

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:

Field	Alma	YBP	OCLC
035 a	Vendor Book Number	YBP UID	Vendor Book Number
980 f*	Vendor Reference Number	YBP Order Key	Vendor Order Number

(*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:				
Field	Indicator 1	Indicator 2	Subfield	Data Description
20			\$\$a	ISBN
35			\$\$a	YBP UID
100			\$\$a	Author
245			\$\$a	Title
250			\$\$a	Edition
260			\$\$a	Place Of Publication
260			\$\$b	Publisher
260			\$\$c	Year Of Publication
490			\$\$a	Series Statement
980			\$\$a	Order Date (yymmdd)
980			\$\$b	List Price (explicit decimal)
980			\$\$d	Order Notes 1 [<i>Note To YBP</i>]
980			\$\$f	YBP Order Key
980			\$\$g	Quantity
980			\$\$h	Local Data 2 [<i>Library</i>]
980			\$\$s	Subaccount Number
981			\$\$a	Volume
981			\$\$b	Fund Code
981			\$\$c	Location Code
981			\$\$d	Local Data 1 [<i>Interested User</i>]
981			\$\$e	Initials
981			\$\$f	Local Data 3 [<i>Item Policy</i>]
981			\$\$j	Local Data 4 [<i>Rush Request</i>]

(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:

Customize Records	WorldCat Updates	Record Delivery	Cataloging Partner Options
<h3>Cataloging Partner Options</h3> <p>Additional record delivery options available only for cataloging partner collections.</p>			
Do Not Deliver WorldCat Records if WorldCat Holdings Are Already Set for These Institutions		<input type="text" value="Enter OCLC symbol(s)"/>	
Deliver PDRs if No WorldCat Record is Delivered		<input checked="" type="radio"/> Yes ? <input type="radio"/> No	
Include OCLC Number in PDR, if Available		<input checked="" type="radio"/> Yes <input type="radio"/> No	

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

All Collections

Holding Library Code (049 \$a)

Delete Fields

Tag Ind 1 Ind 2 + - Reset

Delete Subfields

Tag Ind 1 Ind 2 Subfield + - Reset

Add Fields

↑ ↓	Tag	<input type="text" value="035"/>	Ind 1	<input type="text" value="Blank"/>	Ind 2	<input type="text" value="Blank"/>	+ - Reset	
↑ ↓	Subfield	<input type="text" value="a"/>						+ -
Value		<input type="text" value="Cataloging Partner Data"/>					+ -	
Using		<input type="text" value="Vendor Book Number"/>						
↑ ↓	Tag	<input type="text" value="980"/>	Ind 1	<input type="text" value="Blank"/>	Ind 2	<input type="text" value="Blank"/>	+ -	
↑ ↓	Subfield	<input type="text" value="f"/>						+ -
Value		<input type="text" value="Cataloging Partner Data"/>					+ -	
Using		<input type="text" value="Vendor Order Number"/>						

(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 Type		Repository
Profile Details		Normalization & Validation
Match Profile		Set Management Tags
Profile Details		
Use Network Zone	Yes	
Profile name *	WCP Firms NZ	
Profile description	PromptCat bib record import for firm orders in hand	
Originating system *	WorldCat	
Import Protocol	Upload File/s	
Physical source format	Binary	
Encoding format	UTF-8	
Source format	MARC21 Bibliographic	
Status	Active	

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.

Profile Type		Repository	Profile name
Profile Details	Normalization & Validation	Match Profile	Set Management Tags
Inventory Information			
Filter	Filter out the data using <input type="text"/>		
Normalization	Correct the data using <input type="text" value="Remove Vendor Data 980 981 993"/>		
Validation Exception Profile	Handle invalid data using <input type="text" value="MarcXML Bib Import"/>		

