

## CARLI Post-Session Discussion Notes from Ex Libris Knowledge Days: Designing and Using Normalization Rules – June 24, 2021

There was a lot of emphasis on stand-alone institutions in this presentation, so here is some information on Normalization Rules in our consortial environment:

Define Normalization Rules based on where the record and data is and put the rule in that particular zone (IZ or NZ). You can create Normalization Rules in the NZ, but you can't establish the Normalization processes; need to contact CARLI for that. If you need a Normalization Rules to provide local extensions, you can do that in your IZ. Modifying holdings via a job, you can create Normalization Rules in your IZ.

### NORMALIZATION RULES WORK WHERE THE RECORDS LIVE

A normalization rule and/or normalization process must exist in the same zone where the record and data live.

- Bib is in IZ only
  - Create norm rule in IZ
- Bib is shared from NZ
  - To modify shared bib data
    - Create norm rule in NZ
    - Work with CARLI to establish norm process in NZ
  - To modify local extensions
    - Create norm rule in IZ
  - To modify holdings
    - Create norm rule in IZ

Before creating a normalization rule, be sure to check your options:

- (new MDE) Select Rules tab
  - Then Marc21 Bib or Holdings
- (new MDE) New > Placement Options
  - Rules: local or network
- (old MDE) File > Options
  - Rules: local or network

Q: What are the pros and cons of using MarcEdit versus Normalization Rules?

A: There are things you can do in MarcEdit that you can do in Alma. Doing tasks in MarcEdit gives a layer of separation between work and edits in Alma.

UIUC has done a lot of hands-on work with MarcEdit with Voyager and now with Alma. They have a good LibGuides site on the use of MarcEdit

UIUC's LibGuide on MarcEdit: <https://guides.library.illinois.edu/MarcEdit>.

MarcEdit does interact with Alma and can be connected directly to Alma and draw out records from Alma with API key or z39.50 into MarcEdit for editing.

Process overall is more labor intensive - you get records out of Alma, modify data in MarcEdit, then put them back. Using Normalization Rules - right within Alma you're making changes directly.

Differences: comfort factor (one vs. the other - what are you comfortable using?)

One area where MarcEdit has advantage over Normalization Rules is with sets of bib records from e-resource vendors. If you need to prepare them in a specific way before you load them--like with local extensions--might be better to do that in MarcEdit where you have total control of where the data go. Side effect of bib data and Normalization Rule – you can only have one Normalization Process per Import Profile.

Q: Can a Normalization Process combine rules that are both IZ and NZ-focused?

A: We don't think so, would still need separate rules and processes for those.

Remember that for electronic records, the portfolio is created from the 856 field before Normalization Rules are applied, so if you have changes to that, you'd need to use MarcEdit.

A broad caution in general on both methods: they are both very powerful and you need to be careful to test your changes and getting the results you want.

One of the questions from chat during the Ex Libris webinar was about "Can you use 'when false' in Normalization rules?" – This is not great programming to do that. Always try to use "when is this true?" instead because "when false" could change a lot more than you anticipated!

Q: Should some of these drools best be run by CARLI on NZ bibs? Ex. 245 second indicator for foreign language initial articles?

A: Yes, that's true. One thing that's been on the CARLI to-do list is revamping the maintenance project review list - identify things we can change about bibs/holdings/item records. Some of the rules would best be done by CARLI if we identify the problem and create rules/processes that apply in one big sweep of all the things then libraries could apply the rules later as needed. It might fall on CARLI to do some of this work or maybe a shared maintenance routine between CARLI and the I-Share libraries so CARLI isn't working on 13 million records.

Q: So this would be a way to add a 590 Local extension note for the 521 notes we lost for our "Core Nursing Collection"?

A: Yes, it would be. David Stern did a presentation on May 13 in the CARLI Alma/Primo VE Office Hours Lab Reports session on how he added 590s and 690s and how he indexed them. See May 13, 2021: <https://www.carli.illinois.edu/products-services/i-share/alma/CARLIOfficeHours#OpenOffice2021>

Q: We aren't deleting 029 anymore. Right?

A: Correct, we are no longer recommending that you delete 029. We had previously recommended that field be deleted with an export setting in Connexion, but we were alerted that 029 might contain details about CONTENTdm objects so it started to become a potential access point to items. Haven't done much testing on this but leaning on the side of not deleting them for now. Records from CONTENTdm can be loaded into WorldCat, so those records items might have information stored in 029 field.

Q: A question was asked about subfields in a local extension. I've been adding a few local extension fields just by adding a field in a bib record before saving it. Do I need to go back and add a subfield?

A: That person was asking about adding a subfield 9 local to the Local Extension field. The answer is no if you're adding your field in the Metadata Editor by using Add Local Extension. If you are using a Normalization Rule to create a local extension, you add it in the rule because the ~~\$\$\$~~ **local**

designates that the field should be a local extension, then the Normalization process converts the field to a local extension.

