

Import Profiles Using the NZ

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Area covered	cataloging, acquisitions, electronic resources management
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Background

Campuses have the ability to create and configure new order and repository import profiles that use the NZ. Records brought into Alma via these import profiles can find a match in the NZ. Upon matching, these records can either merge with, or overlay, NZ records. It is important to use the most precise match method to prevent merging with or overlaying the wrong record.

Policy Statement

When a campus configures an import profile that uses the NZ *and* a merge method, the match method must be **Unique OCLC Identifier**. The merge method must be **CSU Bib Overlay NZ**.

This method matches precisely on the OCLC number in the 035 field and prevents potential overlaying the wrong record and/or wrong format (e.g., ebook record overlaying print book record). The merge method will ensure that the most recent WorldCat metadata is included in the Alma NZ record.

If a campus configures an import profile that uses the NZ and does *not* use the **Unique OCLC Identifier** match method, e.g. to bring in brief order bibs with no OCLC number, the Upon match action must be **Use NZ record**. This will ensure that the existing NZ record will not be inadvertently overlaid in error.

Additional Considerations

Check the Profile Details tab to determine whether an import profile uses the NZ.

The screenshot shows the 'Import Profile Details' form with the following elements:

- Navigation tabs: Profile Details (selected), Normalization & Validation, Match Profile, Set M
- Section header: Profile Details
- Form field: Use Network Zone Yes (highlighted with a red box)
- Form field: Profile name * NZ- Gift Books
- Form field: Profile description Bib and items, no order

The match method is configured in the Match Profile tab.

< Import Profile Details

NZ- Gift Books

Profile Type Repository

Profile Details Normalization & Validation Match Profile Set Manager

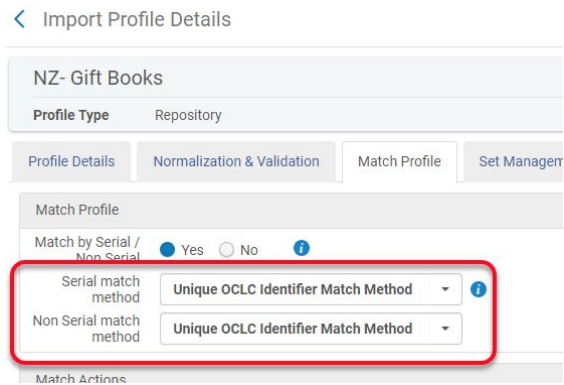
Match Profile

Match by Serial / Non Serial Yes No ⓘ

Serial match method Unique OCLC Identifier Match Method ⓘ

Non Serial match method Unique OCLC Identifier Match Method

Match Actions



The merge method is configured in the Match Actions of the Match Profile tab:

Match Actions

Handling method Automatic Manual ⓘ

Upon match Merge Overlay Do Not Import Use NZ Record

Single match - match only record with the same inventory type (electronic/physical)

MERGE/OVERLAY

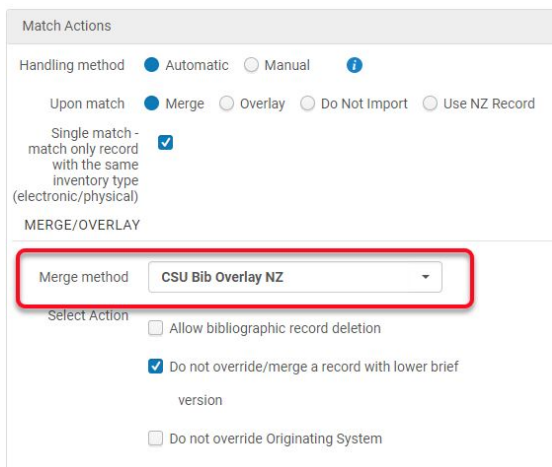
Merge method CSU Bib Overlay NZ

Select Action

Allow bibliographic record deletion

Do not override/merge a record with lower brief version

Do not override Originating System



Related Policies:

[Working in Alma and the Network Zone](#)

[Alma Network Zone](#)