**Cataloging E-Book Packages and Single Titles**

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| **Prepared by** | Cataloging Task Force & ERM Task Force in consultation with Acquisitions Task Force |

**Background**

General outline of procedures for cataloging e-book packages (collections) and single e-book titles (portfolios). Procedures apply to both e-book and e-media packages and single titles.

Based on the policies [Managing E-Collections in Alma: CZ vs Vendor-Provided Bibliographic Records](https://calstate.atlassian.net/wiki/display/ULMST/Managing%2BE-Collections%2Bin%2BAlma%3A%2BCZ%2Bvs%2BVendor-Provided%2BBibliographic%2BRecords) and [Provider-Neutral Records & Use of Database-Level Records](https://calstate.atlassian.net/wiki/pages/viewpage.action?pageId=62423139), the procedures are predicated on the guiding principle to avoid duplication of records.

**Procedures**

For detailed procedures on the acquisitions, management, and activation of e-resources, consult the [ERM Policies, Best Practices, and Procedures](https://calstate.atlassian.net/wiki/display/ULMST/ERM%2BPolicies%2C%2BBest%2BPractices%2C%2Band%2BProcedures), including [E-Books and Media](https://calstate.atlassian.net/wiki/display/ULMST/E-books%2Band%2BMedia).

The cataloging procedures outlined below are based on the following categories:

1. Consortium E-Book Packages
2. Local E-Book Packages
3. Single E-Book Titles
4. **Consortium E-book Packages**

General workflow:

* ECC and Opt-in collections managed centrally (Models 2 & 3)
* Source of records: CZ.
1. **Local E-Book Packages**

General workflow:

See [Workflows for Electronic Resources and Acquisitions](https://calstate.atlassian.net/wiki/display/ULMST/Workflows%2Bfor%2BElectronic%2BResources%2Band%2BAcquisitions)

* Local collections (Model 1)
* Use CZ, if available; if not, create collection in IZ;
* Source of records: CZ or Vendor-provided bibliographic records.
* Load vendor-bibliographic records to the IZ. (See procedures for [Import Profiles for Loading Brief Order Records and WCP into NZ](https://calstate.atlassian.net/wiki/display/ULMSS/Import%2BProfiles%2Bfor%2BLoading%2BBrief%2BOrder%2BRecords%2Band%2BWCP%2Binto%2BNZ) as a model to adapt for creating import profiles for loading vendor-bibliographic records to the IZ.) *Note: Import Profiles Task Force will create a sample import profile for loading vendor records to IZ.*

For contributing collections to the CZ, see [Community Zone Contribution Guidelines](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/040Metadata_Management/110Community_Zone_Contribution_Guidelines#Bibliographic_Record_Contribution) (Ex Libris).

1. **Single E-Book Titles**

Procedures for cataloging single e-book titles are based on the use of GOBI API, GOBI EOCR for e-book

acquisitions.

Justification: Ordering single e-book titles via GOBI imports a brief order record to the NZ which makes it

difficult to link to the CZ record. Requiring that libraries bypass this workflow would create more

steps in the cataloging process. Note: While this workflow contradicts the policy on [Managing E-Collections in Alma: CZ vs Vendor-Provided Bibliographic Records](https://calstate.atlassian.net/wiki/display/ULMST/Managing%2BE-Collections%2Bin%2BAlma%3A%2BCZ%2Bvs%2BVendor-Provided%2BBibliographic%2BRecords), this is the best option for the initial implementation phase of Alma.[[1]](#footnote-1)

Possible workflow options:

* If using GOBI, then catalog single titles via OCLC;
* If using GOBI, then relink order and resource to CZ (irrespective of presence or absence of OCLC record number);
* If using GOBI (EOCR) for batch processing of records, then link records to CZ.

**Single E-Book Titles (GOBI API : Title by Title Cataloging)**

General workflow:

* Ordering in Gobi creates real-time POL in Alma
* Brief order records will be input in NZ, with or without OCLC numbers. API searches for match in NZ; if not found, brief record with OCLC number is created
* POL is associated to the NZ record by API
* Source of records: OCLC bibliographic records (e.g., WorldCat Cataloging Partners or individually cataloged titles)
* Catalog title following the general [Overlaying Bibliographic Records in Alma (Procedures)](https://calstate.atlassian.net/wiki/display/ULMST/Overlaying%2BBibliographic%2BRecords%2Bin%2BAlma%3A%2BProcedures) *(Note: Libraries may need to place holdings in OCLC for e-book titles, pending further investigation of Publishing to OCLC functionality).*
* Choose an OCLC record to comply with Provider-Neutral Records mandate (either in NZ or in OCLC, depending on the record found). Check to avoid duplicate records in NZ.
* Create portfolio (Create set of portfolios using advanced search (based on select criteria, i.e., URL, creation date, is standalone, etc.))

