

RELINKING CLOSED POLS TO A NEW BIB RECORD

SUNY Library Shared Services
Maggie McGee



Relinking PO Lines (POLs)

Role required to relink a POL at a different bib record:

- Purchasing Operator of
- Purchasing Manager

Bib records may need to be relinked to another bib record after receiving because:

- The POL was created using the "wrong" bib record
 - The bib record has the wrong resource type
 - The bib record does not match the item in hand
 - The vendor record is incorrect
- The cataloger has found a "better" bib record
 - In OCLC
 - Export the bib record from OCLC to the NZ
 - In Alma

Relining PO Lines (POLs)

POLs can be relinked with the following statuses:

- Closed
- Waiting for Invoice
- Sent
- In Review
- Deferred
- Autopackaging
- Manual packaging
- Ready
- Waiting for Renewal
- Waiting for Manual Renewal

POLS cannot be relinked if:

- The PO line has items in a temporary location
- The PO line has items on loan
- The POL is linked to Community Zone (CZ) records
- The POL contains items that belong to two different bib records


PO Line Types & Their Statuses

PO Line Type	Associated Statuses
One Time	<ul style="list-style-type: none">• Closed• In Review• Waiting for Invoice• Ready• Sent• In Review• Deferred• Auto Packaging• Manual Packaging• Cancelled
Subscription/Standing Order	<ul style="list-style-type: none">• Waiting for Renewal• Waiting for Manual Renewal• Ready• Sent• In Review• Deferred• Auto Packaging• Manual Packaging• Cancelled• Closed

Closed PO Lines (POLs)

A One Time POL will have a closed status when:


- A PO Line Type of “One Time” has been received and an invoice has been created
 - Acquisitions method of Gift or Technical do not require an invoice to be created
 - The POL will have a status of closed after it has been received

1		"Something has gone crack" : new perspectives on J. R. R. Tolkien in the Great War / edited by Janet Brennan Croft and Annika Röttinger., Zurich :, Walking Tree Publishers,, 2019, 3905703416, ISBN	Edit Change Bib Reference ...	
		MMS ID: 995398048604833	Copies: Milne Library - Upper Level-MCIRC (1)	Receiving note: -
		Assigned to: -	Total price: 28.28 USD	Sent date: 11/04/2019
		Type: Print Book - One Time	Funds: Books 2019/2020 (100.0%) (FY-2020)	Items already exist in the repository
		PO line owner: Milne Library	Vendor/Account: COMPLETE BOOK AND MEDIA SUPPLY, LLC. / COMPLETEBOOK COMPLETEBOOK	
		Standard number: 3905703416	Vendor reference ID: -	
		PO: PO-8702 / (Closed)	Expected delivery: 11/04/2019	
		PO line: POL-552 / (Closed)		
		Physical One Time (1)		

Closed PO Lines (POLs)

Subscription or Standing Order POLs are closed manually when:


- The POL have been “closed” due to title change
- It is no longer being published


1		Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-, 1088-5153, ISSN	Edit Change Bib Reference ...
	MMS ID: 990001520730204833	Copies: Milne Library - Milne Cafe (Main Floor) (1)	Renewal date: 12/31/2020
	Assigned to: -	Total price: 474.57 USD	Receiving note: -
	Type: Print Journal - Subscription	Funds: Books 2019/2020 (100.0%) (FY-2020)	Sent date: 02/12/2020
	PO line owner: Milne Library	Vendor/Account: DEMOCRAT AND CHRONCLE / DEMOCRAT AND CHRONICLE DEM_CHRON	Items already exist in the repository, At least one of the reporting codes is missing
	Standard number: 1088-5153	Vendor reference ID: -	
	PO: PO-51703 / (Sent)	Expected delivery: 12/18/2019	
	PO line: POL-619 / (Closed)		
	Physical Continuous (1)		

RELINKING A CLOSED POL WORKFLOW


Relinking a Closed POL Workflow

1. Perform a repository search
2. Click the **number link** next to Orders

1  **Harry Potter and the sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré.** Edit Record Holdings ...

Book (Book - Physical) text; unmediated; volume By Rowling, J. K., (New York : Scholastic Inc., [1998]) **Language:** English **Orders: 1** 

Subject: Potter, Harry--(Fictitious character)--Juvenile fiction. Granger, Hermione--(Fictitious character)--Juvenile fiction. Weasley, Ron--(Fictitious character)--Juvenile fiction. and others **ISBN:** 059035342X and others **MMS ID:** 995443160204833



Record number: ocm42354631-01suny_network 

Series: Year ... at Hogwarts ; **Creation Date:** 02/11/2020 16:49:14 EST

Modification Date: 02/11/2020 16:49:14 EST

Physical (1) Electronic Digital Other details

3. Click *Edit*

1  **Harry Potter and the sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré., New York ;, Scholastic Inc., [1998], 1998, 059035342X, ISBN** Edit Change Bib Reference ... 

MMS ID: 995443160204833 **Copies:** Milne Library - TERC - Juvenile/Young Adult Collection-MJUV (1) **Receiving note:** -

Assigned to: - **Total price:** 18.99 USD **Sent date:** 02/11/2020

Type: Print Book - One Time **Funds:** Books 2019/2020 (100.0%) (FY-2020) **Items already exist in the repository, At least one of the reporting codes is missing**

PO line owner: Milne Library **Vendor/Account:** EBSCO INDUSTRIES, INC. / Databases, eBooks, and electronic resources licensed directly from EBSCO (Journals are excluded) EBSCO Account

Standard number: 059035342X **Vendor reference ID:** -

PO: PO-51702 / (Closed) **Expected delivery:** 02/11/2020

PO line: POL-697 / (Closed)

Relinking a Closed POL Workflow

4. Click *Relink*

Purchase Order Line Details

Save as template Reopen Change PO Line Relink Back Save

Harry Potter and the sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré,...