Q: Normalization Rules follow already-established rules. Why don't rules apply when they do Alma sorting? If there is "The" in title/245 it will file under T, rather than the title's 2nd word.

A: Sorting rules are set out in advanced configuration and some are system-defined/ExL-defined, but some can be changed. Some examples we looked at live with "The" are sorting correctly when doing All Titles search-ascending – so the problem is possibly dependent on what kind of search. If it's sorting on a different value, you might get "The". Searching other objects (invoices/order lines) might be searching Title info in, say, a PO line vs. the title in the bib record so it "The" might sort under T.

An example of an Alma search that is sorting by title using "The" is when receiving serials. If you scroll through the list rather than using the search box, they are in alphabetical order, not ignoring "The." So all that start with "The" are at the end in the T's.

If you have other examples, please send them into CARLI Support so we can ask Ex Libris!

Q: We are moving materials from one location to another location. Would we use a normalization rule/process on a set of records from the original location?

A: Yes! How to page for this on CARLI website: <https://www.carli.illinois.edu/products-services/i-share/physical-res-man/location-change> - this does require a Normalization Rule and process and this page has step-by-step instructions. This is basically Pick-and-Scan for moving sets of items. With this method there is no brand new holding record created, so none of your local data will be lost unlike the Physical Item Editor, Scan In Items, or the Change Physical Items job methods.

Q: Why not change location on items records [from the Physical Item Editor, Scan In Items, or the Change Physical Items job]?

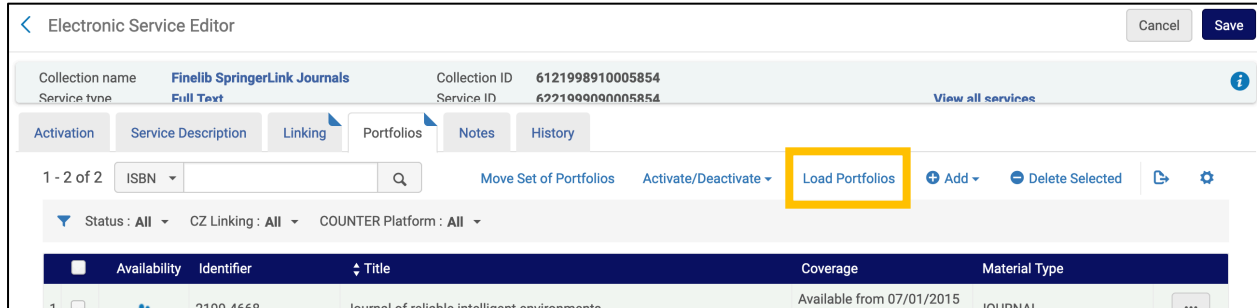
A: If your holding record has local notes, summary holdings, etc. that you want to retain, you'll lose those with these methods because that creates a whole new holding record when it moves the item.

Q: Kind of like normalization, but without the capability for Normalization Rules -- I was asking about doing batch updates on portfolios during the webinar, and she directed me to the "Portfolio Loader" information in the Alma Knowledge base. I only have one problem -- I have no idea where the "Portfolio Loader" functionality is in Alma. Any ideas?

A: see section "Using Portfolio Loader for Adding, Updating or Removing Portfolio Information in Bulk" or "Portfolio loader" section on [https://knowledge.exlibrisgroup.com/Alma/Product\\_Documentation/010Alma\\_Online\\_Help\\_\(English\)/Electronic\\_Resource\\_Management/030\\_Working\\_with\\_Local\\_Electronic\\_Resources/015Managing\\_Electronic\\_Resources#Portfolio\\_Loader](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/Electronic_Resource_Management/030_Working_with_Local_Electronic_Resources/015Managing_Electronic_Resources#Portfolio_Loader)

Q: where is Portfolio Loader in Alma?

A: Search for the electronic collection in Alma, open Electronic Collection Editor, then go to the Additional tab, scroll down to the Services section, then click the ellipsis and choose Portfolio List. Now the "Load Portfolios" option should appear as an option in the menu:



Q: How do I update URLs to remove ezprozy headers - single-use ebook titles.

A: You don't need the portfolio loader for adding a note to everything in a collection. Best thing to do there is put the note in the collection or service level so it's applied to current portfolios or future ones. Portfolio loader doesn't work with stand-alone titles; it is geared towards collections. You can also create a local collection for your stand-alone titles.

Q: Can you group the standalone titles into a local collection and then apply the note?

A: We recommend that you create local collections according to their source (EBSCOhost, ProQuest, etc.) so you can operate on those collections according to each vendor.

Q: There are different access models for different ProQuest items. We want to put access info in the public notes - will be different for different titles.

