

USING “SHARE WITH NETWORK” IN THE MD EDITOR

SUNY Library Shared Services
Maggie McGee

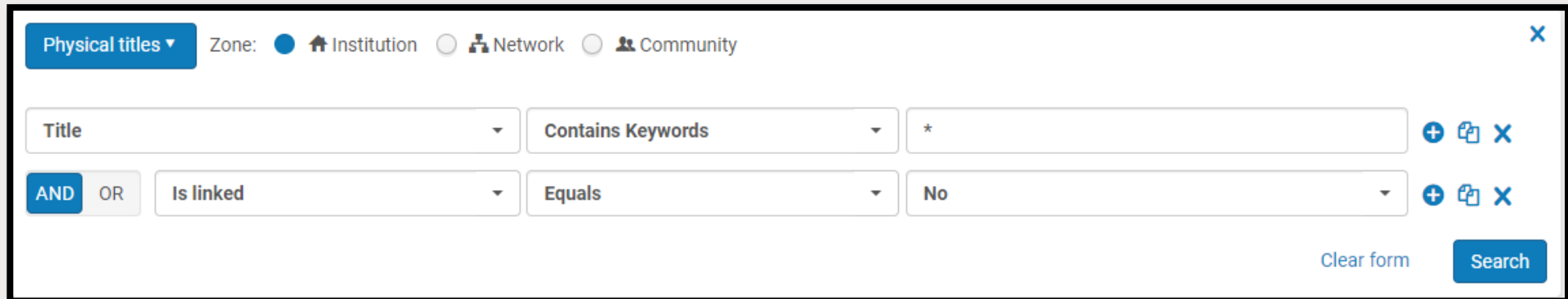


“Share with Network” in the MD Editor

- The “Share with Network” functionality shares Institutional Zone (IZ) bib records with the Network Zone (NZ) in the MD Editor
 - The IZ bib record and associated inventory will be linked to the NZ record
- It allows Alma users with the cataloger role the ability to directly link IZ records to the NZ without running a job
- “Share with Network” can be used to:
 - Add/link an IZ brief bib record to the NZ
 - Add/link an IZ bib record to the NZ that were created either:
 - From migration
 - In error

Repository Search to Identify Unlinked IZ Bib Records

- An advanced repository search can be performed in the IZ to see a list of physical titles that are not linked to the NZ. Below is a very basic search that will also display Reserves, Main-Borrowing and Main-Lending Resource Sharing titles will display in the results



The screenshot shows a search interface with the following elements:

- Physical titles** (dropdown menu)
- Zone:** Institution Network Community
- Search Row 1:** **Title** (dropdown) **Contains Keywords** (dropdown) (+, copy, X icons)
- Search Row 2:** **AND** (button) **OR** (button) **Is linked** (dropdown) **Equals** (dropdown) (+, copy, X icons)
- Buttons:** Clear form, Search

Pre-requisites to using “Share with Network”

1. The IZ Non_Serial_match_profile and Serial_match_profile configuration for Resources “Other Settings” needs to match the NZ configuration for these settings
2. IZ bib records **must have an OCLC #** in MARC field 035 because SUNY’s NZ bibliographic environmental matches on the OCLC #
 - a. The OCLC # is the match point for bib records in the NZ:
 - i. NZ bib records are maintained and updated via the OCLC nightly jobs using the OCLC # as the match point
 - ii. Exporting OCLC master records manually to the NZ match on the OCLC #
3. When adding the OCLC # to an IZ bib record the 035 should be entered as follows:
 - a. *035 __ \$\$a (OCoLC)#####*

CONFIGURING “OTHER SETTINGS” IN ALMA TO MATCH THE NZ

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Configuring Non_Serial and Serial Match Profiles

To configure Resources “Other Settings” one of the following roles is required:

- Catalog Administrator
- Repository Administrator
- General System Administrator

1. Go to *Configuration>Resources>General>Other Settings*
2. Edit and/or verify the following settings:
 - a. Non_Serial_match_profile: com.exlibris.repository.mms.match.OCLCMatchProfile
 - b. Serial_match_profile: com.exlibris.repository.mms.match.OCLCSerialMatchProfile

