

Normalization Rules

See also:

- Working with Normalization Rules (Online Help):
<http://bit.ly/almanormrules>
- Normalization Rules Syntax Examples (linked from Working with Normalization Rules):
<http://bit.ly/normrulesyntax>
- Normalization Rules Extended Training Video:
<http://bit.ly/extendednorm>

Normalization rules allow you to make changes to bibliographic records based on pre-defined rules or conditions, e.g.,

- Remove fields and subfields
- Add fields and subfields
- Replace fields, subfield and indicators and indicators
- Replace or add text in subfields
- Can be conditional or not

Normalization rules that have been shared can be accessed in the Rules tab of the Metadata Editor (in the left panel). Clicking on a rule gives you the following options:

- Edit
- Delete
- Duplicate - note: a best practice when working with shared Normalization rules is to duplicate the existing rule, rather than edit it or delete it directly, so that you do not overwrite an existing rule that others may be using.
- Once a rule is shared, it cannot be changed to private

To create a new normalization rule from scratch:

- File > New > Normalization Rule
- Enter name and description
- Decide whether it should be private or shared, as well as whether it should be enabled.
 - A rule must be shared and enabled in order to apply the rule to a batch of records

To add snippets (generic template of DROOLS code that can be adapted):

- Edit > Add Rule

To test/preview a normalization rule to a single record:

- Open the record in the metadata editor
- Find the rule you wish to preview / test in the left panel of rules and click on it; choose Edit

- Click the preview button at the bottom of the rule editor
- If the test looks good, save the changes by clicking “Apply Changes” or return to normalization rules editing to continue to edit

Saving a normalization rule as a process

While you can apply a normalization rule during the testing process, the recommended way to apply a normalization rule is to apply it as a process in the Metadata Editor by going to Edit > Enhance the Record.

To create a process for the rule: (note: your role must be cataloging administrator)

1. Go to Resource Management - Configuration menu
2. Metadata configuration
3. Click on > MARC21 Bibliographic (if a rule for bib records; norm rules can also be applied to Holdings records)
4. Select tab Normalization Processes > Add process
5. Fill in Name, Description
6. Add to selection - MarcDroolNormalization
7. Select rule name from drop-down that you have created in Metadata editor.

To apply a normalization rule to a batch of records (e.g., Millennium GLOBAL UPDATE):

1. Go to Administration - Run a Job
2. Find the job you created as a process (this can be easier to find if you limit the Type to **Marc 21 Bib normalization**)
 - a. Alternatively to run an update on Holdings records, the normalization process must be created as a MARC21 Holdings process, and then use the job **Update Holdings**
3. Follow the wizard and select set of record you want to change and process you want to activate.
 - a. As with global update, always test the result of your normalization rule on 1-2 records before processing a large batch. **There is no undo!**

Merge Methods

See also:

- Working with Alma Merge Rules (Alma Online Help):
<http://bit.ly/almamergerrules>

Similar in syntax and structure to normalization rules, Merge methods are used when overlaying records. Merge methods are referenced in import profiles and when importing records from Connexion.

- **Preferred record:** Merge methods, by definition, work to merge two records. The record that the changes defined in the merge method are applied to is called the preferred record. For import profiles and OCLC Connexion import, the preferred record is the Local (Existing) record in Alma.
- For external search resources, the preferred record is the incoming record.
- This means you may need a different merge method for the external search and the Connexion import profile.

To preview a merge method:

- Open a record in the metadata editor
- Search for a record via Search External Resources, or look for duplicate records in the existing repository by going to Tools > MARC21 Bibliographic > Find Matches
 - Note: “Copy and Overlay” can be done if the matching record is not in the current repository (e.g., because External Search is being used) and will overlay all fields
- Select Merge Preview. If the preview outcome is acceptable, select Copy and Merge.

