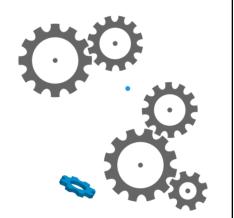


# Introduction

Normalization rules are created and used

- To change or update bibliographic or holdings metadata
- For various purposes and in different ways



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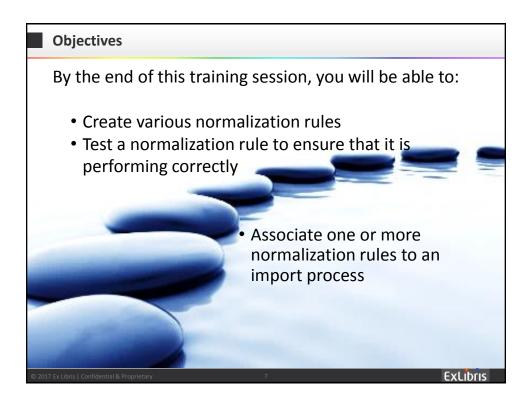
# **User Roles**



Cataloger, Catalog Manager and Catalog Administrator roles may create and manage normalization rules

Catalog Administrator role is required to associate normalization rules with import profiles

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# **Normalization Rules**

Are written in a specific syntax allowing cataloguing operators to create rules to

```
rule "Combine 650"
when
(TRUE)
then
combineFields "650" excluding "a,z"
end
```

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# **Normalization Rules**

May be applied to

- individual bibliographic records, or,
- sets of records via bulk processing

Have the option to preview the outcome of applying the rule to a bibliographic record

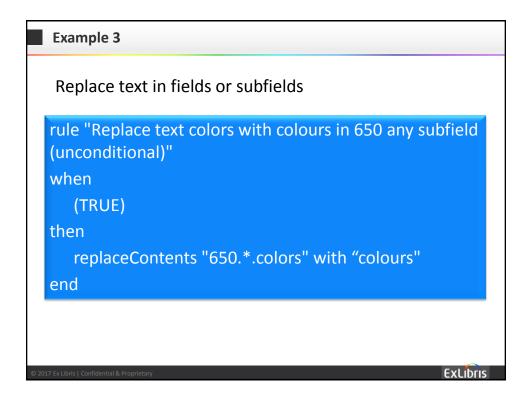


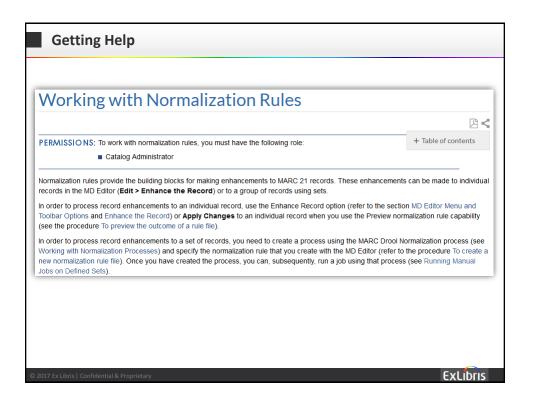
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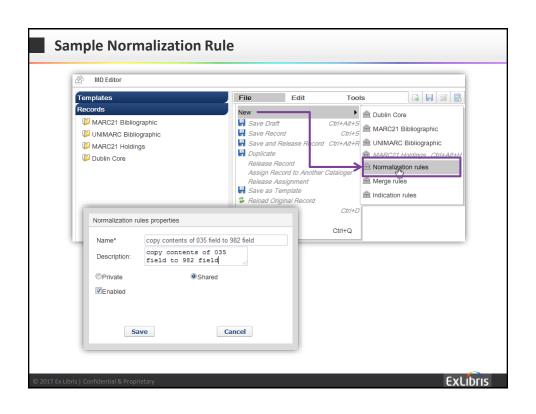
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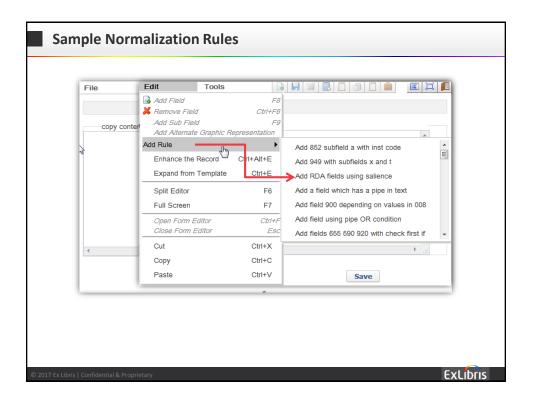
# New fields and subfields may be added rule "Add field 901 with sub field a with text Gift from Class of 2017 if it doesn't exist" when not exists "901.a.Gift from Class of 2017" then addField "901.a.Gift from Class of 2017" end

