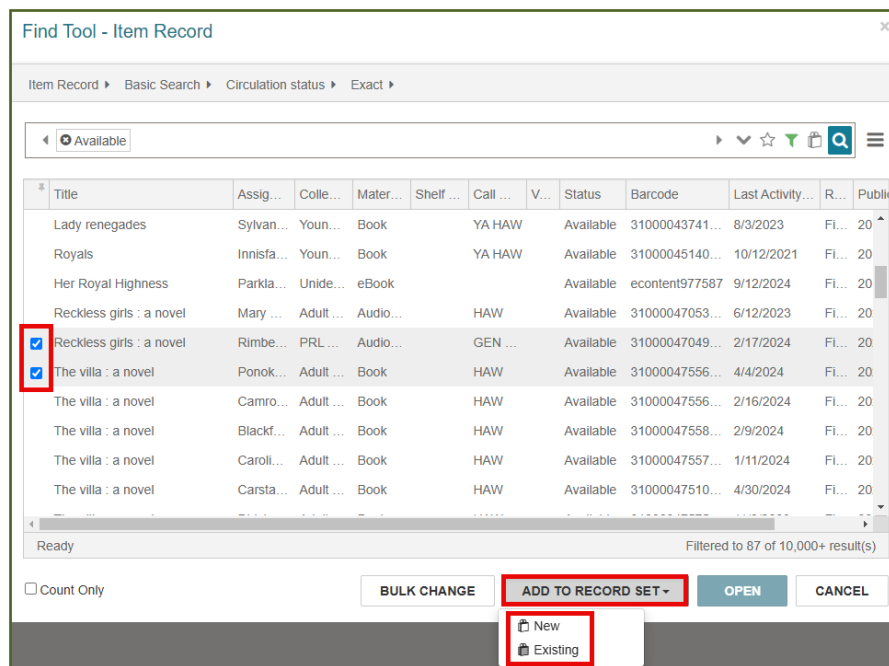# Record Sets

Record sets are a great way to view and group a number of records (i.e., for administrative display, deselection purposes etc.).
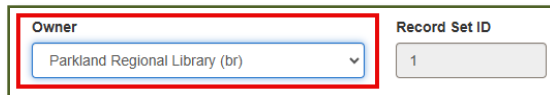
Adding Items to a Record Set.

1. Perform a search using the **Find Tool**. This can be for item records, bibliographic records, or patron records. Check the box beside the search results and click the **Add to Record Set** button.

2. Select **New** or **Existing** record set.
   a. **New** - You will be taken to a new record set workform. Your record set name should include your library code (i.e., ALAP-record set name)

Note: Ensure you change the record **owner** from your specific login to your **library branch**, that way the record set can be found/edited by any of your library's logins.
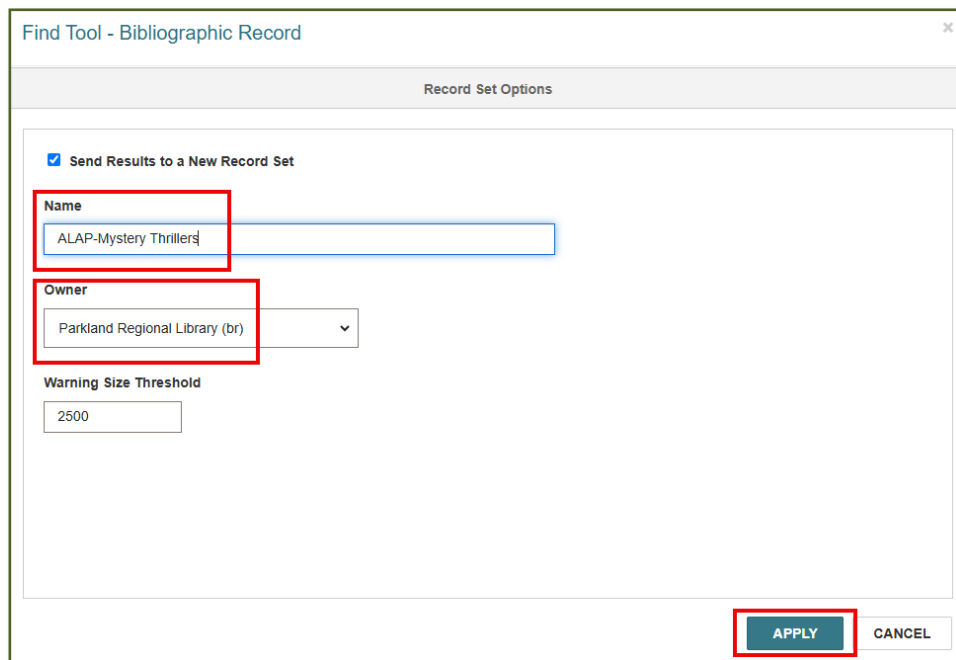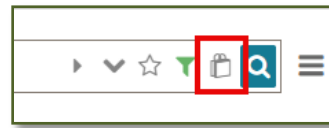

