Add a copy to a title in the YUL collection

Searching in Alma

Login to Alma and open the Metadata Editor



Choose All titles and title as a search type

YORK	Alma	± »	Open Metadata Editor		
	All titles ▼	Title 🔻			
MD Editor					
Templates	> Fil	e 👻 Edit	▼ Tools ▼	Eq Es	Ē;] ,

Enter a search in the title box and click on the search icon (magnifying glass)

YORK	Alma	Spen Metadata Editor	9 1 🖄 🌣 🥹
	All titles v	Title 👻 crown of life the world X 🛧 📿	Advanced *

The search results default to the IZ. Look at the Record Number. York records will contain a (YOU) [record number] -01ocul_yor

Confirm that you have the correct record

YC	RKU Alma 🛎 » Open Metadata Editor			9 👤 🖻	¢?
»	All titles Title crown of life the world All Titles (1 - 9 of 9) crown of life the world		X A r Q	Advanced ▼	Save Query
Facets	Institution Image: Network Image: Community Sort by : Rank Secondary Sort by : Rank Image: Community			Expand -	· 🕒 🗘
	1 A crown of life : the world of John McCrae / Dianne Graves. Book (Book - Physical) By Graves, Dianne (St. Catharines, Ont. : Vanwell Pub ci997.) Subject: McCrae, John,1872-1918. CanadaCanadian Army-Biography. PhysiciansCanada-Biography. and others Creation Date: 28/05/2019 13:26:31 EDT Modification Date: 11/06/2019 11:15:03 EDT • Physical (1) Electronic Digital Other details	Language: English ISBN: 1550680919 : Record number: (YOU)1395654- 01ocul_yor ♥	MMS ID: 991025577499705164	Edit Record	Holdings

Click on Edit record

YC	RKU Alma = » Open Metadata Editor	<mark>و</mark> ا	2	2 X	: ?
	All titles Title Title crown of life the world X 👘 Q	Advance	d 🔻		
»	All Titles (1 - 9 of 9) crown of life the world			Sav	e Query
-acets	A Institution				
	Sort by : Rank 🔹 Secondary Sort by : Rank 🝷	E	xpano	d ~ (∋ ¢
	1 A crown of life : the world of John McCrae / Dianne Graves.	Edit R	ecord	Holdin	gs •••
	Book {Book - Physical} By Graves, Dianne (St. Catharines, Ont. : Vanwell Language: English MMS ID: Pub c1997.) ISBN: 1550680019 · 991025577499705164				
	Subject: McCrae, John,1872-1918. CanadaCanadian Army Biography. PhysiciansCanada-Biography. and others				
	Creation Date: 28/05/2019 13:26:31 EDT				
	Modification Date: 11/06/2019 11:15:03 EDT				
	Physical (1) Electronic Digital Other details				

Click on View Inventory

\leftarrow \rightarrow C $$ ocul-yor.	alma.exlibrisgrou	p.com/rep/action/pageAction.do?	&xmlFileName	=search.mms_re	sults.x	ml&pageVi	ewMode=Edit&clear=true	☆	لم الح	Θ:
	t ≦ »	Open Metadata Editor						Q <u>1</u>	2	¢ 🕄
All titles	▼ Title ▼						ftr Q	Advanced •		
MD Editor										Back
Templates >	File 👻 Edit 🖲	Tools ▼	R	B. D.	÷	*			5	Exit
Records ~	You have 1 wa	arning(s) in your record								
 Dublin Core MARC21 Bibliographic 	(Bibliographic)	Working on - A crown of life : th (9	9102557749970	5164), Created b	/ impoi	rt (28/05/201	9 13:26:31 EDT), Modified by Sys	tem (11/06/2019 11	15:03 EDT)
A crown of life (991025	LDR	01397cam#a2200409#a#4500								2
🕂 You were meant (991(001	991025577499705164								
MARC21 Holdings	005	19980825103746.0								
	008	970718s1997####oncabcf##b####	#001#0#eng#c							
	016	\$\$a 97931660X								
	020	\$\$a 1550680919 : \$\$c \$35.00								
	035	\$\$a (YOU)1395654-01ocul_yor								
	035	\$\$a (CaOEAGC)1395654 \$\$9 ExL								•
YORK L Alma	± »	Open Metadata Editor						<u>۹</u>	i	¢ 0
All titles	Title 🔻						Ar Q	Advanced •		
< MD Editor										Back
Templates >	File - Edit -	Tools 👻 📋	R. R.	e , e ,		Ē) <u> </u>		ka 😫	Exit
Records ~	You have 1 wa	rning(s) in your record				You have 1	warning(s) in your record			
Dublin Core MARC21 Bibliographic	(Bibliographic)	Working on - A crown of life : th (99 import (28/05/2019 13:26:31 EDT), 11:15:03 EDT)	1025577499705 Modified by Sys	164), Created by stem (11/06/2019		(Holdings)	Working on - A crown of life : th ((28/05/2019 13:26:31 EDT)	2246973190005164), Created	by import
🕂 A crown of life (991025	LDR	01397cam#a2200409#a#4500			•	LDR	00208cx##a22000973##450	0		1
🕂 You were meant (9910	001	991025577499705164		//		001	h6011518-01ocul_yor			
MARC21 Holdings	005	19980825103746.0				004	1395654-01ocul_yor			
A crown of life (224697	008	970718s1997####oncabcf##b#####	001#0#eng#c			852 0	\$\$b FROST \$\$c FROST \$\$h	FC 556 M223 G73	1997	
T Das zweite Buch (228)	016	\$\$a 97931660X	•							
The Plack Inter (2292)	020	\$\$a 1550680919 : \$\$c \$35.00								
The Black Inter (22853	035	\$\$a (YOU)1395654-01ocul vor								
m i ne road to int (22104)	035	\$\$a (CaOEAGC)1395654 \$\$9 ExL			-					
		, , , , , , , , , , , , , , , , , , , ,								