41	non_serial_match_profile	repository	com.exlibris.repository.mn	
42	publishing_test_mode	repository	true	
43	search_limit	repository	-1	
44	serial_match_profile	repository	com.exlibris.repository.mn	

3. Click **Save**

“SHARE WITH NETWORK: WORKFLOW

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“Share With Network” Workflow

1. Click **Edit Record** (or **Edit** from the record view) to open the IZ only bib record in the MD Editor


2 **RDA essentials / Thomas Brenndorfer.**

Book By Brenndorfer, Thomas. (Chicago : American Library Association 2016.)
Subject: Opis bibliograficzny--normalizacja. RDA. Zbiory biblioteczne. and others

Language: English
ISBN: 9780838913284 and others
Creation Date: 06/04/2019 03:44:10 EDT
Modification Date: 12/11/2019 12:10:58 EST

MMS ID: 990006040040204804
Record number: (OCoLC)995381730

[Edit Record](#) [Holdings](#) [...](#)




[←](#) Record View [Back](#) [Edit](#)

RDA essentials / Thomas Brenndorfer. [i](#) [v](#)

MMS ID	990006040040204804	Suppress from publishing	No	Export to WorldCat	Publish Bibliographic records
Brief level	06	Record format	marc21		
Originating system	OCLC	Originating system ID	ocn995381730	Originating system version	-

MARC **BIBFRAME**

LDR	01534nam a2200457Mi 4500
001	990006040040204804
005	20191211121049.0
008	160915s2016 xxu f f 001 0 eng d
020	Is 9780838913284



“Share With Network” Workflow

2. Check for an existing 035 with the OCLC #
 - a. Add the OCLC # to the bib record if one is not present:
 - a. Click **Edit>Add Field** (F8)
 - b. Type in 035 __ \$\$a (OCoLC)#####
 - c. Click the **Save** icon (Ctrl+S)
 - b. 035s with other system numbers can remain in the bib record because the match point is in the OCLC #

LDR	01534nam#a2200457M#4500
001	990006040040204804
005	20191211121049.0
008	160915s2016####xxu#####001#0#eng#d
020	\$\$a 9780838913284
020	\$\$a 0838913288
020	\$\$a 9781783300563
020	\$\$a 1783300566
020	\$\$a 9780888023476
020	\$\$a 0888023472
035	\$\$a (OCoLC)995381730
035	\$\$a (OCoLC)ocn995381730
040	\$\$a B3N \$\$b pol \$\$c B3N

“Share With Network” Workflow

3. Click *File>Share with Network*

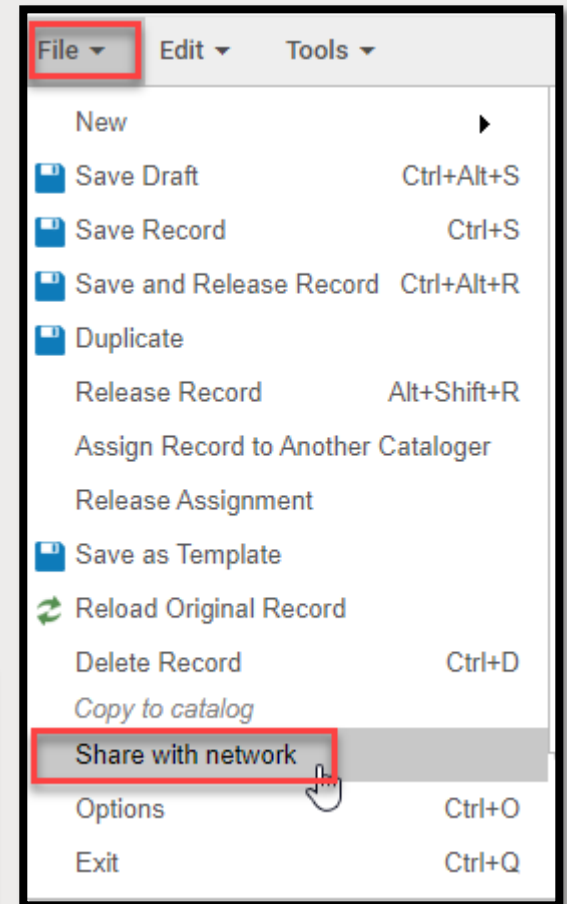
- a) The IZ bib record will be added to the NZ if there are no matching bib records in the NZ, otherwise move to step 4