PO line	POL-697	PO	PO-51702	Status	Closed (2020-02-11)
PO line type	Print Book - One Time	PO line owner	Milne Library	Sent date	02/11/2020

Summary Description Alerts Invoice Lines Associated PO Lines Communications Interested Users History Notes Attachments

Ordered Items

+ Add Location

5. Edit the repository search

6. Click *Search*

Repository Search

All titles Zone: Institution Network Community

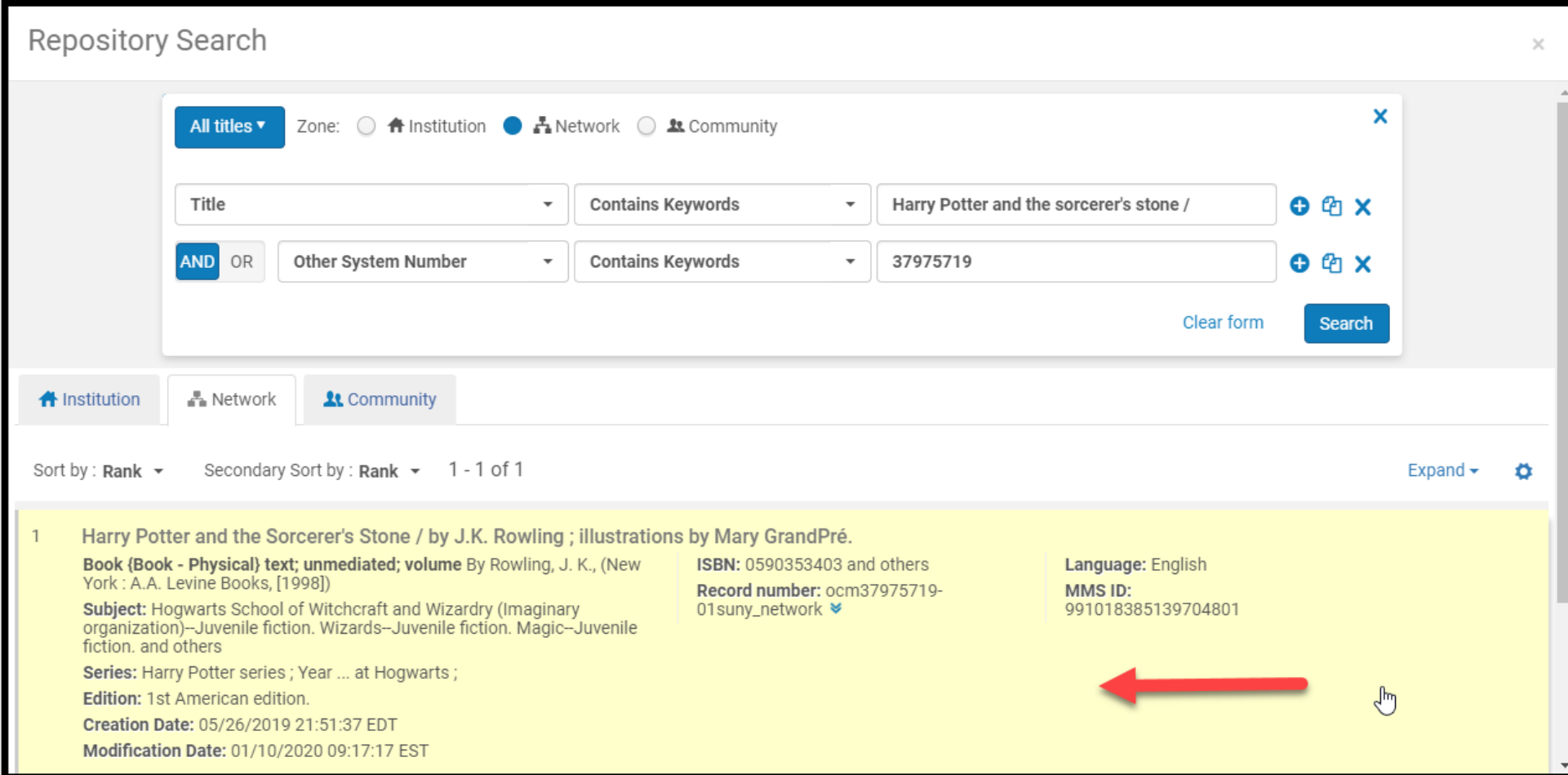
Title Contains Keywords Harry Potter and the sorcerer's stone /

AND OR Other System Number Contains Keywords 37975719

Clear form Search

Relinking a Closed POL Workflow

7. Click on the title where the POL will be relinked
 - a) Click on the correct zone



The screenshot shows a 'Repository Search' window with a search form and a list of results. The search form includes a 'Zone' selector (Institution, Network, Community) and two search criteria: 'Title' (Harry Potter and the sorcerer's stone /) and 'Other System Number' (37975719). The search results are sorted by Rank and show one result for 'Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.' A red arrow points to the title of the result.

Repository Search

All titles ▾ Zone: Institution Network Community

Title ▾ Contains Keywords ▾ Harry Potter and the sorcerer's stone / + 📄 ✕

AND OR Other System Number ▾ Contains Keywords ▾ 37975719 + 📄 ✕

Clear form Search

Institution Network Community

Sort by : Rank ▾ Secondary Sort by : Rank ▾ 1 - 1 of 1 Expand ▾ ⚙️

1 Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.

Book (Book - Physical) text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998])

Subject: Hogwarts School of Witchcraft and Wizardry (Imaginary organization)--Juvenile fiction. Wizards--Juvenile fiction. Magic--Juvenile fiction. and others

Series: Harry Potter series ; Year ... at Hogwarts ;

Edition: 1st American edition.

