Overlaying brief records not containing 035 OCLC number

This document is for items with records that:

Exist in the IZ

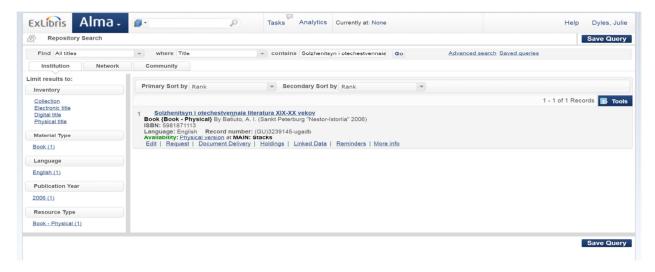
Do not exist in the NZ

Do not have OCLC numbers in the 035

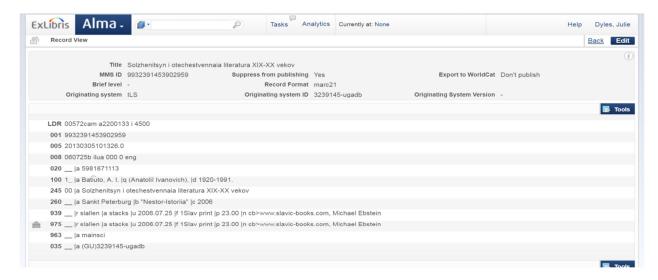
Need to be overlaid with a more complete record

Brief records that did not have OCLC numbers at the time of migration will exist only in the IZ. These records will not appear in the NZ or be linked to any existing NZ record. This document outlines the steps to take when you want to overlay a record that exists only in the IZ with a record imported from Connexion.

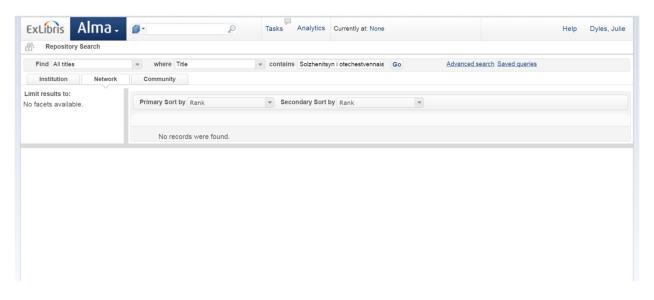
Here is an example of an order record that appears in the IZ. We can tell that this record is not linked to the NZ because the icon of the person with the blue head does not appear next to the title.



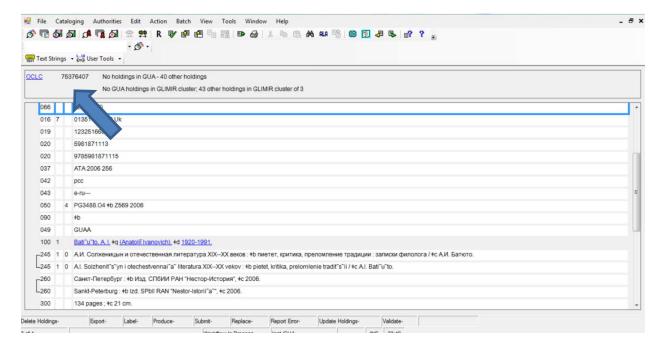
Note that there is not an OCLC number in any 035 in this record.



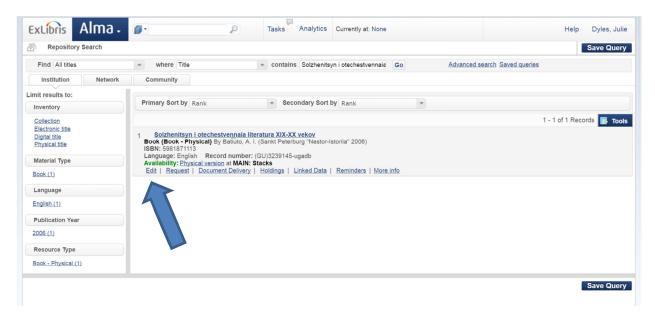
We can check to see if a record exists in the NZ by clicking the Network tab on the Repository Search page. Even if no results appear when you click on this tab, be sure to search the NZ thoroughly using various methods (OCLC number, ISBN, title, etc.) before importing a record from Connexion. In our case, we find that a matching record does not exist for our item in the NZ.



