	after th...	No
2	<input checked="" type="checkbox"/>	After th...	No
3	<input checked="" type="checkbox"/>	After th...	No

- Right click and select Merge Selected Records



- Evaluate the MARC records of the records being merged. Make sure the 100, 245, 264, and 300 fields match.

Use as lead record	Remove from consideration	Use as lead record	Remove from consideration	Use as lead record	Remove from consideration	
=LDR 01114cam a2200289 i 4500 =001 650132 =003 THO =005 20171018202418.0 =008 170414s2017\ nyu a 000 1 eng =010 \\\#a2016058233 =020 \\\#a9781626726826 =035 \\\#a(BALSAM)650132 =035 \\\#a(OCOLC)965730452 =042 \\\#apcc#alcac =100 1\#aSantat, Dan,#eauthor,#eillustrator. =245 10#aAfter the fall :#bhow Humpty Dumpty got back up again /#ca story by Dan Santa t. =250 \\\#aFirst edition. =264 1\#aNew York :#bRoaring Brook Press,#c		=LDR 01757pam a2200433 a 4500 =008 170414s2017\ nyua b 000 1 eng =005 20180227142914.0 =001 711905 =003 BALSAM =010 \\\#a 2016058233 =020 \\\#a9781626726826 =035 \\\#a(SAD46)69714 =035 \\\#a(ICr1F)1525TH =040 \\\#aDLC#beng#cdLC#dICr1F =042 \\\#apcc#alcac =050 00#aPZ7.S23817#bAft 2017 =082 00#a[E]#223 =100 1\#aSantat, Dan. =245 10#aAfter the fall :#bhow Humpty Dumpty got back up again /#ca story by Dan Santa t.		=LDR 02204cam a2200493 4500 =001 723720 =003 BALSAM =005 20180522084210.0 =008 170414t20172017nyua\ b 000 1 eng =010 \\\#a2016058233 =020 \\\#a9781626726826 =020 \\\#a1626726825 =035 \\\#a(OCOLC)8181 =035 \\\#a(OCOLC)965730452#z(OCOLC)1004307864#z(OCOLC)1005676317 =037 \\\#bHenry Holt & Co, C/O Mps 175 Fifth Ave, New York, NY, USA, 10010, (646)3075339#nSAN 631-5811 =042 \\\#apcc#alcac =100 1\#aSantat, Dan,#eauthor,#eillustrator.		

- Pick the record that is the best and click Use as lead record.
- Highlight any 852 fields from the records that will be merged into the lead record and copy the text

```
=852 \\\$140892$2HARTLAND$414 Days$iH0112857$nAdd 2008$9{dollar}10.00$hDVD HAR
```

- Select Edit using full editor

Edit using full editor

- Scroll down to bottom of record and paste the 852 field into the record.
- Click Done, then Merge.