Bound-withs: Creating a Host Bibliographic Record

Procedures in Alma

Create a host bibliographic record in the Institution Zone in Alma.

- Make sure the records for the constituent units (the individual titles bound together in the volume) are in the Alma NZ and linked to your IZ.
- In the Metadata Editor, check File > Options and make sure placement of a new record will be in the Institution Zone.
- In the left pane, click on Templates, then expand MARC21 Bibliographic, expand Shared.
- Find and click on the template **Boundwith.**
- Click New from among the options that appear.
- Edit field 245 : Multiple titles bound as a single volume with the barcode [insert barcode]. Scan the barcode on the boundwith volume.
- For each title in the bound-with, edit/add a field 774 to the host bib record in the order of the titles as they appear in the boundwith. Indicators are 1_ (one, blank).
  Example: 774 _1 |t Type title proper here |w IZ-MMSID *(ensure this is the IZ MMSID, and **not** the NZ MMSID ending in 2901)*
- In the Tools menu, select Set Management Tags and click Suppress from Discovery.
- Save the bibliographic record.

  Example of fields in a host bibliographic record:

  > 245 00 |a Multiple titles bound as a single volume with the barcode 30600001524124
  > 774 1_ |t The budget in brief. |w 99155412530101671
  > 774 1_ |t The federal budget in brief. |w 99162676790101671

Create inventory

- Add inventory records only to the host bibliographic record.
- Do not create inventory on constituent bib records as part of this boundwith-related process. The constituent bib records may have additional copies that are not bound-with, in which case you will see inventory directly attached to a constituent bib record.

Linking of constituent records to a host bib records requires that the MMS - Build Record Relations job run successfully (scheduled daily). You will not see links in Alma or Primo until this job has run. If you encounter broken bound-with links, follow the Fixing Broken Bound-with Links in Migrated Records procedures.