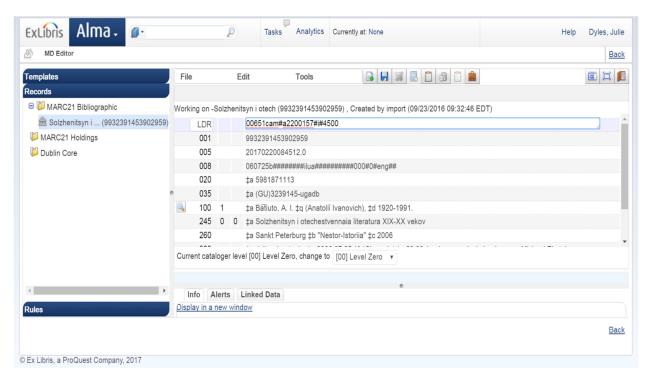
There is a record in Connexion that we would like to use. Alma matches imported Connexion records with existing records in Alma using the OCLC number in the 035. We will need to add an 035 field containing the OCLC number of this record to our record in Alma.



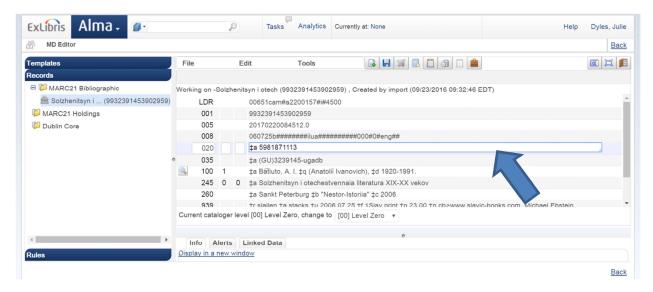
To do this, search for the record again in the IZ. This time you will open it in the MD Editor by clicking Edit.



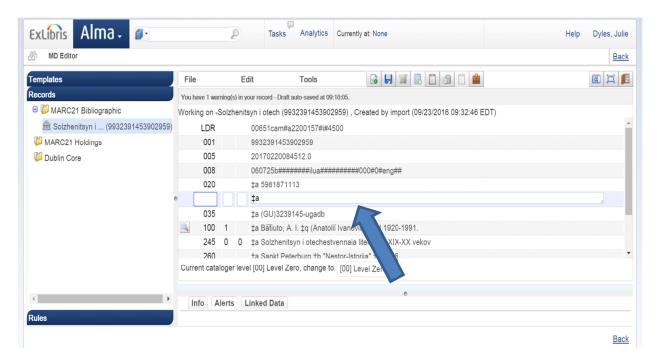
The MD Editor will open and you will see the MARC record.



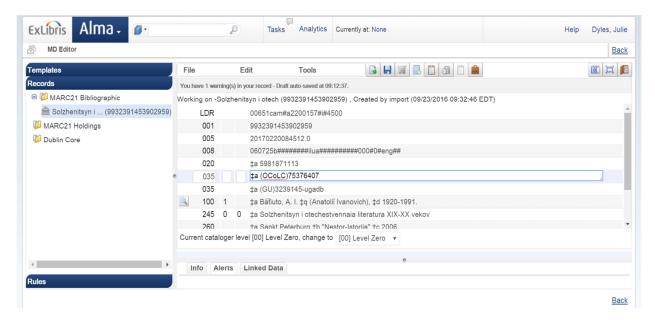
Click on a field above where you want to add the new 035 in the MARC record.



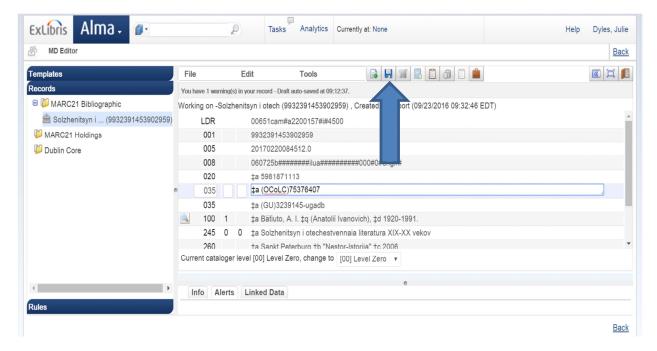
Press F8 or select Edit>Add Field from the menu to add a new blank field.



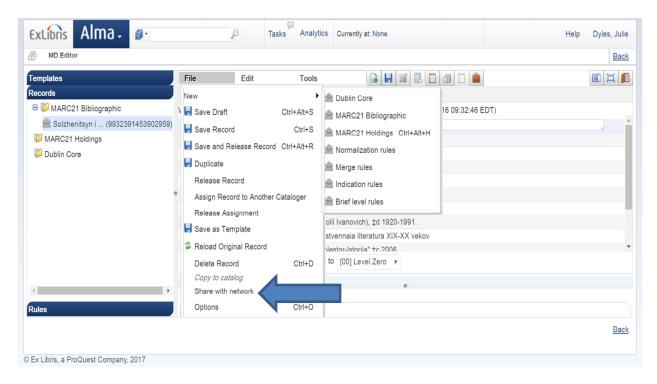
In the new blank field, enter 035 and leave both indicators blank. In subfield a of the 035, enter (OCoLC) and then enter (copy and paste) the OCLC number of the record from Connexion.



