MSP-14
SUNY Libraries Consortium Metadata Policies
Policy: In-Process Brief Bibliographic Records

Policy Justification: Creation or import of brief bibliographic records for newly ordered items is a common acquisitions task for many SUNY libraries. In the interest of standardization and increased collaborative technical services between SUNY libraries, the Metadata Standards and Policies Committee suggests the following guidelines for adding these records to the new system.

- When migrating to Alma, each library’s existing in-process brief bibliographic records will be loaded into their Institutional Zone to avoid duplication and confusion due to differing record formats.
- After go-live, in the absence of an OCLC record to import to the Network Zone, in-process brief bibliographic records added to Alma will be created in or imported to the Network Zone to encourage future collaboration and minimize duplication.
- Whenever possible, brief bibliographic records should contain the title, ISBN, author, edition, and publication date of the item. Any additional information to aid in identification is beneficial but not essential.