

NEW MD EDITOR SERIES: WORKING WITH BIB RECORDS SESSION 2

SUNY Library Shared Services
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Working With Bib Records in the New MDE Session 2

In this session we will cover:

1. Deleting IZ only bib records
2. Deleting NZ linked bib records
3. Share With Network


■ Required Roles to delete bib records in the MD Editor:

- Cataloger
- Cataloger Extended

NOTE: Roles must be combined in order to delete bib records in the MD Editor

Deleting IZ Only Bib Records in the MD Editor

- IZ only records can be deleted in the MD Editor
- IZ only records:
 - Are not linked to the NZ or the CZ
 - Do not have an icon next to the Title in a repository search
 - Have a house icon in the MD Editor
 - Will had the libraries 4-digit identifier at the end of the MMS ID in MARC 001

1  **Fodor's Tokyo / [writers, Rob Goss, Robert Morel]**

Book By Goss, Rob, (New York : Fodor's Travel, a division of Random House LLC, [2020])

Subject: Tokyo (Japan)--Guidebooks. Fuji, Mount (Japan)--Guidebooks. Hakone-machi (Japan)--Guidebooks. and others

Modification Date: 09/16/2020 7:04 PM

Creation Date: 09/16/2020 6:34 PM

Edition: Seventh edition.

● Physical (1) Other details

Language: English

ISBN (13): 97816409 and others

Record number: (OCoLC)1140108174


Records Sets 1 DC MARC21 Bib 6 Holdings 1

Search in list


American yoga / edite... (991033797059704801) Pushed

Fodor's essential Cari... (991060069419504801) Pushed

Fodor's essential Icela... (991060069419104801) Pushed

 Fodor's Tokyo / [writers, R... (996747553004844) Pushed

Fodor's Tokyo / [writers, Rob Goss, Robert Morel] ()

 Pushed MARC21 Bib

LDR 02464cam#a22005178i#4500

001	996747553004844
005	20200916190410.0
008	191126s2020####nyuab#####
015	\$\$a GBC012663 \$\$2 bnb
016 7	\$\$a 019689992 \$\$2 Uk
020	\$\$a 9781640972346 \$\$a (paperba

Deleting IZ Only Bib Records in the MD Editor

- IZ only bib records can be deleted in the MD Editor when there are:
 - Items without POLs
 - Holdings records without associated items/POLs
 - No associated items
 - No associated Holdings
- IZ only records will not be deleted if they have:
 - POLs with associated items/inventory

Confirmation required

You are about to delete the following bibliographic record:
Title: Fodor's Tokyo / [writers, Rob Goss, Robert Morel]
ID: 996747553004844

No associated item record, but has a holdings record

Are you sure ?

Information

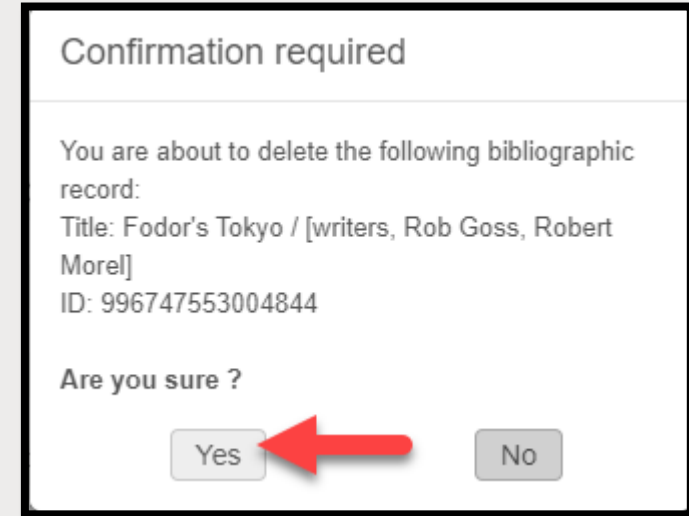
Bibliographic Title Fodor's Tokyo / [writers, Rob Goss, Robert Morel] cannot be deleted as it has996747553004844

associated PO-line(s) **Open POL - Item not yet received or Item record associated with the POL**

