**Cataloging Workgroup Meeting**

**October 9, 2019**

Meeting recording:

<https://cccconfer.zoom.us/recording/share/-g9uC3j0_4DFe-vTQgpsv6WAl1zhBPzajIXOBSJOknywIumekTziMw?startTime=1570658476000>

**Attendees:** Unjoo Lee, Mary Wahl, Becka Cooling, Cheryl Cruse, Michael Habata, Patricia Kopp, Deborah Ondricka, Monica Doman, Glorian Sipman, Amy Carbonaro

Guest: Luiz Mendes, Cal State U. Northridge

**Meeting Start: 3:01**

Monica thanked Becka for organizing the meeting and inviting Luiz Mendes, Cataloging Coordinator at Cal State Northridge to speak to the group and answer questions. Becka shared [the document](https://docs.google.com/document/d/1mkKJ0Niwx7zr1hhRRcpogRpwZI51N0y6ONvpVzZf85o/edit?usp=sharing) to which members of the committee contributed questions for Luiz. One area that is of interest for today’s discussion in import profiles. Import profiles was the subject of the Weekly LSP meeting on Tuesday, October 8.

Luiz went through the [Questions from the Cataloging Workgroup document](https://docs.google.com/document/d/1mkKJ0Niwx7zr1hhRRcpogRpwZI51N0y6ONvpVzZf85o/edit?usp=sharing) and discussed answers he had given to each question. Luiz said Connexion should be the default for cataloging for the libraries. The Network Zone (NZ) will be populated with the OCLC record #. This is what is used in the import profile. Institution Zone records (IZ) records are imported from the NZ. This is not the same for e-resources. [CSU has a document](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/778076253/Resource%2BManagement%2BWorking%2BGroup) that explains their policies for how to start cataloging and the process for working in the NZ and the types of records that should be added. The Resource Management section of their wiki also contains [How To articles. C](https://calstate.atlassian.net/wiki/spaces/URM/pages/633241633/How-to%2Barticles)CCL workgroup members can review their documents organized by subject areas for the CSU policies and even older documentation.

Beginning with question:

*Do libraries need to maintain their holdings in OCLC Connexion? Assuming that their records are in the NZ, what are the advantages of also having accurate holdings reflected in OCLC? (I'm thinking ILL for one). And if they do need to maintain accurate holdings in OCLC, is there a way to attach and delete holdings from inside of Alma, or can that work only be done in OCLC Connexion?*

 *Luiz:*

*Yes (for physical materials). A bit trickier for electronic resources managed via the CZ (no synchronization of knowledge bases CZ and WorldShare Collection Manager for e-collections).*

Luiz said Yes libraries should maintain their print holdings in OCLC. But management of electronic collections is trickier because libraries have two areas in which to manage collections: in Alma’s Community Zone (CZ) and WorldShare Collection Manager. Alma’s CZ does not “talk” to OCLC’s collection manager. Luiz said it is best to maintain accuracy of holdings in the CZ. The consortium will need to discuss what future value there is in title by title activations in the CZ. The CSU has ongoing debate about whether to maintain accurate holdings in WorldShare Collection manager.

Becka asked about batch loading of records. Can libraries set holdings in Alma when working with batches of records? Luiz said yes. To do this libraries [configure in Alma a “data sync of collections” that publish to OCLC.](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_%28English%29/090Integrations_with_External_Systems/030Resource_Management/110Publishing_to_OCLC) The data sync will automatically update records in CZ when IZ records are added and withdrawn and vice versa when publishing to OCLC. Using the MD editor in Alma you set your holdings in the 035 field and the information is updated in OCLC. A question was asked if library has subscription to Connexion do they have a subscription to WorldShare Collection Manager. Yes, said Luiz and he added that each library will need to set up a profile to publish holdings to OCLC.

Luiz said he would like to discuss normalization rules later in the conversation so moved on to question:

*Does most of the cataloging at the CSUs happen in OCLC Connexion (except adding local bib extension fields) as opposed to inside the Metadata Editor in Alma? If so, was any OCLC training offered to staff/librarians at the CSUs?*

*Yes. Currently no way to add and export Local Fields directly from OCLC to Alma.*

*A brief training about setting up gateway and following procedures to check Alma first (both IZ and NZ) to avoid adding duplicate records and ensuring proper overlay of records (brief order records, for example).*

At the CSUs most cataloging is in Connexion. Some campuses also have the Gobi API set up so that when records are ordered in Gobi the MARC records are sent from OCLC to Alma.

Libraries must check both the IZ and the NZ using an All Titles search before adding records to check for duplicates. Our libraries can refer to CSU policies for all procedures. There is no way to add local fields to Alma records in Connexion so those local fields have to be added in the MD editor in Alma. Records coming from Gobi to Collection Manager can overlay brief records in Alma via the Gobi API if the vendor in Gobi has the OCLC number for the record – which adds the libraries’ holdings. An OCLC # is needed as the match point.