Creation Date: 05/26/2019 21:51:37 EDT

Modification Date: 01/10/2020 09:17:17 EST

ISBN: 0590353403 and others

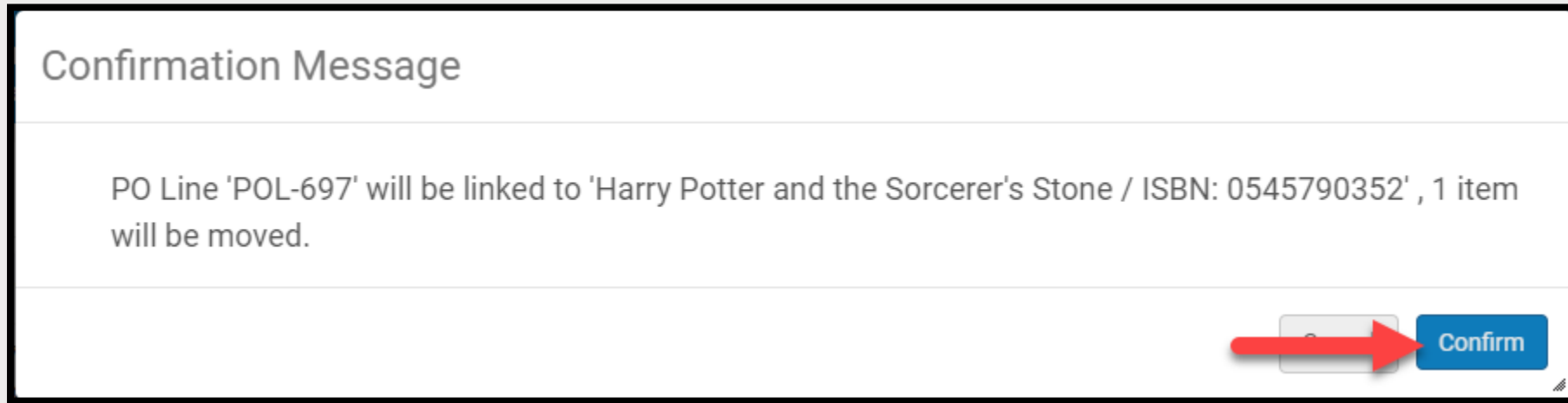
Record number: ocm37975719-01suny_network 🐦

Language: English

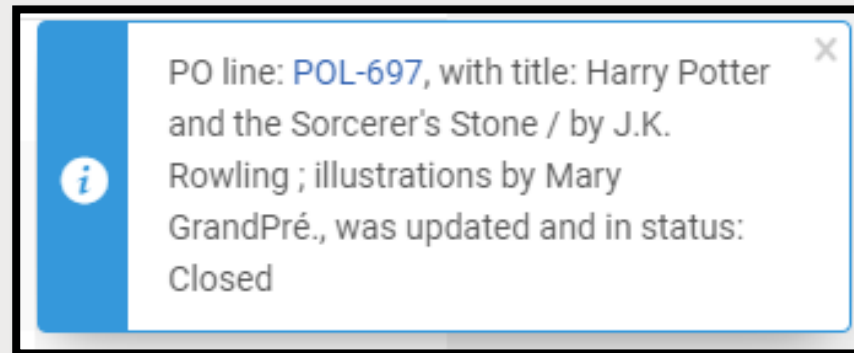
MMS ID: 991018385139704801

Relinking a Closed POL Workflow

8. Click **Confirm** when the Confirmation Message appears



9. An information message box will appear when a POL is successfully relinked



Relinking a Closed POL Workflow

10. Perform a repository search for the title

The screenshot shows a library catalog interface with the following elements:

- Navigation tabs: Institution, Network, Community
- Sort by: Rank, Secondary Sort by: Rank
- Material Type filter: Book
- Search results list:

Result 1: Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.
Book {Book - Physical} text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998])
Language: English
ISBN: 0590353403 and others
Record number: ocm37975719-01suny_network
MMS ID: 995443160104833
Orders: 1 (highlighted in red)
Buttons: Edit Record, Holdings, ...

Result 2: Harry Potter and the sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré.
Book {Book - Physical} text; unmediated; volume By Rowling, J. K., (New York : Scholastic Inc., [1998])
Language: English
ISBN: 059035342X and others
Record number: ocm42354631-01suny_network
MMS ID: 995443160204833
Buttons: Edit Record, Order, ...


Text overlays on the results:

- Record the POL is relinked to
- Record the POL was linked to. This Record needs to be deleted

Relinking a Closed POL Workflow

11. Click *Edit Record* from the original record the POL was linked to
 - a) The record will open in the MD Editor



2  **Harry Potter and the sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré.**


Book (Book - Physical) text; unmediated; volume By Rowling, J. K., (New York : Scholastic Inc., [1998])

Language: English

MMS ID: 995443160204833

ISBN: 059035342X and others

Subject: Potter, Harry--(Fictitious character)--Juvenile fiction. Granger, Hermione--(Fictitious character)--Juvenile fiction. Weasley, Ron--(Fictitious character)--Juvenile fiction. and others

Record number: ocm42354631-01suny_network 

Series: Year ... at Hogwarts ;

Creation Date: 02/11/2020 16:49:14 EST

Modification Date: 02/11/2020 16:49:14 EST

Physical Electronic Digital Other details

[Edit Record](#) [Order](#) [...](#)

Relinking a Closed POL Workflow

12. If the bib record is linked to the NZ (skip this step for IZ only records)

- a) Make note if the NZ bib record has other campus holdings attached
 - a) Report the NZ bib record to be deleted if no other holdings are on the NZ record
 - b) “Request to Delete NZ Bib Records” form can be found in libguides:
<https://slcny.libguides.com/overview/contact>
- b) *Click **File>Copy to Catalog***
 - a) This unlinks the record from the NZ
 - b) The MMS ID will become and IZ MMS ID ending in the campus 4-digit identifier

Bibliographic Working on - Harry Potter and the (991029742709704801) Created by i

Bibliographic Working on - Harry Potter and the (995443160204833), Created by in

- c) Click the **Save** icon (Ctrl+S)

Relinking a Closed POL Workflow

13. Click *File>Delete Record* (Ctrl+D)
14. Click **Yes** when the Confirmation message appears
15. The bib record has been deleted from the IZ

