

## Loading Approval Records into NZ

**Last Update 9/26/2016; Created by the YBP EOCR Record Loads in Alms Group**

You will use the New Order import profile when loading these records. Settings in the last three tabs will vary by institution (i.e. Inventory Information, PO Line Information, Mapping). Waiting to load these records until after OCLC holdings are set, enables you to match on the proper OCLC record in the NZ.

This document covers

- Worldcat Cataloging Partners setup
- Import Profile Settings for loading Approval Plan records
  - Profile Details
  - Normalization and Validation
  - Match Profile
    - Other Considerations
  - Set Management Tags
  - Inventory Information
  - PO Line Information
  - Mapping

### Worldcat Cataloging Partners setup

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 for approval loads.

Customize Records WorldCat Updates Record Delivery Cataloging Partner Options

**Cataloging Partner Options**  
Additional record delivery options available only for cataloging partner collections.

Do Not Deliver WorldCat Records if WorldCat Holdings Are Already Set for These Institutions  ?

Deliver PDRs if No WorldCat Record is Delivered  Yes ?  No

Include OCLC Number in PDR, if Available  Yes  No

The following example shows how to specify the vendor data to include in MARC records. Yours

may vary:

Customize Records	WorldCat Updates	Record Delivery	Cataloging Partner Options	
<h3>Customize Records</h3> <p>Customize the information included in your institution's MARC records. You can also control MARC options for an individual collection at the collec</p>				
<b>All Collections</b>				
Holding Library Code (049 \$a)	<input type="text" value="ORZA"/>			
Delete Fields	Tag <input type="text" value="029"/>	Ind 1 <input type="text" value="Any"/>	Ind 2 <input type="text" value="Any"/>	
	+ - Reset			
Delete Subfields	Tag <input type="text"/>	Ind 1 <input type="text" value="Any"/>	Ind 2 <input type="text" value="Any"/>	
		Subfield <input type="text"/>		
	+ - 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="049"/>	Ind 1 <input type="text" value="Blank"/>	Ind 2 <input type="text" value="Blank"/>	+ -
	↑ ↓ Subfield <input type="text" value="b"/>			+ -
	Value <input type="text" value="Cataloging Partner Data"/>			+ -
	Using <input type="text" value="Bar Code 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="a"/>			+ -
	Value <input type="text" value="Cataloging Partner Data"/>			+ -
	Using <input type="text" value="Order Received Date"/>			
	Format <input type="text" value="YYYY-MM-DD"/>			

# Import Profile Settings for loading Approval Plan records

## Profile Details

Profile Type		New Order		Profile name		NZ - REDO Load YBP/WCP Approval Records					
Profile Details		Normalization & Validation		Match Profile		Set Management Tags		Inventory Information		PO Line Inform	
<b>Profile Details</b>											
Use Network Zone		Yes									
Profile name *		NZ - REDO Load YBP/WCP Approval Records									
Profile description		Load YBP/WCP Approval records creating orders, items, and holdings for resolving multimatches									
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		MARC21 Bibliographic			
Encoding format		UTF-8									
Source format		MARC21 Bibliographic									
Status		Active									

## Normalization and Validation

Profile Type		New Order		Profile name					
Profile Details		Normalization & Validation		Match Profile		Set Management Tags		Inventory In	
<b>Filter</b>									
Filter out the data using									
<b>Normalization</b>									
Correct the data using		Remove Vendor Data 980 981 993							
<b>Validation Exception Profile</b>									
Handle invalid data using		MarcXML Bib Import							

## Match Profile

Profile Type	New Order	Profile name	NZ - REDO Load YBP/WCP Approval Records
Profile Details	Normalization & Validation	Match Profile	Set Management Tags
Inventory Information	PO Line I		

**Match Profile**

Serial match method: Unique OCLC Identifier Match Me

Non Serial match method: Unique OCLC Identifier Match Me

**Match Actions**

Handling method:  Automatic  Manual

Upon match:  Merge  Overlay  Do Not Import  Use NZ Record

Merge/Overlay

Merge method: OCA Bib Overlay (Keep 035s)

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:

**No Match**

Upon no match:  Add To NZ  Do Not Import  Import To IZ

The difference from a brief record download is matching using the Unique OCLC Identifier Match Method. If holdings have been set in OCLC, then the presumption is that the records have been loaded into the NZ during the daily OCLC load and are the records to attach to the approval orders.

