

## Withdrawing (weeding) the Last Copy from the Network Zone

The following is the workflow for weeding or withdrawing the last copy from the network zone. There are three steps: Unlinking bibliographic record from the network zone; deleting the institutional zone bibliographic record; and reporting the network zone record to the OCUL CF Network Zone Metadata Maintenance Working Group for deletion.

### Searching for Bibliographic Records the Network Zone

- When searching for bibliographic records in the Network Zone in Alma make sure in the search bar up choose the drop-down menu and choose the following symbol



- Please see the following example

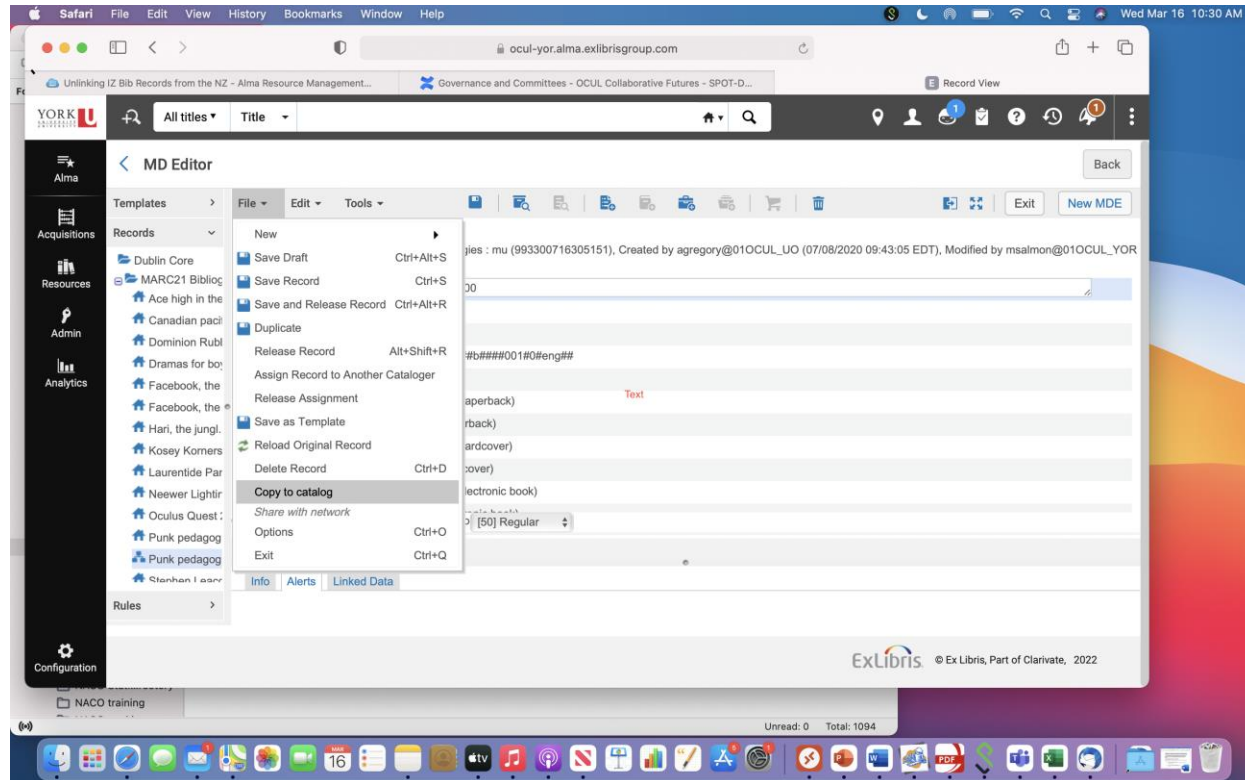
The screenshot displays the Alma library system interface. At the top, there's a search bar with 'pedagogy' entered. Below the search bar, there's a 'Facets' section on the left with categories like Material Type, Resource Type, Language, and Publication Year. The main results area shows two records, both titled 'Pedagogy'. Record 1 is a 'Journal (Journal - Electronic) text; computer; online resource' with details like ISSN, Record number, Language, MMS ID, and Creation/Modification dates. Record 2 is 'Visual material (Projected medium - Electronic) two-dimensional moving image; computer; online resource' with similar details. The interface includes navigation tabs for Institution, Network, and Community, and a 'Sort by' dropdown set to 'Rank'.

