Policy: Bibliographic Records in the Network Zone

Background

This policy sets out principles regarding working with bibliographic records in the Network Zone (NZ) that CCL members need to follow.

The Alma Network Zone as a shared bibliographic environment provides a foundation for collaborative work, both in terms of collection development and cataloging. The goal is to have bibliographic records, brief or full, reside in the NZ with inventory attached. All bibliographic records should reside in the NZ.

Policy Statement

- It is important to avoid adding duplicate records (records with the same OCLC number in 035$$a) to the NZ. Duplicate records undercut the usefulness of the shared catalog.
  - Always search the NZ first before "Sharing with Network" in Alma or exporting from the Connexion client.
  - Avoid adding duplicates when doing batch imports such as vendor records.

- It is important not to change the OCLC number in the existing NZ record since records are shared.
  - If you need a different OCLC record, move your Alma inventory to the desired record, rather than change/overlay the record that is there. You may need to export the OCLC record you want if it is not already in the NZ.

- Editing of NZ bibliographic records needs to be done in Connexion rather than in Alma.
  - This is in line with the policy that cataloging is done at the WorldCat level.
  - OCLC loads by CCC will overlay existing bibs in Alma whenever the OCLC master record is edited, so changes made in Alma will be lost.
  - No manual editing of bibs in the Alma Metadata Editor (exceptions: adding localized fields, adding OCLC numbers to brief bibs)
  - No batch processes to edit NZ bibs using Normalization Rules or Run Jobs in Alma.
  - Do not use the "Derive New Record" feature in the Metadata Editor to create new records for bibliographic resources in the NZ.

Procedures in Alma

See the document [Exceptions to Bibliographic Records in the Network Zone](#) for more details.