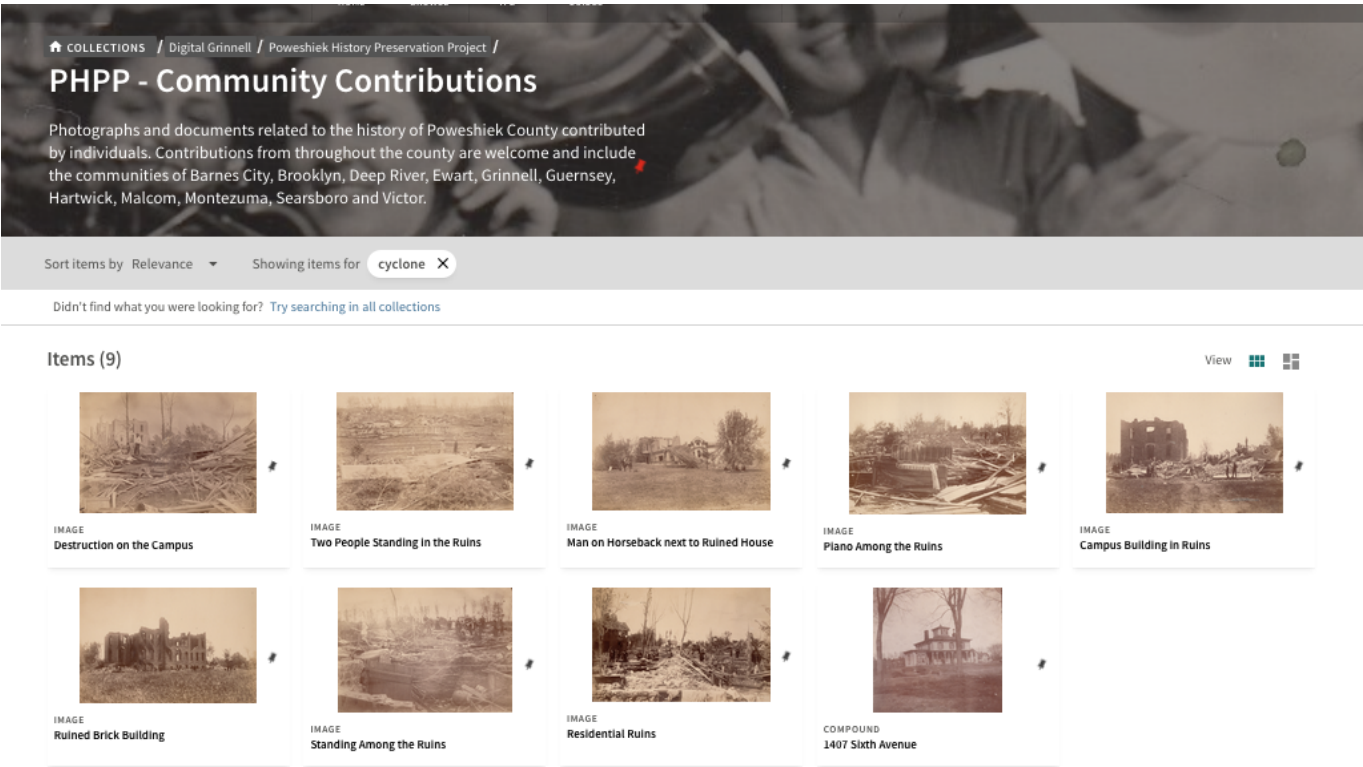


# Moving (Replace) or Removing (Remove) an Object from a Collection

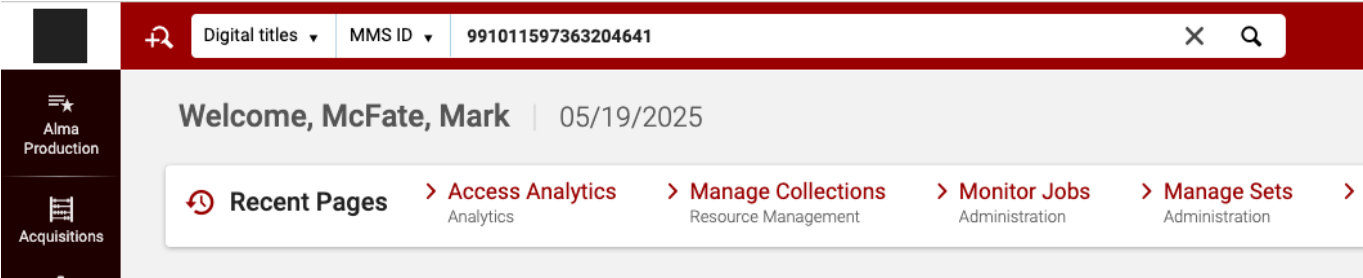
There are a handful of ways to do this in Alma, with or without Primo. The technique I use looks like this...

1. Find the object(s) in **Primo** using a search. You could also do this in **Alma**, but searching in **Primo** is generally easier and the options you have generally provide better control and results.

In this example the objects to be moved were errantly in the **PHPP – Community Contributions** collection (they should be in **Drake Community Archives**) and all had the term **cyclone** in the title. So, I searched the **PHPP – Community Contributions** collection for **cyclone** and got the result you see below.

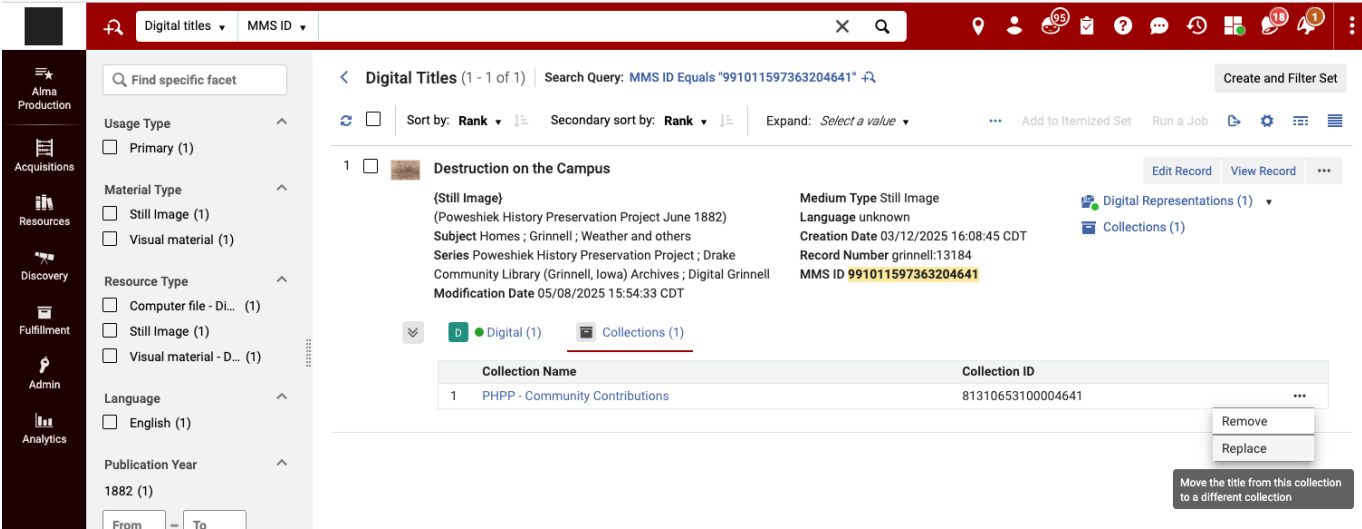


2. For each object to be moved, open the object in **Primo** and copy its **MMS\_ID**.
3. Open the corresponding object in **Alma** using the **MMS\_ID** as search criteria there, as shown below.



4. With the object displayed in **Alma**, click on the **Collections (n)** link either at the bottom of the record display or on the right.

5. Confirm that the collection list is correct or not. If a change is necessary click on the **...** menu associated with the errant collection name, like so:



- 6. Click **Remove** to remove the object from the collection, or more likely, the **Replace** option to MOVE the object from its current collection to another.
- 7. With the **Replace** option you will be prompted to search for and select the target collection.
- 8. Confirm your **Remove** or **Replace** selection if prompted to do so and **Select** to complete the operation if needed.
- 9. Repeat steps 2 through 8 as needed.