Shared Import Profiles / Normalization Rules Naming Conventions (Best Practice)

Outlines naming convention best practices to reduce confusion when sharing import profiles and normalization rules with the network zone.

Background

Import profiles and normalization (norm) rules can be created and managed for the Institution, Community and Network Zone. Within the Resource Management Configuration Import Profiles screen, profiles are displayed in alphabetical order. Norm rules are also listed in alphabetical order, but in the Metadata Editor. With all CCC libraries contributing to profiles and rules to the network zone and several consortia contributing to the Community Zone there is a potential for the lists of profiles to become unwieldy.

This will apply to import profiles and normalization rules created for use in the Network and Community Zones. By adopting a standard naming convention for import profiles and normalization rules CCC libraries should be able to search and find the needed resources more efficiently.

Best Practice Recommendations

Import Profiles

The base profile name should contain the vendor, package or source of the records, followed by the type of records being imported, such as physical, electronic, or mixed.

For example:

Network Zone records start the profile with the following:

PACKAGE/VENDOR/SOURCE + PHYSICAL/ELECTRONIC/MIXED

GOBI Physical

For Community Zone records start the profile with the following:

CCC + PACKAGE/VENDOR/SOURCE + PHYSICAL/ELECTRONIC/MIXED

CCC EBL ELECTRONIC

Normalization Rules

The base rule name should contain the primary action, relevant MARC field(s), (data type or phrase to be included omitted, or modified).

For example:

Network Zone records start the profile with the following:

PRIMARY ACTION + MARC FIELD(S) + DATA

"add 999 Affordable Learning Solutions"

"remove 938, 945"

"modify 599 change collection to Collection"

For Community Zone records start the profile with the following:

CCC + PRIMARY ACTION + MARC FIELD(S) + DATA

"CCC add 599 Roddenberry Collection"

"CCC remove 029, 938"

"CCC modify 650 change to North America"