

How to link and unlink bibliographic records from the NZ

Linking bibliographic records to the NZ

1. Open the bibliographic record in the Metadata Editor. If the record only exists in your Institution Zone, a house icon will appear under the title of the item.

Records List

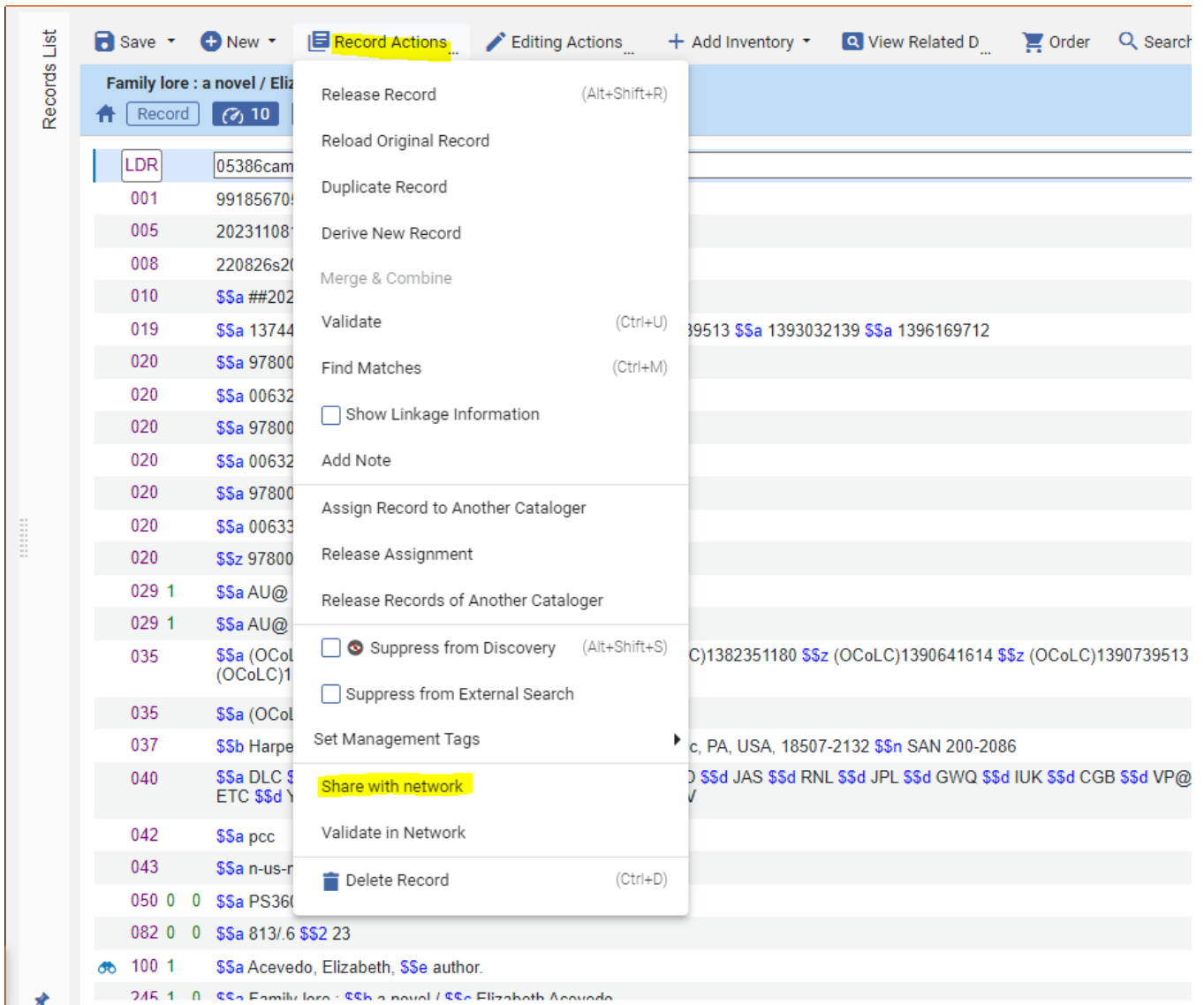
Save New Record Actions Editing Actions Add Inventory View Related D Order Search & Brow Quick

Family lore : a novel / Elizabeth Acevedo. (99185670593704108)

