ADDING LOCATION FIELDS

1. Search for all the records that don't have anything in the 852#a field. (Red arrows indicate what you need to select or type.)

Search	×
Search For: Holdings	
AND Anywhere Search Clear	

2. When the list of items comes up, right click anywhere in the list and choose Select All, then right click again and choose Find...

1. Click Advanced	Advanced Find/Replace Find: In: <global> Replace with: Image: Adyanced</global>	Eind Next Beplace Replace/Find Replace All Cancel	Replace All.
7. Execute actions for each	Advanced Find Limit search to field occurrence: Limit search to subfield occurrence: Limit search to character positions: Match each control field, subfield or indicator as specified above (ignore find expression) Advanced Replace insert actions for each insert subfield a containing "KATZ" into first occurrence of field 852, in sorted order 	0 Jace expression) Action Wizard Copy matching Copy existing Move matching Move existing	2. Click Action.
6. See next page!	5into existing subfield	Rename matching Rename existing Remove matching Remove existing Insert new Insert text into matching field	3. Insert new control field field/subfield subfield

(Step 6)

Action Wizard	Action Wizard
Please specify the new subfield to be inserted into the field:	Please specify a field below:
Subfield: a	Field/occurrence
Back Next Cancel	Back Next Cancel

Action Wizard	Action Wizard
Please specify where the subfield should appear in the resulting field:	Please specify text/contents below:
Sorted order: Sorted order: C at beginning of field C at end of field C before C after C after	KATZ
 Deroie matching subfield After matching subfield 	-
Back Next Cancel	Back Cancel

Repeat steps 2-5 to add GSTE to the 852#b field. You can do this BEFORE you do steps 6 & 7 – that way it will add both fields at the same time.