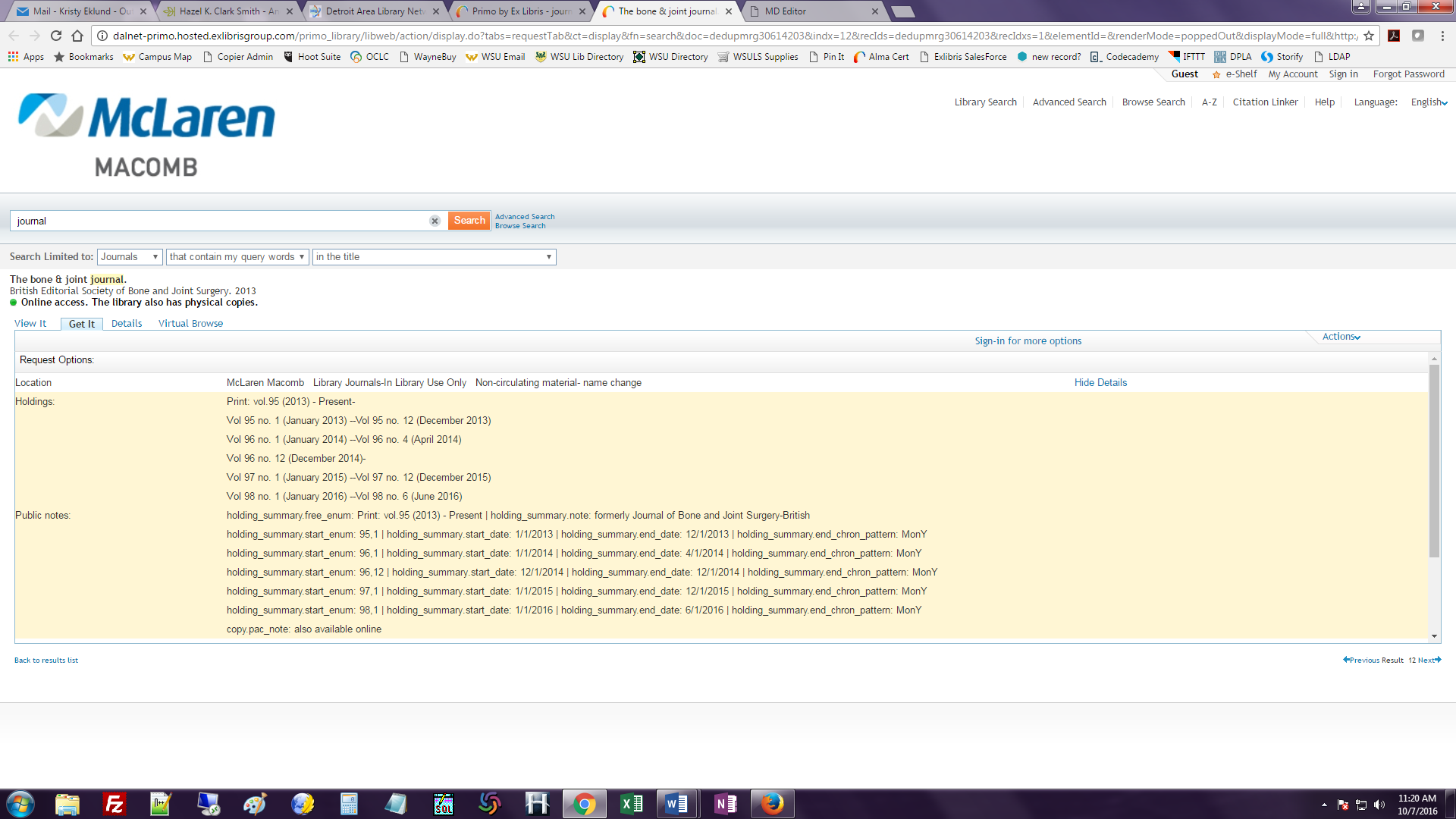
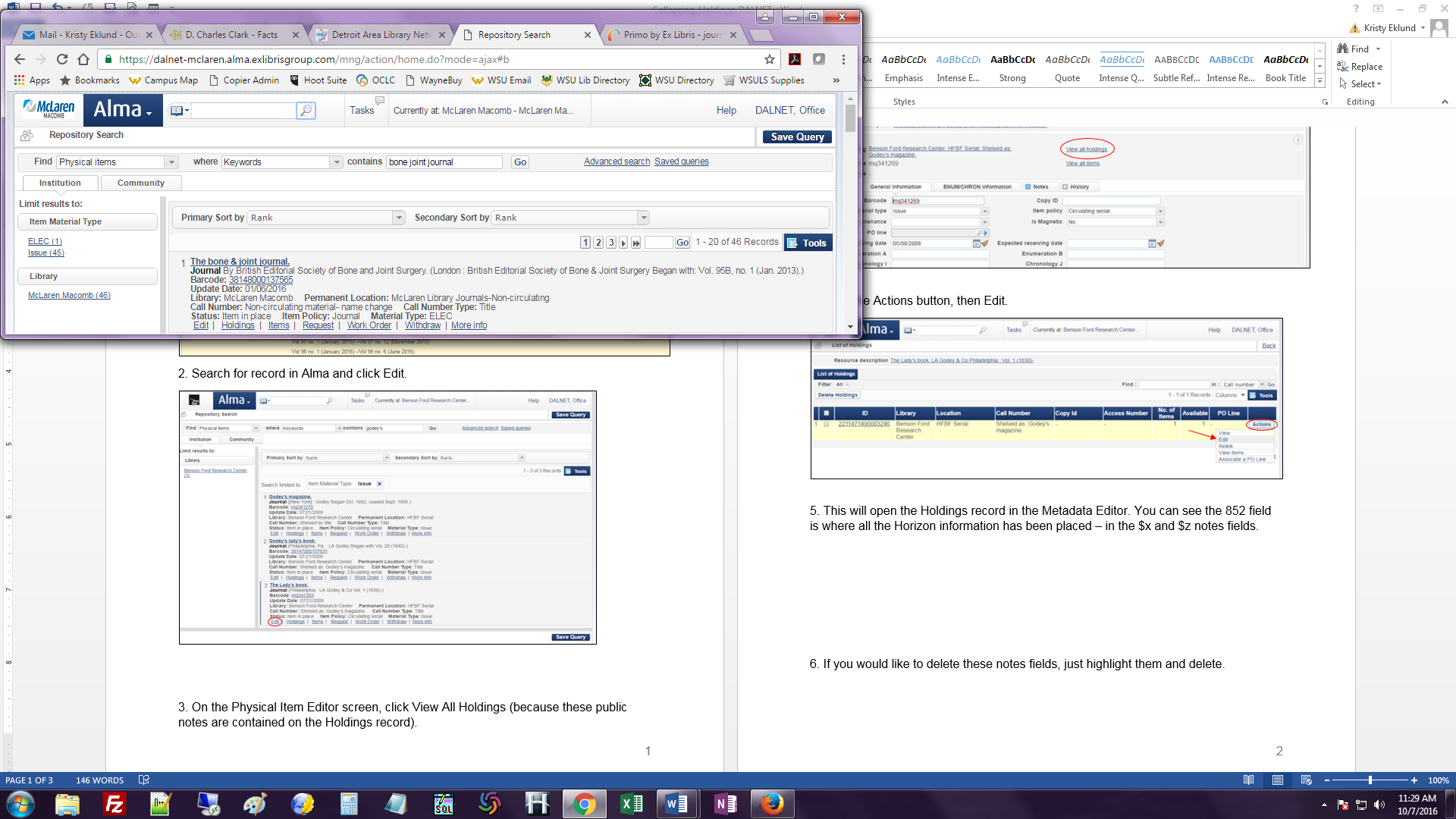