A: The Knowledge Days session on June 29th [https://knowledge.exlibrisgroup.com/Cross-Product/Conferences and Seminars/Knowledge\\_Days - ELUNA/2021\\_Knowledge\\_Days](https://knowledge.exlibrisgroup.com/Cross-Product/Conferences and Seminars/Knowledge_Days - ELUNA/2021_Knowledge_Days) is on advanced e-resources topics. Maybe we hold these until Tuesday and see what happens in that session--maybe all will be revealed.

Here's more on herding into a

collection: [https://knowledge.exlibrisgroup.com/Alma/Knowledge\\_Articles/Post\\_migration\\_cleanup\\_of\\_eResources\\_in\\_Alma#Group+ILS-migrated+P2E+portfolios+into+local+collections+to+make+them+easier+to+manage](https://knowledge.exlibrisgroup.com/Alma/Knowledge_Articles/Post_migration_cleanup_of_eResources_in_Alma#Group+ILS-migrated+P2E+portfolios+into+local+collections+to+make+them+easier+to+manage)

Q: They talked about Normalization Rules for holdings. Could they be used when creating Inventory in Acq? Or can holdings templates for specific types of materials be set up instead?

A: Holdings templates would be best used for creating inventory in Acquisitions. Inventory records would need to be created before a Normalization Rule could be used on it. Part of the template could be a PO line that includes the basics of what would be in the holdings records like location for item, etc. You can't get a lot into the record when you create order line, though it does depend on what data you hope to add.

## Q&A copied from the WebEx chat of Ex Libris Knowledge Days: Designing and Using Normalization Rules – June 24, 2021

Regarding: I thought Analytics queries were logical not dynamic. Yaala: Correct, it runs in Analytics dynamically. Only that when we create the set, the method to load it is by defining the set as “Itemized”. The set becomes "Itemized". I will check more now.

Good point that was shared here, from experience, it appears that you can't create a set from analytics with more than 1000 records in the set. Yaala: Let me check and we will add a note to the presentation, and the documentation, per this important experience.

Regarding: After an itemized set is created and populated with records, can additional records be added from a file or analytics? Yes – “Edit” the set (instead of viewing the “Members”, and “Add Members to Set”. We will then search in Alma, and add the needed “items”. To add a set from Analytics - use Combine Sets.

Regarding: Are there instructions for deleting a record from a set that has been created? Yes – if it is an Itemized Set – from “Actions”, view the Members > Select the needed item(s) > Remove Selected.

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[https://knowledge.exlibrisgroup.com/Alma/Product\\_Documentation/010Alma\\_Online\\_Help\\_\(English\)/050Administration/080Managing\\_Search\\_Queries\\_and\\_Sets#Creating\\_Itemized\\_Sets](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/010Alma_Online_Help_(English)/050Administration/080Managing_Search_Queries_and_Sets#Creating_Itemized_Sets)

The above link helps find out which Headers to use when uploading an itemized set from a file... thank you!

Q: Will the chat be included in the recording? there's lots of good information and links that would be helpful. thanks if you can

A: You won't be able to view the chat in the recording, but we will update the PPT with relevant info and update on the Knowledge Center by end of business tomorrow.  
Thanks!

Q: What happens when you choose Delete from the three-dot menu for a particular set in the Manage Sets page?

A: Alma will attempt to delete that Set – however, it will ask for confirmation to delete the set; Alma will also repeat the Set Name that will be deleted, so you can decide if to proceed with the delete, or cancel this action.

Q: How far back can you restore a job?

A: We will check, believe that Job IDs are stored up to 2 years. We will add to the presentation.

Question being answered verbally: When I run a job (user type) on an itemized set to add a block type, I find that later on, when I go into that user's account to delete the block manually, I am forced to toggle their account type from external to internal. If I manually added the block this block would have the delete function available. But using the set to add blocks in bulk, the delete function isn't there. Only after I toggle account type. So, what gives? LOL

When you're running a job on users, it can get tricky if you are updating External to Internal, etc.

Q: So can we get to these links without going back to the ppt ? are they going to be somewhere else

A: No, you'll need to refer to the PPT which you can find here:

[https://knowledge.exlibrisgroup.com/Cross-Product/Conferences\\_and\\_Seminars/Knowledge\\_Days\\_-\\_ELUNA/2021\\_Knowledge\\_Days](https://knowledge.exlibrisgroup.com/Cross-Product/Conferences_and_Seminars/Knowledge_Days_-_ELUNA/2021_Knowledge_Days)

On questions about the Sandbox URL, and users who can't perform certain actions, please let us know in support through a support case or chat - we will just check and find out more, thank you!

Q: We will go live next month. Is there a job to clear "Technical Migration" once we have dealt with the process status, or does it go away on its own

A: yes we will post an article.