Record 10 113 MARC21 Bib

LDR	05386cam#a2200985##4500
001	99185670593704108
005	20231108152706.0
008	220826s2023####nyu#####000#f#eng##
010	\$\$a ##2022040640
019	\$\$a 1374495669 \$\$a 1382351180 \$\$a 1390641614 \$\$a 1390739513 \$\$a 1393032139 \$\$a 1396169712
020	\$\$a 9780063207264 \$\$q (hardcover)
020	\$\$a 0063207265 \$\$q (hardcover)
020	\$\$a 9780063207271 \$\$q (paperback)
020	\$\$a 0063207273 \$\$q (paperback)
020	\$\$a 9780063323704 \$\$q (paperback)
020	\$\$a 0063323702 \$\$q (paperback)
020	\$\$z 9780063207288 \$\$q (electronic book)
029 1	\$\$a AU@ \$\$b 000072486794
029 1	\$\$a AU@ \$\$b 000074897851
035	\$\$a (OCoLC)1342509114 \$\$z (OCoLC)1374495669 \$\$z (OCoLC)1382351180 \$\$z (OCoLC)1390641614 \$\$z (OCoLC)1390739513 \$\$z (OCoLC)1393032139 \$\$z (OCoLC)1396169712
035	\$\$a (OCoLC)on1342509114
037	\$\$b Harpercollins, 53 Glenmaura National Blvd Ste 300, Moosaic, PA, USA, 18507-2132 \$\$n SAN 200-2086
040	\$\$a DLC \$\$b eng \$\$e rda \$\$c DLC \$\$d YDX \$\$d BDX \$\$d OCO \$\$d JAS \$\$d RNL \$\$d JPL \$\$d GWQ \$\$d IUUK \$\$d CGB \$\$d VP@ \$\$d IMT \$\$d ETC \$\$d YDX \$\$d CES \$\$d ZGR \$\$d FHP \$\$d OCLCO \$\$d ICV
042	\$\$a pcc
043	\$\$a n-us-ny
050 0 0	\$\$a PS3601.C475 \$\$b F36 2023
082 0 0	\$\$a 813/.6 \$\$2 23
100 1	\$\$a Acevedo, Elizabeth, \$\$e author.
245 1 0	\$\$a Family lore : \$\$b a novel / \$\$c Elizabeth Acevedo

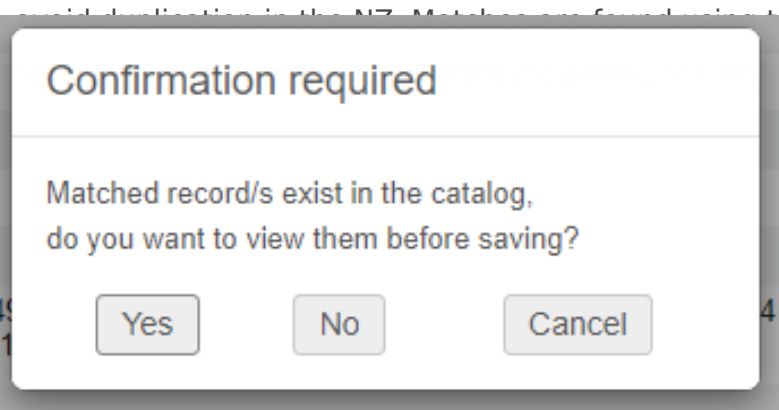
2. Choose *Record Actions* > *Share with Network*



3. If there are no matches found in the Network Zone, the record will be linked to the NZ and be released from the Metadata Editor.

4. If matches are found, a pop-up will appear giving you the option to view all matches in the NZ, or push the record to the NZ. It is best practice to choose Yes and view all matches in order to avoid duplication in the NZ. Match records found during the Match Profile

Configu



Editor.)

5. A list of matches will appear in the Metadata Editor on the right-hand side. If you find an exact match (same OCLC number for example) for the item you are cataloging, choose the Link option. For more information on single match points in the WRLC Network Zone,

see the WRLC policy on [Bibliographic Utilities](#) and [Duplicate NZ Records](#).

The screenshot shows a library catalog record for "Family lore : a novel / Elizabeth Acevedo." with the following details:

