Record Buckets in Evergreen: A Basic Introduction

Record buckets are an extremely useful feature in Evergreen that allow catalogers to make batch changes to item records. You can also simply use them as containers for items you’d like to review at a later date.

The following example illustrates how to use record buckets to merge two items.

1. **Nuclear Regulatory Commission issuances**  
   U.S. Nuclear Regulatory Commission.
   Serials and magazines  
   Call number: Y 3.N 88:11-2/  
   1 of 1 copy available at SC LENDS.

2. **Nuclear Regulatory Commission issuances**  
   U.S. Nuclear Regulatory Commission.
   Serials and magazines  
   Call number: Y 3.N 88:11-2/  
   1 of 1 copy available at SC LENDS.

A title search reveals two serial entries that need to be merged (they belong on the same record). Examination of the two records reveals that they have the same ISSN and other identifying details: they can be merged.

To add a record to a bucket, display the record. Then choose **Actions for this Record ➔ Add to Bucket**.
You may have a preexisting bucket you use to merge, but, for this example, we will create a new record bucket. Select “Add to New Bucket.”

Evergreen will prompt you to name your new bucket. There are no naming rules or conventions, so you can assign a name that is useful and descriptive for you.

Records are accessible from the Evergreen welcome screen or from the toolbar: Edit ➔ Record Buckets.
Choose the bucket that contains the items you wish to merge. For instructions on how to merge, please see the SCLENDS “Merging in Evergreen” document. You would follow this same procedure to this point if you wanted to batch edit or delete two or more records.

When you have completed your merging (or other task), use “Remove Selected from Bucket” to empty your bucket.
The Quick Version:

1. Identify records that you wish to put in a record bucket.
2. From the display screens for the individual records, select “Add to Selected Bucket” or “Add to New Bucket” (as appropriate for your workflow).
3. Merge, edit, delete, etc. records as desired.
4. When you are done with your tasks, choose “Remove Selected from Bucket.”