



**Alma Community  
Catalog: Cataloging  
Standards, Policies,  
Rights, and  
Responsibilities**

## CONFIDENTIAL INFORMATION

The information herein is the property of Ex Libris Ltd. or its affiliates and any misuse or abuse will result in economic loss. DO NOT COPY UNLESS YOU HAVE BEEN GIVEN SPECIFIC WRITTEN AUTHORIZATION FROM EX LIBRIS LTD.

This document is provided for limited and restricted purposes in accordance with a binding contract with Ex Libris Ltd. or an affiliate. The information herein includes trade secrets and is confidential

## DISCLAIMER

The information in this document will be subject to periodic change and updating. Please confirm that you have the most current documentation. There are no warranties of any kind, express or implied, provided in this documentation, other than those expressly agreed upon in the applicable Ex Libris contract. This information is provided AS IS. Unless otherwise agreed, Ex Libris shall not be liable for any damages for use of this document, including, without limitation, consequential, punitive, indirect or direct damages.

Any references in this document to third-party material (including third-party Web sites) are provided for convenience only and do not in any manner serve as an endorsement of that third-party material or those Web sites. The third-party materials are not part of the materials for this Ex Libris product and Ex Libris has no liability for such materials.

## TRADEMARKS

"Ex Libris," the Ex Libris Bridge to Knowledge , Primo, Aleph, Voyager, SFX, MetaLib, Verde, DigiTool, Rosetta, bX, URM, Alma , and other marks are trademarks or registered trademarks of Ex Libris Ltd. or its affiliates.

The absence of a name or logo in this list does not constitute a waiver of any and all intellectual property rights that Ex Libris Ltd. or its affiliates have established in any of its products, features, or service names or logos.

Trademarks of various third-party products, which may include the following, are referenced in this documentation. Ex Libris does not claim any rights in these trademarks. Use of these marks does not imply endorsement by Ex Libris of these third-party products, or endorsement by these third parties of Ex Libris products.

Oracle is a registered trademark of Oracle Corporation.

UNIX is a registered trademark in the United States and other countries, licensed exclusively through X/Open Company Ltd.

Microsoft, the Microsoft logo, MS, MS-DOS, Microsoft PowerPoint, Visual Basic, Visual C++, Win32, Microsoft Windows, the Windows logo, Microsoft Notepad, Microsoft Windows Explorer, Microsoft Internet Explorer, and Windows NT are registered trademarks and ActiveX is a trademark of the Microsoft Corporation in the United States and/or other countries.

Unicode and the Unicode logo are registered trademarks of Unicode, Inc.

Google is a registered trademark of Google, Inc.

Copyright Ex Libris Limited, 2014. All rights reserved.

Document released: July 2014

Web address: <http://www.exlibrisgroup.com>

# Table of Contents

<b>1</b>	<b>Overview</b>	<b>4</b>
	Responsibilities of the Alma Community Catalog Members	4
<b>2</b>	<b>Record Use and Ownership in the Community Catalog</b>	<b>5</b>
	Terms of Use	5
	Statement of Ownership	5
<b>3</b>	<b>Cataloging Standards and Policies</b>	<b>5</b>
	Community Catalog Policies	6
	Community Catalog Merge Logic	6
	Cataloging Standards	7
<b>4</b>	<b>Appendix – Merge Routine</b>	<b>9</b>

# Overview

The Alma Community Catalog is guided by the principles of openness and reliability. Our goal is to make the Catalog a reliable source of content and to maximize the contributions of Alma institutions.

Ex Libris, together with the Alma Community Zone Advisory Group, formed these guidelines with the belief that they will foster the most creative and collaborative environment possible for the use and reuse of metadata from the Community Catalog.

## Responsibilities of the Alma Community Catalog Users

The users of the Alma Community Catalog are expected to:

- Abide by these guidelines and cataloging policies and ensure that all contributing members of their institution are also aware of and comply with these guidelines and policies.
- When contributing records to the Community Catalog, certify that the records (including any content, review, or abstract information derived from third parties) are available for contribution, are free and unencumbered by any other license, claim, or usage policy, and do not violate any third party's rights.
- Only make changes that would benefit the quality of the record for use by the entire community, according to the standards defined later in this document.
- Not engage in any activity that would misrepresent or diminish the value of the Community Catalog for others. Examples of this type of activity include providing false, incorrect, or misleading information to third parties.

# Record Use and Ownership in the Community Catalog

## Terms of Use

Ex Libris intends that all records contributed to the Community Catalog be open for use by all members of the Alma community. Ex Libris does not want to manage or enforce restrictions. It is understood that users and Ex Libris may contribute content to the Community Catalog. Members agree that data/content placed in the Community Catalog is done so under the terms of the standard Ex Libris Alma Subscription, Services, and Support Agreement. This agreement states that users have the ability to use, share, edit, copy, and redistribute records in the Community Catalog that are linked to a library's inventory, including the right to contribute to external pools of reusable bibliographic data.

## Statement of Ownership

While responsible for the infrastructure, hardware, and software used to support the Community Catalog, Ex Libris claims no ownership of the data, collectively or individually, that is stored in the Community Catalog. It must be noted, however, that in populating the Community Catalog, Ex Libris may sign agreements with other organizations and/or libraries regarding the records obtained and loaded into the Community Catalog under these agreements. These records will be offered under the same terms of use mentioned above, with Ex Libris making no claims of ownership over these records.