Collapsing / Cleaning Serials Holdings

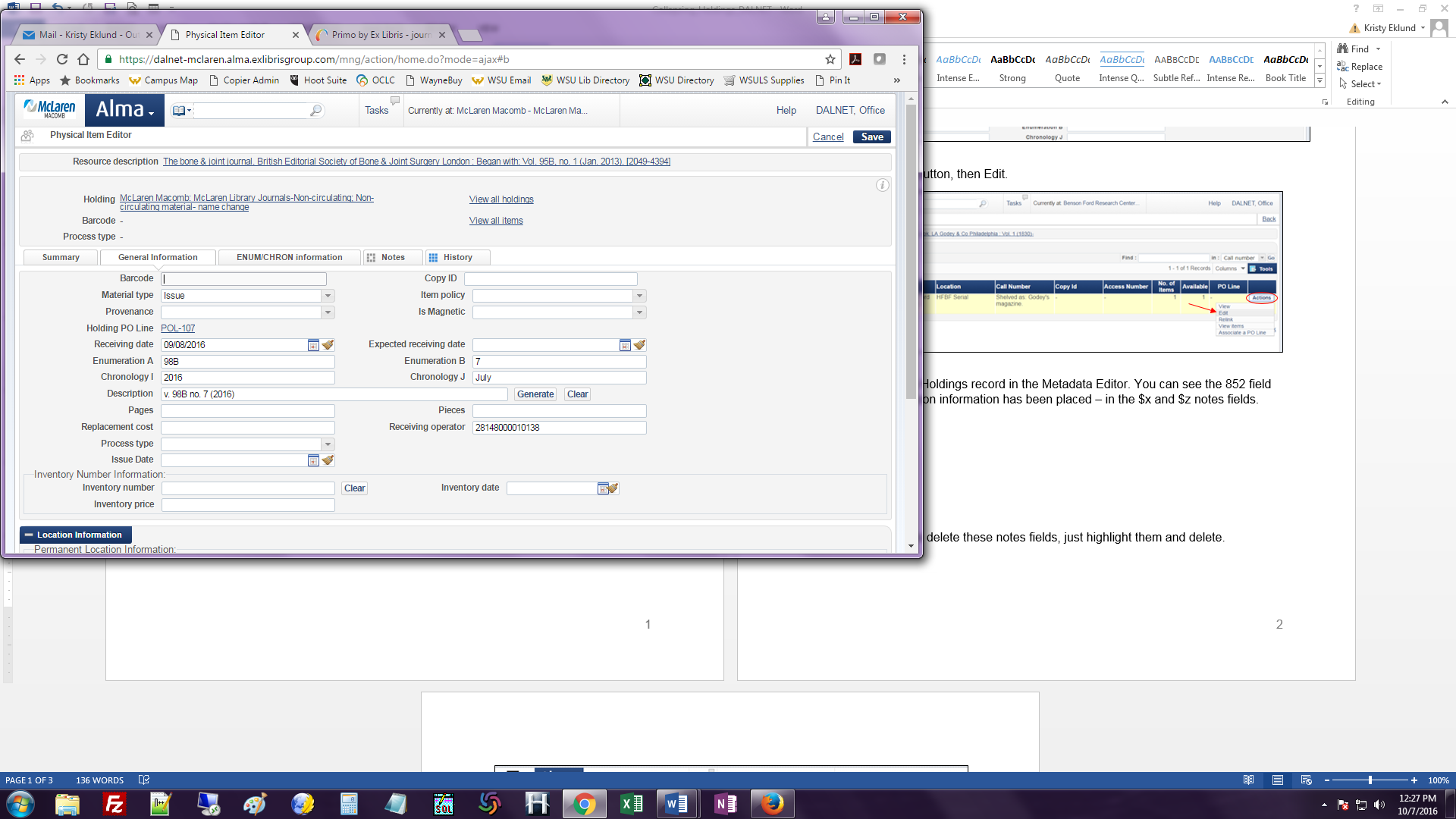
1. How record appears in Primo – lines of holdings

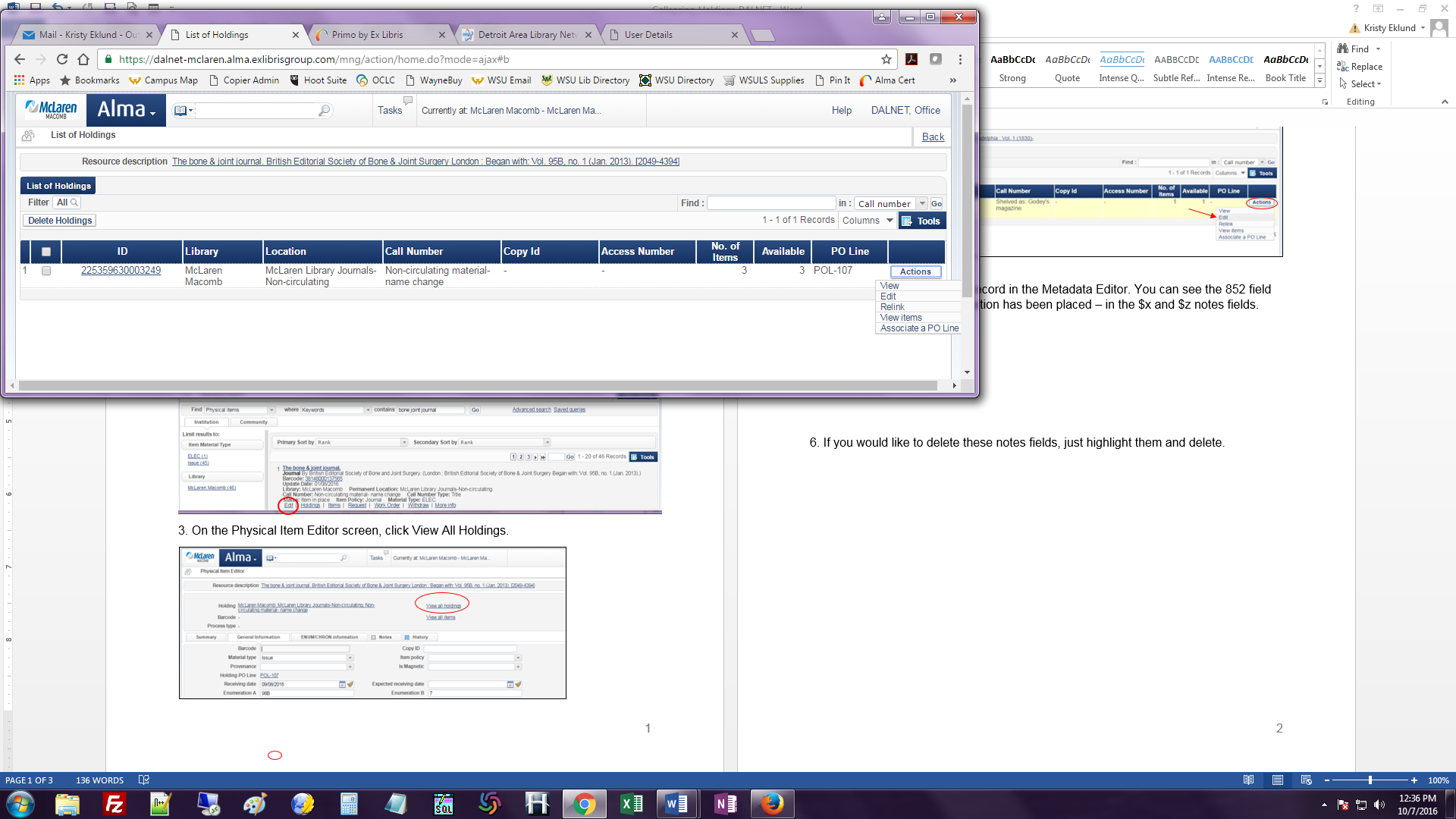


