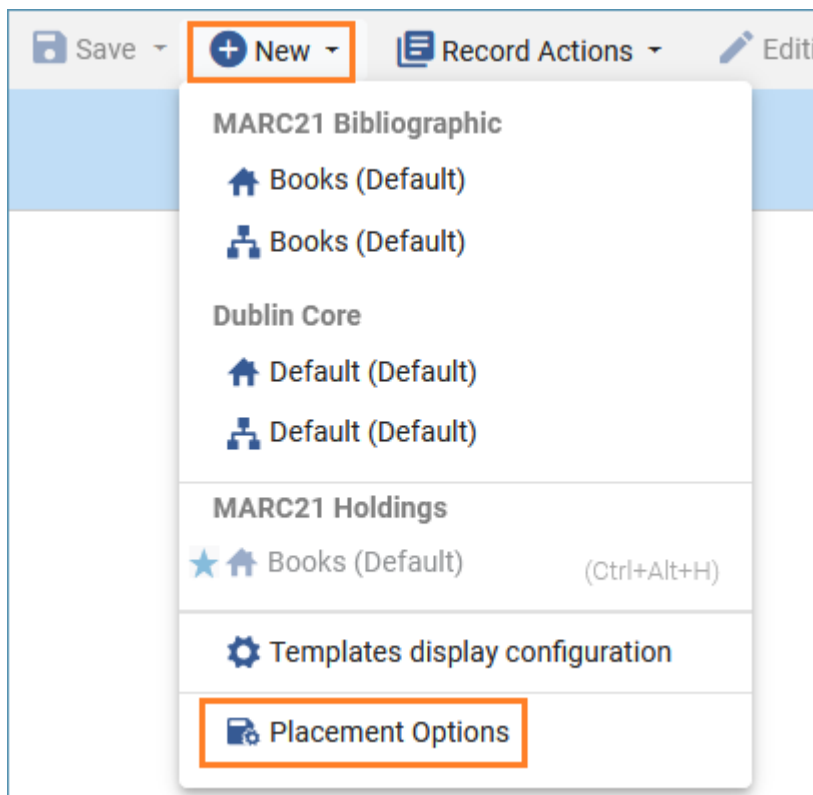


Placement Options in the Metadata Editor

In ODIN, shared bibliographic records are stored in the Network Zone. These bibliographic records can be shared by all libraries. There are times when a library may want to store a bibliographic record in its Institution Zone, brief bibliographic records for course reserves, and order records, for example.

Before saving a bibliographic record, you can set the placement option. In the metadata editor, under the New menu, click on **Placement Options**.



A work form appears allowing you to select which zone you want to save new records and rules.

Placement Options

Placement of new records and templates

☐ Local

☒ Network

Placement of new rules

☒ Local

☐ Network

Cancel

Save

Most records you catalog will be saved in the Network Zone. Once you set the Placement Option it will stay with that selection until you change it.