HOW TO COPY THE 264 FIELD TO THE 260 FIELD

1. Search for the Bibliographic records in your catalog that have 264 fields but do NOT have 260 fields. (This illustration also excludes deleted records.)

2. Right click anywhere on a record in the upper pane and choose “Select All.”

3. Right click again and choose “Find…”
4. The Editing dialog box opens. Click in the box in front of “Advanced” to open the Advanced Editor.

5. Click the “Action” button on the lower right side, then choose “Copy existing…field…”

6. In the field/occurrence box, type in 264 (or select it from the drop-down list). Leave it at the first occurrence. Click “Next.”
7. Leave it in sorted order and click “Next.”

8. Just copying the field will not be enough; you will only have two instances of 264 instead of a 260 field! Now we will rename that field. Click the “Actions” button again, but this time, choose “Rename existing...field.”

9. In the field/occurrence box, type in 264 (or select it from the drop-down list). Once again, leave it at the first occurrence and click “Next.”
10. Type in 260 as the new field tag (or choose it from the drop-down menu) and click “Next.”

11. You should now see the actions you have just specified in the “Actions” pane on the lower left side of the dialog box. THE “COPY” ACTION NEEDS TO BE THE FIRST ACTION IN THE LIST. If it is not, highlight it and click the “Move Up” button to move it to the top.

12. Check the “Execute Actions for each” box, then click “Replace All.”
13. This should create a 260 field in your bibliographic record. Once it has completed, it will tell you so. Click “OK” to return to your list of items.

14. This is a good time to check to see if the editing worked properly! Open a record or two to check, but do NOT click save - just cancel. That way, if things did not work out the way you wanted, you can undo the operation by choosing “Undo Find/Replace” on the Edit menu.