

Cataloging – Special – Transfers

Search title

Highlight line you want to get rid of – Add to tree

Highlight line you want to keep – Add to tree

Go up into tree box and highlight line you want to get rid of
and click on “Retain for transfer”

Go back into tree box and highlight line you want to keep
and click on “Transfer”

Answer “yes” to next question that it will remove the record

Next box will tell you if the transfer worked or not. If it didn’t work
it will tell you why.

Click on OK. If it didn’t work set aside and try again another day.