The screenshot shows a library catalog interface. At the top, there is a search bar with the text "All Titles (1 - 1 of 1) where (Title contains keywords "Harry Potter and the sorcerer's stone /" AND Linke". Below the search bar, there are tabs for "Institution", "Network", and "Community". The "Network" tab is selected. Below the tabs, there are dropdown menus for "Sort by: Rank" and "Secondary Sort by: Rank". To the right, there are buttons for "Expand", a share icon, and a settings icon. Below these, there is a filter for "Material Type: Book". The main content area shows a single record for "Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré." The record details include: "Book (Book - Physical) text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998])", "Language: English", "ISBN: 0590353403 and others", "Record number: ocm37975719-01suny_network", "Orders: 1", "MMS ID: 995443160104833", "Subject: Hogwarts School of Witchcraft and Wizardry (Imaginary organization)--Juvenile fiction. Wizards--Juvenile fiction. Magic--Juvenile fiction. and others", "Series: Harry Potter series ; Year ... at Hogwarts ;", "Creation Date: 02/11/2020 17:07:46 EST", "Modification Date: 02/11/2020 17:07:46 EST", and "Edition: 1st American edition." At the bottom, there are buttons for "Edit Record", "Holdings", and a menu icon. A confirmation dialog is overlaid on the right side of the screen, titled "Confirmation required". The dialog text reads: "You are about to delete the following bibliographic record: Title: Harry Potter and the Sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré. ID: 995443160204833". Below the text, it asks "Are you sure ?" with "Yes" and "No" buttons. A red arrow points to the "Yes" button.

Confirmation required

You are about to delete the following bibliographic record:
Title: Harry Potter and the Sorcerer's stone / by J.K. Rowling ; illustrations by Mary GrandPré.
ID: 995443160204833

Are you sure ?

Yes No

All Titles (1 - 1 of 1) where (Title contains keywords "Harry Potter and the sorcerer's stone /" AND Linke

Institution Network Community

Sort by: Rank Secondary Sort by: Rank Expand

Material Type: Book

1 Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré. Edit Record Holdings

Book (Book - Physical) text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998]) Language: English Orders: 1
Subject: Hogwarts School of Witchcraft and Wizardry (Imaginary organization)--Juvenile fiction. Wizards--Juvenile fiction. Magic--Juvenile fiction. and others ISBN: 0590353403 and others MMS ID: 995443160104833
Series: Harry Potter series ; Year ... at Hogwarts ; Record number: ocm37975719-01suny_network
Creation Date: 02/11/2020 17:07:46 EST
Modification Date: 02/11/2020 17:07:46 EST
Edition: 1st American edition.

Physical (1) Electronic Digital Other details

CHANGE BIB REFERENCE



The State University
of New York

Why Shouldn't "Change Bib Reference" Be Used?

"Change Bibliographic Reference":


- ONLY changes the link to the new bib record for the POL
 - The POL's title will change and be linked to the new bib record
- It DOES NOT move associated inventory, such as items/holdings records
 - The holdings and items records will remain on the original record
- POL type of subscription will have items added to the original bib record when received

Confirmation Message

PO Line 'POL-2648' will change the link to the bibliographic record - this change will not impact the inventory and will only update the PO Line's description - Are you sure you want to perform this action?


Change Bib Reference Workflow


1. Perform a repository search
2. Click the **number link** next to Orders

1  **Harry Potter and the sorcerer's stone.** Edit Record Holdings ...

Book {Book - Physical} text; unmediated; volume By Rowling, J. K. ([New York] : Arthur A Levine Books An Imprint of Scholastic Press [©1998, ©1997])

Language: English

Record number: ocn179288139-01suny_network 

Orders: 1 

Requests: 1

MMS ID: 996378860304825

Series: Year One at Hogwarts


Creation Date: 02/12/2020 07:45:11 EST

Modification Date: 02/12/2020 07:45:11 EST

Edition: 1st American ed., Oct. 1998.

Physical (1) Electronic Digital Other details

3. Click **Change Bib Reference**

1  **Harry Potter and the sorcerer's stone., [New York] ;, Arthur A Levine Books An Imprint of Scholastic Press, [©1998, ©1997], Year One at Hogwarts** Change Bib Reference ...

MMS ID: 996378860304825

Assigned to: -

Type: Print Book - One Time

PO line owner: Library and Learning Resource

Standard number: -

PO: PO-14701 / (Close)

PO line: POL-2648 / (Close)

Copies: Library and Learning Resource - American Psychological Association (1)

Total price: 0.00 USD

Funds: -

Vendor/Account: ProQuest / ProQuest

Vendor reference ID: -

Receiving note: -

Sent date: 02/12/2020

Items already exist in the repository, At least one of the reporting codes is missing, The bib record is part of a series/book set

< Purchase Order Line Details Save as template Reopen Change Bib Reference Relink Back Save

Harry Potter and the sorcerer's stone. [New York] : Arthur A Levine Books An I

Change Bib Reference Workflow

4. Click **Confirm** from the Confirmation Message

Confirmation Message

PO Line 'POL-2648' will change the link to the bibliographic record - this change will not impact the inventory and will only update the PO Line's description - Are you sure you want to perform this action?

5. Refine the repository search to find the correct bib record

6. Click **Search**

Repository Search

All titles ▾ Zone: Institution Network Community

Title ▾ Contains Keywords ▾ Harry Potter and the sorcerer's stone. + 📄 X

AND OR Publication Year ▾ Equals ▾ 1998 + 📄 X

Change Bib Reference Workflow

7. Click on the bib record you want to change the POL bib reference to
 - a) Click on the correct zone

Repository Search

All titles ▾ Zone: Institution Network Community

Title ▾ Contains Keywords ▾ Harry Potter and the sorcerer's stone. + 📄 ✕

AND OR Publication Year ▾ Equals ▾ 1998 + 📄 ✕

Clear form Search

Institution Network Community

Sort by: Rank ▾ Secondary Sort by: Rank ▾ 1 - 4 of 4 Expand ▾ ⚙️

1 Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.

Book {Book - Physical} text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998])


Subject: Hogwarts School of Witchcraft and Wizardry (Imaginary organization)--Juvenile fiction. Wizards--Juvenile fiction. Magic--Juvenile fiction. and others

Series: Harry Potter series ; Year ... at Hogwarts ;

Edition: 1st American edition.