## Cataloging Standards and Policies

Ex Libris expects the Community Catalog to be largely self-governed by the Alma community.

In order to ensure quality and minimize disputes, the cataloging standards and policies documented below must be followed by any cataloger who contributes (either by adding missing values, such as subjects, or by completely overlaying a brief record with another record) or corrects (by making changes to entries of an existing record such as spelling corrections) records in the Community Catalog.

## Community Catalog Policies

The Community Catalog has a single record policy for electronic titles, covering all electronic versions of a notional print manifestation. (This means that an ebook provided by different platforms has one record in the catalog).

Users are able to add data or amend the record, but not create duplicate records for the same item.

The Community Catalog records are:

- Provider neutral – Any data related to providers is maintained in the inventory- level record within Alma. We do, however, encourage the addition of publisher identifiers in order to improve match routines. (For more information concerning provider-neutral guidelines for RDA, see: <http://www.loc.gov/aba/pcc/scs/documents/PN-RDA-Combined.docx>).
- NOT identical to the source record – The Community Catalog records are rich records, comprised of information from (potentially) a variety of sources.
- RDA is the preferred cataloging language, but we also accept AACR2 as well as mixed records. We encourage catalogers to use RDA if they want to fix the record and to use the current record cataloging language when only contributing additional information.

## Community Catalog Merge Logic

The following logic is applied automatically to records loaded into the Catalog:

- Run cleanup routines and MARC validations:
  - 020 – omit \$9
  - 300 - Rule: default to 1 `online resource` for e-books, move page numbers into (), keep \$b and remove \$c
  - 655 - 0\$aElectronic books
  - Remove provider information in fields 856, 538, 540
- Unique fields from incoming records are added to an existing record to complete missing data (see [Appendix – Merge Routine](#) on page 9 for a detailed list):
  - Missing identifiers: ISBN, OCLC ID, LCCN, etc.
  - TOC
  - Summary
  - Subjects
  - Adding non-Roman scripts under the 880 fields

# Cataloging Standards

Changes made to Community Catalog records should focus on improving and increasing the quality of the records, with a special focus on improving discoverability.

All changes to existing records should adhere to the following cataloging standards:

- Allow multiple e-book ISBNs in 020 \$a's  

As ISBNs are used for linking as well as grouping, in order to make sure these are not affected, users are not permitted to delete or edit an existing ISBN; only additions of missing ISBNs are permitted. If an incorrect ISBN is identified, a support incident should be opened for further Ex Libris analysis

We also encourage the use of 020 \$q in order to distinguish between the ISBNs allocated by different providers.
- Print ISBNs should be under 776 \$z
- Whenever possible, we encourage additions of 505, 520.
- We encourage the addition of OCLC numbers which have been announced by OCLC as in the public domain and can therefore be added without requiring any attribution
- We recommend that a cataloger who manually updates a record add their MARC organization institutional code under 040 \$d in case of substantial modification to the record (and not just a minor fix).
- Languages:
  - Since we have a one record policy in the CZ, the issue of languages has been the most challenging part of the solution. The current decision is that the language of the item dictates the language for cataloging. Catalogers are encouraged to fix the 040 \$b accordingly and make sure that the 245, 250, 260, 264, and 490 fields all follow the rules for transcription and reflect the language of these elements. The language of cataloging determines what language should be used in all cataloger composed notes, for example, 300, 500, 504, and 520. Similarly, the forms of name used as authorized access points in the record should be consistent with the language of cataloging--- LCNAF if 040 \$b eng, GND if 040 \$b ger, etc.
  - You can add a translated title using the 242 field.
  - A future development by Ex Libris will provide the ability to enrich author information using VIAF in order to support displaying and searching based on regional authorities.
  - Catalog the 6XX with the appropriate indicator to make sure the relevant authorities apply to it.

For any changes that would not benefit the broader community, users may copy the record to the local Institution Zone catalog. All management of this record will then be handled locally, and no connection to the global record will be maintained.

---

**Note:** The current decision taken in relation to a single record, cataloged in the language of the item, will be evaluated during next year and is subject to changes based on the community input.

---

# Appendix – Merge Routine

The following fields are part of the merge routine for any source that adds data to an existing record in the Catalog. The merge routine adds values that exist in the incoming record and do not exist in the current CZ record:

- 010 - Library of Congress Control Number
- 020 - International Standard Book Number
- 024 - Other Standard Identifier
- 035 - System Control Number
- 050 - LC Call Number
- 055 - Classification Numbers Assigned in Canada
- 060 - National Library of Medicine Call Number
- 061 - National Library of Medicine Copy Statement
- 070 - National Agricultural Library Call Number
- 071 - National Agricultural Library Copy Statement
- 080 - Universal Decimal Classification Number
- 082 - Dewey Decimal Classification Number
- 083 - Additional Dewey Decimal Classification Number
- 084 - Other Classification Number
- 086 - Government Document Classification Number
- 242 - Translation of Title by Cataloging Agency
- 246 - Varying Form of Title
- 505 - Formatted Content Notes (add if did not exist, overlay in case new is longer than existing)
- 520 - Summary, etc.
- 65X - Subject Heading
- 880 - Alternate Graphic Representation