**Network Zone Notes:**

[The policy should be that all libraries import records into NZ.](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/806355213/Alma%2BNetwork%2BZone) OCLC numbers should not be changed in records as it is the match point and it avoids duplicate records. CSU has policies on what NOT to add to NZ. They adopted their policies from Orbis Cascade. Some of these records to keep out of NZ include vendor record sets such as Docuseek.

Luiz said regular trainings and group meetings should be scheduled by CCCL so that all catalogers know what to do and what policies to follow.

Luiz answered Michael’s question below:

*When the records for all the CCC libraries are added to the Network Zone, how will the system deal with duplication of title records with different OCLC numbers?*

*No way the system can detect duplicate records representing the same resource. In this case, some training is needed to ensure all catalogers know which records to choose in Connexion and how to avoid duplicate records for the “same resource.” (To be discussed further. Note the section in OCLC Bib Formats: When to Input a New Record.) Some training here and reminders will be necessary.*

Luiz said what is most important here is to avoid adding records with same OCLC number.
All CSUs have the ability to add records to NZ. P[olicies need to be established like CSU has](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/806355213/Alma%2BNetwork%2BZone) for example, not deleting records from NZ, because it is easy to make unintended mistakes. CSU organized a group of catalogers with training to cleanup the NZ.

This brought Luiz to question:

*If dealing with duplicate bib records would have to be handled manually, should certain libraries/ librarians have the authority to combine bibliographic records or make similar changes in the Network Zone? How does Cal State handle this, and should it be done differently with 110 participating libraries in CCC's Network Zone?*

*Here is what I call the problem of managing the Network Zone. We formed an NZ Management Group to deal with some of these issues and a mechanism to notify campuses to move their holdings, etc.*

The management group runs daily OCLC updates to dedup records with same OCLC #s.
Luiz offered to show how this type of work is done in a “show and tell” training session at future time.

Luiz answered question:

*This may be more of a question for ExLibris, but when I have been doing practice cataloging in Alma, it doesn't seem possible to see print books owned by other libraries in the Network Zone, only those in one's own Institution Zone.*

*Not true. In Alma, HELD BY is shown in the NZ record indicating every campus holding that title. (I can demo this live.)*

Question about DDA records addressed:

*How is cataloging of delivered files of DDA eBooks handled? Currently our library currently has MARC records delivered from Ebsco to OCLC WorldShare Collection Manager and then we load them into ILS. Will we still need WorldShare for this purpose? If we don’t have WorldShare, where are the DDA records delivered? OR since they are going into Ebsco ebook database collection, maybe this step is no longer needed?*

*This is a good question and I believe Alma handles DDA for a consortium. If it is a Consortium DDA program, then records are loaded and managed at the NZ level. As for a local DDA, then managed locally. I was not involved with the setup for these e-collections, but other colleagues have developed some procedures and I will see if they can share how they have done it.*

When DDA title is triggered for purchase then the record is managed at IZ.

**Import Profiles:**

Question:

*Do we need a system-wide normalization rule for importing records from OCLC into the NZ? Or can we import the record as it is, directly from OCLC, and just configure the display of the record in Primo VE to hide certain MARC fields?*

* *Our group created a* [*Migration of Local Data to Local Bibliographic Extension Fields*](https://docs.google.com/document/d/1dnqoG23c8r2ISv5ehwkeOHot0ucxLQ9_QQospDZ5fR4/edit) *document (adapted from CSUs), which outlines the use of MARC fields for local data. For example, the 900-925 fields are reserved for consortial data. Wouldn't we need an import profile to at least strip those fields from the record from OCLC before we add it to the NZ?*

*Yes. See the CSU documents:*

* [*Alma Daily OCLC Bib Record Updates & OCLC WorldShare Collection Manager*](https://calstate.atlassian.net/wiki/spaces/ULMS/pages/795738113/Alma%2BDaily%2BOCLC%2BBib%2BRecord%2BUpdates%2BOCLC%2BWorldShare%2BCollection%2BManager%2Bupdated)
* [*Import Profiles for Loading Brief Order Records and WCP into NZ*](https://calstate.atlassian.net/wiki/spaces/ULMS/pages/78675632/Import%2BProfiles%2Bfor%2BLoading%2BBrief%2BOrder%2BRecords%2Band%2BWCP%2Binto%2BNZ)
* *See also the Systems Policies and Procedures:* [*https://calstate.atlassian.net/wiki/spaces/ULMSS/pages/108560391/Systems+Policies+and+Procedures*](https://calstate.atlassian.net/wiki/spaces/ULMSS/pages/108560391/Systems%2BPolicies%2Band%2BProcedures)

*Yes, libraries can continue to catalog directly in Connexion and use export function for title-by-title catalog. Set up OCLC gateway export settings.Note, however, that libraries have the option to use the functionality “Publishing to OCLC” to synchronize holdings from Alma to OCLC. See* [*Publishing to OCLC*](https://calstate.atlassian.net/wiki/spaces/URM/pages/79796127/Publishing%2Bto%2BOCLC)

We can set up properties and settings, such as normalization and matching rules, with all campuses and the frequency of when records received. Alma Import Zone Profiles are set up. What fields are removed can be part of the set up. See the documents linked above.