- Record ID: 10
- Call Number: 113
- Barcode: MARC21 Bib
- Record Type: LDR
- 001: 05386cam#a2200985##4500
- 005: 99185670593704108
- 008: 20231108152706.0
- 010: 220826s2023####nyu#####000##eng##
- 019: \$\$a ##2022040640
- 019: \$\$a 1374495669 \$\$a 1382351180 \$\$a 1390641614 \$\$a 1390739513 \$\$a 1393032139 \$\$a 1396169712
- 020: \$\$a 9780063207264 \$\$q (hardcover)
- 020: \$\$a 0063207265 \$\$q (hardcover)
- 020: \$\$a 9780063207271 \$\$q (paperback)
- 020: \$\$a 0063207273 \$\$q (paperback)
- 020: \$\$a 9780063323704 \$\$q (paperback)
- 020: \$\$a 0063323702 \$\$q (paperback)
- 020: \$\$z 9780063207288 \$\$q (electronic book)
- 029 1: \$\$a AU@ \$\$b 000072486794
- 029 1: \$\$a AU@ \$\$b 000074897851
- 035: \$\$a (OCoLC)1342509114 \$\$z (OCoLC)1374495669 \$\$z (OCoLC)1382351180 \$\$z (OCoLC)1390641614 \$\$z (OCoLC)1390739513 \$\$z (OCoLC)1393032139 \$\$z (OCoLC)1396169712
- 035: \$\$a (OCoLC)on1342509114
- 037: \$\$b Harpercollins, 53 Glenmaura National Blvd Ste 300, Moosaic, PA, USA, 18507-2132 \$\$n SAN 200-2086
- 040: \$\$a DLC \$\$b eng \$\$e rda \$\$c DLC \$\$d YDX \$\$d BDX \$\$d OCO \$\$d JAS \$\$d RNL \$\$d JPL \$\$d GWQ \$\$d IUK \$\$d CGB \$\$d VP@ \$\$d IMT \$\$d ETC \$\$d YDX \$\$d CES \$\$d

The "Matching Records" panel on the right shows one match:

- 1 Family lore : a novel / (9913667259004101)
- By Acevedo, Elizabeth, (Book Ecco, an imprint of HarperCollinsPublishers., New York, NY :, 2023)
- ISBN: 0063207273
- Subjects: Families--Fiction., Dominican Americans--Fiction., Wake services--Fiction. ...
- Other System Number: (OCoLC)on1342509114, (OCoLC)1342509114, (OCoLC)1390739513 ...

6. If you do NOT find an exact match from the list, choose *Record Actions* > *Share with Network* again, and this time select No when prompted to view relevant matches.

- Your record is now linked to the Network Zone, and an NZ icon will appear under the title of the item in the Metadata Editor.

Family lore : a novel / Elizabeth Acevedo. (9913667259004101)

Record MARC21 Bib 10 113

LDR	04699cam#a2200793##4500
001	9913667259004101
005	20230802085828.0
008	220826t20232023nyu#####000#f#eng##
010	\$\$a ##2022040640
019	\$\$a 1374495669 \$\$a 1382351180 \$\$a 1390641614 \$\$a 1390739513
020	\$\$a 9780063207264 \$\$q (hardcover)
020	\$\$a 0063207265 \$\$q (hardcover)
020	\$\$a 9780063207271 \$\$q (trade paperback)
020	\$\$a 0063207273 \$\$q (trade paperback)
020	\$\$z 9780063207288 \$\$q (ebook)
029 1	\$\$a AU@ \$\$b 000074897851
035	\$\$a (OCoLC)1342509114 \$\$z (OCoLC)1374495669 \$\$z (OCoLC)1382351180 \$\$z (OCoLC)1390641614 \$\$z (OCoLC)1390739513
035	\$\$a (OCoLC)on1342509114
037	\$\$b Harpercollins, 53 Glenmaura National Blvd Ste 300, Moosaic, PA, USA, 18507-2132 \$\$n SAN 200-2086
040	\$\$a DLC \$\$b eng \$\$e rda \$\$c DLC \$\$d YDX \$\$d BDx \$\$d OCO \$\$d JAS \$\$d RNL \$\$d JPL \$\$d GWQ \$\$d IUK \$\$d CGB \$\$d VP@
042	\$\$a pcc
043	\$\$a n-us-ny
050 0 0	\$\$a PS3601.C475 \$\$b F36 2023
082 0 0	\$\$a 811/.6 \$\$2 23
090	\$\$a A
100 1	\$\$a Acevedo, Elizabeth, \$\$e author.
245 1 0	\$\$a Family lore : \$\$b a novel / \$\$c Elizabeth Acevedo.
250	\$\$a First edition.
264 1	\$\$a New York, NY : \$\$b Ecco, an imprint of HarperCollinsPublishers, \$\$c [2023]
264 4	\$\$c ©2023.
300	\$\$a x, 371 pages ; \$\$c 24 cm.

Please note that when an IZ record is linked with a pre-existing NZ record, the NZ record metadata overlays the IZ record metadata; no merging occurs. The only metadata in the IZ record that merge into the NZ record are local extensions.

Unlinking bibliographic records from the NZ

- Open the NZ record in the Metadata Editor. If the record is linked to the Network Zone, an NZ icon will appear under the title of the item.