ISBN: 0590353403 and others
Record number: ocm37975719-01sunny_network ▾

Language: English
MMS ID: 991018385139704801




Change Bib Reference Workflow

8. The following information message appears
9. Perform a repository search
 - a) Two bib records will display
 - i. The bib record with the POL
 - ii. The bib record with the associated inventory



PO line "POL-2648" links to title "Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.", MMS ID "996378860204825".

Collapse by default

1  **Harry Potter and the Sorcerer's Stone / by J.K. Rowling ; illustrations by Mary GrandPré.** Edit Record Order ...


Book {Book - Physical} text; unmediated; volume By Rowling, J. K., (New York : A.A. Levine Books, [1998]) **Language:** English **Orders: 1**

Subject: Hogwarts School of Witchcraft and Wizardry (Imaginary organization)--Juvenile fiction. Wizards--Juvenile fiction. Magic--Juvenile fiction. and others **ISBN:** 0590353403 and others **MMS ID:** 996378860204825

Record number: ocm37975719-01suny_network **Series:** Harry Potter series ; Year ... at Hogwarts ; **Creation Date:** 02/12/2020 08:01:55 EST

Modification Date: 02/12/2020 08:01:55 EST **Edition:** 1st American edition.

[Physical](#) [Electronic](#) [Digital](#) [Other details](#)

2  **Harry Potter and the sorcerer's stone.** Edit Record Holdings ...

Book {Book - Physical} text; unmediated; volume By Rowling, J. K. ([New York] : Arthur A Levine Books An Imprint of Scholastic Press [©1998, ©1997]) **Language:** English **Requests: 1**

Record number: ocn179288139-01suny_network **MMS ID:** 996378860304825

Series: Year One at Hogwarts **Creation Date:** 02/12/2020 07:45:11 EST

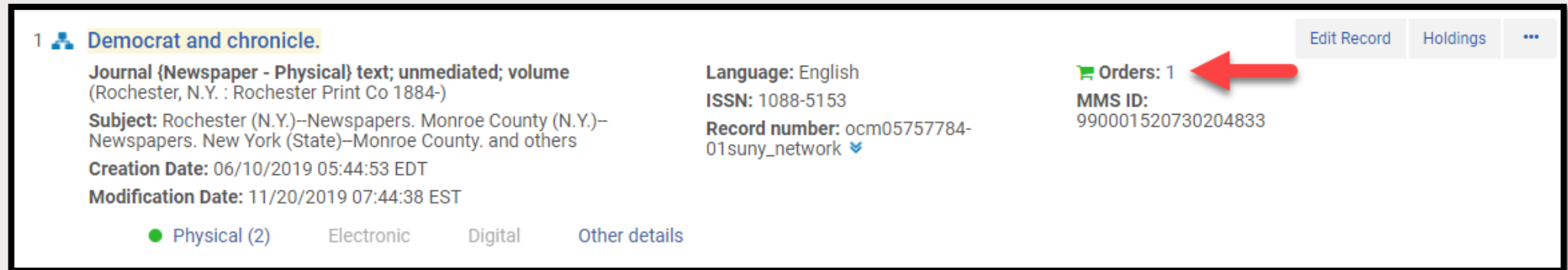
Modification Date: 02/12/2020 07:45:11 EST **Edition:** 1st American ed., Oct. 1998.


Physical (1) [Electronic](#) [Digital](#) [Other details](#)

TROUBLESHOOTING

Troubleshooting - When “Relink” Does Not Appear

1. Perform a repository search
2. Click on the *number link* next to Orders




1  **Democrat and chronicle.** Edit Record Holdings ...

Journal {Newspaper - Physical} text; unmediated; volume
(Rochester, N.Y. : Rochester Print Co 1884-)

Language: English


ISSN: 1088-5153

Subject: Rochester (N.Y.)--Newspapers. Monroe County (N.Y.)--Newspapers. New York (State)--Monroe County. and others


Record number: ocm05757784-01suny_network 

Creation Date: 06/10/2019 05:44:53 EDT

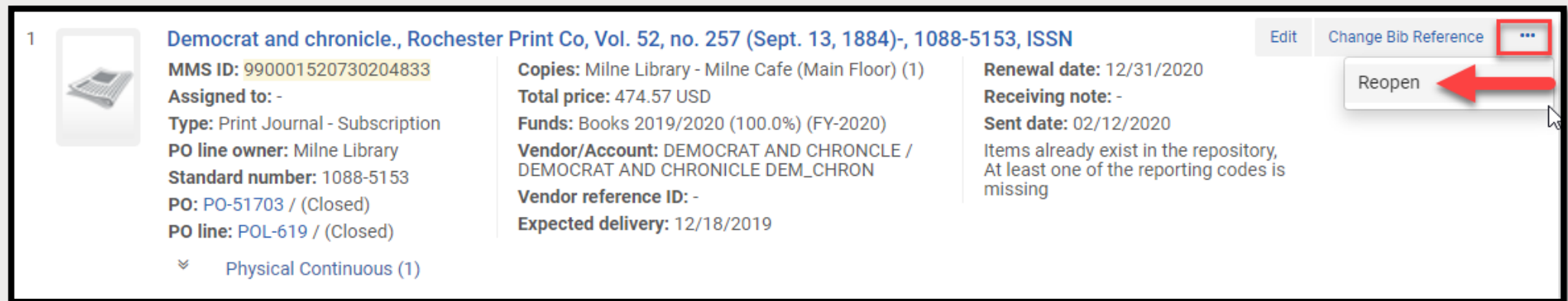
Modification Date: 11/20/2019 07:44:38 EST


Orders: 1 

MMS ID: 990001520730204833

 Physical (2) Electronic Digital Other details

3. Click “Reopen” from the ellipses only if the Relink option does not appear from Edit



1  **Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-, 1088-5153, ISSN** Edit Change Bib Reference ...

