

Deleting an NZ record that is not being used

Scenario:

There exists an NZ record that is not held by any campus and doesn't have any inventory in the NZ either. It is essentially not being used and is extraneous and unnecessary. Sometimes these extraneous NZ records can cause issues in Primo when multiple records are deduped/merged or the extraneous problems cause problems for the Alma link resolver.

Usually what happens is a CSU person opens a Salesforce case with Exlibris support and they tell us to delete the NZ record because it is the cause of the problem.

The procedures below describe how to safely delete unused, NZ records.

**You must have a user account for the NZ instance of Alma and you must have the role: Catalog Manager or Catalog Administrator.**

Log in to the Network Zone instance of Alma.

(You can delete NZ records from a campus's instance of Alma but the NZ has a specific job to confirm that a NZ record is not in use.)

Locate the NZ record by MMS ID by doing an All titles search by MMS ID.

(Usually the MMS ID will be provided by Exlibris support.)

The screenshot shows the Alma interface with a search bar at the top containing "All titles" and "Keywords" with the search term "991017377909702901". Below the search bar, the results show "All Titles (1 - 1 of 1)" for the same MMS ID. A "Save Query" button is visible. The record details for "Chemistry." are displayed, including "Book {Book - Electronic} text; computer; online resource (Abingdon [England] : Helicon ©2004.)", "Subject: Chemistry--History. Chemists--Biography. SCIENCE--Chemistry--General. and others", "Series: Hutchinson trends in science.", "Language: English", "ISBN: 1417536233 and others", "Record number: ocm56723412-01cals\_network", and "Update Date: 09/03/2018". The MMS ID is also listed as "991017377909702901". At the bottom, there are tabs for "Physical", "Electronic", "Digital", "Held by", and "Other details". The "Physical", "Electronic", "Digital", and "Held by" tabs are highlighted in red.

"Physical, Electronic, Digital, Held by" are in gray because this bibliographic record has no inventory and no holdings.

**Do not delete the NZ record if Alma indicates that inventory is attached or it's held by any campus.**

After you've confirmed that the NZ record does not have inventory or any holdings, Save Query.

Name your set. (I usually include my initials and the MMS ID as the name of the set.) Save.

[<](#) **Set Details** Cancel Save

**General Information** ▼

**Set name \***

Description

Note

Set content type **All Titles**

Private  Yes  No

Creation date **10/26/2018 10:48:10 AM PDT**

Updated by **Ex Libris**

Set ID -

Set type **Logical**

Status  Active  Inactive

Created by **Ex Libris**

Content Origin **Institution only**

Go to Admin, Manage Jobs and Sets, Run a Job.

The screenshot shows the Alma Admin interface. At the top, the navigation bar includes the ExLibris logo, the Alma name, and a star icon. The main navigation menu contains links for Acquisitions, Resources, Fulfillment, Admin, and Analytics. The Admin menu is currently open, displaying a list of options: User Management, Manage Users, Purge User Records, Load Desk/Department Operators, Bulk Fine Waiving, User Identifier Types, Advanced Tools, Distribute User Management Configuration, HealthCheck Dashboard, and Distribute Administration Network Configuration. A sub-menu for 'Manage Jobs and Sets' is also visible, containing 'Run a Job' (highlighted with a red box and a mouse cursor), 'Monitor Jobs', 'Manage Sets', and 'Manage Exports'. At the bottom of the menu, there is a search prompt: 'Click here to search for any menu link or press Alt+Ctrl+F'.

**Alma** ★ » Acquisitions Resources Fulfillment **Admin** Analytics

### Manage Sets

Set "mbj 991017377909702901" has been successfully saved

My Sets Public Sets All Sets

1 - 20 of 304 Name

Content Type : All

Active	Name
<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id
<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id - not used in Network (all six boxes checked) - Sun May 13 17:53:05 UTC 2018
<input checked="" type="checkbox"/>	All titles in NZ mbj
<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - 09/20/2018 02:55:57 PM PDT
<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - not used - Fri Sep 21 00:09:02 UTC 2018

- User Management
  - Manage Users
  - Purge User Records
  - Load Desk/Department Operators
  - Bulk Fine Waiving
  - User Identifier Types
- Advanced Tools
  - Distribute User Management Configuration
- Advanced Tools
  - HealthCheck Dashboard
  - Distribute Administration Network Configuration
- Manage Jobs and Sets
  - ★ Run a Job
  - ★ Monitor Jobs
  - ★ Manage Sets
  - Manage Exports

Click here to search for any menu link or press Alt+Ctrl+F

Search for the job by name: "identify records". Select the job. Next.