2. Search for record in Alma and click Edit.

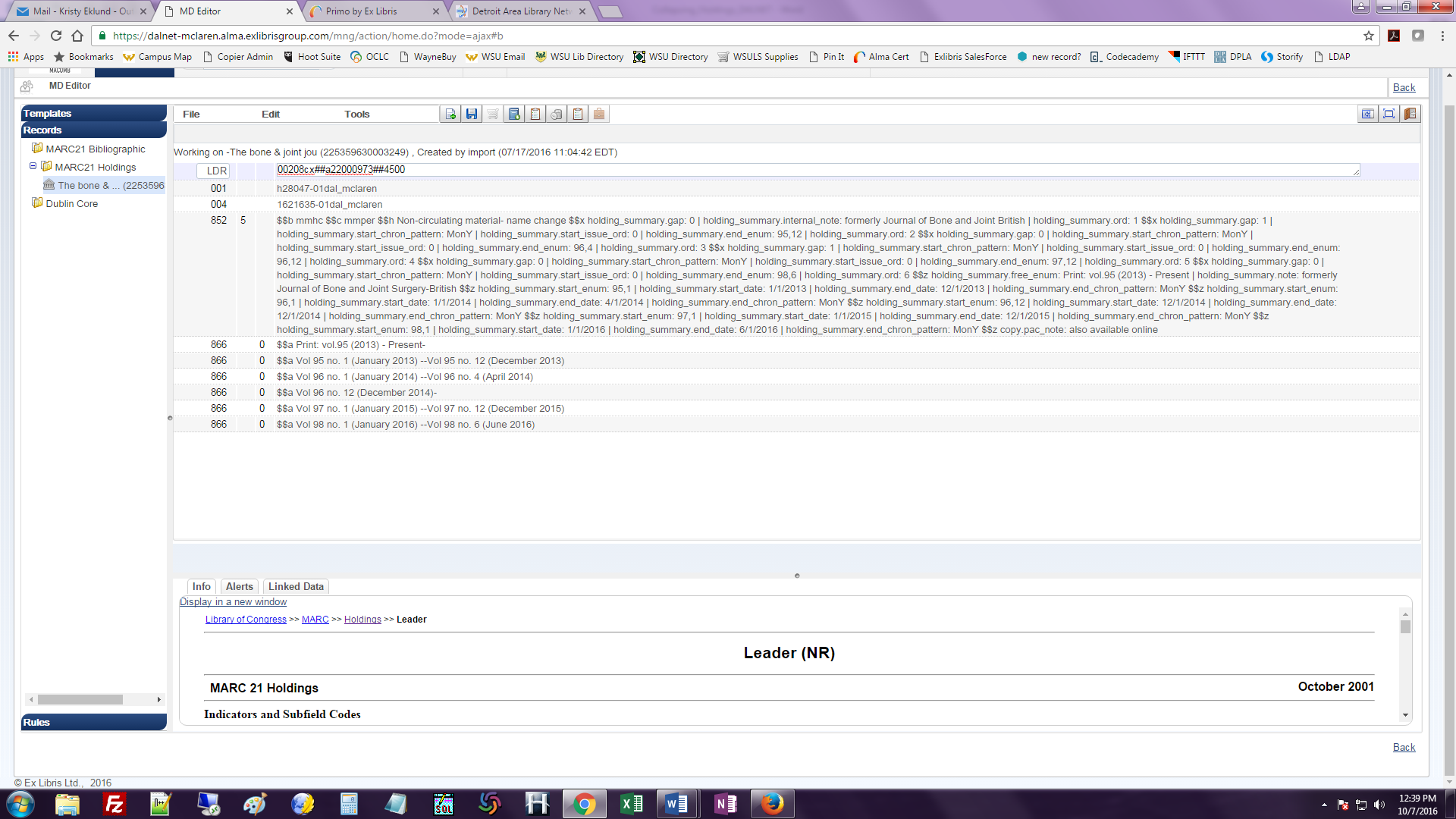


