

ODIN Network Zone Cataloging Guidelines

The Network Zone (NZ) is a shared repository of bibliographic records belonging to ODIN member libraries.

Adding bibliographic records

Always search the NZ before adding records to the NZ. Do not add duplicate records (records with the same OCLC number in the 035\$a) to the NZ.

Editing bibliographic records

Edits and updates are made on the bibliographic record in OCLC, not in Alma. Daily OCLC loads will overlay existing bibliographic records whenever the OCLC WorldCat record is edited, so any changes made in Alma will be lost. Local information may be added to bibliographic records and preserved by using local extensions.

AI Created or Enhanced Bibliographic Records

Records created with AI in the metadata editor are saved to the Institution Zone only and excluded from the NZ. Do not remove the 588 MARC field from the record.

Brief Bibliographic Records and Records without OCLC Numbers

Bibliographic records that do not include OCLC numbers may not be shared with the Network Zone.

Types of records to exclude from the Network Zone

- Personal copy course reserves.
- Titles borrowed on ILL from outside of ODIN.
- Inventory control of equipment.
- Suppressed bibliographic records. “Copy to catalog” the bibliographic record to unlink it from the NZ and then suppress it.
- Vendor records that the library is not allowed to share with other libraries.

Review these guidelines annually at the June meeting.

Approved 06/26/2025