Click on Add Item

All titles	Title -	Advanced 🕶
< MD Editor		Back
Templates >	File 🕶 Edit 🕶 Tools 🕶 📔 📔 📆 🛃 🖡 🛼	💼 💼 🏣 💼 🖪 💽 Exit
Records ~	You have 1 warning(s) in your record	You have 1 warning(s) in your record
 Dublin Core MARC21 Bibliographic 	(Bibliographic) Working on - A crown of life : th (991025577499705164), Created by import (28/05/2019 13:26:31 EDT), Modified by System (11/06/2019 11:15:03 EDT)	Holdings Working on - A crown of life : th (2246973190005164), Created by import (28/05/2019 13:28:31 EDT)
 A crown of life (991025 A You were meant (9910 ► MARC21 Holdings 	LDR 01397cam#a2200409#a#4500 001 991025577499705164	LDR U20050xmma_2/2009/_xmm4500 001 h6011518-01ocul_yor 004 1395654-01ocul_yor
 A crown of life (224697 [●] A crown of life (2288 	005 19980825103746.0 008 970718s1997####oncabct##b####001#0#eng#c 01e \$\$a 97931660X	852 0 \$\$b FROST \$\$c FROST \$\$h FC 556 M223 G73 1997
 ♣ Law and the art (22928 ♣ The Black Inter (22853 	020 \$\$a 1550680919 : \$\$c \$35.00 ps \$\$a (YOU)1395654-010cul vor	
I ne road to int (22104)	035 \$\$a (CaOEAGC)1395654 \$\$9 ExL Current cataloging level [00] Short term, change to [00] Short term ▼	

Click on Edit

File - Edit -	Tools ▼		Ē; 📜 🖬		4	22	Exit
You have 1 wa	rning(s) in your record		Holdings(1) Portfolio(0)	Representation(0) Electronic	Collection	ı(0)	
Bibliographic	Working on - A crown of life : th (991025577499705164), Created b import (28/05/2019 13:26:31 EDT), Modified by System (11/06/2019 11:15:03 EDT)	1	Library: Leslie Frost Library	Location: Frost Stacks	View	Edit	
LDR	01397cam#a2200409#a#4500		Call Number: FC 556 M223 No. of items: 1 Available: 1	G73 1997			
001	991025577499705164		No. of Rollo. 17 Available. 1				
005	19980825103746.0						
008	970718s1997####oncabcf##b####001#0#eng#c						
016	\$\$a 97931660X						
020	\$\$a 1550680919 : \$\$c \$35.00	-					
Current cataloging	level [00] Short term, change to [00] Short term 🔻						

The Physical Item Editor opens

Physical Item Ec	litor		Relink to a	Relink to another bibliographic record Save and Edit Cancel Save						
A crown 0919 :]	of life : the world of John McCrae / D)ianne Grav	res. Graves, Dianne V	/anwell Pub St. Catharines, Ont. : c1997. [155068≁						
Holdings Holdings ID Barcode Process typ	Leslie Frost Library: Frost Stacks; FC 556 M223 G - - a - Item a - Stat	73 1997 n ID - tus -		View all holdings View all items Browse shelf listing						
General Information				~						
Barcode		Generate	Copy ID							
Material type		•	Item policy							
Provenance		•	Is magnetic	· · · ·						
Issue date										
Receiving date			Expected receiving date	Ö						

Fill in these fields

Barcode: Wand or Type in

Material Type: Click on the drop down menu and select the appropriate value for the physical format

Copy ID: Type in appropriate value

Item Policy: Click on the drop down menu and select the appropriate value. **These are similar to Sirsi Item Types**