Match Profile

Profile Type		Repository
Profile Details	Normalization & Validation	Match Profile
Set Management Tags		
Match Profile	Serial match method <input type="text" value="035 (Other System Identifier) Match M"/>	
	Non Serial match method <input type="text" value="035 (Other System Identifier) Match M"/>	
Match Actions	Handling method <input checked="" type="radio"/> Automatic <input type="radio"/> Manual	
	Upon match <input checked="" type="radio"/> Merge <input type="radio"/> Overlay <input type="radio"/> Do Not Import <input type="radio"/> Use NZ Record	
	Merge/Overlay	
	Merge method <input type="text" value="OCA Bib Overlay (Keep 035s)"/>	
	Allow bibliographic record deletion <input type="checkbox"/>	
	Do not override/merge a non-brief record with a brief version <input type="checkbox"/>	
Automatic Multi-Match Handling	Disregard invalid/canceled system control number identifiers <input checked="" type="checkbox"/>	
	Prefer record with the same inventory type (electronic/physical) <input type="checkbox"/>	
	Unresolved Records	
	Skip and do not import <input type="checkbox"/>	
No Match	Upon no match <input type="radio"/> Add To NZ <input checked="" type="radio"/> Do Not Import <input type="radio"/> Import To IZ	

- **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 bibs, 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 bibs 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

Import Profile Details		Librarie...	Cancel
Profile Type	Repository	Profile Name	YBP PromptCat Firms NZ
Profile Details	Normalization & Validation	Match Profile	Set Management Tags
Set Management Tags			
Set management tags for all the records imported using this profile			
Suppress record/s from publish/delivery	<input type="checkbox"/>		
Synchronize with OCLC	Don't publish		▼
Synchronize with Libraries Australia	Don't publish		▼
Cancel			

Inventory Information

Import Profile Details		Librarie...	Cancel
Profile Type	Repository	Profile Name	YBP PromptCat Firms NZ
Profile Details	Normalization & Validation	Match Profile	Set Management Tags
Inventory Operations			
<input type="radio"/> Electronic <input type="radio"/> Physical <input checked="" type="radio"/> None <input type="radio"/> Mixed			
Cancel			

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

Title	FIND OUT ANYTHING FROM ANYONE, ANYTIME : SECRETS OF CALCULATED QUESTIONING FROM A VETERAN INTERROGATO		
MMS ID	99318043299801451	Originating system	OTHER
Suppress from publishing	No	Synchronize with external system	No
Originating system ID	99318043299801451		
Brief record	No		
LDR	00439nam 2200121z 4500		
008	140522n xx u lund u		
001	99318043299801451		
020	__ a 9781601632982		
035	__ a 10678095		
100	__ a PYLE, JAMES		
245	__ a FIND OUT ANYTHING FROM ANYONE, ANYTIME : SECRETS OF CALCULATED QUESTIONING FROM A VETERAN INTERROGATO		
260	__ b CAREER PRESS c 2014		
980	__ a 20140521 b 15, 99 c 1 d 665310 e 99958690804		
981	__ b trad c cascade d main e tg f yes g hold for tony greiner		

The Vendor Reference Number or the Additional PO Line Reference number is the matchpoint for the Update Inventory import profile. We used the YBP Order Key as the vendor reference number (example below). The matchpoint you choose to use must be in the POL and in the record you are loading using the Update Inventory Profile.

=019 \\\$a868155586
 =020 \\\$a9781601632982
 =020 \\\$a1601632983
 =020 \\\$z9781601634931 (ebook)
 =035 \\\$a10678095
 =035 \\\$a(OCOLC)862053104\$z(OCOLC)868155586
 :
 :
 =938 \\\$aYBP Library Services\$bYANK\$n10678095
 =980 \\\$a20140521\$b15.99\$c1\$d665310\$e99958690804
 =981 \\\$btrad\$ccascade\$dmain\$etg\$fyeshold for john doe\$h33019007567382
 =994 [\\\\$aC0\\$bOQP](#)

Profile Details

Profile Details	Normalization & Validation	Match Profile	Inventory Information	PO Line Information	Mapping
Profile Details					
Use Network Zone	No				
Profile name *	YBP Shelf Ready Firms - Full				
Profile description					
Originating system *	WorldCat	File name patterns			
Import Protocol	Upload File/s	Cross walk <input type="radio"/> Yes <input checked="" type="radio"/> No			
Physical source format	Binary	Target format			
Encoding format	UTF-8	MARC21 Bibliographic			
Source format	MARC21 Bibliographic				
Status	Active				

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

W Alma Tasks Analytics Currently at: Suzz...

