

Exceptions to Bibliographic Records in the Network Zone (Best Practice)

Background

See the policy document: [Bibliographic Records in the Network Zone](#)

Best Practice Recommendations

All bibliographic records containing OCLC numbers should be placed in the NZ, unless a specific exception applies:

- Duplicate records with the same OCLC number
- Vendor records (metadata) which a local institution is legally or contractually prohibited from sharing
- Records which do not represent bibliographic resources such as records used to facilitate inventory control and the circulation of equipment
- Records used to manage room reservations
- Records for items like calculators, whiteboard markers, laptops, etc., which are not meant to be shared among institutions
- Records which are not intended for public display
- Temporary records created through Alma's "Add physical item" feature
 - Records created "on-the-fly" by Circulation to check out material that is marked and in the stacks, but does not have a locatable bibliographic record
 - Records created solely for financial or accounting purposes
- Records for resources which the local institution does not own
 - Instructor copies of course reserve materials
 - Titles borrowed on ILL from outside the CCC consortium