# Fields and/or subfields may be removed entirely rule "Remove subfields b and c from 260" when (TRUE) then removeSubField "260.b" removeSubField "260.c" end









# **Sample Normalization Rule**

```
copy contents of 035 field to 982 field
rule "copy contents of 035 field to 982 field"
when
(TRUE)
then
copyField "035" to "982.a"
end
```

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# Hands-On 1

Create a normalization rule to add a 901 field with subfield a and specific text when it does not exist

- 1 Within the Metadata editor and go to File > New > Normalization Rules.
- 2 For Name and Description, add descriptive details such as "Add field 901 with subfield a and text, Class Gift, if it doesn't exist."
- 3 Indicate whether or not the rule should be Shared, Enable the rule and Save it.
- 4 Edit the rule, deleting the second rule to add data.

rule "add field 901 with subfield a and text Class Gift, if it does not exist"

when

not exists "901.a.Class Gift"

then

Add "901.a.Class Gift"

end

5 Save the edited normalization rule.

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## Hands-On 2

# Create a normalization rule to copy contents of a field from one to another

- Open the Metadata editor and go to File > New > Normalization Rules.
- 2 For Name and Description, add descriptive details such as "Copy the 001 to the 035 subfield a (001 does not have a subfield)."
- Indicate whether or not the rule should be Shared, Enable the rule and Save it.
- 4 Enter the following text in the rule canvas: rule "Copy 001 Field to 035 Field" when

(TRUE)

copyField "001" to "035.a" end

5 Save the edited normalization rule.

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## Hands-On 3

# Create a normalization rule using existing rule syntax to replace text

- 1 Within the Metadata editor and go to File > New > Normalization Rules.
- 2 For Name and Description, add descriptive details such as "Replace pbk.) with paperback) in 020 \$\$a (unconditional)"
- 3 Indicate whether or not the rule should be Shared. Enable the rule. Save the rule.
- 4 Enter the following text in the rule canvas:

rule "Replace text pbk.) with paperback 020 \$\$a (unconditional)"

when (TRUE)

then

replaceContents "020.a.pbk)" with "paperback)"

end

5 Save the edited normalization rule.

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## Hands-On 4

# Create a normalization rule using existing rule syntax to delete 9XX fields

- 1 Within the Metadata editor and go to File > New > Normalization Rules.
- 2 For Name and Description, add descriptive details such as "Delete all 9XX fields.
- 3 Indicate whether or not the rule should be Shared. Enable the rule. Save the rule.
- 4 Enter the following text in the rule canvas:

rule "Remove all 9XX"

when

(TRUE)

then

removeField "9\*\*"

end

5 Save the edited normalization rule.

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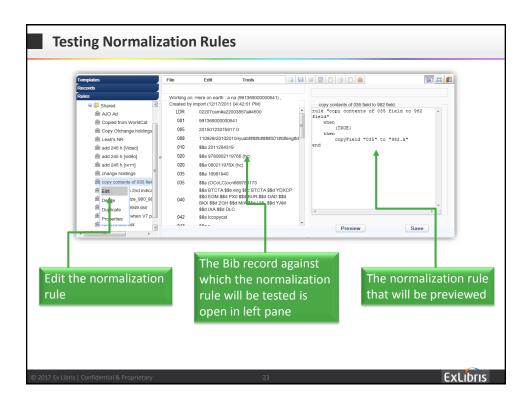
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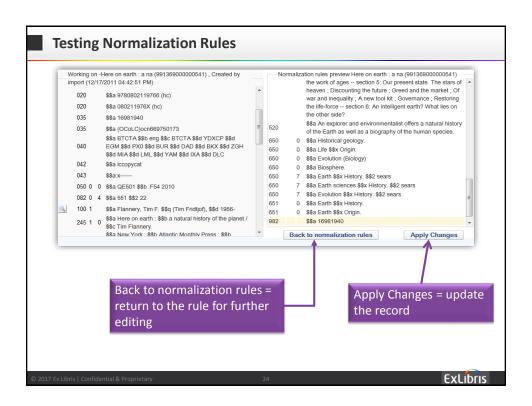
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# **Testing Normalization Rules**

- 1. Using the Repository Search, locate and open a record on which to test the rule in the Metadata Editor.
- 2. Switch to split editor mode with the record in the left pane.
- 3. Click on the blank right pane of the split editor.
- 4. Go to the Rules tab, select the normalization rule you want to test and click edit to open the rule in right pane.
- 5. Test the rule by clicking on the **Preview** button.

