

# Network Zone

- [Letters managed in the Network Zone](#)
- [Local Authority Headings Workflows](#)
- [Creating New NZ Analytics Users](#)
- [User Groups in the Network Zone](#)

# Letters managed in the Network Zone

## Pull Slip

The Pull Slip is managed for our partners to provide consistency for the displayed location codes. These codes are used to direct the physical items to the patron's selected pickup location.

Notes:

- The SCF's Pull Slip has further modifications to allow the letter to be used for ILLiad physical item requests that come to the SCF via the ILLiad Addon. Currently, only GW is using the ILLiad Addon for this purpose.
- The SCF's Pull Slip has further logic modifications to try to determine if a request created by the SCFapp is of request\_type "MOVE\_TO\_TEMPORARY" or "RESOURCE\_SHARING\_PHYSICAL\_SHIPMENT". (We are hopeful that Ex Libris will provide this information if/when they update the SCFapp for integration with Rapido(GM).)
- The SCF's Pull Slip is not managed in the Network Zone.

## 'On Hold Shelf' Letter

The On Hold Shelf Letter is managed in the Network Zone so that specific library instructions can be provided to the patron on when and how material can be picked up. The original format of the letter only provided instructions from the owning library. These instructions were not specific to the pickup location that the patron selected.

# Local Authority Headings Workflows

The following are the workflows used by the WRLC Consortial Network Zone Manager to oversee, edit, and update the local authority records in the WRLC Network Zone environment.

## Replacement Headings

1. Create local authority record. Save as a Local LCSH authority record in the NZ (do not import records, the headings will not link to an imported authority record unless that authority record is opened and saved in the Metadata Editor).
2. Follow instructions for CZ records (see appropriate section below)
3. Follow instructions for changing incorrect URIs for local flipped headings (see appropriate section below).

## Supplemental Headings

1. Create local authority record. Save as a Local WRLC authority record in the NZ
2. Add normalization rules to the WRLC transform 650 to 650 subf 2 local subf 5 CAO normalization rule
3. Create set of NZ records containing original LCSH
4. Run normalization rule on the set
5. After 24 hours, check the results of the set to make sure the local headings are linked to their local authority records.
6. Follow instructions for CZ records (see appropriate section below).

## Community Zone Local Headings

1. Write normalization rule with title "WRLC CZ [New Heading] Local LCSH"
2. Create a logical set of all CZ records with the original LCSH
3. Run the normalization rule on the set. Save this as a recurring job (to run every 2 months on the 15th)
4. Consortial NZ Manager will review results of scheduled jobs every 2 months

# Documentation

WRLC Local Subject Headings tracking spreadsheet : [Replacement and Supplemental Heading Tracking](#)

Testing document : [Local Authority Records](#)

# Creating New NZ Analytics Users

WRLC staff can fill out the NZ Analytics agreement form (which can be found [here](#)) in order to have a user account created for them in WRLC's NZ Alma; this is so that they can access NZ Analytics and create queries and reports.

Once a staff member fills out the form, an email is sent to the relevant WRLC staff. When creating an NZ Alma user account for accessing Analytics, the user account should have the following settings:

- Primary Identifier = work email address
- User group = WRLC Analytics User
- Expiration date = the date given by the staff member on the Google Form; if none is given, set a date for 2 years from now
- Password, Verify Password
  - Give them a temporary password
  - Checkmark 'Force password change on next login'
- User Roles
  - Choose the Add from Profiles button
  - Then choose the 'Designs Analytics' profile in order to give the user all of the necessary roles

# User Groups in the Network Zone

There are two user groups in the Network Zone Alma.

<b>User Group</b>	<b>User Group Code</b>	<b>Type</b>	<b>Notes</b>
WRLC HQ Staff	wrlchq	Internal	User group for all staff working at WRLC HQ
WRLC Analytics User	wrlcanalytics	Internal	User group for patron accounts created solely for the use of NZ Analytics. For more information, see the <a href="#">Creating New NZ Analytics Users page</a> on the Alma Wiki.