### Other considerations:

- **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.

- **“Do not override/merge record with an older version”** for any New Record Import Profile. Keep at Disabled.
- **OPTIONAL SETTINGS (Automatic multi-matches handling):**
  - **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 it isn’t necessary to select in a New Order import profile.
  - **Disregard Matches for Bibliographic CZ linked records:** (you will only see this if your “ignore\_cz\_records” option in Resource Management > Resource Configuration > Configuration Menu > Other Settings 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:** This is optional. If you select this option, Alma will ignore the incoming record’s 035\$a and only use the incoming record’s 035\$a against the repository’s 035\$a and 035\$z.
  - **Prefer record with same inventory type:** 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 scheduled to load automatically or if you’re loading very large files of records, this might be a good option

## Set Management Tags

Profile Type		New Order		Profile Name		mdw-NZ-ybp approval plan	
Profile Details	Normalization & Validation	Match Profile	<b>Set Management Tags</b>	Inventory Information	PO Lin		
<b>Set Management Tags</b>							
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						

When downloading records to the NZ, do NOT choose the Suppress records/s from publish/delivery. See policy: [Suppression of Records for Physical Inventory](#).

## Inventory Information

Profile Type		New Order		Profile Name		mdw-NZ-ybp approval plan	
Profile Details	Normalization & Validation	Match Profile	Set Management Tags	<b>Inventory Information</b>	PO Li		
<b>Inventory Operations</b>							
<input type="radio"/> Electronic <input checked="" type="radio"/> Physical <input type="radio"/> Mixed		Settings will vary by institution					
<b>Physical Item Mapping</b>							
Material type	Book						
Library field	981	subfield	c				
Location field	981	subfield	d				
Default Library							
Map Library/Location	<input type="checkbox"/>						
Number of items field	980	subfield	c	Default Location			
Barcode field	049	subfield	b	Default Number	1		
Item policy Field		subfield					

## PO Line Information

Import Profile Details

Profile Type: New Order      Profile Name: mdw-NZ-ybp approval plan

Profile Details    Normalization & Validation    Match Profile    Set Management Tags    Inventory Information    **PO Line Information**

**EOD General Parameters**

Physical POLine Type \* Physical - One Time

Vendor YBP

PO Line Currency USD

Decimal Point Location 0

Acquisition Method Purchase at Vendor System

Vendor Account YBP

Settings will vary by institution

**EOD mapping**

PO Line field	<input type="text"/>	subfield	<input type="text"/>
Vendor Reference Number field	980	subfield	e
List Price field	980	subfield	b
Vendor Title Number field	<input type="text"/>	subfield	<input type="text"/>
Volume Part Number field	<input type="text"/>	subfield	<input type="text"/>
Po Number field	<input type="text"/>	subfield	<input type="text"/>
PO Line Owner field	<input type="text"/>	subfield	<input type="text"/>
Default PO Line Owner	Sylvania	subfield	b
Map Owner	<input type="checkbox"/>	subfield	e
Fund Distribution field	981	subfield	<input type="text"/>
Default Fund	<input type="text"/>	Percent subfield	<input type="text"/>
Map Funds	<input type="checkbox"/>	subfield	f
Reporting code	981	subfield	g
Interested Users	<input type="text"/>	subfield	<input type="text"/>
Vendor invoice number field	<input type="text"/>	subfield	<input type="text"/>
note field	<input type="text"/>	subfield	<input type="text"/>
Rush request	981	subfield	<input type="text"/>
Receiving note	981	subfield	<input type="text"/>

Default

## Required

- Vendor Reference Number field
- List Price field
- PO Line Owner field
- Fund Distribution field

## Mapping

Mapping [Cancel](#)

Profile Type  Profile Name

[Profile Details](#) [Normalization & Validation](#) [Match Profile](#) [Set Management Tags](#) [Inventory Information](#) [PO Line Information](#) [Mapping](#)

**Fund Mapping**

Settings will vary by institution (mapping may not be necessary)

No records were found.  
Source value  Destination value  [Add](#)

**Location Mapping**

No records were found.  
Source value  Destination value  [Add](#)

[Cancel](#)

There are no Alliance recommendations for mapping setup. This mapping feature is useful when you need to map incoming values from vendors that might not exist in Alma. An example might be during switching of fund codes. You can map old fund codes in YBP records to the new Alma fund codes.