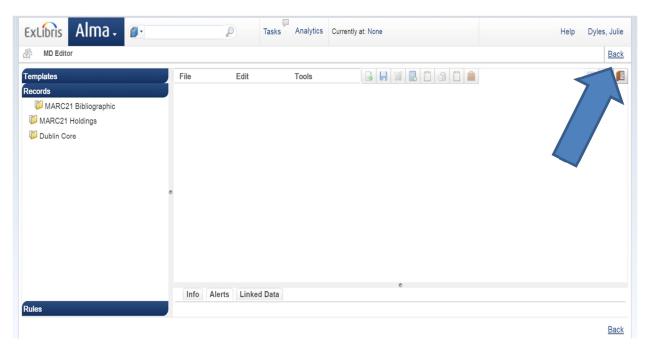
Now save the record by clicking the disk icon, using hotkey Ctrl+S, or choosing File>Save Record from the dropdown menu. (Do not Save and Release.)



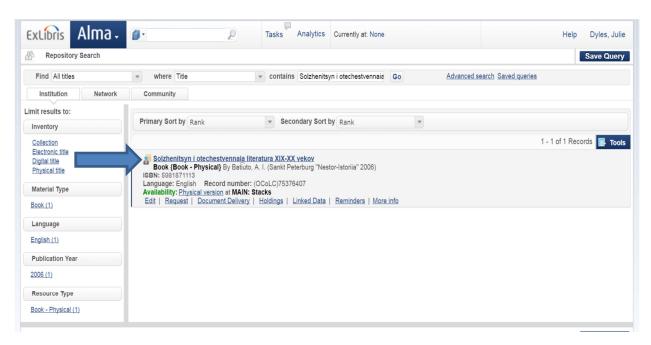
After saving, open the File menu and choose Share with Network. The record will be placed in the NZ and released in the MD Editor.



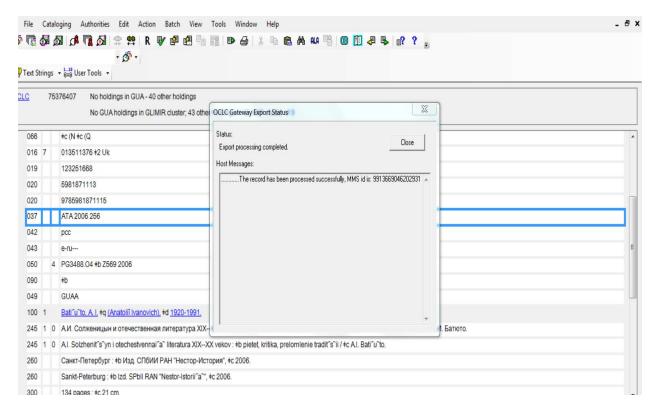
## Close the MD Editor by clicking Back.

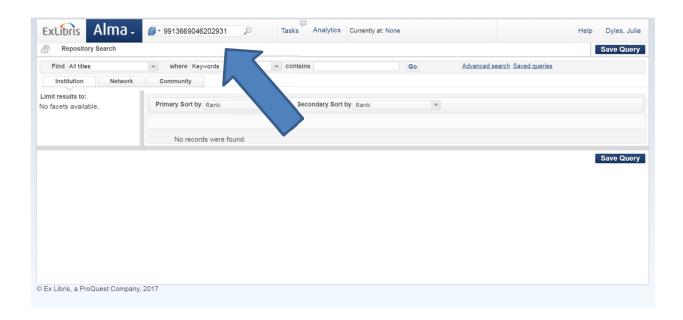


Note that the icon of the man with the blue head has appeared, meaning that our IZ record is now linked to a record in the NZ.

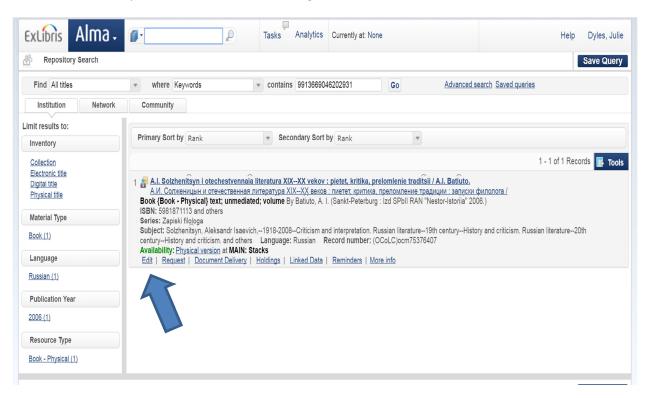


Now we can export the record we found in Connexion. Copy and paste the MMS ID number into Alma.