Match Methods

See also:

- Match Methods: Explanation and Examples
<http://bit.ly/almamatchmethods>

About Match Methods:

- Used to find matches within the repository (e.g., duplicate records)
- Primarily intended for finding matches when importing records from external search or Connexion
- Cannot be customized - can only choose from available match methods already created by Ex Libris. Choose from 14 possible match methods (7 for serials; 7 for non-serials)

Match methods for Serials:

- 001 to MMS ID: Compares incoming MARC 001 against MMS ID. Used for re-importing records that had been exported from Alma, edited using MARCEdit or other method, and then re-inserted into Alma.
- Unique OCLC Identifier: Matches records based on fields in the 035 field (either \$\$a or \$\$z) regardless of any 0-padded data. Prefixes that flag an 035 field as an OCLC number include: (OCoLC), ocm, ocn, or on.

- 035 (other system identifier): Matches on any 035 field.

Unique OCLC Identifier vs. 035 (other System Identifier) compared:

Value in existing record	Value in incoming record	Match method Unique OCLC Identifier	Match Method 035 (Other System Identifier)
035 \$\$a(OCOLC)2014031801	035 \$\$a2014031801	No match	No match
035 \$\$a(OCOLC)2014031801	035 \$\$aocm2014031801	Match	No match
035 \$\$a(OCOLC)2014031801	035 \$\$a(ocm)2014031801	No match	No match
035 \$\$a(OCOLC)2014031801	035 \$\$a(OCOLC)2014031801	Match	Match
035 \$\$a(apple)2014031801	035 \$\$a2014031801	No match	No match
035 \$\$a(apple)2014031801	035 \$\$a(orange)2014031801	No match	No match
035 \$\$a(apple)2014031801	035 \$\$a(apple)2014031801	No match	Match
035 \$\$a2014031801	035 \$\$a(OCOLC)2014031801	No match	No match
035 \$\$a2014031801	035 \$\$a2014031801	No match	Match

- LCCN Serial Match Method
 - Matching by the 010\$a (LCCN) field only
- ISSN / 024/035 Match Method
 - Identifier by either the 022, 024 (other Standard Identifier) or 035 (System Control Number) field
- ISSN Match Method
 - Matching the 022 (ISSN) field only, subfields \$a and \$e
- Fuzzy Serial Match Method
 - Weighted matching using ID, date, normalized title, country of publication, pagination, publisher, and main entry

For non-serials, match methods are the same except these two:

- ISBN / 024 / 035 Match Method
 - Matching by either the 020, 024, or 035 field
- ISBN Match Method
 - Matching by the 020 (ISBN) field only, subfields \$a and \$e

Configuration:

- Note: These settings, once configured, apply for ALL Alma users Individual users do not need to adjust these settings.

Working with a single record in ME

- Normalization: Edit > Enhance the Record > Choose from Normalization Rule created as a process

- Match methods: configured in Resource Management > Configuration > General > Other Settings
 - Unique OCLC and 001 to MMS ID typically not used in the ME - but rather used when importing from external source or batch import
 - This setting also applies to external search resource
- Merge method: configured in same place as Match Methods (can only choose from 4 out-of-the-box merge methods)

When importing record via external search resource

- Resource Management Configuration > External Search Resources > Edit
 - Choose Normalization Process and Merge Methods (including possible custom merge method)
 - Match methods: same as with ME (Resource Management Configuration > Other Settings)

When importing records via OCLC Connexion

- Administration > General Configuration > Integration Profiles
 - Select normalization rule, match method, and merge method
 - Also set automatic management tags (e.g., suppress from discovery)

When importing records in batch via import profile

- Resource Management Configuration > Import Profiles
- Select an import profile > Normalization & Validation tab / Match Profile Tab (select merge method on this tab)
 - Set Management Tags tab can be used to suppress from discovery, etc.

Indication Rules

Indication rules are created using the same syntax as Normalization rules (Drools). Indication rules can be used to filter sets based on individual MARC tags, such as these examples:

- Excluding government documents (where the 008 field byte 28 equals #, blank, or u)
- Bibliographic records that do not contain a MARC 074 or 086 field
- Limiting bibliographic records to print journals (where leader 06 record type = a or leader 07 bibliographic level = s)

See also:

- Filter Sets video (YouTube):
<http://bit.ly/filtersetsintro>
- Filter Sets and Indication Rules Creation:
<http://bit.ly/filtersets>