Suppression of Records

Background

CCC libraries have two options for suppression of records:

1. Suppress records at the bibliographic level and holdings level or
2. Suppress records at the holdings level only

Either option is acceptable and does not adversely affect collection analysis and statistics.

Libraries should evaluate impact of option (1) to their workflows and ensure bibliographic records are unsuppressed, as appropriate.

Procedures

To suppress records at the bibliographic and holdings level:

- Use "suppress bib when holdings are suppressed' setting in Alma
- Alma Config > Resources > General > Other Settings > Select **suppresBibWithSuppressedHol >** Set parameter value to "true"
  (When set to true, suppresses the bibliographic record if the holdings records are suppressed.)

To suppress individual records at the bibliographic and holdings level:

- Open the holdings record in the Metadata Editor
- Select Tools > Set Management Tags > and Suppress from Discovery.

To suppress records at the holdings level only:

- Use a suppressed location

If a library's last copy is withdrawn, the bib record should be unlinked from the NZ using the "Copy to catalog" function in Alma. Then the record may be suppressed in the IZ at the bib level or deleted.

Host bibliographic records for bound-withs in a library's IZ should be suppressed. Suppression of these records at the bibliographic level helps reduce confusing displays in Primo VE.