   b. **Existing** - You will be prompted to search for a record set by name. You can search with an asterisk* to view all record sets.

To Add All Results to Record Set

1. Select the bag icon to open **Record Set Option.**

2. Check the box, **Send Results to a New Record Set.** Your record set name should include your library code and the owner should be your library. Click **Apply**.

   Find Tool - Bibliographic Record

   Record Set Options

   ☑ **Send Results to a New Record Set**

   Name
   ALAP-Mystery Thrillers

   Owner
   Parkland Regional Library (br)
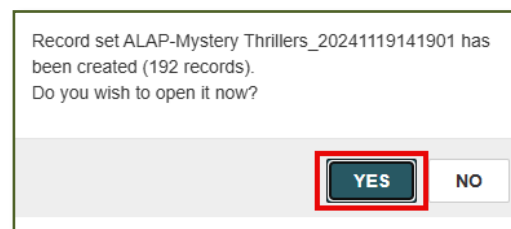
   Warning Size Threshold
   2500

   APPLY   **CANCEL**

3. Once the **Send Results** option is set, the bag icon will be green.

4. Click the search button again, and you will receive a pop-up notice informing you the record set has been created. Click **Yes.**

   Record set ALAP-Mystery Thrillers_20241119141901 has been created (192 records).
   Do you wish to open it now?
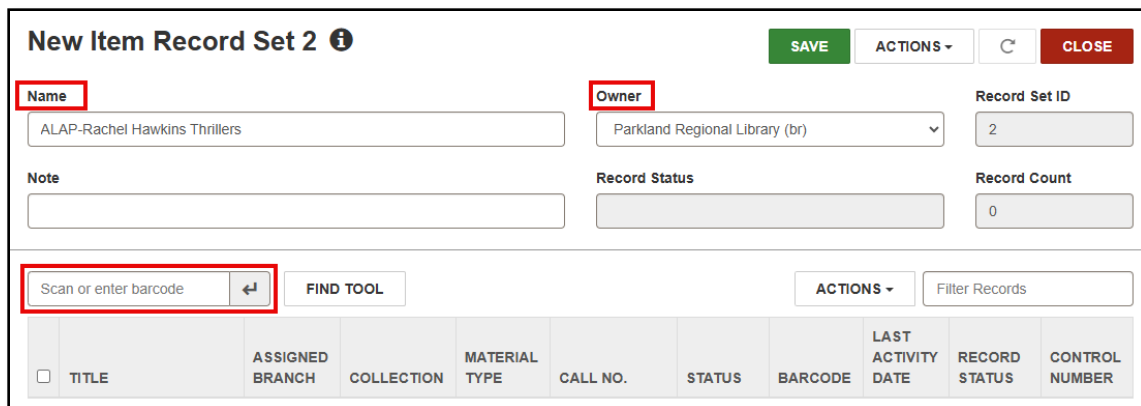
   YES   **NO**

New Record Set

Another way to create a record set and add items to it is to create a new record set.