MMS ID: 990001520730204833

Assigned to: -

Type: Print Journal - Subscription

PO line owner: Milne Library

Standard number: 1088-5153

PO: PO-51703 / (Closed)

PO line: POL-619 / (Closed)

Copies: Milne Library - Milne Cafe (Main Floor) (1)

Total price: 474.57 USD

Funds: Books 2019/2020 (100.0%) (FY-2020)

Vendor/Account: DEMOCRAT AND CHRONCLE / DEMOCRAT AND CHRONICLE DEM_CHRON

Vendor reference ID: -


Expected delivery: 12/18/2019


Renewal date: 12/31/2020

Receiving note: -

Sent date: 02/12/2020

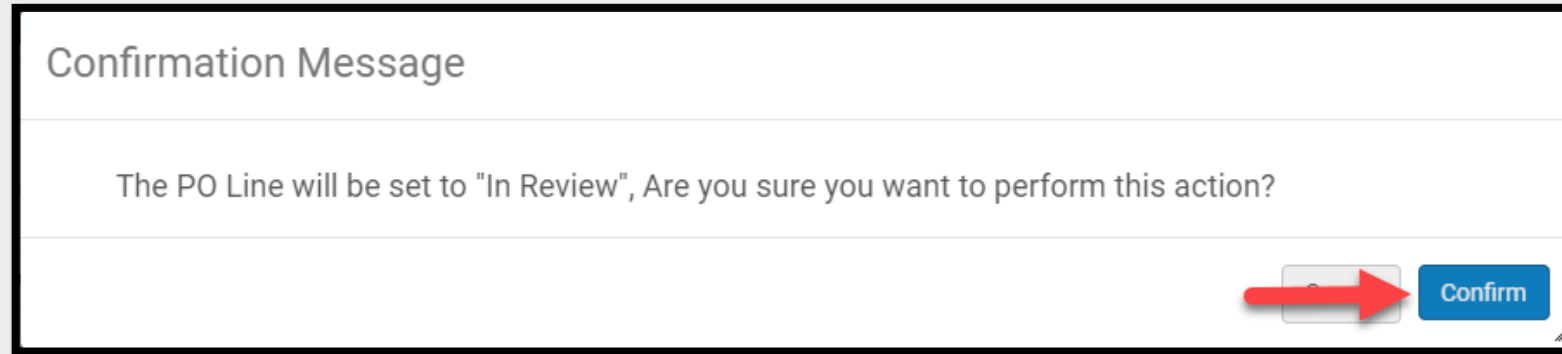
Items already exist in the repository,
At least one of the reporting codes is missing

 Physical Continuous (1)

Reopen 

Troubleshooting - When “Relink” Does Not Appear

4. Click **Confirm** when the Confirmation Message appears saying the POL will be set to “In Review”



5. Go to **Acquisitions>Purchase Order Lines>Review**

Troubleshooting - When “Relink” Does Not Appear

6. Click on the Unassigned tab
7. Click Relink from the ellipses
 - a) Or click *Edit* and click *Relink*

The screenshot shows a library system interface. At the top, there are tabs for 'Assigned to Me' and 'Unassigned', with 'Unassigned' selected and highlighted by a red box. Below the tabs is a search bar and an 'Expand' button. The main content area displays a purchase order line for 'Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-, 1088-5153, ISSN'. The line details include MMS ID, Type, PO line owner, Standard number, PO, PO line, Copies, Total price, Funds, Vendor/Account, Vendor reference ID, and Renewal date. A dropdown menu is open next to the line, showing options: Edit, Order Now, Relink, Change Bib Reference, Cancel, and Delete. The 'Relink' option is highlighted by a red arrow. Below the main content area, there is a 'Purchase Order Line Details' section with a navigation bar containing buttons: '<', 'Change Bib Reference', 'Delete', 'Relink', 'Order Now', 'Save', 'Back', and 'Save and Continue'. The 'Relink' button is highlighted by a red arrow. Below the navigation bar is a table with the following data:

PO line	PO	Status	In Review (2020-02-12)
POL-619	-	In Review	(2020-02-12)
PO line type	PO line owner	Sent date	-
Print Journal - Subscription	Milne Library	-	

Troubleshooting - When “Relink” Does Not Appear

8. Edit the repository Search and click **Search**

Repository Search

All titles ▾ Zone: ● Institution ○ Network ○ Community

Title ▾ Contains Keywords ▾ Democrat and chronicle. + 📄 X

AND OR ISSN ▾ Contains Keywords ▾ 1088-5153 + 📄 X

Search

9. Click on the bib record where the POL will be relinked

Institution Network Community

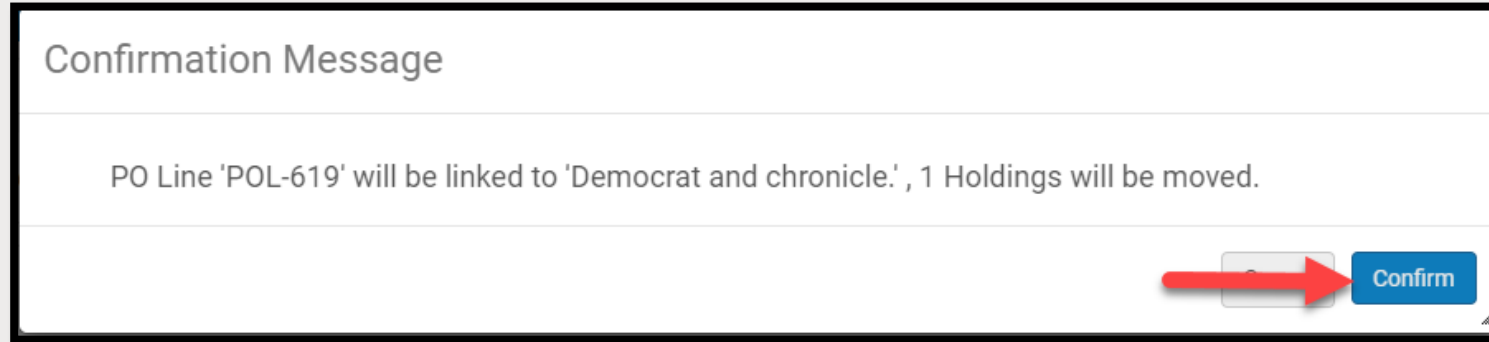
Sort by: Rank ▾ Secondary Sort by: Rank ▾ 1 - 20 of 48 Expand ▾ ⚙️