1  **GET YOUR YOGA ON**

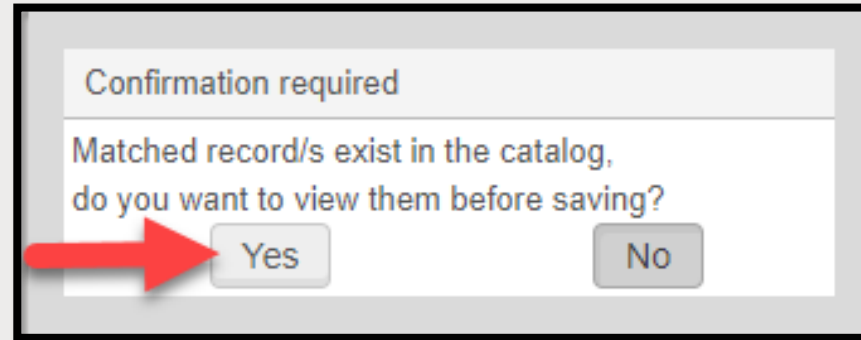
Book {Book - Physical} By MacGregor, Kino (Shambhala 2020)	Language: English	MMS ID: 996350221604825
Creation Date: 12/11/2019 13:34:32 EST	ISBN: 9781611807219	
Modification Date: 12/11/2019 13:38:51 EST	Record number: (OCoLC)1127058897	
Edition: First edition.		

Physical Electronic Digital [Other details](#)

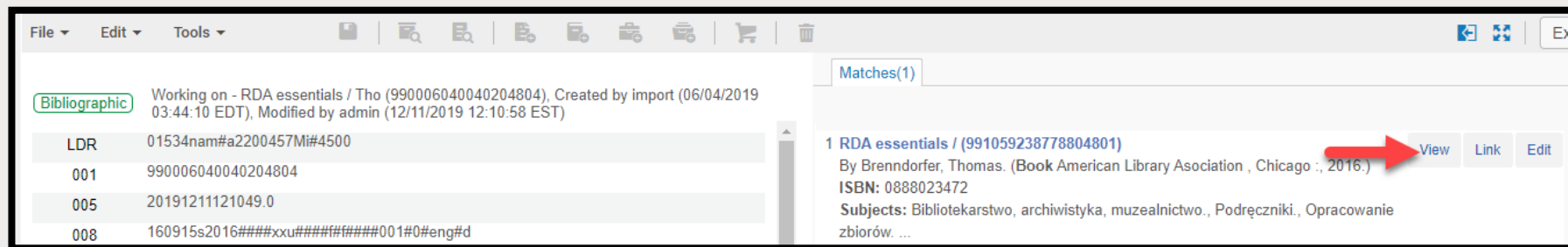


“Share With Network” Workflow

- Click **Yes** when the “Confirmation required” pop-up message appears with the following: “Matched record/s exist in the catalog; do you want to view them before saving?”
 - DO NOT CLICK No!** It will add a duplicate bib record to the NZ