Run a Job - Select Job to Run

1 - 1 of 1

Name ▾ identify records 🔍

Type : All ▾ Source type : All ▾

▲ Name	↕ Description	Content Type	↕ Type
1 ● Identify records that are not used in the Network	Identify records that are not used in the Network	Bibliographic title	Metadata Management

Cancel Next

This job will identify NZ records that are not in use.

Not in use is defined as bib records without inventory, not associated with a collection, not associated with a PO line, does not have resource requests, does not have resource sharing lending requests, does not have a reading list citation, and not part of a boundwith relationship.

Exlibris documentation:

[https://knowledge.exlibrisgroup.com/Alma/Product\\_Documentation/010Alma\\_Online\\_Help\\_\(English\)/050Administration/070Managing\\_Jobs/020Running\\_Manual\\_Jobs\\_on\\_Defined\\_Sets#Identify\\_records\\_that\\_are\\_not\\_used\\_in\\_the\\_Network](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/050Administration/070Managing_Jobs/020Running_Manual_Jobs_on_Defined_Sets#Identify_records_that_are_not_used_in_the_Network)

Search for the set you saved earlier. It's easier to locate it if you search by MMS ID. Select the set. Next.

Run a Job - Select Set

1 2 3 4 Cancel Back **Next**

1 - 1 of 1 Name ▾ 991017377909702901 🔍

Content Type : All ▾

	▲ Name	Type	↕ Content Type	Create Date
1 ●	mbj 991017377909702901	Logical	All Titles	10/26/2018 10:48:10 AM PDT

Rename the output set so that it's easier to locate later. Leave all six boxes checked.

Task Parameters: Identify records that are not used in the Network

Output set name \* **mbj 991017377909702901 not used**

"Not used" records apply to:

Records with no inventory (physical, electronic, digital)	
Records that are not associated with Collections	<input checked="" type="checkbox"/>
Records that are not associated with PO Lines	<input checked="" type="checkbox"/>
Records with no resource requests	<input checked="" type="checkbox"/>
Records with no resource sharing lending requests	<input checked="" type="checkbox"/>
Records with no reading list citations	<input checked="" type="checkbox"/>
Records that are not part of a boundwith relation	<input checked="" type="checkbox"/>

Submit your job, which should take less than a minute.

Run a Job - Review and Confirm

1 2 3 4 Cancel Back **Submit**

General Information

Job Name **Identify records that are not used in the Network - mbj 991017377909702901 - 10/26/2018 10:59:14 AM PDT**

Set Information

Set ID **23334869920002901**

Name **mbj 991017377909702901**

Set Size **1**

Task Parameters: Identify records that are not used in the Network

Output set name **mbj 991017377909702901 not used**



Go to Admin, Manage Jobs and Sets, Manage Sets



Alma



Acquisitions

Resources

Fulfillment

Admin

Analytics

## < Manage Sets

**i** Set "mbj 991017377909702901" has been successfully saved

My Sets

Public Sets

All Sets

1 - 20 of 304

Name



Content Type : All

	Active	Name
1	<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id
2	<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id - not used in Network (all six boxes checked) - Sun May 13 17:53:05 UTC 2018
3	<input checked="" type="checkbox"/>	All titles in NZ mbj
4	<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - 09/20/2018 02:55:57 PM PDT
5	<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - not used - Fri Sep 21 00:09:02 UTC 2018

User Management

Manage Users

Purge User Records

Load Desk/Department Operators

Bulk Fine Waiving

User Identifier Types

Advanced Tools

Distribute User Management Configuration

Advanced Tools

HealthCheck Dashboard

Distribute Administration Network Configuration

Manage Jobs and Sets

★ Run a Job

★ Monitor Jobs

★ Manage Sets

Manage Exports

Q [Click here](#) to search for any menu link or press Alt+Ctrl+F

Search for your sets by MMS ID.

