

Deleting Network Zone Records Without Inventory from an IZ (Best Practice)

Background

Best practices to complement: [Policy: Deleting Network Zone Records Without Inventory from an IZ](#).

Best Practice Recommendations

Operators should not delete Network Zone records that appear to be without inventory for the following reasons:

1. A bibliographic record may appear as without inventory in the NZ but may be linked to a bound-with record in a local IZ. It appears that deleting the bibliographic record in the NZ will also delete the bibliographic record for the bound-with record in the local IZ.
2. Bibliographic records that appear as without inventory in the NZ may still have holdings attached in OCLC. If the OCLC record is updated (but the OCLC holdings aren't removed), then the record will be reloaded into the NZ during the next update.

More testing needs to be done, and procedures developed, before we can devolve deletion of NZ bibs to individual institutions.

Note: Operators who open an NZ bibliographic record in the MD Editor in order to copy an NZ record to the IZ (File > Copy to catalog) should exercise caution when clicking on 'Copy to catalog', as the 'Delete Record' command is directly above 'Copy to catalog'. **Please ensure you do not select 'Delete record' by mistake.**