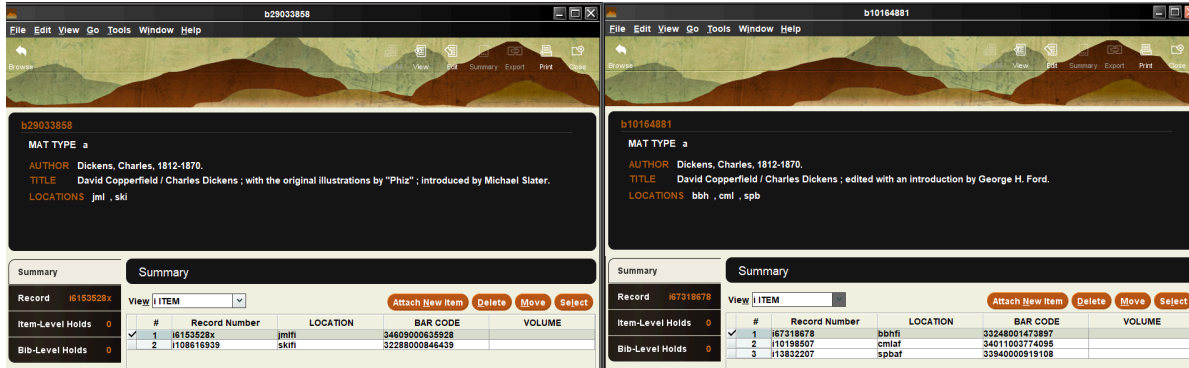
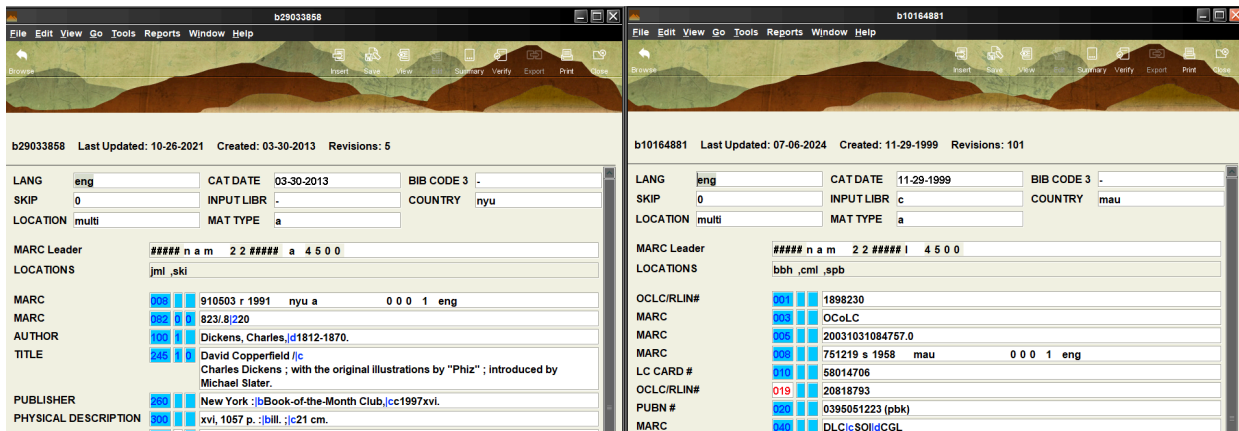


## Transfer an item from one bib to another

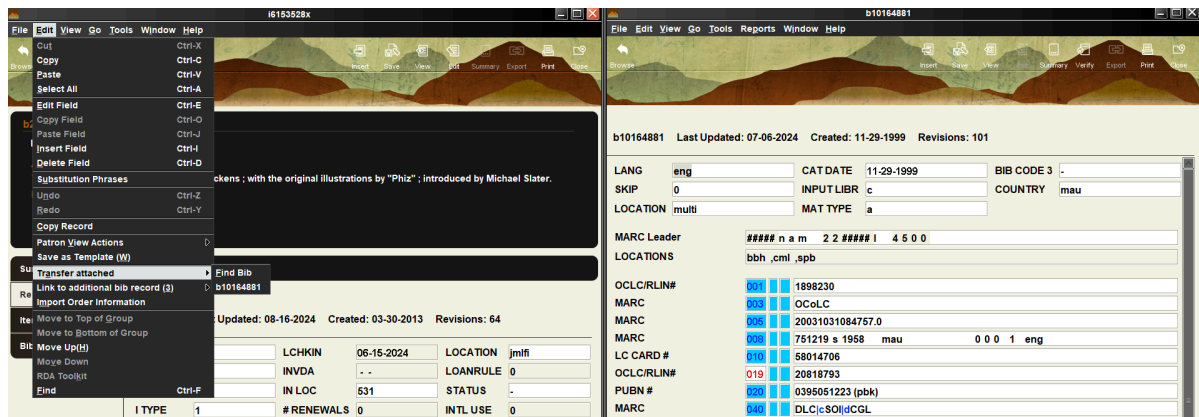
1. Open the bib for where your item is located - ORIGINAL BIB
2. Minimize this window (don't close it)
3. Go find the bib to which you want to move your item - DESTINATION BIB
4. In the Window pull-down menu choose Cascade all
5. In the same pull-down menu choose Tile Vertically
6. You should see two side-by-side bibs



7. Open each bib up with the EDIT icon (upper right)



8. Fix up the DESTINATION bib to current Minerva standards
9. Remove your library from the LOCATION field in the ORIGINAL bib
10. Add your library to the LOCATION field in the DESTINATION bib
11. Open your item record in the ORIGINAL bib
12. Use the menu under Edit in the upper left to choose Transfer attached



13. Be sure the bib # that shows up is the DESTINATION bib you choose (see the right vertical window at the top for the bib number)
14. Click on that bib number under "Find Bib" to the right of "Transfer attached"
15. Go to summary for the DESTINATION bib and you should see your item, with circulation stats preserved, on the list.
16. IF your item was the only one on the ORIGINAL bib, when prompted, delete that bib.