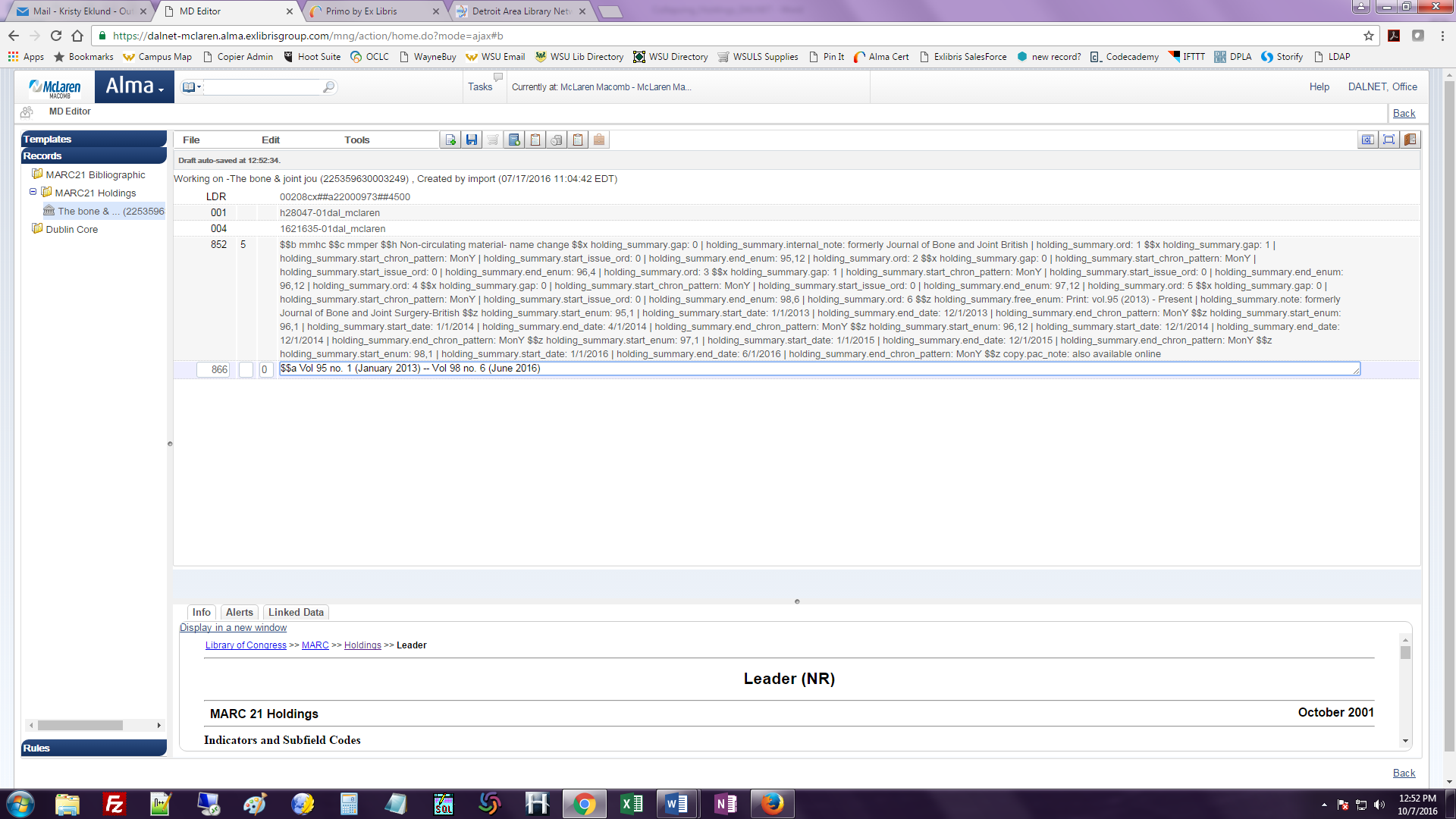
3. On the Physical Item Editor screen, click View All Holdings.