Records List

Save New Record Actions Editing Actions Add Inventory View Related D Order Search & Brow Quick

The Iliad / Homer ; translated by Emily R. Wilson. (9913673831504101)

Record 10 109 MARC21 Bib

LDR	04289cam#a2200661##4500
001	9913673831504101
005	20231109085421.0
008	230801t20232023nyubj#####b####000#p#eng#c
019	\$\$a 1362864814 \$\$a 1378743177 \$\$a 1395232253
020	\$\$a 9781324001805 \$\$q (hbk.)
020	\$\$a 1324001801 \$\$q (hbk.)
029 1	\$\$a AU@ \$\$b 000075273521
035	\$\$a (OCoLC)1401575014 \$\$z (OCoLC)1362864814 \$\$z (OCoLC)1378743177 \$\$z (OCoLC)1395232253
035	\$\$a (OCoLC)on1401575014
037	\$\$b W W Norton & Co Inc, Keystone Industrial Park Attn Mike Chamogursky 800 Keystone Industrial Park, Scranton, PA, USA, 18512 \$\$n SAN 202-5795
040	\$\$a JTO \$\$b eng \$\$e rda \$\$c JTO \$\$d OCLCO \$\$d IQU \$\$d VP@ \$\$d POETS \$\$d OCLCF \$\$d YDX \$\$d BDX \$\$d OCO \$\$d GMU \$\$d RNL \$\$d ZHI \$\$d JTH \$\$d UAP \$\$d IBI \$\$d IOU \$\$d BKL \$\$d MTH \$\$d IUK \$\$d LGG \$\$d KLG \$\$d FUT \$\$d OCLCQ \$\$d EAU \$\$d JPL
041 1	\$\$a eng \$\$h grc
042	\$\$a pcc
050 4	\$\$a PA4025.A2 \$\$b A44 2023
050 4	\$\$a PA4025.A2 \$\$b W55 2023
082 0 4	\$\$a 883.01 \$\$2 23
100 0	\$\$a Homer, \$\$e author.
240 1 0	\$\$a Iliad. \$\$l English \$\$s (Wilson)
245 1 4	\$\$a The Iliad / \$\$c Homer ; translated by Emily R. Wilson.
250	\$\$a First edition.
264 1	\$\$a New York : \$\$b W.W. Norton and Company, \$\$c [2023]
264 4	\$\$c ©2023

2. Choose Record Actions > Copy to Catalog.

Records List

Save New Record Actions Editing Actions Add

The Iliad / Homer ; transl

Record 10

LDR	04289cam
001	99136738
005	202311090
008	230801t20
019	\$\$a 13628
020	\$\$a 97813
020	\$\$a 13240
029 1	\$\$a AU@
035	\$\$a (OCoL
035	\$\$a (OCoL
037	\$\$b W W I 5795
040	\$\$a JTO S ZHI \$\$d J
041 1	\$\$a eng S
042	\$\$a pcc

Record Actions

- Release Record (Alt+Shift+R)
- Reload Original Record
- Duplicate Record
- ★ Derive New Record
- Merge & Combine
- Validate (Ctrl+U)
- Find Matches (Ctrl+M)
- Show Linkage Information
- Add Note
- Assign Record to Another Cataloger
- Release Assignment
- Release Records of Another Cataloger

This will create two separate bibliographic records; one that is in your Institution Zone only, and one that is in the Network Zone. The NZ copy no longer has any affiliation with your IZ. Please follow WRLC policy to delete the remaining NZ record.

- Your record is now unlinked from the NZ. A house icon will appear under the title of the item, signifying it is in the IZ only.