Deleting IZ Only Bib Records in the MD Editor

To delete IZ only bib records in the MD Editor:

1. Open the bib record in the MD Editor
2. Click ***Record Actions>Delete Record***
3. Click **“Yes”** from the “Confirmation required” pop-up message



Deleting Bib Records Linked to the NZ in the MD Editor

- NZ bib records should not be deleted by SUNY libraries per [MSP-27](#)
- NZ bib records:
 - Will have a network icon next to it from a repository search and in the MD Editor
 - Will have an MMS ID that ends in 4801 in MARC 001 of the bib record
 - May have other SUNY library holdings attached
 - Other library holdings will prevent the record from being able to be deleted in the MD Editor
- NZ linked bib records must be unlinked from the NZ using “Copy to Catalog” before a bib record can be deleted in the MD Editor

1  **Fodor's Barcelona / writers: Jacob Dean, Elizabeth Prosser, Steve Tallantyre.**

Book By Dean, Jacob, ([El Segundo, California] : Fodor's Travel, a division of Internet Brands, Inc., [2020]) **Language:** English

Subject: Barcelona (Spain)--Guidebooks. Spain--Guidebooks. Spain. and others **ISBN (13):** 9781640971738 and others

Modification Date: 09/17/2020 8:29 AM **Record number:** (OCoLC)1120761240 

Creation Date: 09/17/2020 8:29 AM


Edition: 7th edition.

 Physical (1) [Other details](#)

Records Sets 1 DC **MARC21 Bib 7** Holdings 1


Search in list Save New Open Record Record Actions Editing

American yoga / edite... (991033797059704801) Pushed

 **Fodor's Barcelona / wr...** (991059593084304801)

Fodor's essential Cari... (991060069419504801) Pushed

Fodor's Barcelona / writers: Jacob Dean, Elizabeth Prosser, Steve Tallantyre.

 **MARC21 Bib**

LDR 01477cam#a2200421Mi#4500

001	991059593084304801
005	20191217071329.9

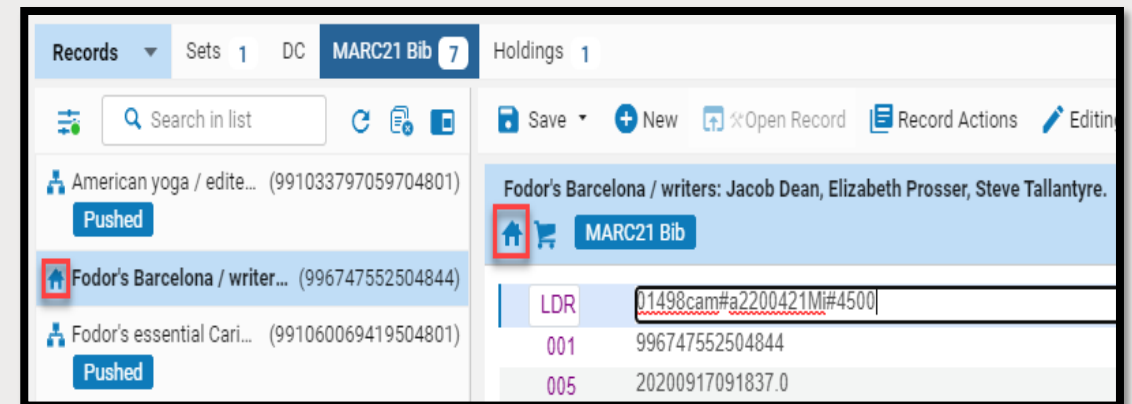
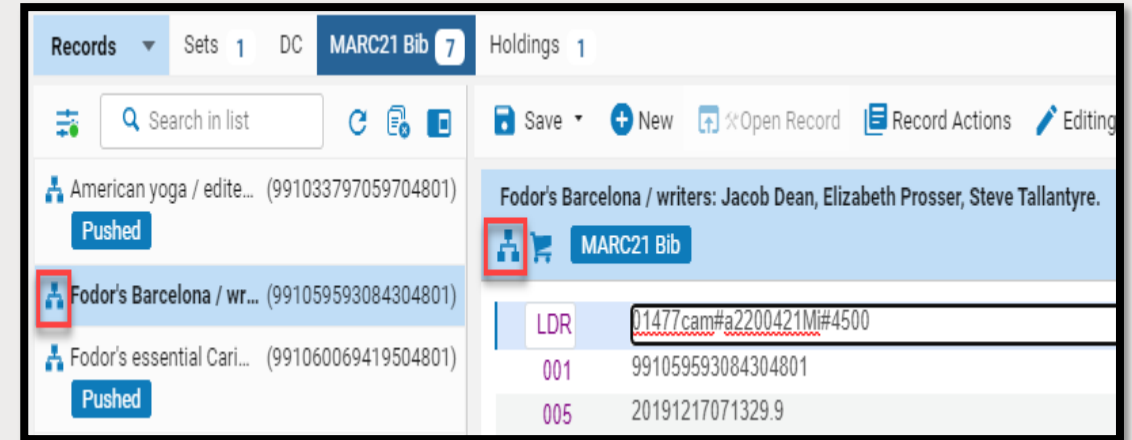
Unlinking a Bib Record from the NZ

