Cataloging procedures for Alma

Download record from OCLC

Search for record in Alma and click “Edit Record” to bring it into the MD Editor

Bib record: Record Actions 🡪 Set Management Tags 🡪 Export to WorldCat 🡪 Publish Bib and save

View Related Data 🡪 View Inventory 🡪Edit

Make sure that the location and call number are correct

Add “$$t 1” (copy number) and save

Exit the MD Editor

Edit item record

Fill in these fields in the item record:

Barcode  
Copy ID  
Material type (default can be set for this field)  
Is magnetic  
Enumeration A (for volume number, if applicable)  
Chronology I (for year for serial, if applicable)  
Description <Generate> (if Enumeration and/or Chronology is used)  
Pieces (if more than one piece, must also add **Fulfillment note** (**Notes** tab 🡪 **Functional notes**), e.g., “Consists of 2 discs” (This produces a pop-up note upon charge or discharge.)  
Replacement cost

Notes

If the POL is attached to the wrong bib record, move it by going to the POL and click “Edit” and then “Relink”. This will move the POL, holdings, and item records. There will still be a request on the old bib record. After the request has been cleared the bib record will still remain in our IZ. To delete it from the IZ, bring the bib record into the MDE and under “Record actions” menu choose “Copy to Catalog” and then “Delete Record”. (If there are no other holdings in the CZ the record can be deleted from the CZ.) It may take until the next day for the deleted record to be removed from Primo. Use this same method if a brief order record was used.

If when downloading the bib record from OCLC, you get the error message “Import failed. Reason: Multi matches found for this record”, then you need to find the duplicate records in the NZ and merge them.