1 🏠 Democrat and chronicle.
Journal (Newspaper - Physical) text; unmediated; volume (Rochester, N.Y. : Rochester Print Co 1884-)
ISSN: 1088-5153
Record number: ocm05757784-01suny_network
Language: English
MMS ID: 991031814129704801
Subject: Rochester (N.Y.)-Newspapers. Monroe County (N.Y.)-Newspapers. New York (State)-Monroe County. and others
Creation Date: 05/26/2019 22:51:39 EDT
Modification Date: -
Electronic Digital Held by (10) Other details

2 Democrat and chronicle.
Journal (Microforms) text; microform; microfilm reel (Rochester, N.Y. : Rochester Print Co 1884-)
Record number: ocm22155831-01suny_network
Language: English
MMS ID: 991041471639704801
Subject: Newspapers.
Creation Date: 05/26/2019 17:27:31 EDT
Modification Date: -
Electronic Digital Held by Other details

Troubleshooting - When “Relink” Does Not Appear

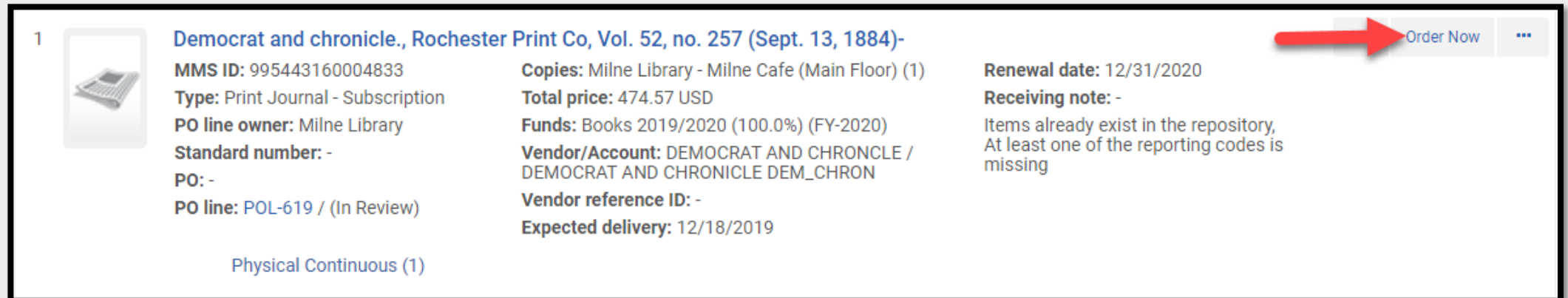
10. Click **Confirm** when the Confirmation Message appears




11. Click on the **Assigned to Me** tab

12. Click **Order Now**

- a) This will move the POL out of review
- b) It does not create a new order record (unless you use the Acquisitions Method: Purchase)

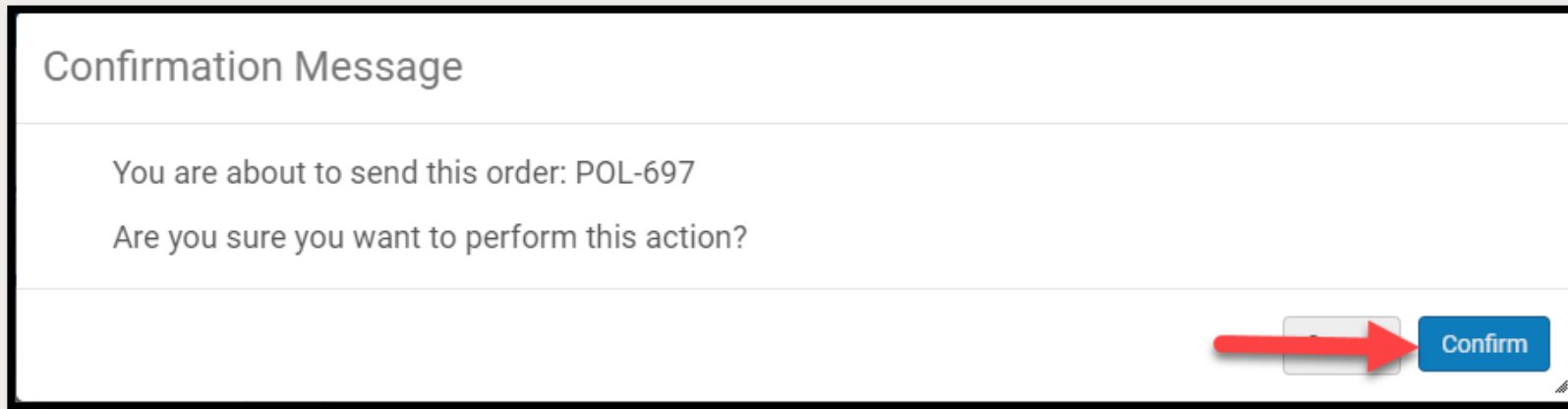


A screenshot of a library item record. The record is for "Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-". The record includes a small image of a newspaper, a list of metadata fields, and an "Order Now" button. A red arrow points to the "Order Now" button.

1		Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)- MMS ID: 995443160004833 Type: Print Journal - Subscription PO line owner: Milne Library Standard number: - PO: - PO line: POL-619 / (In Review) Physical Continuous (1)	Copies: Milne Library - Milne Cafe (Main Floor) (1) Total price: 474.57 USD Funds: Books 2019/2020 (100.0%) (FY-2020) Vendor/Account: DEMOCRAT AND CHRONICLE / DEMOCRAT AND CHRONICLE DEM_CHRON Vendor reference ID: - Expected delivery: 12/18/2019	Renewal date: 12/31/2020 Receiving note: - Items already exist in the repository, At least one of the reporting codes is missing	Order Now ...
---	---	---	---	--	----------------------