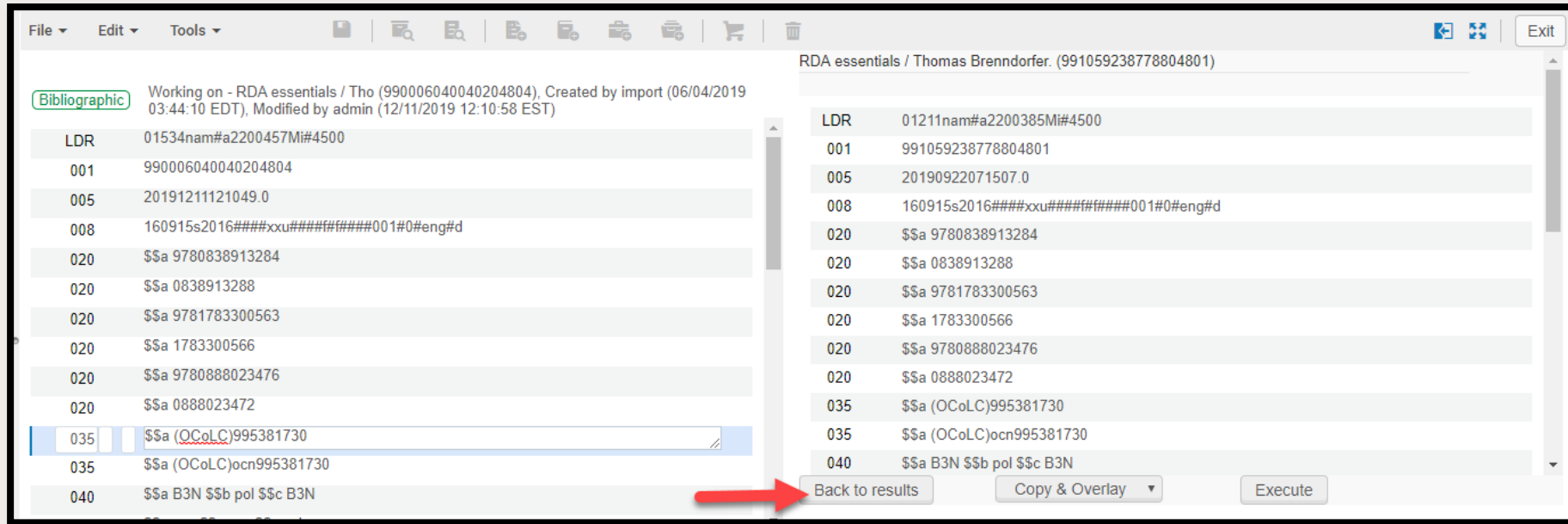


- Click **View** to verify this is the correct bib record



“Share With Network” Workflow

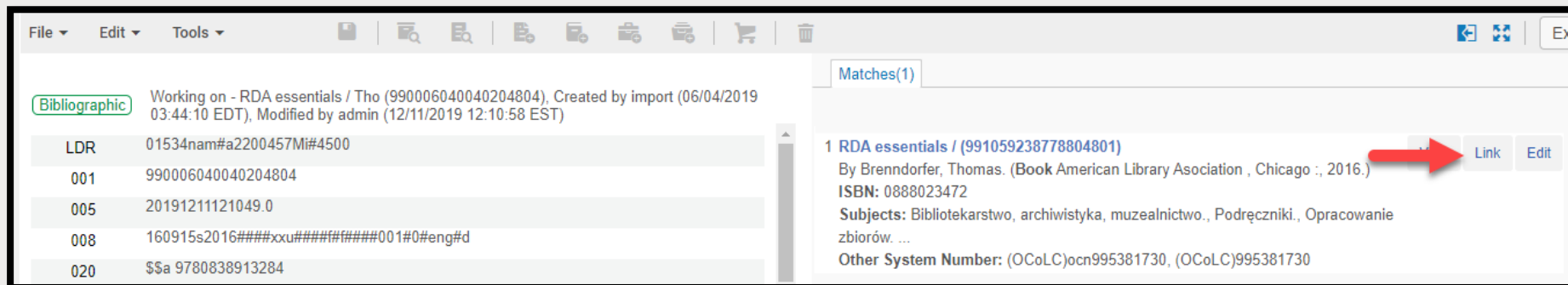
6. Click *Back to results*



The screenshot shows a library catalog interface with a list of records. The records are displayed in a table format with columns for LDR, 001, 005, 008, 020, 035, and 040. A red arrow points to the "Back to results" button at the bottom of the list.