**Manage Sets**

My Sets | Public Sets | All Sets

1 - 2 of 2 | Name ▾ | 991017377909702901 | 🔍

+ Add Set ▾ | 📄 | ⚙️

Content Type : All ▾

Active	Name	Type	Content Type	Creation Date	
1	<input checked="" type="checkbox"/> mbj 991017377909702901	Logical	All Titles	10/26/2018 10:48:10 AM PDT	...
2	<input checked="" type="checkbox"/> mbj 991017377909702901 not used - Fri Oct 26 18:00:00 UTC 2018	Itemized	All Titles	10/26/2018 11:00:00 AM PDT	...

- Edit
- Catalog set
- Members**
- Duplicate
- Combine sets
- Filter set
- Delete

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Set #2 ("mbj 991017377909702901 not used - Fri Oct 26 18:00:00 UTC 2018") is the resulting set of the "identify" job you ran earlier.

If an NZ record is not in use, it should be in Set #2. To confirm this, click on the ... and then Members.

We see that MMS ID 991017377909702901 is in this set so we know it is not in use.

All Titles (1 - 1 of 1 )

Select All

[+ Add Members](#) [↶](#) [⚙️](#)

1 <input type="checkbox"/>	<b>Chemistry.</b> <b>Book {Book - Electronic} text; computer; online resource</b> (Abingdon [England] : Helicon ©2004.) <b>Subject:</b> Chemistry--History. Chemists--Biography. SCIENCE--Chemistry--General. and others <b>Series:</b> Hutchinson trends in science.	<b>Language:</b> English <b>ISBN:</b> 1417536233 and others <b>Record number:</b> ocm56723412-01cals_network <b>Update Date:</b> 09/03/2018	<b>MMS ID:</b> 991017377909702901	<a href="#">Edit Record</a> <a href="#">Order</a> <a href="#">⋮</a>
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Physical   Electronic   Digital   Held by   [Other details](#)

(If this set were empty then we know that the NZ record is being used and should not be deleted.)

We confirmed that MMS ID 991017377909702901 is not in use so now we can delete it.

Go to Admin, Manage Jobs and Sets, Run a Job.

< Manage Sets

Set "mbj 991017377909702901" has been successfully saved

My Sets Public Sets All Sets

1 - 20 of 304 Name

Content Type : All

Active	Name
<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id
<input checked="" type="checkbox"/>	All CSU boundwiths nz mms id - not used in Network (all six boxes checked) - Sun May 13 17:53:05 UTC 2018
<input checked="" type="checkbox"/>	All titles in NZ mbj
<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - 09/20/2018 02:55:57 PM PDT
<input checked="" type="checkbox"/>	All titles in NZ mbj - 008/23 form o online - not used - Fri Sep 21 00:09:02 UTC 2018

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  - Manage Users
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  - Distribute Administration Network Configuration
- Manage Jobs and Sets
  - ★ Run a Job
  - ★ Monitor Jobs
  - ★ Manage Sets
  - Manage Exports

Click here to search for any menu link or press Alt+Ctrl+F

Search for the job's name: "delete bibliographic". Select the job. Next.

Run a Job - Select Job to Run

1 - 1 of 1

Name ▾ delete bibliographic 🔍

Type : All ▾ Source type : All ▾

▲ Name	↕ Description	Content Type	↕ Type
1 ● Delete Bibliographic records	Delete Bibliographic records	Bibliographic title	Withdraw

1 ? Cancel Next

Locate your set by MMS ID. Be sure to select the set with the NZ record confirmed to be "not used". Next.

Run a Job - Select Set

1 - 2 of 2   Name ▾ 991017377909702901   🔍

Content Type : All ▾

	▲ Name	Type	↕ Content Type	Create Date
1	<input type="radio"/> mbj 991017377909702901	Logical	All Titles	10/26/2018 10:48:10 AM PDT
2	<input checked="" type="radio"/> mbj 991017377909702901 not used - Fri Oct 26 18:00:00 UTC 2018	Itemized	All Titles	10/26/2018 11:00:00 AM PDT

1 2 3 4   Cancel   Back   Next

Leave the two boxes unchecked. Next.

Run a Job - Enter Task Parameters

1 2 3 4 Cancel Back **Next**

**i** The selected set contains 1 members. ×

Task Parameters: Delete Bibliographic records ∨

Do not delete if related to other records

Delete all associated inventory resources



Confirm your job and Submit. The job should take less than a minute.