If campuses have the Gobi API then that also needs configuring.

Becka asked if campuses must set up 1. integration profile and 2. import profile at the system level? Luiz said yes. [See document Alma Export Integration for Network Zone.](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/59900187/OCLC%2BConnexion%2B-%2BAlma%2BExport%2BIntegration%2Bfor%2BNetwork%2BZone) Luiz said import profiles are used more with vendor records and WorldShare and can set up for each:

1. Normalization rules
2. Matching rules
3. Merge rules

There is an OCLC Connexion with Alma integration. It should be set up at the NZ level to take advantage of updated bib records. The frequency it runs is daily. Luiz said CCCL would need a consortium level 3 letter OCLC symbol to set up the daily updates. We need to find out how we would establish or get one, if possible.

Becka asked about normalization rules and if we can set up in OCLC WorldShare what fields automatically deleted before import. Luiz said yes and that they established those decisions in CSU Migration of Local Fields document to get rid of fields like the 029 and some 900’s. The match rules use the OCLC # to match. The merge rules are established in [CSU Bib Overlay document.](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/806650060/Overlaying%2BBibliographic%2BRecords%2Bin%2BAlma) This explains when it is used, such as when existing record hierarchy is set up. The [Alma Brief Record Configuration outl](https://calstate.atlassian.net/wiki/spaces/ULMSP/pages/804454823/Alma%2BBrief%2BRecord%2BLevel%2BConfiguration)ines merge rules for when lower level encoded record is replaced by full level record.

Becka asked Luiz if it would be OK for CCCLs to copy or borrow from the CSU documents and Luiz said “Of course!”

Our priorities should be establishing:

1. Import profiles
2. Integration profiles
3. OCLC WorldShare sync

Should also identify other systems integrated, such as Gobi API, and to become familiar with the how tos and basics. Luiz said Marcus can help with DDA set up and documentation later. Luiz said to check when we have our delivered environments: are holdings displayed – or are they there? Are the migrated records there? How do they display in Primo? What fields are displaying in Primo?

Thank you Luiz!

**Meeting adjourned: 4:11**

*These are questions that were given to Luiz prior to the meeting that he answered in his comments above but I didn’t catch where exactly he was addressing them:*

If a library currently uses OCLC WorldShare Collection Manager (for example, to overlay brief bibs received from the vendor at time of purchase with full bibs from OCLC), would there by any reason to retain that service? Assuming that the brief bibs provided by the vendor could be added and then merged with records from the NZ, it seems like that service would be redundant?

To be discussed during meeting. Not sure if question refers to use of GOBI API.

Luiz talked about need to OCLC to Alma integration and it is still needed but how exactly it all will work will need to be worked out.

*Glorian asked:*

*Does he have a recommendation on the best place to start cataloging?*

*Basically, I'm trying to figure out for us, if it makes sense to catalog within Alma, looking for records in the NZ first, and then adding our holdings in Connexion (whether through an automated report or manually). Presumably, if we don't find records in Alma, then we'd have to look in Connexion.*

*Or, if we can/should continue to catalog in Connexion, loading the bib files into Alma. This is what we're used to, so it would be nice if we could at least start this way. If so, what happens in the NZ if the bib record is a dup? Will our incoming record be merged with the existing NZ record? Presumably, if we add the $9LOCAL to 590 notes, they'll be preserved for us.*

*At this point, we don't have plans to implement acquisitions beyond what seems to be required for serials check-in and e-resources. We also don't include brief order records in our current ILS, so I'm not concerned with issues of overlaying the brief record when the item is received.*

*All good questions. Yes, you can continue to catalog in Connexion, as you currently do. Just make sure to check Alma to identify record in NZ (if any) and/or brief order lacking OCLC record number.. Here is an initial document we followed:* [*Overlaying Bibliographic Records in Alma: Procedures*](https://calstate.atlassian.net/wiki/spaces/URM/pages/64225351/Overlaying%2BBibliographic%2BRecords%2Bin%2BAlma%3A%2BProcedures)*, which needs to be updated. .*