- Unlinking bib records from the NZ will:
 1. Unlink the record from the NZ
 2. Create an IZ only record in your repository
 3. Retain the NZ record
- “Copy to Catalog” is used to unlink bib records from the NZ
 - “Copy to Catalog” will only be available from the “Record Actions” menu for NZ linked bib records
- Use cases when unlinking a bib record from NZ might be required:
 1. Deleting the NZ linked bib record from your library repository when no items/holdings attached
 2. Course reserves accidentally created in the NZ
 3. Equipment bib record(s) accidentally created in the NZ
 4. Bib records that were linked during migration for collections that will not be shared across SUNY, such as, special collections, office copies, etc.

Unlinking a Bib Record from the NZ in the MD Editor

To unlink (“Copy to Catalog”) a bib record from the NZ:

1. Perform a repository search for the title
2. Open the bib record in the MD Editor
3. Click **Record Actions>Copy to Catalog** (Alt+Shift+C)
 - This unlinks the record from the NZ
 - An institution icon will now display in the MD Editor
4. Click **Save>Save and Release Record** (Ctrl+Alt+R)



Unlinking a Record from the NZ & Deleting the IZ Only Record

To unlink (“Copy to Catalog”) a bib record from the NZ and delete the IZ only record:

1. Perform an “All Titles” repository search
 1. View the record in the NZ
 2. Copy the NZ MMS ID and Title if your library is the last holding library
 3. Report the MMS ID/Title to the NZ Coordinator to delete the bib record it has been unlinked and your institution is the last held by library
2. Open the bib record in the MD Editor
3. Click **Record Actions**>**Copy to Catalog** (Alt+Shift+C)
 - This unlinks the record from the NZ
 - An institution icon will now display in the MD Editor
4. Click **Records Actions**>**Delete Record**
5. If applicable, report the NZ record to the NZ Coordinator for deletion

The screenshot shows the library catalog interface. The top navigation bar includes 'Records', 'Sets 1', 'DC', 'MARC21 Bib 7', and 'Holdings 1'. Below the navigation bar, there is a search bar and several action buttons: 'Save', 'New', 'Open Record', 'Record Actions', and 'Editing'. The main content area displays a list of records. The record for 'Fodor's Barcelona / wr...' (991059593084304801) is highlighted, and a red box is drawn around the institution icon (a house with a person) next to it. To the right of the record list, the details for the selected record are shown, including the title 'Fodor's Barcelona / writers: Jacob Dean, Elizabeth Prosser, Steve Tallantyre.', the 'MARC21 Bib' button, and the LDR field with the value '01477cam#a2200421Mi#4500'. Below the LDR, there are two rows of data: '001 991059593084304801' and '005 20191217071329.9'.

