MSP-3
SUNY Libraries Consortium Metadata Policies
Policy: ALMA Network Zone (NZ)

Policy Justification: This policy sets out principles regarding working in the Network Zone that SLC Libraries must follow. When there are no specific policies, libraries should act in line with these principles. The Alma Network Zone, as a shared bibliographic environment, provides a foundation for collaborative work, both in terms of collection development and cataloging. Duplicate records undercut the usefulness of the shared cataloging by causing problems with record loading and other functions. Since records are shared, the OCLC number cannot be changed; rather, inventory is moved to the desired record. All bibliographic records should reside in the NZ, with noted exceptions, in order to enable collaboration and sharing of information.

- The Alma Network Zone (NZ) is the shared bibliographic environment of the SLC, whose goal is to have bibliographic records, brief or full, residing there with direct and related inventory
- Libraries must avoid adding duplicate records (with the same OCLC number in 035 $$a) to the NZ
- Libraries must not change the OCLC number in existing NZ records
- The following are examples of records that should not reside in the NZ:
  - personal-copy course reserves
  - titles borrowed on ILL from outside the SUNY Libraries Consortium
  - inventory control of equipment
  - host bibliographic records for bound-withs
  - suppressed bibliographic records
  - vendor record sets that the library is not allowed to share

Additional Rationale:
There could be rare cases when brief bibliographic records created to track inventory locally are allowed to reside in the Institution Zone (IZ) rather than the NZ at the member library’s discretion. Criteria to consider when making this decision include: whether brief records contain the minimum elements required for in-process brief bibliographic records, or if addition to the NZ would negatively impact member libraries’ ability to upgrade and maintain records. Excessively brief records may make it difficult to identify and select a resource, and they may inadvertently hide relevant material in Primo search results, negatively impacting users.

April 16, 2018