Recommendation: Whenever possible, portfolios should be added to Local Electronic Collections. Even e-resources that are not sold as collections can be maintained more easily if they are in a Local Electronic Collection, as long as they are from the same provider, have the same license conditions, and share the same base URL.

**Single Titles (Gobi EOCR: Batch Processing of Records)**

Workflow depends on type of service: EOCR vs EOCR+. Records for EOCR do no include OCLC record numbers. Records for EOCR+ include OCLC record numbers.

General workflow (EOCR+):

This workflow requires linking collection to the CZ. Imported bibs will not be affected and can remain in the NZ and the portfolios will be updated with CZ data.

* Source of records for EOCR+: Brief records with embedded order data and OCLC record number (via FTP);
* Separate the records in MarcEdit by platform if vendor does not provide platform-specific record files.
* Import to NZ via a collection-associated new order import profile. This creates a POL and a portfolio (which is blank if there is no URL information in the EOCR)
* Search for and go to the electronic collection (The collection must be linked to the CZ)
* Click on **Edit Service**.
* Click on the **Portfolios** tab
* Select the portfolios for the just imported records (they should have a local institution icon)
* Click on the **Link Local Portfolios to Community** button.
* In the Bibliographic Records Configuration select **no** for **Use the community bibliographic records.**
* Click on **Link**.
* Confirm.

General workflow (EOCR):

* Source of records: Brief records without an OCLC number.
* Load records to IZ then link to CZ (override brief records with CZ records)
* Import EOCRs using IZ New Order import profile. Import profile settings/configuration:
	+ Import profile is associated with the local collection that is linked to CZ.
	+ Portfolios are activated upon import
	+ Do not suppress bibs
	+ EOCRs must have 020 field.
* Search for collection.
* Click on **Edit Service**
* Click on the **Portfolios** tab
* Click on **Link Local Portfolios to Community** (POLs, notes will remain in portfolios)

Note: Additional data for internal description, authentication, or public notes for portfolios that cannot be defined at the collection level (i.e., variable data per portfolio) will have to be added to the EOCRs during import.

**Attaching Single Titles (portfolios) to Collections**

Recommended for attaching portfolios to collections, including linking of P2E collections post-migration. (See Ex Libris documents below for further instructions on [Managing Electronic Collections](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources).)

**How to Identify Standalone Portfolios**

Perform an advanced electronic portfolio search to create a set of portfolios to attach to a local collection. Suggested search criteria could be:

* Electronic portfolio where electronic portfolio URL contains phrase “\_\_\_\_”; or
* Local collection title (if any added to 973 field).
* Electronic collection name is empty

**Link Local Collection to CZ**

* + Search for local collection
	+ Click on **Link to community**
	+ **In the Community Information** section of the **Link Electronic Resources to Community** page, define and select the CZ collection name.
	+ Click on the **Link** button.
	+ Review the details in the confirmation message and click on **Confirm**.

When linking local portfolios or collections to the CZ, remember to **uncheck** “override with CZ bib.”

**Creating Portfolios**

Portfolios can be created automatically during a batch import. If you’re not using an import profile, consult Ex Libris documentation for procedures on managing and manually creating portfolios:

[Adding a Standalone Portfolio](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources#Adding_a_Standalone_Portfolio)

[Adding Portfolios Individually to an Electronic Collection](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources%22%20%5Cl%20%22Adding_Portfolios_Individually_to_an_Electronic_Collection)

[Adding a Set of Standalone Local Portfolios to a Local Electronic Collection](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources%22%20%5Cl%20%22Adding_a_Set_of_Standalone_Local_Portfolios_to_a_Local_Electronic_Collection)

**Documentation (Ex Libris)**

[Managing Electronic Collections](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources)

[Adding a Local Electronic Collection](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/020Managing_Electronic_Resources%22%20%5Cl%20%22Adding_a_Local_Electronic_Collection)

[Contributing to the Community Zone - Bibliographic Records](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/040Metadata_Management/120Contributing_to_the_Community_Zone_%E2%80%93_Bibliographic_Records)

[Contributing to the Community Zone - Portfolios](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_%28English%29/Resource_Management/050Inventory/080Contributing_to_the_Community_Zone_%E2%80%93_Portfolios)

**Further Considerations**

Problems with OCLC merged/deleted records in CZ, where merged records still reside in CZ.

1. To be explored: Use of CZ for the acquisitions of e-books (collections and single titles). [↑](#footnote-ref-1)