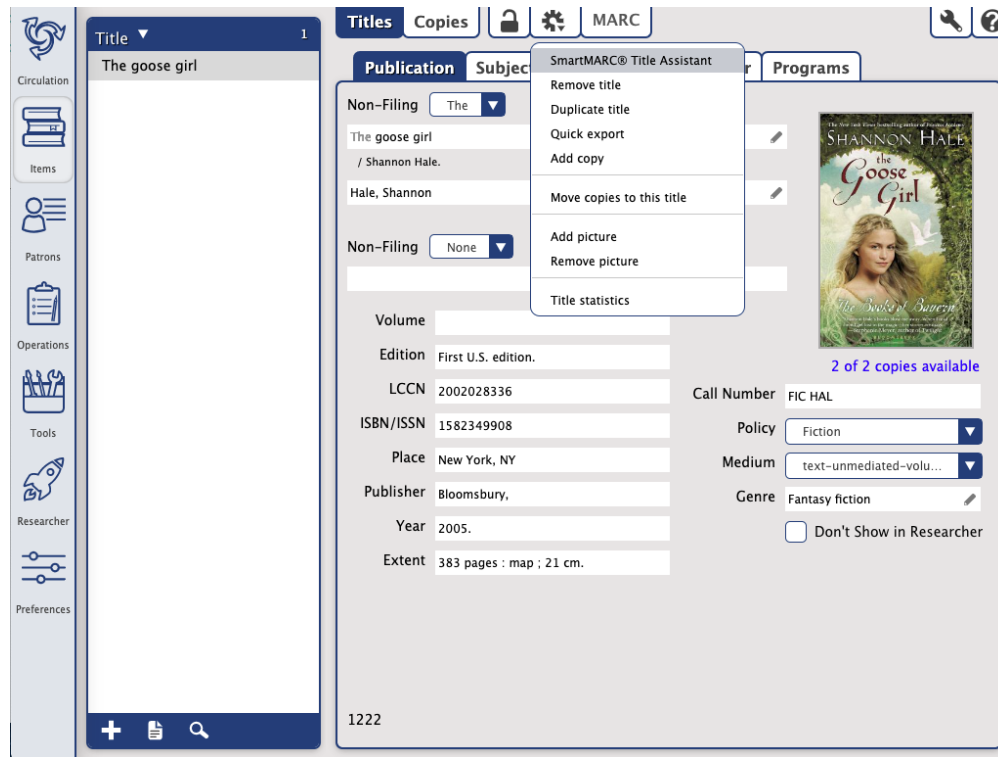




Title Assistant to the rescue!

January 31 2022

Miss Honey noticed that a lot of the older title records in her Alexandria are a bit sparse. She decided to use Title Assistant to update the title records to a more complete MARC record, and you can too!



Updating Existing Title Records

1. To update an existing title record, navigate to **Items** in Alexandria. Make sure the top corner control strip is on **Title**. Then, click the Find icon  at the bottom of the Items Record List pane to open the Item Lookup dialog. This will allow you to locate the title in your database that you want to update.
2. Select the record from the item lookup results, and make sure the title record you are trying to update contains information in at least a few of the following fields: **Title, Author, LCCN, or ISBN/ISSN**. This ensures you will get an accurate match for the bibliographic record you're searching. For some items, you may only need the title (e.g. The Goose Girl) but depending on what you're searching, you may need to provide the author's last name as well (e.g. Hale).
3. Unlock the record by clicking the padlock at the top of the window. Then, click the Actions menu  and select SmartMARC® Title Assistant.
4. When a search is successful, all matching bibliographic records are displayed in the Title Assistant Results window, including the title, medium, and location (i.e. the source of the bibliographic record). If you're not satisfied with your search results, **Back** to edit your search parameters and try again.
5. Locate and select the record that you want, and press <enter> or click **Continue**. This will populate a new (unlocked for further editing) title record in the Items Management window, with the contents of the selected record.

Title	Medium	Location
The goose girl	text-unmediated-vol	OH - Special - OhioLINK

Completed. 2 databases examined

```

LDR01703cam 2200373|| 4500^
00159821197^
0030CoLC^
00520100405094141.0^
008050429t20052003nyub d 000 1 eng d^
020 _a1582349908^
020 _a9781582349909 (pbk.)^
035 _a(OCOLC)59821197^
040 _aUUC_beng_erda_cUUC_dMUS_dBAKER_dBTCTA_dIHE_dLF3_dMTU^
050 4_aPZ8.H134_bGo 2005^
08204_a[Fic]_222^
092 _aJ-MID_bHALE, H164go^
1001 _aTitle _bChange _dMUS_dIHE_dLF3_dMTU^

```

Back Cancel Continue

The existing title record in Items Management will automatically update any incomplete or deficient fields to the current standards and/or specifications. Because the matching record is merged with your existing data, any private tags you might have created will be preserved. Sometimes, this may result in additional notes and subject fields which you can remove manually.

Read [Title Assistant](#) for information on configuring Title Assistant, and using it to add new title records.

Reach out to our Support team at support@goalexandria.com for further assistance.



Tell us how we're doing! Fill out our [Support Center Content Feedback](#) to let us know how we can improve our Support Center.