1. Click **Record Set** in the **New** drop-down menu at the top right-hand side of the LEAP home screen. Then select the type of record set you are making (i.e., Bibliographic, Item, or Patron).
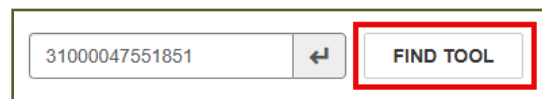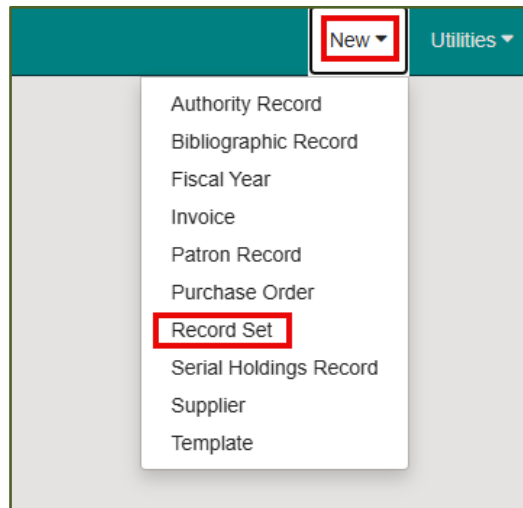

2. Name the record set using your library code, change the owner to your library rather than the individual login.

3. You can then scan your items into the appropriate field or use the **Find Tool** to perform a search for items.

View Record Sets
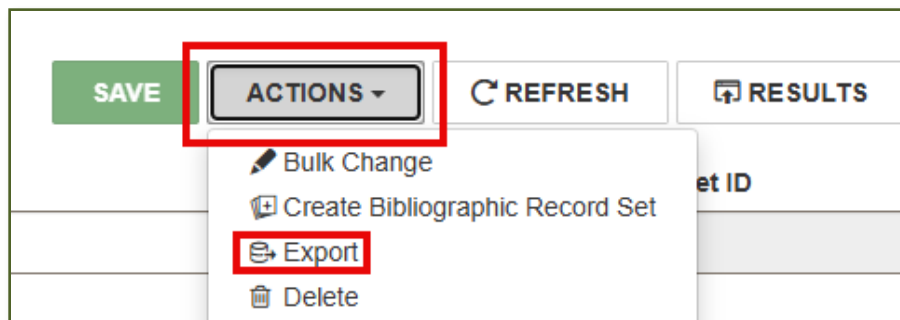
1. Perform a **Record Set** search in the **Find Tool** and click the result to open and view a record set. You will only be able to open and edit record sets created by your library.
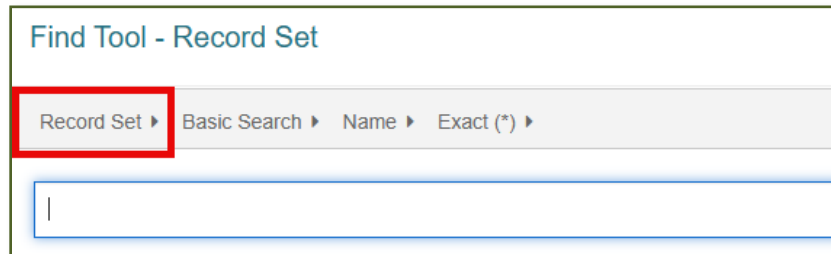
2. Once in the record set you can export the content by selecting **Export** from the **Actions** drop down menu.

3. If you have **Bulk Changes** that need to be made to the record set (i.e., the items need to be withdrawn), contact your PRLS Consultant Librarian with the name of the record set and the changes that need to be made.