

Hello!

I just wanted to introduce myself as the new NZ Manager, [Jessica Hartwigsen](#). ☺

There have been several frequently asked NZ catalog questions posted to Basecamp and the listserv and I'm hoping this will help answer a few of the questions.

Reclamation: We are working on starting the reclamation project and should have more information coming soon.

Daily OCLC imports: I'm working with OCLC on creating the file that will be used to update the bib records in the NZ. While I'm waiting for OCLC to finish setting up the file, please continue to catalog at the *OCLC level (see more information below).

Updating NZ records: Please use [Connexion](#) to update bib records.

It is important that records have the 035.

The impact of no 035: duplicate titles in the NZ and these records will not be updated by the daily OCLC load.

All libraries have OCLC catalog privileges which allows for configuring Connexion. If you have any issues accessing your Connexion account, please let me know.

Set up OCLC Connexion Configuration (action required by each Connexion user at each institution as well as the NZ admin)

· Create an OCLC Gateway Export in Connexion (Tools > Options > Export > Create ... > OCLC Gateway Export) (General > Admin > Export Options)

- Host Name: na05.alma.exlibrisgroup.com
- Port: 5500
- Logon ID: 01CACCL_NETWORK
- PW: email for the password: jhartwigsen@ccctechcenter.org
- Click Ok
- Name your Gateway Export something like "Alma NZ" to differentiate it

Each institution does NOT need to configure an Alma Integration Profile for Connexion in order to use Connexion to export and overlay records into the Network Zone. Each institution ONLY needs to set credentials in Connexion as explained above.

Record Overlay/Linking IZ to NZ: Here is some information about [single record overlays](#). If there quite a few IZ records not linked to the NZ but should be linked, there is a job that can be run

[Job Name \(Link a Set of Records to the Network Zone\)](#)

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Local Fields: There is some information available about [adding local extensions](#) (Local Fields) in the bib records. Add local extensions to IZ/NZ (originate from OCLC) bib records. If you are not sure which record to link to the NZ, look at the record ID. Do not link to bib records with CKB in the ID, you will want to use record that come from OCLC.

On-the-Fly records: There is information about adding on-the-fly records available on the wiki page for the [Catalog Work Group](#)

*[The Network Zone \(NZ\) in Alma is the shared bibliographic environment](#) for the CCC LSP. The goal is to have bibliographic records, brief or full, reside in the NZ with inventory attached.

- This provides a foundation for collaborative work, both in terms of developing collections and cataloging. All bibliographic records should reside in the NZ.
- It is important to avoid adding duplicate records (records with the same OCLC number in 035\$\$a) to the NZ.
 - Always search the NZ first before “Sharing with Network” in Alma or exporting from Connexion Client.
 - Avoid adding duplicates when doing batch imports such as vendor records.
- It is important not to change the OCLC number in an existing NZ record.
 - 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 should be done in Connexion rather than in Alma.
 - This is in line with the [bibliographic mandate that cataloging is done at the OCLC level](#). In addition, OCLC loads will overlay existing bibs in Alma whenever the OCLC master record is edited, so any changes made in Alma will be lost.
This means:
 1. No manual editing of bibs in the Alma Metadata Editor (exceptions: adding localized fields, adding OCLC numbers to brief bibs)
 2. No batch processes to edit NZ bibs using Normalization Rules or Run Jobs in Alma.
 3. Do not use the “Derive New Record” feature in the Metadata Editor to create new records for bibliographic resources in the NZ.

Current LSP Catalog Policies:

[Records in the NZ](#)

[Cataloging at the WorldCat level](#)

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I hope this helps answer some questions about the NZ and please let me know if there are any questions.

Thanks!

-Jessica

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February 18, 2020