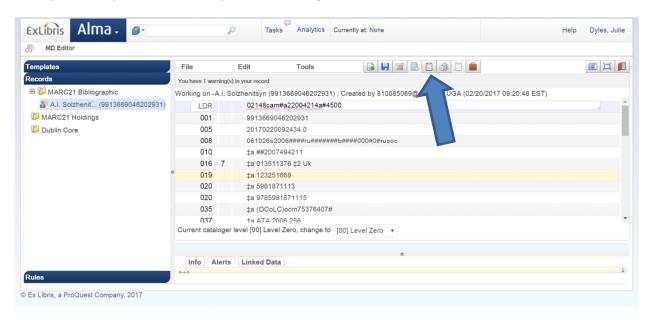




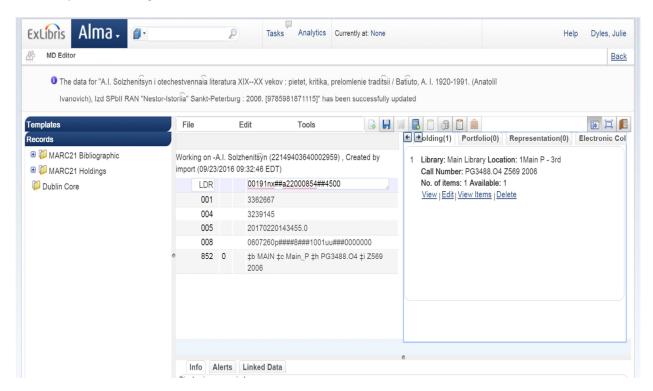
We can see our imported record here. Now we can open this record in the MD Editor again (by clicking on Edit) and add any local fields, as well as holdings and item information.



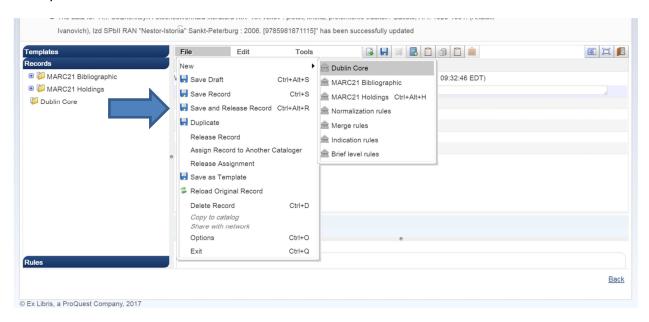
You can access the inventory (MFHD and item records) by clicking on the clipboard button or using hotkey Ctrl+I (capital letter i). Complete the holdings and item information as usual.



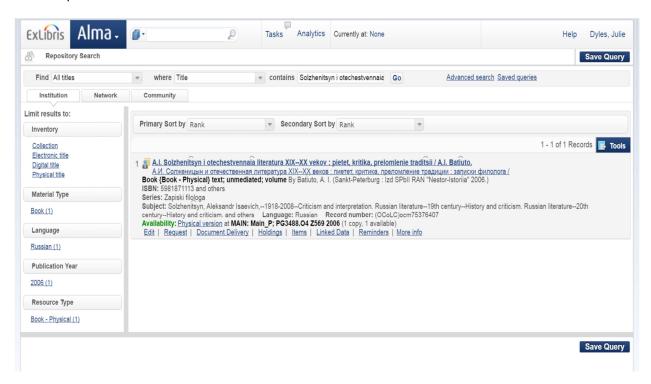
The completed holdings and item records.



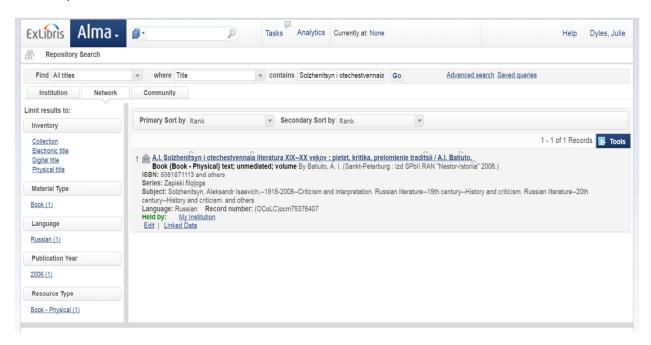
Now save and release the holdings and bibliographic records using File>Save and Release Records or hotkey Ctrl+Alt+R.



## The completed IZ record.



## The completed NZ record.



Created 2/2017 by Julie Dyles Darken