### Unlinking Bibliographic Record from the Network Zone

"Copy to Catalog" is used in the Metadata Editor to unlink bib records from the Network Zone (NZ). To unlink records from the NZ:

- Open the NZ linked record in the Metadata Editor
  - Records with a network icon and NZ MMS ID ending in 5151 identify this a bibliographic record linked to the NZ

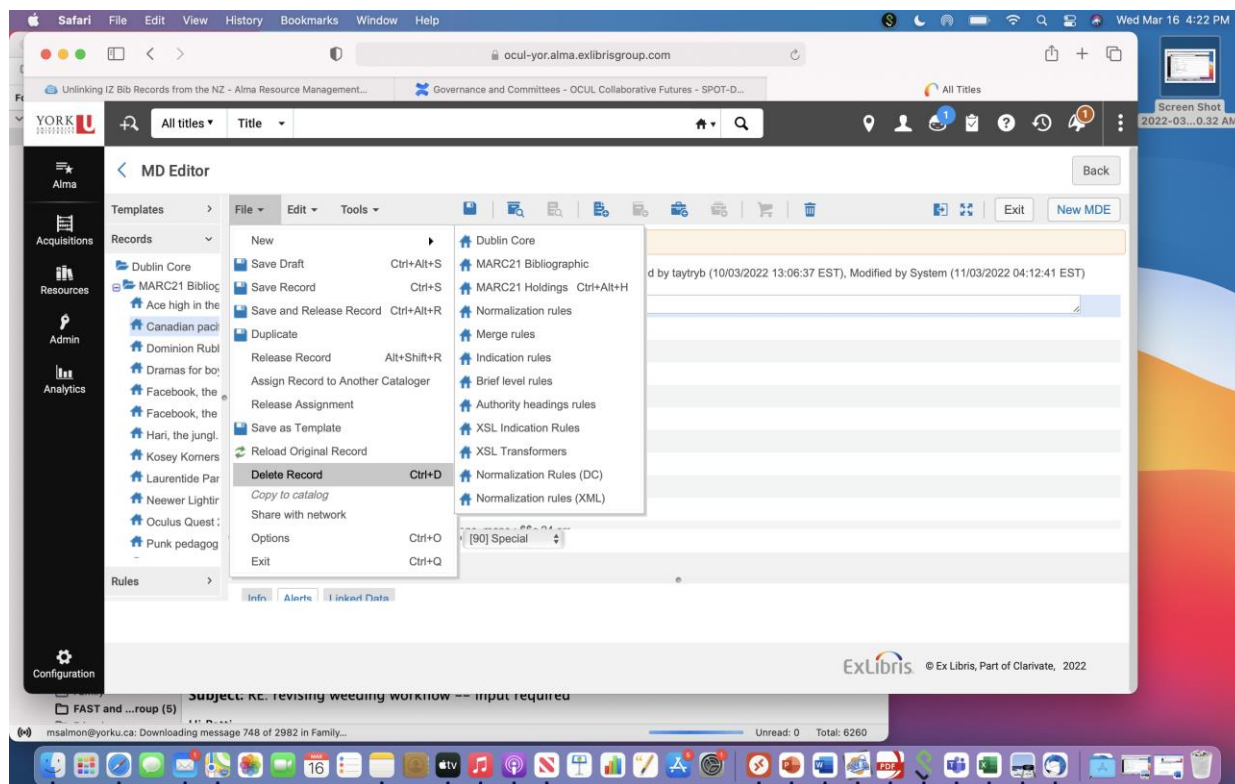
- Click *File>Copy to Catalog (Alt+Shft+C)*
  - This will change the MMS ID from an NZ MMS ID (ending in 5151) to York University Institutional Zone (IZ) MMS ID (ending in 5164)



- Click *File>Save and Release Record (Ctrl+Alt+R)*

### Deleting the Institutional Zone Record

- Open institutional zone (IZ) bibliographic record to be withdrawn in metadata editor
- Click *File>Delete Record*



- Click Yes when the confirmation message appears. If there is associated inventory (item records) it will indicate that they will be deleted as well.
- The IZ record is now deleted

### Reporting Bib Records to Be Deleted from the Network Zone

If withdrawing the last copy in the Network Zone (York is the only institution holding the title to be weeded), by unlinking the title from the Network Zone is going to create an orphan record (an orphan record is a bibliographic record with no holdings records). A request for deleting these orphan records must be submitted to the OCUL CF Network Zone Metadata Maintenance Working Group.

- Click on [Request to delete Network Zone bibliographic record](#)
- Fill out form, multiple NZ records can be submitted on one form