Run a Job - Review and Confirm

1 2 3 4 Cancel Back **Submit**

General Information

Job Name **Delete Bibliographic records - mbj 991017377909702901 not used - Fri Oct 26 18:00:00 UTC 2018 - 10/26/2018 11:09:25 AM**

Set Information

Set ID **23335434060002901**

Name **mbj 991017377909702901 not used - Fri Oct 26 18:00:00 UTC 2018**

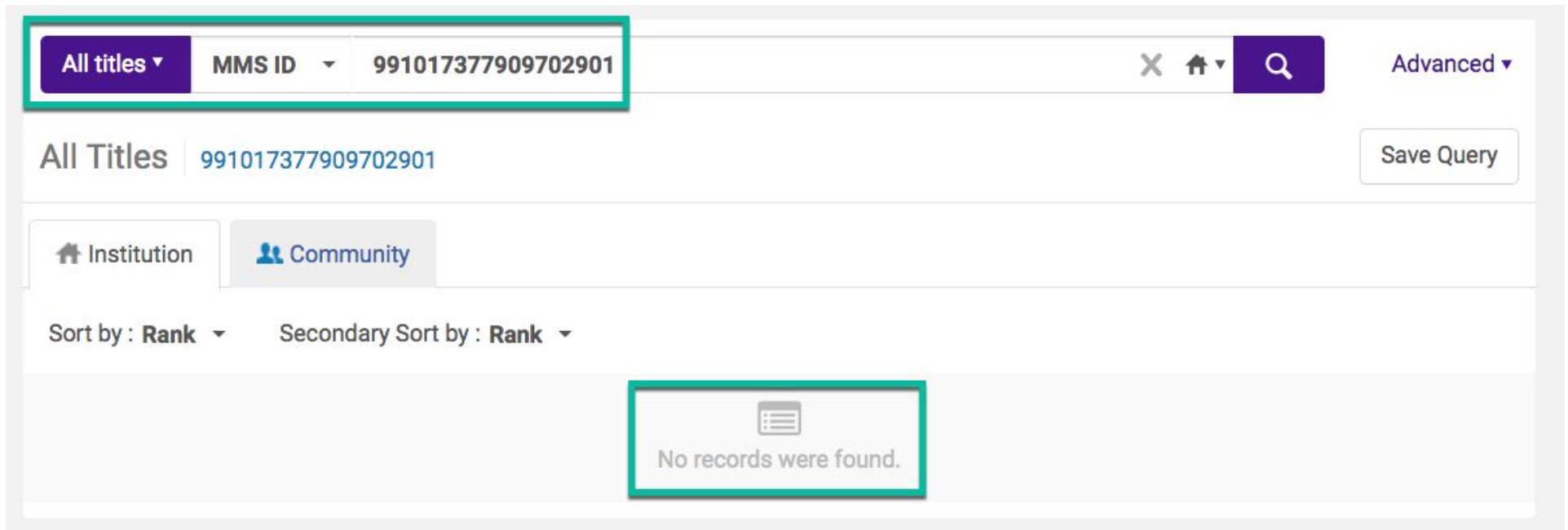
Set Size **1**

Task Parameters: Delete Bibliographic records

Do not delete if related to other records **false**

Delete all associated inventory resources **false**

After the job runs, you can confirm that the NZ record is deleted. Searching by MMS ID results in "No records were found".



The screenshot displays a Primo search interface. At the top, a search bar contains the text "All titles", "MMS ID", and "991017377909702901". To the right of the search bar are icons for "X", "Home", and "Search", along with the text "Advanced". Below the search bar, the text "All Titles" is followed by the MMS ID "991017377909702901" and a "Save Query" button. Below this, there are two tabs: "Institution" and "Community". Below the tabs, the text "Sort by : Rank" and "Secondary Sort by : Rank" is displayed. In the center of the page, a message box with a list icon contains the text "No records were found."

Because of publishing from Alma to Primo and Primo's pipe schedule, the effects of your deleting the NZ record in Primo may take half a day.

In Alma, the Network Publishing Job runs 4 times per day at 3am, 9am, 3pm and 9pm.

In Primo, the Alma-to-Primo pipe runs at 4:30am (indexing at 6am) and 6:30pm (indexing at 9pm).