The screenshot shows the library catalog interface after the record has been unlinked. The top navigation bar is the same as in the previous screenshot. The main content area displays the same list of records, but the record for 'Fodor's Barcelona / writer...' (996747552504844) is now highlighted, and a red box is drawn around the institution icon (a house with a person) next to it. To the right of the record list, the details for the selected record are shown, including the title 'Fodor's Barcelona / writers: Jacob Dean, Elizabeth Prosser, Steve Tallantyre.', the 'MARC21 Bib' button, and the LDR field with the value '01498cam#a2200421Mi#4500'. Below the LDR, there are two rows of data: '001 996747552504844' and '005 20200917091837.0'.

Reporting a NZ Record for Deletion

To report a NZ bib record(s) to the NZ Coordinator for deletion:

1. Go to the [“SUNY SLSS Libguide’s Communication Channel”](#) page
2. Click on [“Forms and Questionnaires”](#)
3. Click on [“Request to Delete NZ Bib Records”](#) under Forms
 - Bookmark the form for quick access
4. Fill out the form
 - Multiple MMS IDs/Titles can be submitted at one time
 - Submit the NZ MMS ID ending in 4801 found in MARC 001
5. Click **Submit**

Request to Delete NZ Bib Records

This form is intended to report NZ bib records that need to be deleted from the NZ because a brief bib record or a brief course reserve record was accidentally created in the NZ instead of the IZ. Please, email libanswers a screenshot if additional information is needed.

*** Required**


Campus *
SUNY

Name of Requester *
Maggie McGee

Email *
margaret.mcgee@suny.edu

Network Zone MMSID (ends in 4801) / Title *
MMS ID: #####/Title, MMS ID: #####/Title 2

Note (optional)
Your answer

Submit 

Share With Network

- “Share with Network” is used to link an IZ only bib record with the Network Zone (NZ)
- The IZ record will be linked to the NZ when selecting "Share with Network"
- “Share with Network” will only appear under the “Record Actions” menu for IZ only records
- If there is no matching NZ record, the IZ record will be added to the NZ
- “Share with Network” can be used to:
 - Add/link an IZ brief bibliographic record to the NZ
 - Add/link an IZ bibliographic record to the NZ.
 - Add/link an IZ bibliographic records that migrated to Alma without being linked to the Network Zone (NZ)
- SUNY matches bib records in Alma using the OCLC number in MARC 035 \$a
- All IZ only records being linked to the NZ using “Share with Network” are required to have an OCLC number in MARC 035 \$a. Records without OCLC numbers:
 - May create duplicate bib records in the NZ
 - Will not be updated by the OCLC daily jobs

