Reference material

- Metadata Editor (MDE): Navigation and Overview
- Alma Matching Algorithms
- Harvard defined MARC fields
- Alma Brief Record Levels
- Browse Bib Headings: Known issues and differences from Aleph
- Alma authority control known issues

Classes

Resource Management covers topics related to cataloging/metadata creation; bibliographic, holdings, and item record maintenance; and authority records for all formats.

- Cataloging 1: Creating and Editing Bibliographic Records
- Cataloging 2: Non-Roman Scripts, Merging, Suppressing, and Deleting Bibliographic Records
  - Authorities and Authority Control Task List
- Items & Holdings (cross-functional training)

Cataloging Exercises

These exercises are supplementary and may be used in review sessions, learning circles, at the end of class if there is extra time, etc. Please note that these exercises draw on skills from Cataloging 1, Cataloging 2, and Items & Holdings.

Self Guided Learning

It is recommended that you complete Cataloging 2 before working with these documents.

- Working with Templates
- Shelf Report Tool
- Browse Shelf Listing

All pages in this area:

- Alma Resource Management - Major Differences from Aleph
- Alma Brief Record Levels
- Alma Matching Algorithms
- Authorities and Authority Control Task List
  - Linking and PTC rules pilot on QA
- Metadata Editor (MDE): Navigation and Overview
- Browse Shelf Listing
- Browsing Bib Headings
- Creating and Editing Bibliographic Records
  - Creating & Updating Bib Records and Using Search External Resources (Z39.50)
  - Exporting from Connexion Client to Alma Using F5
  - Bringing an Alma Bib into Connexion
  - Performing Bib Record Maintenance Using Sets
- Duplicating Bib Records
- Merging Bib Records
- Suppressing and Deleting Bibliographic Records
- Working with Templates
- Non-Latin Scripts in the Metadata Editor
- Guide to Entering Combining Diacritics and Symbols in Alma
- Shelf Report Tool
- Harvard defined MARC fields
- Harvard usage of subfield 5 in bibs and holdings
- Indexes in Alma
- Printing a bib or holding
- Alma Merging Algorithms
- Batch Heading Correction for Authorized Access Points