

TO SUPPRESS PERIODICAL HOLDINGS IN ALMA ACQ

Search:

Find the matching title, then look at the number beside Physical and choose either 2 or more OR just 1 belonging to Suhr, then follow steps below.

Physical (2 or more)

Physical (1) and it's Suhr

Holdings

Holdings

By Suhr, click 3 dots to the right, Click Edit below

Edit – in upper right

to open the holdings record in the Metadata Editor (the screen should be only half full, lots of empty white area in center)

Tools (at top) dropdown arrow

Set Management Tags

Suppress from Discovery. The “red-eye” should appear on the left side of screen.

Now click blue disc “Save” icon above. You will get “Loading”...

Click MARC21 Holdings folder on left

Release All Records

Yes

Exit – should see “red-eye” on Suhr line unless it was a Physical (1) situation, then you’ll need to click <Record View and Physical to see it.