The screenshot shows a library catalog record for "The Iliad / Homer ; translated by Emily R. Wilson." (99185670593604108). The record is displayed in a table-like format with various fields and values. The top navigation bar includes "Save", "New", "Record Actions", "Editing Actions", "Add Inventory", "View Related D...", "Order", and "Search & Brow...". The record title is "The Iliad / Homer ; translated by Emily R. Wilson." with a house icon under the title. The record is identified as "MARC21 Bib" with 10 copies and 109 items. The LDR field contains "04290cam#a2200661##4500". The record contains several fields with values, including 001 (99185670593604108), 005 (20231109090003.0), 008 (230801t20232023nyubj####b####000#p#eng#c), 019 (\$\$a 1362864814 \$\$a 1378743177 \$\$a 1395232253), 020 (\$\$a 9781324001805 \$\$q (hbk.)), 020 (\$\$a 1324001801 \$\$q (hbk.)), 029 1 (\$\$a AU@ \$\$b 000075273521), 035 (\$\$a (OCoLC)1401575014 \$\$z (OCoLC)1362864814 \$\$z (OCoLC)1378743177 \$\$z (OCoLC)1395232253), 035 (\$\$a (OCoLC)on1401575014), 037 (\$\$b W W Norton & Co Inc, Keystone Industrial Park Attn Mike Charnogursky 800 Keystone Industrial Park, Scranton, PA, USA, 18512 \$\$n SAN 202-5795), 040 (\$\$a JTO \$\$b eng \$\$e rda \$\$c JTO \$\$d OCLCO \$\$d IQU \$\$d VP@ \$\$d POETS \$\$d OCLCF \$\$d YDX \$\$d BDX \$\$d OCO \$\$d GMU \$\$d RNL \$\$d ZHI \$\$d JTH \$\$d UAP \$\$d IBI \$\$d IOU \$\$d BKL \$\$d MTH \$\$d IUK \$\$d LGG \$\$d KLG \$\$d FUT \$\$d OCLCQ \$\$d EAU \$\$d JPL), 041 1 (\$\$a eng \$\$h grc), 042 (\$\$a pcc), 050 4 (\$\$a PA4025.A2 \$\$b A44 2023), 050 4 (\$\$a PA4025.A2 \$\$b W55 2023), 082 0 4 (\$\$a 883.01 \$\$2 23), 100 0 (\$\$a Homer, \$\$e author.), 240 1 0 (\$\$a Iliad. \$\$l English \$\$s (Wilson)), 245 1 4 (\$\$a The Iliad / \$\$c Homer ; translated by Emily R. Wilson.), 250 (\$\$a First edition.), 264 1 (\$\$a New York : \$\$b W.W. Norton and Company, \$\$c [2023]), 264 4 (\$\$c ©2023).

Linking & unlinking in batch

You can both link and unlink records from the Network Zone in batch by running an Alma job on a set of bibliographic records; you must have the Catalog Manager or Catalog Administrator role. Below are the two jobs that you can run on a set:

- Link a set of records to the Network Zone

“ Link local records to records in the Network Zone. See [Copying and/or Linking Local and Network Zone Bibliographic Records](#).

Parameters:

Serial/Non Serial match method – To perform matching on the records, select one of the matching methods. See the matching parameters and options below. Leave these parameters blank to contribute all records to the Network Zone.

Serial / Non Serial Matching Parameters

Parameter	Options
Serial match method	<ul style="list-style-type: none">• 024 / 035 Match Method• 001 To MMS_ID Match Method• ISSN Match Method (exact subfield match)• ISSN / 024 / 035 Match Method• ISSN (exact subfield match) / 024 /035 Match Method• Unique OCLC Identifier Match Method• ISSN Match Method• LCCN Serial Match Method• 035 (Other System Identifier) Match Method When you select this option, you may also specify a prefix (in the System Identifier Parameter) upon which to match records.• Fuzzy Serial Match Method
Non Serial match method	<ul style="list-style-type: none">• 024 / 035 Match Method• 001 To MMS_ID Match Method• ISBN Match Method (exact subfield match)• ISBN / 024 / 035 Match Method• ISBN (exact subfield match) / 024 /035 Match Method• Unique OCLC Identifier Match Method• ISBN Match Method• LCCN Match Method• 035 (Other System Identifier) Match Method When you select this option, you may also specify a prefix (in the System Identifier Parameter) upon which to match records.• Fuzzy Serial Match Method

These matching parameters and options are similar to the ones used for import. See [Match Methods - Explanations and Examples](#) for more information.

Ignore resource type during matching – Use this option to enable matching for a set of records without consideration for the resource type (that is, ignore the Serial match method and Non Serial match method parameters).

Contribute IZ records – Select this parameter to contribute non-matching records only. If you are not performing matching, you must select this parameter; and all records are contributed to the Network Zone.

Please note that when an IZ record is linked with a pre-existing NZ record, the NZ record metadata overlays the IZ record metadata; no merging occurs. The only metadata in the IZ record that merge into the NZ record are local extensions.

- **Unlink a set of records from the Network**

“ Unlinks bibliographic records identified by a specified a set (All titles, Physical titles, Electronic titles, or Digital titles) from the Network Zone.

This job takes no parameters.

Unlinking records from the Network Zone creates two separate bibliographic records; one that is in your Institution Zone only, and one that is in the Network Zone. The NZ copy no longer has any affiliation with your IZ. Please follow WRLC policy to delete the remaining NZ record.

Revision #4

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