Import Profile Details Librarie...

Profile Type Repository Profile Name YBP PromptCat Firm

Profile Details **Normalization & Validation** Match Profile Set Management Tags

Normalization

Correct the data using

Validation Exception Profile

Check the data using

Match Profile

Profile Details **Normalization & Validation** **Match Profile** Inventory Information

Match Profile

Match method

Match Actions

Handling method Automatic Manual

Upon match Merge Overlay

Merge/Overlay

Merge method

Allow bibliographic record deletion

Do not override/merge a non-brief record with a brief version

Do not override/ merge record with an older version Disabled Consider Originating System Ignore Originating System

Automatic Multi-Match Handling

Disregard invalid/canceled system control number identifiers

Prefer record with the same inventory type (electronic/physical)

Unresolved Records

Skip and do not import

(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.

Profile Details	Normalization & Validation	Match Profile	Inventory Information
Inventory Operations			
<input type="radio"/> Electronic <input type="radio"/> Mixed <input checked="" type="radio"/> Physical			
Physical Item Mapping			
Material type	Book		
Mapping Policy	<input checked="" type="radio"/> Basic <input type="radio"/> Advanced		
Library field	981	subfield	c
Location field	981	subfield	d
Default library	<input type="text"/> <input type="button" value="Search"/>		
Map library/location	<input checked="" type="checkbox"/>		
Number of items field	980	subfield	c
Barcode field	961	subfield	h
Item policy field	<input type="text"/>	subfield	<input type="text"/>
Alternative Call Number	<input type="text"/>	subfield	<input type="text"/>
Call Number Mapping			
Update holdings call number <input checked="" type="checkbox"/>			
Inventory Handling			
Receive item? <input checked="" type="checkbox"/>			

(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.

Profile Type Update Inventory Profile name mdw-IZ-wcp upd

Profile Details Normalization & Validation Match Profile Inventory Information PO Line Information

EOD General Parameters

Multiple vendors

Vendor YBP Vendor account YBP

Matching points

Additional PO Line Reference subfield

Vendor Reference Number field 980 subfield e

Update fields

Vendor invoice number field subfield

PO Line details

Acquisition method Purchase at Vendor System

Invoice status No invoice

Rush

Cancellation restriction

Identifier 9781601632982

Vendor reference number 99958690804

Note to vendor

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.

Process ID 18612682410001848
 Started on 06/03/2014 09:31:32 PDT
 Total run time 3 Seconds
 Status Completed Successfully
 Files Processed 1

Counters

Total records processed 1
 Total records imported 0
 Total records deleted 0
 Total records not imported/deleted 1
 Total physical items processed 1
 Total physical items imported 1

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).

Resource description		FIND OUT ANYTHING FROM ANYONE, ANYTIME : SECRETS OF CALCULATED QUESTIONING FROM A VETERAN INTERROGATO PYLE, JAMES CAREER PRESS 2014 [9781601632992]	
Holding		Cascade: Main; 158.3/9	
Barcode		33019007567382	
Process type		Acquisition technical services (Technical Services Processing)	
Summary	General Information	ENUM/CHRON Information	Notes History
Barcode	33019007567382	Copy ID	
Material type	Book	Item policy	
Inventory date		Provenance	
PO line	POL-55989	Is Magnetic	
Receiving date	06/03/2014	Expected receiving date	
Enumeration A		Enumeration B	
Chronology I		Chronology J	
Description		Generate Clear	
Replacement cost		Receiving operator	System
Process type	Acquisition technical services	AI *	sylvania Acquisitions Department