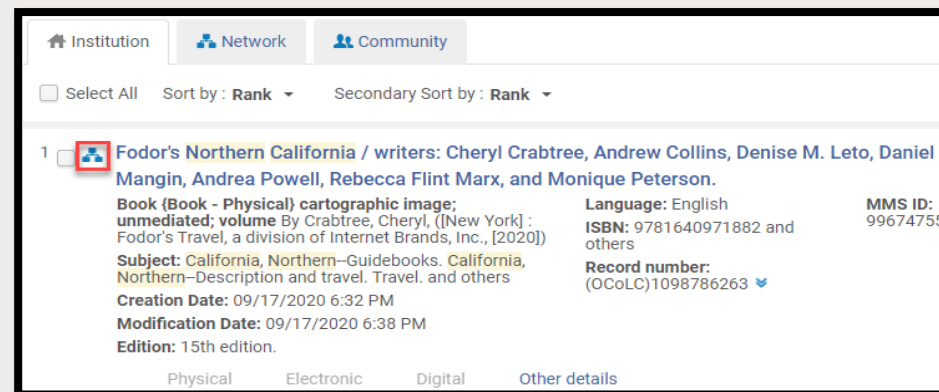
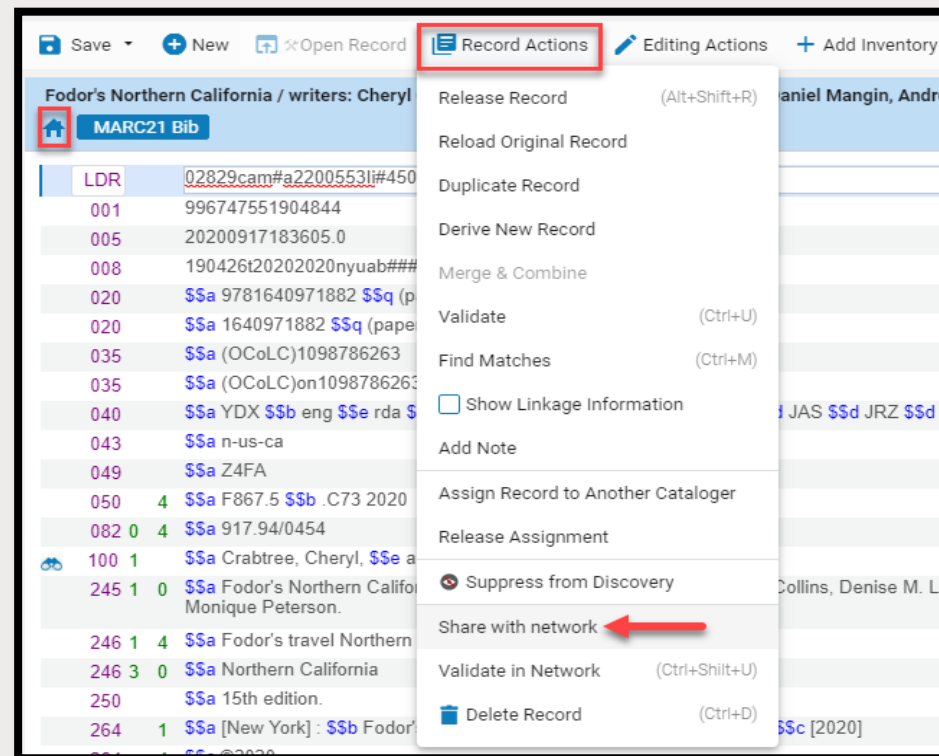
Share With Network

- Review bib records prior to using “Share with Network”:
 1. Confirm there is an OCLC number in MARC 035 \$a, if there is not an OCLC number, add the OCLC number in MARC 035 \$s:
 1. Click on *Editing Actions>Add Field*
 2. Add the OCLC number
 3. Click the **Save** icon
 2. Remove any non-OCLC numbers in MARC 035 \$a:
 1. Click on *Editing Actions>Remove Field*
 2. Click the **Save** icon
 3. Move any local content to local fields if applicable:
 1. Click on *Editing Actions>Add Local Extension* to add local fields
 2. Copy local field information from non-local fields to SUNY approved local fields
 3. Click the **Save** icon
 4. Then proceed with the “Share with Network” workflow

Share with Network – No Matching NZ Record

To “Share with Network” when there is no matching NZ bib record:

1. Open the IZ only bib record in the MD Editor
 - Confirm there is an OCLC number in MARC 035 \$a, if not add the OCLC number
 - Delete any non-OCLC numbers in MARC 035 \$a
 - Move any local notes to local fields
 - Save the bib record if any changes have been made
2. Click **Record Actions**>**Share with Network**
 - The Record is no longer available in the MD Editor
 - A repository search for the record shows the IZ only bib record is now linked to the NZ



