Loading WCP Records into NZ

last updated 09/26/2016; Created by the YBP EOCR Record Loads in Alms Group

Because what you do impacts other libraries, it’s important to be careful when adding records to the NZ. There are two principle ways to add records to the NZ:

1. Directly from Connexion, and
2. Using brief or full records from a vendor using an Alma Import Profile.

Note: Since the Alliance uploads OCLC records into the NZ daily, when you add your Holdings to OCLC, these records will appear in the NZ -- though potentially without displaying any institution.

General Considerations

- When loading order records and Worldcat Cataloging Partner (WCP) records in the NZ, the goal is to avoid adding or creating a duplicate record.
- In order to support the use of a single bib in the NZ, it is important to have multiple match points in the 035 field, including the OCLC number and vendor ID numbers.
- The YBP UID number is the manifestation-level number assigned to each title in GOBI. Hardback and paperback editions have different YBP UID numbers.
- The YBP Order Key is the unique ID for each order transaction, unique to each library’s order.

The following are instructions for setup with YBP and WCP, and for creating Alma Import Profiles.

Vendor Communication and Setup

For help in understanding the various terms among the Vendors, we offer this Translation Table:

<table>
<thead>
<tr>
<th>Field</th>
<th>Alma</th>
<th>YBP</th>
<th>OCLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>035 a</td>
<td>Vendor Book Number</td>
<td>YBP UID</td>
<td>Vendor Book Number</td>
</tr>
<tr>
<td>980 f</td>
<td>Vendor Reference Number</td>
<td>YBP Order Key</td>
<td>Vendor Order Number</td>
</tr>
</tbody>
</table>

(*Example only. Varies by institution depending on configuration)

YBP

If you plan to load WCP records from OCLC, you should have the YBP UID (Vendor Book Number) in field 035 $a and the YBP Order Key (Vendor Order Number) in a library-chosen field (e.g. 980) for mapping to the Vendor Reference Number.
Electronic Order Confirmation Records (EOCRs)

1. Provide EOCRs for orders placed in GOBI on 6926-09, -10 & -12.
2. Output bibliographic and local data as follows:

<table>
<thead>
<tr>
<th>Field</th>
<th>Indicator 1</th>
<th>Indicator 2</th>
<th>Subfield</th>
<th>Data Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Sa</td>
<td></td>
<td>ISBN</td>
<td></td>
</tr>
<tr>
<td>35</td>
<td>Sa</td>
<td></td>
<td>YBP UID</td>
<td></td>
</tr>
<tr>
<td>100</td>
<td>Sa</td>
<td></td>
<td>Author</td>
<td></td>
</tr>
<tr>
<td>245</td>
<td>Sa</td>
<td></td>
<td>Title</td>
<td></td>
</tr>
<tr>
<td>250</td>
<td>Sa</td>
<td></td>
<td>Edition</td>
<td></td>
</tr>
<tr>
<td>260</td>
<td>Sa</td>
<td></td>
<td>Place Of Publication</td>
<td></td>
</tr>
<tr>
<td>260</td>
<td>Sb</td>
<td></td>
<td>Publisher</td>
<td></td>
</tr>
<tr>
<td>260</td>
<td>Sc</td>
<td></td>
<td>Year Of Publication</td>
<td></td>
</tr>
<tr>
<td>490</td>
<td>Sa</td>
<td></td>
<td>Series Statement</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Sa</td>
<td></td>
<td>Order Date (ymmd)</td>
<td>[Note To YBP]</td>
</tr>
<tr>
<td>980</td>
<td>Sb</td>
<td></td>
<td>List Price (explicit decimal)</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Sd</td>
<td></td>
<td>Order Notes 1 [Note To YBP]</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Sf</td>
<td></td>
<td>YBP Order Key</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Sg</td>
<td></td>
<td>Quantity</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Sh</td>
<td></td>
<td>Local Data 2 [Library]</td>
<td></td>
</tr>
<tr>
<td>980</td>
<td>Ss</td>
<td></td>
<td>Subaccount Number</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sa</td>
<td></td>
<td>Volume</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sb</td>
<td></td>
<td>Fund Code</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sc</td>
<td></td>
<td>Location Code</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sd</td>
<td></td>
<td>Local Data 1 [Interested User]</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Se</td>
<td></td>
<td>Initials</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sf</td>
<td></td>
<td>Local Data 3 [Item Policy]</td>
<td></td>
</tr>
<tr>
<td>981</td>
<td>Sj</td>
<td></td>
<td>Local Data 4 [Rush Request]</td>
<td></td>
</tr>
</tbody>
</table>

