MSP-18
SUNY Libraries Consortium Metadata Policies
Policy: Minimum Acquisitions Data

Policy Justification: Inventory (holdings, items, and portfolios) appear in Alma when materials are either ordered or cataloged. Indicating inventory in the NZ will avoid unnecessary duplication, allow libraries to make acquisitions decisions based on the most current and accurate data, and support increased collaborative technical services and cooperative collection development between SLC libraries.

After migration to Alma, all SLC libraries must create Purchase Order Lines (POLs) in Alma at the point of ordering. Bibliographic records must be selected from existing Network Zone (NZ) records or Community Zone (CZ) records, imported into the NZ from an outside source, or created in the NZ manually. Material must be received on the POL before being cataloged. With regard to gift material, which may or may not be handled by Acquisitions staff, libraries must make an effort to add donated material to the NZ as quickly as possible, either by creating POLs for gifts, or cataloging the material as it is received by the library.