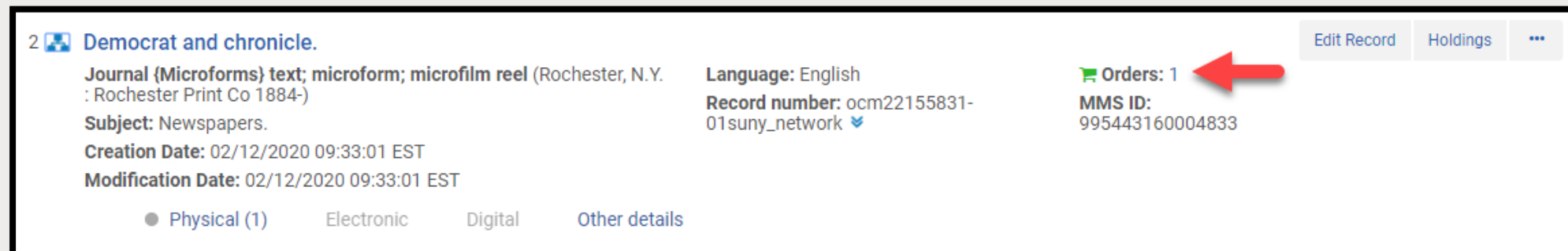
Troubleshooting - When “Relink” Does Not Appear


13. Click **Confirm** when the Confirmation Message appears



14. Perform a repository search


15. Click on the **number link** next to Orders




2  **Democrat and chronicle.** Edit Record Holdings ...

Journal {Microforms} text; microform; microfilm reel (Rochester, N.Y. : Rochester Print Co 1884-)

Subject: Newspapers. **Language:** English

Creation Date: 02/12/2020 09:33:01 EST **Record number:** ocm22155831-01suny_network 


Modification Date: 02/12/2020 09:33:01 EST **Orders:** 1  **MMS ID:** 995443160004833

Physical (1) Electronic Digital [Other details](#)

Troubleshooting - When “Relink” Does Not Appear

13. The POL status

a) One Time = Closed

1  Harry Potter and the sorcerer's stone / Warner Bros. Pictures ; directed by Chris Columbus ; screenplay by Steve Kloves ; produced by David Heyman ; executive producers, Chris Columbus, Mark Radcliffe, Michael Barnathan ; executive producer, Duncan Henderson ; a Warner Bros. Pictures presentation ; a Heyday Films/1492 Pictures/Duncan Henderson production ; a Chris Columbus film., [Burbank, CA] ; Warner Bros. Entertainment,, 2007, 1419856995, ISBN

MMS ID: 990004574620204833
Assigned to: -
Type: Print Book **One Time**
PO line owner: Milne Library
Standard number: 1419856995
PO: PO-51706 / (Closed)
PO line: POL-697 / (Closed)

Copies: Milne Library - TERC - Juvenile/Young Adult Collection-MJUV (1)
Total price: 18.99 USD
Funds: Books 2019/2020 (100.0%) (FY-2020)
Vendor/Account: EBSCO INDUSTRIES, INC. / Databases, eBooks, and electronic resources licensed directly from EBSCO (Journals are excluded) EBSCO Account
Vendor reference ID: -
Expected delivery: 02/11/2020

Receiving note: -
Sent date: 02/12/2020
Items already exist in the repository, At least one of the reporting codes is missing


Edit Change Bib Reference ...

b) Subscription = Waiting for Renewal

- i. Subscription and Standing Orders will need to have the POL closed if it was closed prior to relinking it
 - a. Click **Close** from the Ellipses
 - b. Click **Confirm** when the Confirmation Message appears

Troubleshooting - When "Relink" Does Not Appear

Subscription POL:

1  **Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-** Edit Change Bib Reference ⋮

MMS ID: 995443160004833
Assigned to: -
Type: Print Journal - Subscription
PO line owner: Milne Library
Standard number: -
PO: PO-51704 / (Sent)
PO line: POL-619 / (Waiting for Renewal)
Physical Continuous (1)

Copies: Milne Library - Milne Cafe (Main Floor) (1)
Total price: 474.57 USD
Funds: Books 2019/2020 (100.0%) (FY-2020)
Vendor/Account: DEMOCRAT AND CHRONCLE / DEMOCRAT AND CHRONICLE DEM_CHRON
Vendor reference ID: -
Expected delivery: 12/18/2019


Renewal date: 12/31/2020
Receiving note: -
Sent date: 02/12/2020
At least one of the reporting codes is missing

Close Cancel

Confirmation Message

You are going to close the PO Line POL-619. Are you sure you want to continue?

Cancel Confirm

1  **Democrat and chronicle., Rochester Print Co, Vol. 52, no. 257 (Sept. 13, 1884)-, 1088-5153, ISSN** Edit C

MMS ID: 990001520730204833
Assigned to: -
Type: Print Journal - Subscription
PO line owner: Milne Library
Standard number: 1088-5153
PO: PO-51707 / (Sent)
PO line: POL-619 / (Closed)
Physical Continuous (1)

Copies: Milne Library - Milne Cafe (Main Floor) (1)
Total price: 474.57 USD
Funds: Books 2019/2020 (100.0%) (FY-2020)
Vendor/Account: DEMOCRAT AND CHRONCLE / DEMOCRAT AND CHRONICLE DEM_CHRON
Vendor reference ID: -
Expected delivery: 12/18/2019

Renewal date: 12/31/2020
Receiving note: -
Sent date: 02/12/2020
Items already exist in the repository, At least one of the reporting codes is missing

✓ PO line: POL-619, with title: Democrat and chronicle., was updated and in status: Closed
 Collapse by default

Troubleshooting - When “Relink” Does Not Appear

15. Unlink original bib record from the NZ if it is linked to the NZ (skip this step for IZ only records)
 - a) Open the bib record in the MD Editor
 - b) Click ***File>Copy to Catalog***
 - c) Click ***Save***

16. Delete the IZ bib record from the repository
 - a) Click ***File>Delete Record***

SUPPORTING DOCUMENTATION



The State University
of New York

Supporting Documentation

- Ex Libris
 - [Closing, Reopening, and Relinking PO Lines](#)
- SLSS
 - [Relinking Bib Record](#)
 - [Items, Holdings, and Relinking Records](#)