If you deleted an NZ record by mistake and need to restore it, go to Resources, Advanced Tools, Manage Deleted Repository.

**To restore deleted records, you must have the role Repository Manager.**

Exlibris documentation:

[https://knowledge.exlibrisgroup.com/Alma/Product\\_Documentation/010Alma\\_Online\\_Help\\_\(English\)/040Resource\\_Management/070Advanced\\_Tools/Restoring\\_Deleted\\_Records](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/040Resource_Management/070Advanced_Tools/Restoring_Deleted_Records)

The screenshot displays the Alma system interface. At the top, the ExLibris logo is on the left, followed by the 'Alma' brand name. A navigation bar contains several tabs: a star icon, '>>', 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. The 'Resources' tab is currently selected. Below the navigation bar, the main content area is titled 'Manage deleted repository'. It features a search section with 'All titles' and 'MMS ID' dropdowns, and search criteria fields for 'Find \* All Titles' and 'Search criteria \* MMS ID/PID'. A dropdown menu is open from the 'Resources' tab, listing various functions. The 'Manage Deleted Repository' option is highlighted with a red box and a mouse cursor. Other options in the menu include 'Cataloging', 'Open Metadata Editor', 'Search External Resources', 'Browse Bibliographic Headings', 'Browse Shelf Listing', 'Authority Control Task List', 'Reminders', 'Create Inventory', 'Add Local Electronic Collection', 'Add Local Portfolio', 'Add Physical Item', 'Add Digital Representation', 'Import', 'Upload Single Record From File', 'Monitor and View Imports', 'Resolve Import Issues', 'Manage Import Profiles', 'Advanced Tools', 'Overlap and Collection Analysis', 'Duplicate Title Analysis', 'Distribute Network Configuration', 'Restore Jobs', and 'Digital Uploader'.

Find: All Titles

Search criteria: MMS ID/PID

Input the MMS ID. Search.

Confirm that you have the correct record. Restore.

Manage deleted repository Cancel

Find \* **All Titles**

Search criteria \* **MMS ID/PID**  Search

1 - 1 of 1 🔗 ⚙️

<b>1</b> <b>Chemistry.</b>	<b>Deleted By:</b> System
<b>BOOK {BOOK - Electronic}</b> (Abingdon [England] : Helicon ©2004.)	<b>Delete Date:</b> 10/26/2018 11:09:56 AM PDT
<b>Language:</b> English	<b>Create Date:</b> 05/22/2017 04:00:25 PM PDT
<b>ISBN:</b> 9781417536238 and others	<b>Deleted by job:</b> 23335604130002901
<b>Series:</b> Hutchinson trends in science.	
<b>Subject:</b> Chemistry--History. -- Chemists--Biography. -- SCIENCE--Chemistry--General. and others	
<b>Record number:</b> (OCoLC)ocm56723412	

Restore

Confirm the restoration.

Confirm Restore

Restore:

- i** -
- i** 0 holdings
- i** 0 physical items
- i** 0 electronic portfolios
- i** 0 digital representations
- i** 0 digital remote representations
- i** 0 digital files
- i** 0 collections

Are you sure?

Cancel **Confirm**

The restoration takes less than a minute and you should see a confirmation message.

## < Manage deleted repository

**i** Restore completed successfully.

Find \*

All Titles



Search  
criteria \*

MMS ID/PID



991017377909702901

Search

After the restoration, MMS ID 991017377909702901 has returned to the NZ.

All titles ▾ MMS ID ▾ 991017377909702901 X ↑ ▾ Q Advanced ▾

All Titles (1 - 1 of 1 ) 991017377909702901 Save Query

🏠 Institution Community

Sort by : Rank ▾ Secondary Sort by : Rank ▾ 🔄 ⚙️

1 **Chemistry.** Edit Record Order ...

**Book {Book - Electronic} text; computer; online resource** (Abingdon [England] : Helicon ©2004.)

**Subject:** Chemistry--History. Chemists--Biography. SCIENCE--Chemistry--General. and others

**Series:** Hutchinson trends in science.

**Language:** English

**ISBN:** 1417536233 and others

**Record number:** ocm56723412-01cals\_network

**Update Date:** 10/26/2018

MMS ID: 991017377909702901

Physical Electronic Digital Held by Other details