(Example Tech Spec. Varies by institution depending on configuration)
**WorldCat Cataloging Partners** *(PromptCat)*

WorldShare - Collection Manager - Settings - MARC Records - Cataloging Partner Options

You may want to include PDRs (Partnering Data Records), so that your files have full coverage, e.g. for approval loads:

![Cataloging Partner Options](image)

**WorldShare - Collection Manager - Settings - MARC Records - Customize Records**

![Customize Records](image)

*(Example only. Varies by institution depending on configuration)*
Import Profile Settings for WorldCat Cataloging Partners

For matching purposes, it is important that your WCP records also contain the YBP UID in the 035 $a.

General information:

1) If you are only using WCP records to overlay briefs bibs with OCLC full records, you will only need to use a Repository Import Profile which uses the 035 (Other) Match Method. This process does not affect item records.

2) If you receive shelf-ready books from YBP and use WCP for full record bibs with barcodes included, **you currently will need to use a two-step Import Profile process**. First you will overlay the bib record as above using a Repository profile and secondly, you will update item information (e.g. adding a barcode) to the item record using an Update Inventory profile. **This is necessary because matching via Update Inventory uses the Vendor ID as a match point, which frequently results in bad overlays in the NZ.**

Repository Import Profile

Profile Details
**Profile Details:** Use the “Repository” profile type, and make sure to select “Use Network Zone” on the first screen when you create your import profile. You cannot change this setting after the first time you save the import profile.

**Normalization and Validation**

**NOTE:** To remove institution specific order data from the 980 and 981 fields in the bibliographic record, use the “out of the box” Normalization Rule: Remove Vendor Data 980 981 993. The order will still be created in Alma, but the local data will not be stored in the NZ record.

![Normalization and Validation Table](image)

**Match Profile**

![Match Profile Table](image)
● **Handling Method:** If you choose “Automatic,” you will only have to manually handle multi-matches (i.e. the imported record matches two or more NZ records). If you choose “Manual”, you will have to manually handle all matches (i.e. the imported record matches one or more NZ records). It’s useful to choose “Manual” when you are first learning to load records.

● **Do NOT use:**
  ○ “Allow bibliographic record deletion” feature in any import profiles at this time.
  ○ “Do not override/merge a non-brief record with a brief version” option at this time.

● **OPTIONAL SETTINGS (Automatic Multi-Matches Handling):**
  ○ Do not override/merge record with an older version: If this option is selected (i.e. not Disabled), it is recommended that you use Ignore Originating System for any Repository Import Profile.
  ○ Unlink bibliographic records from the Community Zone (you will only see this if your “ignore_cz_records” option in Resource Management > Resource Configuration > Configuration Menu > Other Settings is set to false): Applies only when Merge and Overlay is the Upon Match setting, so not necessary in a New Order import profile.
  ○ Disregard Matches for Bibliographic CZ linked records: (you will only see this if your “ignore_cz_records” option is set to false): If this option is selected, Alma will not consider Community Zone records that match your incoming record. So if a record you are loading is a multi-match situation, but one of the records is a CZ record, it will automatically choose the non-CZ record. This is a good option to choose to cut down on manual handling for multi-matches.
  ○ Disregard invalid/canceled system control number identifiers: If this option is selected, Alma will ignore the incoming record’s 035$z and only use the incoming record’s 035$a against the repository’s 035$a and 035$z. This is a useful setting if your order records have OCLC#s.
  ○ Prefer record with the same inventory type (electronic/physical): This setting has some problems and can cause incorrect matches when there are NZ records without the inventory you are loading (e.g. usually when you are loading a print record and there is only an electronic bib in the NZ) or when there are two or more print bbs, but there is inventory on the wrong bib (i.e. the brief bib or the wrong OCLC full bib). Using this setting causes more relinking at the point of loading full bbs from WCP or when using Connexion. See [this document for an explanation](#) of how this option works.
  ○ Unresolved records, skip and do not import: With this option, any records in the file that result in multi-matches will not be loaded and you will not have the option to manually handle them during the load. If this option is selected, you will need to download the records from the Job Report as .mrc or .xml files and load them with 1) an import profile that has Manual Handling selected or 2) an import profile that has the Automatic Handling option selected and the Skip and Do Not Import option unchecked. If your records are schedule to load automatically or if you’re loading very large files of records, this might be a good option.
Set Management Tags

Inventory Information

To prevent adding an additional item record, select None.