LDR	001	005	008	020	035	040
01534nam#a2200457Mi#4500	990006040040204804	20191211121049.0	160915s2016####xxu#####f#####001#0#eng#d	\$\$a 9780838913284	\$\$a (OCoLC)995381730	\$\$a B3N \$\$b pol \$\$c B3N
01211nam#a2200385Mi#4500	991059238778804801	20190922071507.0	160915s2016####xxu#####f#####001#0#eng#d	\$\$a 9780838913284	\$\$a (OCoLC)ocn995381730	\$\$a B3N \$\$b pol \$\$c B3N

7. Click *Link*



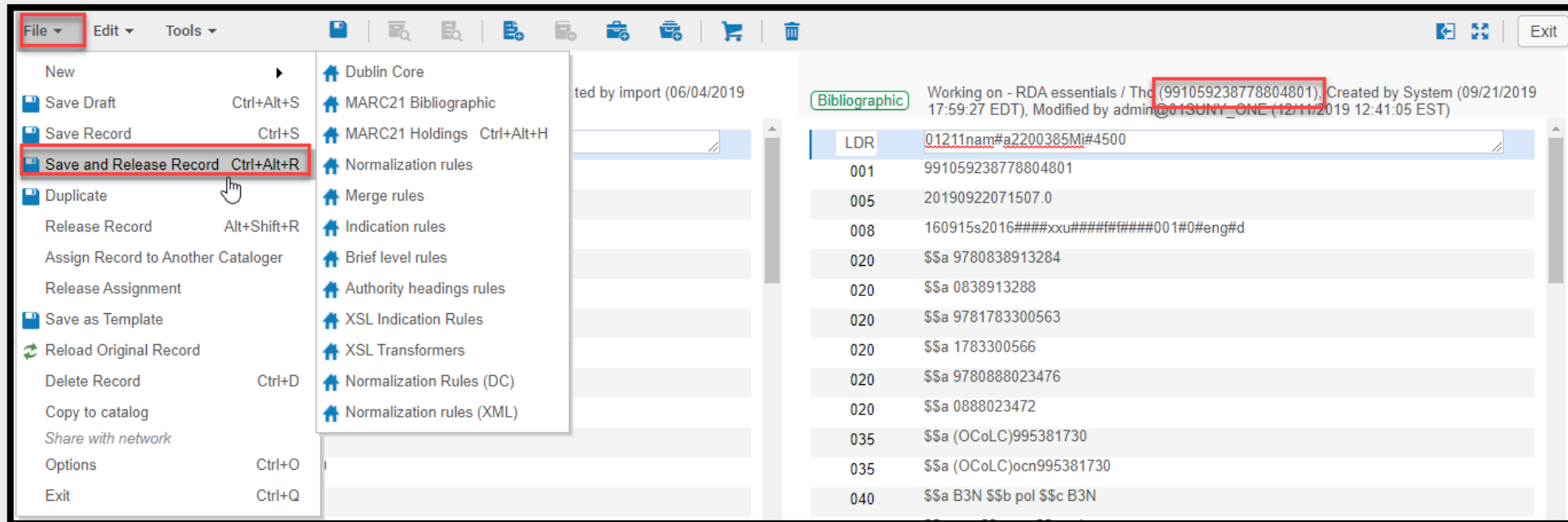
The screenshot shows a library catalog interface with a detailed view of a record. The record title is "1 RDA essentials / (991059238778804801)". A red arrow points to the "Link" button next to the record title.

Matches(1)

1 RDA essentials / (991059238778804801)
By Brenndorfer, Thomas. (Book American Library Association , Chicago ;, 2016.)
ISBN: 0888023472
Subjects: Bibliotekarstwo, archiwistyka, muzealnictwo., Podręczniki., Opracowanie zbiorów. ...
Other System Number: (OCoLC)ocn995381730, (OCoLC)995381730