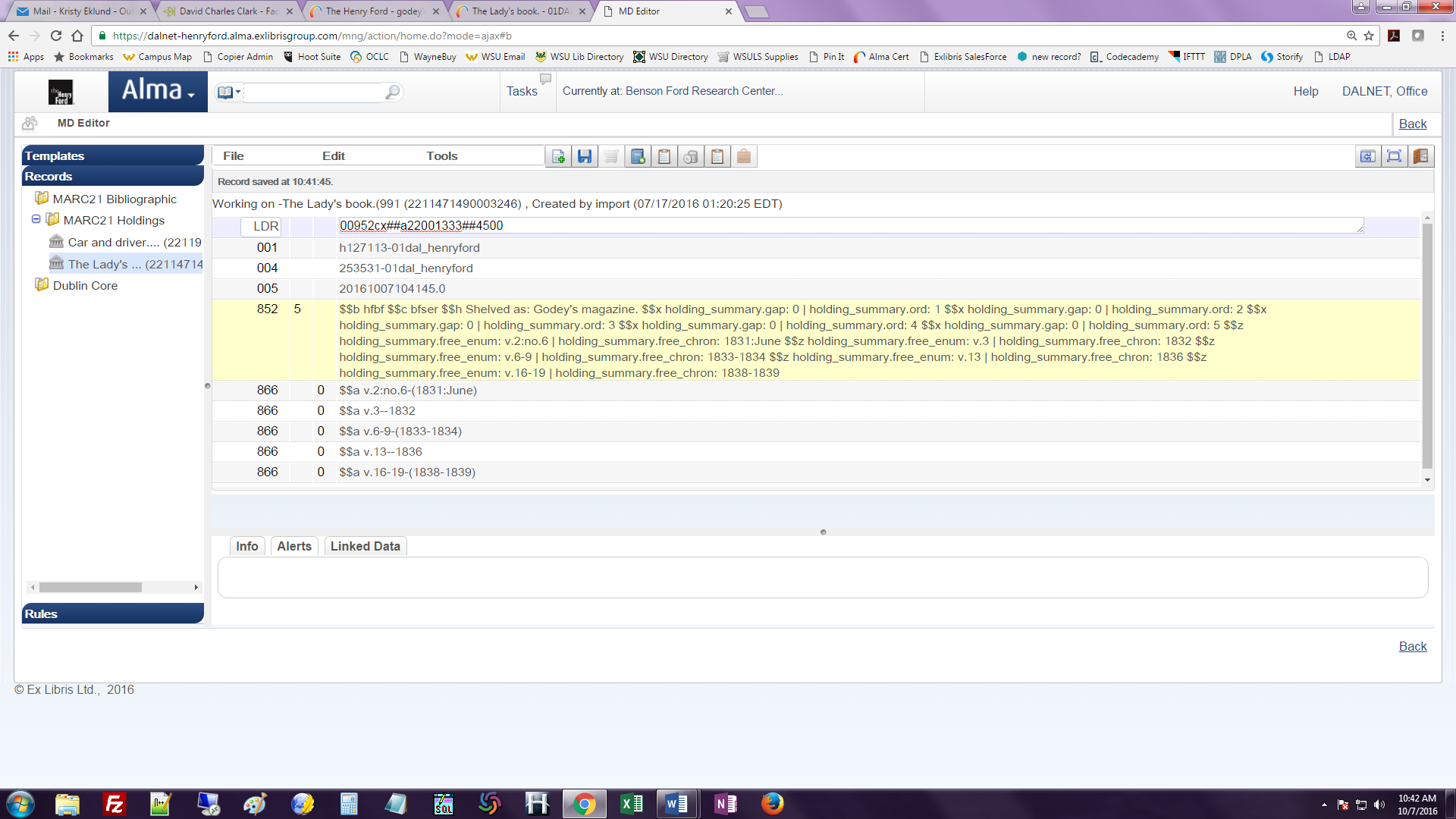
4. Click the Actions button, then Edit.

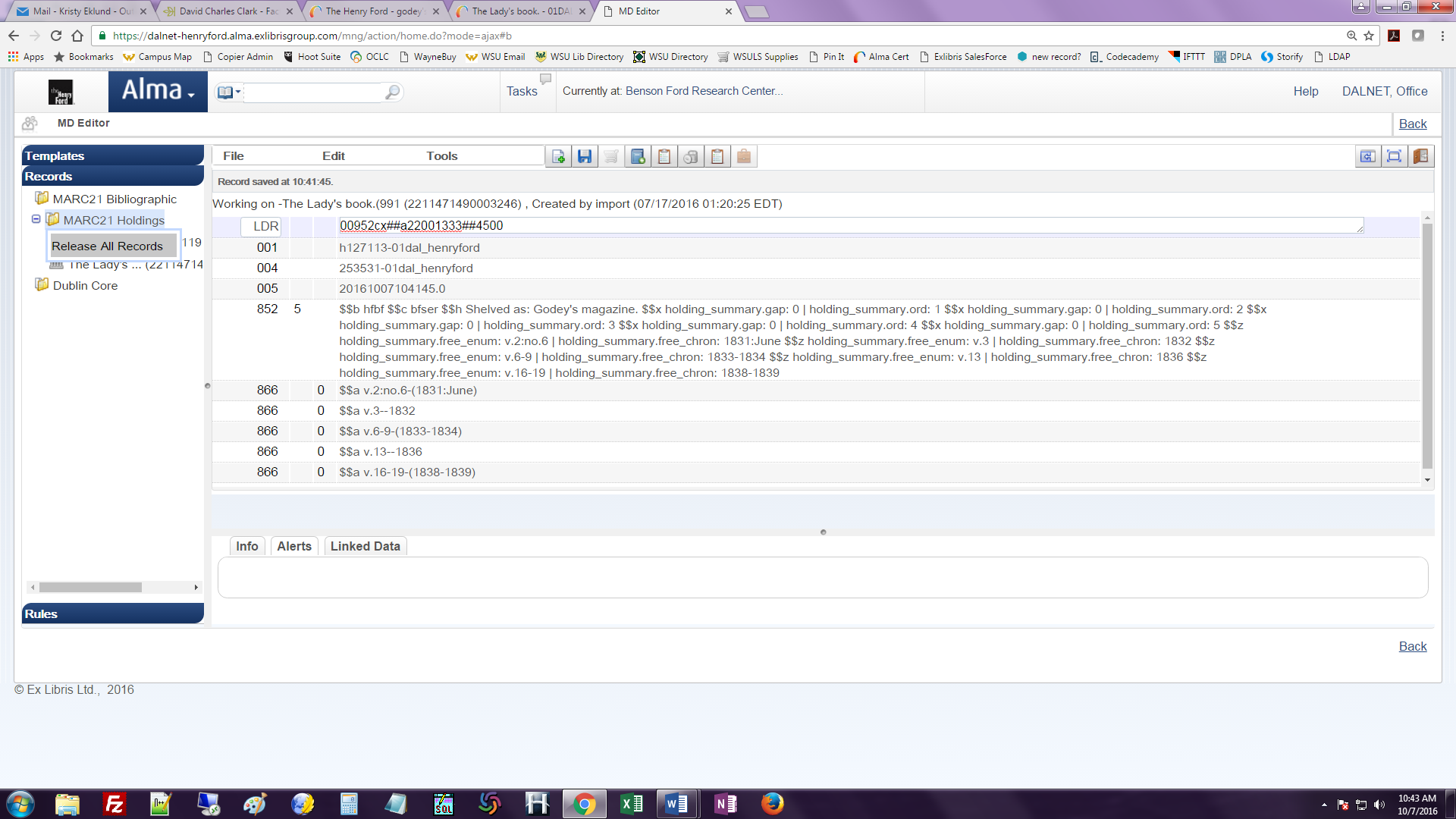
5. This will open the Holdings record in the Metadata Editor. You can see the 866 fields is where the holdings information is kept.



6. If you would like to clean up / collapse / combine holdings information, edit the 866 field(s) as seen below.

7. Then click Save.



8. Don’t forget to release the record when you are done. Click on “MARC21 Holdings” and then click “Release All Records.”