Holdings Holdings ID	Leslie Frost Library: Frost Stack	s; FC 556 M223 G73 1997			View all holdings	
Barcode Process type	-	Item ID Status	-		View all items Browse shelf listing	
ral Information						~
Barcode	39007100000428		Generate	Copy ID	2	
Material type	Book		•	Item policy	Frost Book	-
Provenance			•	Is magnetic		•
Issue date						
Receiving date			Ë	Expected receiving date		
Enumeration A				Enumeration B		
Chronology I				Chronology J		
Description			Generate			
Pages				Pieces		
Replacement cost				Receiving operator		
Physical condition			•			
Process type			-			

Click on Save

YORK Alma 🛎 » Open	Metadata Editor				0	1	2	\$ (?
	All titles • Title •		<mark>#</mark> ▼ Q	Advanced •					
Physical Item I	Editor		Relink to another bibliographic record	Save and Edit Cancel	Save				
A crow	n of life : the world of John McCrae / Dianne Grave	es. Graves, Dianne	Vanwell Pub St. Catharines, Or	nt. : c1997. [1550680919 :]	~				
Holdings Holdings I Barcode Process ty	Leslie Frost Library: Frost Stacks; FC 556 M223 G73 1997 D - 39007100000428 Item ID - pe - Status		View all holdings View all items Browse shelf listing						
General Information					~				
Barcod	e 39007100000428 Gene	rate	Copy ID 2						
Material typ	e Book	▪ Iter	em policy Frost Book	-					
Provenanc	e	- Is m	magnetic	-					
Issue dat	e	•							
Receiving dat	e	Expected receive	ving date						
Enumeration .	A	Enume	eration B						
Chronology	1	Chron	onology J						
Descriptio	n Gene	rate							
Page	s		Pieces						
Replacement cos	t	Receiving o	operator						
Physical conditio	n	-							
Process typ	e	•							
	KOD Vall der Bliek	 suppress 	seu: rieather, i know we ve n	au some exchanges about	UNIST	very	Jeculta	1 Tec	LOIGT

A confirmation message will appear

YORK L Alma 😑 » Open	Metadata Editor						•	L 🖻	\$ 6
	All titles 🔻 Title 👻		ŧ۲	Q	Advanced •				
< MD Editor	All titles All titles	Title contains crown of life the world Title contains lifeline of the Oregon Country the Fraser-Columbia brigade system, 1811-47							Bac
	All titles All titles	Title contains lifeline of the Oregon Country the Fraser-Columbia brigade system, 1811-47 Aut Title contains lifeline of the Oregon Country					The data for A crown of of John McCrae / Diann	life : the w e Graves.	vorld ×
	All titles All titles	Title contains york pamphlet template Title contains york pamphlet template	.≜ ⊼			0	Graves, Dianne Vanwell Catharines, Ont. : c1997 :) has been successfully	Pub St. . (1550680 updated	⁾⁹¹⁹ >
	All titles All titles	where (Local notes contains keywords "gift of barbara godard") where (Local notes contains keywords "Gift of Barbara Godard")	↑ ↑						
	All titles All titles	Title contains energy in the developing countries Title contains crown of life the world	А А						
		MD Editor Losing data							

Do the search again

All titles

Edit Record

View Inventory - There should now be 2 items available

YORK L Alma	a ≝ »	Open Metadata Editor			9	L 🖻	\$?
		All titles • Title •		Advanced 🔻				
< MD Editor							в	lack
Femplates >	File 👻 Edit	▪ Tools ▪ 🔛 🛱, 🛃 🖺, 🛱, 👘 👘 🎀 🗃				4	20 E	Exit
Records ~	You have 1 w	varning(s) in your record		Holdings(1) Portfolio(0) Representation(0) Electronic Collection(0)				
 Dublin Core MARC21 Bibliographic A crown of life (991025 The lifeline of (991024 	Bibliographic LDR 001	Working on - A crown of life : th (991025577499705164), Created by import (28/05/2019 13.26.31 EDT), Modified by System (11/06/2019 11.15.03 EDT) 0137cam#a2200409###4500 991025577499705164	¢	1 Library: Leslie Frost Library Location: Frost Stacks Call Number: FC 556 M223 G73 1997 No. 01 Hensi, 2 Available: 2		View E	.dit …	Í
MARC21 Holdings	005	19980825103746.0						
	008	970/18s199/####oncabc!##b####001#U#eng#c \$\$a 97931660X						
	020	\$\$a 1550680919 : \$\$c \$35.00						
	035	\$\$a (YOU)1395654-01ocul_yor						
	035	\$\$a (CaOEAGC)1395654 \$\$9 EXL \$5a (Pirci)#a1306664						
	035 Current catalogi	saa (samiyaa isaada) Ssa CAOTTI SSH FING SSC CAOTTI SSA CAOONIL SSA AFTI ig level (00) Short term, change to (00) Short term V	*					
	Info Alert	s Linked Data		•				
	035 Sub-fie	Id "9" is not listed in profile for field 035						
 Aules 								