NOTE: If you have shelf-ready books and need to add the barcode to the item record, you will need to import the bib records a second time using the Update Inventory Import Profile detailed below.

Import Profile Settings for Shelf Ready and WCP

With shelf ready books, you may need to add additional information to the item record (such as a barcode). You can do this using the Update Inventory profile. This allows you to add the item barcode, receive the item (optional), and update the call number (optional). If you receive the item, this will add
an Acquisitions Tech Services Process work order type that Ex Libris has says is automatic and cannot be avoided currently.

The workflow for shelf-ready items looks something like this:

1) Brief record is added to the NZ and a POL is created. [New Order]

2) Full record is overlaid onto the brief record matching on 035|a. [Repository]

3) Barcode is added to the item record matching on POL information. [Update Inventory]

### Update Inventory Import Profile

<table>
<thead>
<tr>
<th>Title</th>
<th>FIND OUT ANYTHING FROM ANYONE, ANYTIME : SECRETS OF CALCULATED QUESTIONING FROM A VETERAN INTERROGATOR</th>
</tr>
</thead>
<tbody>
<tr>
<td>MMS ID</td>
<td>99310043299801451</td>
</tr>
<tr>
<td>Suppress from publishing</td>
<td>No</td>
</tr>
<tr>
<td>Originating system</td>
<td>OTHER</td>
</tr>
<tr>
<td>Synchronize with external system</td>
<td>No</td>
</tr>
<tr>
<td>Originating system ID</td>
<td>99310043299801461</td>
</tr>
<tr>
<td>Brief record</td>
<td>No</td>
</tr>
</tbody>
</table>

```
LDR 004394am 22001212 4500
008 140522z xx li ll [end u
001 99310043299801451
020 __a 9781613632982
035  _b 10778006
100 __a PYLE JAMES
245 __b FIND OUT ANYTHING FROM ANYONE, ANYTIME : SECRETS OF CALCULATED QUESTIONING FROM A VETERAN INTERROGATOR
260 __a CAREER PRESS : c 2014
980 __a in 2014/05/21: a 15:59 c 1 i 1665190 d 99960000804
981 __a le 9314b ic cascade id main le tg f yes ig hold for tony grazier
```
Example Item record in the IZ before loading the full record using the Update Inventory import profile (note—no barcode, no receiving date, no process type)

Full WCP record to Load. Barcode in 981$h and Vendor Reference Number in 980$e

=LDR 01840cam 2200469 i 4500
=001 ocn862053104
=003 OCoLC
=005 20140603091837.0
=008 131031s2014|||||nju|||||0010\eng\=
=010 \$a2013040946
=040 \$aDLC$beng$serda$cDLC$dBDX$dUKMGB$dYDXCP$dSPB$dVET
=016 7\$a016542069\$2Uk
Profile Details

The Update Inventory is solely used to add item (IZ) information. Re-merging the bib record to the NZ could potentially cause duplicates or improper record overlays.
Normalization and Validation

Match Profile

(Skip and do not import is optional)
**Inventory Information**

Updating holdings with the call number in the bib is optional, as is receiving the item as part of the import process. It’s important that the library and location data in the record you are loading match the library and location in the POL so those fields need to be included as well as any new information -- such as a Barcode field.

(Example only. Varies by institution depending on configuration)
**PO Line Information**

As mentioned earlier, it’s important to have the data in the WCP record matched to the data in the IZ POL record. In the example below, the Import Profile’s Vendor Reference Number field points to the information in the WCP record field 980|e which matches the Vendor reference number in the PO Lines details in the Alma record.

![PO Line Information screenshot](image)

**Update Inventory report**

After running the Update Inventory Import Profile, go to Monitor and View Imports in the Alma Menu to view the results. Notice that no records are imported; all we’ve done is update the item.
Item view after loading the full record using the Update Inventory profile: Barcode added, Receiving date added, Acquisitions Technical services process type (added automatically when received).