ERM Bonus 1
Contribute to the Community Zone

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Customer Education Team
A few points about WebEx

• Technical issues? Exit and rejoin the WebEx session
• Submit questions via WebEx Chat: Select **All Panelists** in the **To:** dropdown menu
• Turn captions on and off in the lower-left corner of the WebEx screen
## Managing Electronic Resources Series

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Agenda

• Review Exercises
• Goals and Responsibilities of Contributing
• Edit CZ Bibliographic Records
• Contribute Local Electronic Portfolios
• Contribute Local Electronic Collections
• Further Resources
Review Exercises - Alma Analytics

• Explore default dashboards and reports
• Create new analyses
Agenda

- Review Exercises
- **Goals and Responsibilities of Contributing**
  - Edit CZ Bibliographic Records
  - Contribute Local Electronic Portfolios
  - Contribute Local Electronic Collections
- Further Resources
Goals

• Everyone benefits from the work of cataloguers throughout the world

• Changes to CZ records automatically become part of all institutions’ linked records
Contributions You Can Make

• Update CZ bib records

• Add portfolios to a few existing collections

• Contribute entire local collections

Contact Ex Libris Support for your institution to be given contribution privileges
Alma Community Advisory Group

• Made up of Alma institution members and Ex Libris staff

• Determined how to open the Community Zone to other people contributing, while maintaining accurate content

• Created cataloging standards
Standards Document

Alma Community Catalog: Cataloging Standards, Policies, Rights, and Responsibilities
Some Key Responsibilities (in brief)

• Certify contributed records are free and unencumbered

• Only make changes that would benefit the quality of the record

• Not engage in any activity that would misrepresent or diminish the value of the Community Zone
Agenda

- Review Exercises
- Goals and Responsibilities of Contributing

- **Edit CZ Bibliographic Records**
- Contribute Local Electronic Portfolios
- Contribute Local Electronic Collections
- Further Resources
Edit CZ Bibliographic Records

- MARC 21
- Any fields except 022 (ISSN) and local extension fields
  - Use your IZ version of the record for local info
- Locked while editing
  - Others can see name of editor
- Release Record = Everyone gets the update!
Agenda

- Review Exercises
- Goals and Responsibilities of Contributing
- Edit CZ Bibliographic Records
- Contribute Local Electronic Portfolios
- Contribute Local Electronic Collections
- Further Resources
Contribute Portfolios to Certain CZ Collections

Conduct an Advanced Search in Alma:

- Electronic Collections
- Management Level in Community Zone = Community
- In Community Zone
Agenda

- Review Exercises
- Goals and Responsibilities of Contributing
- Edit CZ Bibliographic Records
- Contribute Local Electronic Portfolios
- **Contribute Local Electronic Collections**
- Further Resources
Requirements for Collections

Collections submitted for inclusion in the Community Zone must be:

• Academic in nature
• Relevant to other institutions
• Not already in the Community Zone
Requirements for Collections (cont.)

Collections submitted for inclusion in the Community Zone should include:

- Bib record describing the collection
- Parser and linking level
- Interface name
- Portfolios that reflect all relevant content that can be acquired as part of the collection
- Full bib record for each resource
- Linking information for each portfolio
- Coverage information for each serial
Agenda

• Review Exercises
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• Edit CZ Bibliographic Records
• Contribute Local Electronic Portfolios
• Contribute Local Electronic Collections
• **Further Resources**
Documentation

• Community Zone Contribution Guidelines
• Contributing to the CZ – Bibliographic Records
• Contributing to the CZ – Portfolios
• Contributing to the CZ – Local Electronic Collections
• Contributing to the CZ – Databases
About Today’s Session, and Register for Next Week

Ex Libris Knowledge Center > Alma > Training > Webinars > E-Resource Management

• Download these presentation slides
• Watch recordings of this session (and previous sessions)
• Register for upcoming sessions
• Take the (optional) exam
Next Week: Automate Holdings Management for ProQuest Ebook Central
Thank you!

Please fill out the survey that will appear when you close the WebEx meeting.