“Share With Network” Workflow

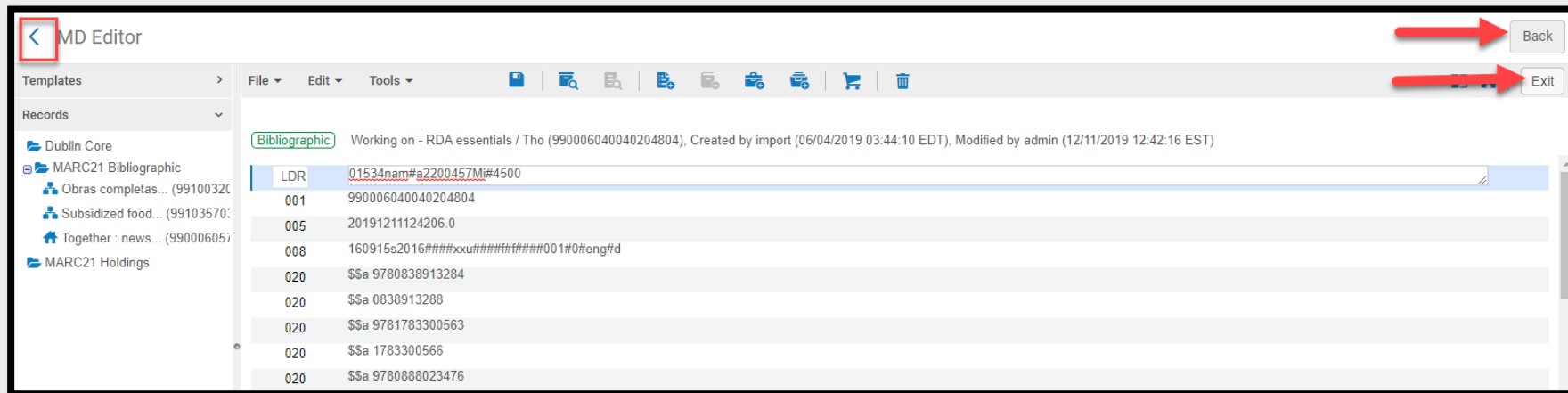
6. Click **File>Save and Release Record** (Ctrl+Alt+R)
 - a) It will save and release the NZ bib record from the MD Editor (right-side of the split screen editor)



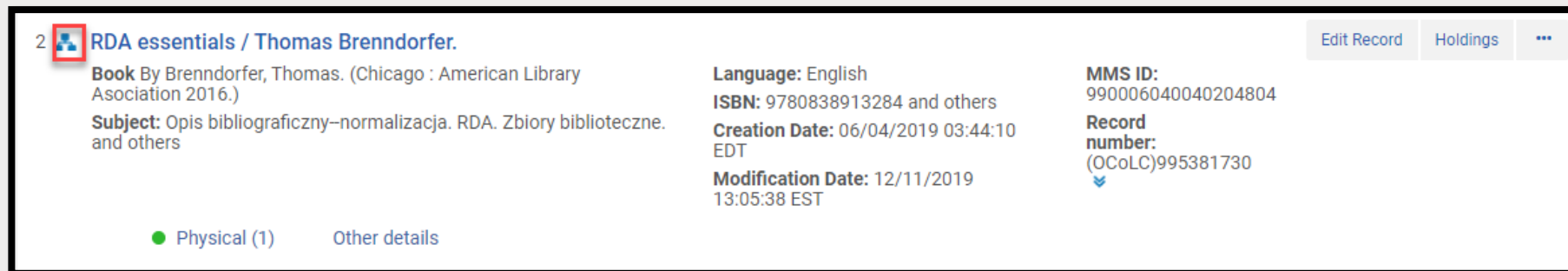
“Share With Network” Workflow

7. Click *Back* or *Exit*

- a) *Save and Release the Record* for the IZ only bib record does not do anything because the IZ record has been link to the NZ and uses the NZ bib record in the MD Editor



8. The IZ only bib record is now linked to the NZ



REPORTING BIB RECORDS TO BE DELETED FROM THE NZ

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Reporting Bib Records to be deleted from the NZ

- Report bib records to be deleted from the NZ when a bib record is accidentally added/exported to the NZ that should be in the IZ
 - Instructor/personal copy course reserves
 - eBooks
 - Equipment
 - Host bib records for bound-withs
 - Suppress bib records
 - Proprietary vendor records
- Makes sure the IZ bib record is unlinked from the NZ before reporting NZ bib records to be deleted
 - [FAQ: How do I unlink a bib record from the NZ?](#)
- Report NZ bib records to be deleted
 - [Request to delete bib records](#)

SUPPORT DOCUMENTATION

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Supporting Documentation

- Ex Libris documentation: [How to Configure the Share With Network function in the MD Editor to find matches based upon the 035 field?](#)
- Ex Libris documentation: [Configuring Other Settings \(Resource Management\)](#)
- FAQ: [Share With Network](#)