Share with Network – Matching NZ Record

To “Share with Network” when there is a matching NZ bib record:

1. Open the IZ only bib record in the MD Editor
 - Confirm there is an OCLC number in MARC 035 \$a, if not add the OCLC number
 - Delete any non-OCLC numbers in MARC 035 \$a
 - Move any local notes to local fields
 - Save the bib record if any changes have been made
2. Click ***Record Actions>Share with Network***
3. Click “**Yes**” when the Confirmation Required message appears
 - **DO NOT** select “NO”. Selecting “No” will create a duplicate bib record in the NZ with the same OCLC number
 - The matching record will appear on the right-side of the split screen editor after clicking “Yes”
 - The matching record will just contain the Title Statement
4. Click “**View**” from the matching record on the right-side of the split screen editor
5. Make sure it is the correct record

Share with Network – Matching NZ Record

To “Share with Network” when there is a matching NZ bib record:

6. Select “**Link**” from the drop-down menu at the bottom of the matching record view
 - This is where you can back out of linking a record to the NZ. To back out of linking a bib record to the NZ:
 1. Click the “**X**” to close the matching record view instead of link
 2. Release the bib record from the MD Editor by going to **Record Actions>Release Record**
7. Click **Execute**
8. Click **Save>Save and Release Record** (Ctrl+Alt+R) for the linked record on the right-side of the MD Editor
 - Notice the header of the record on the right-side of the MD Editor is blue and active
 - The header on the right-side now contains the record information and contains the Network icon
 - The header on the left-side is grayed out and no longer contains record information because the IZ only record no longer exists once it is linked to the NZ record
9. Click the “**X**” for the record that was the IZ only record in the MD Editor

Share with Network – Matching NZ Record

Save New Open Record Record Actions Editing Actions Add Inventory View Related Data Order Search & Browse

Fodor's Northern California / writers: Cheryl Crabtree, A... (996747551904844) **MARC21 Bib** **IZ Only Record**

LDR	02829cam#a2200553li#4500
001	996747551904844
005	20200917185910.0
008	190426t20202020nyuab#####001#0#eng#d
020	\$\$a 9781640971882 \$\$q (paperback)
020	\$\$a 1640971882 \$\$q (paperback)
035	\$\$a (OCoLC)1098786263
035	\$\$a (OCoLC)on1098786263
040	\$\$a YDX \$\$b eng \$\$e

Fodor's Northern California / writers **Matching Record**

LDR	02801cam#a2200541li#4500
001	991060069718204801
005	20200917183844.0
008	190426t20202020nyuab#####001#0#eng#d
020	\$\$a 9781640971882 \$\$q (paperback)

Save New Open Record Record Actions Editing Actions Add Inventory View Related Data Order Search & Browse

(996747551904844) **IZ Only Record No Longer Exists**

LDR	02829cam#a2200553li#4500
001	996747551904844
005	20200917184256.0
008	190426t20202020nyuab#####001#0#eng#d
020	\$\$a 9781640971882 \$\$q (paperback)
020	\$\$a 1640971882 \$\$q (paperback)
035	\$\$a (OCoLC)1098786263
035	\$\$a (OCoLC)on1098786263
040	\$\$a YDX \$\$b eng \$\$e

Fodor's Northern California / writers: Cheryl Crabtree, A... (991060069718204801) **MARC21 Bib** **Linked to the NZ**

LDR	02801cam#a2200541li#4500
001	991060069718204801
005	20200917183844.0
008	190426t20202020nyuab#####001#0#eng#d
020	\$\$a 9781640971882 \$\$q (paperback)
020	\$\$a 1640971882 \$\$q (paperback)
035	\$\$a (OCoLC)1098786263
035	\$\$a (OCoLC)on1098786263

Supporting Documentation

SUNY SLSS Libguide:

- [Deleting Bib Records in the MD Editor](#)
- [Share with Network](#)