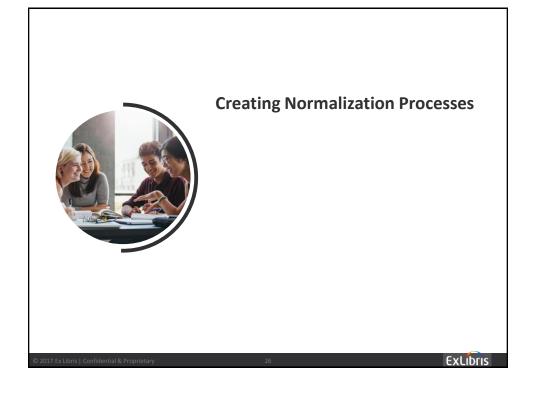
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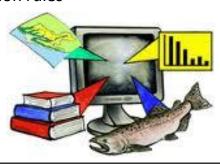
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# Test the normalization rules created in Hands-On 1 – 4 1 For each rule, confirm that the rule you are working with is functioning as expected. 2 Edit a rule further if there is more that you want to change. 3 When ready, apply the change to the record.

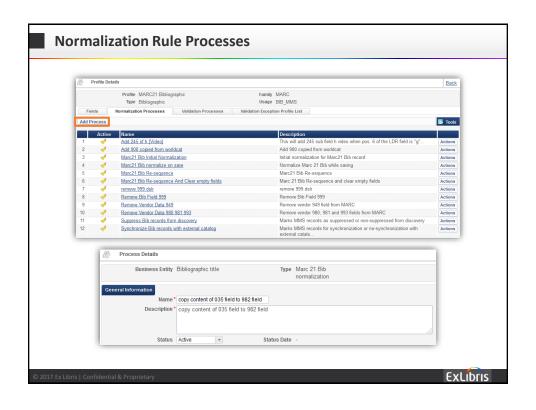


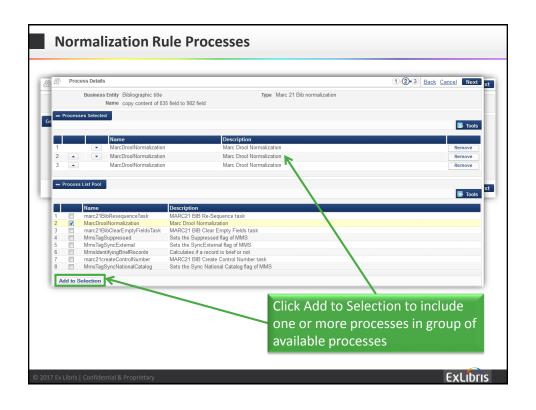
# **Normalization Rule Processes**

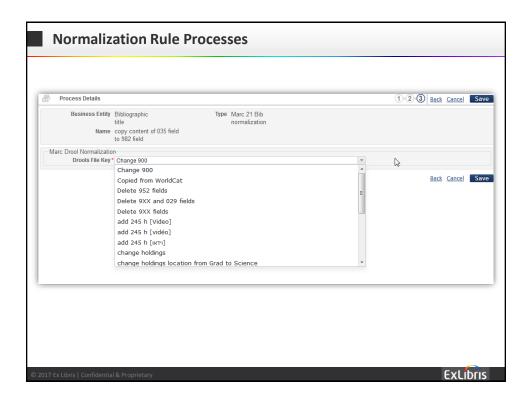
- Normalization rules, created in the Metadata Editor, may be used in processes that focuses on global data change
- Normalization rule processes, which are created by a Catalog Administrator, may include one or more normalization rules



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## Hands-On 6

# Create a normalization rule process using one of the rules created in Hands-On 1 – 4

- 1 Go to Resource Management > Configuration > Metadata Configuration and click on MARC21 Bibliographic. From the Profile Details page switch to the Normalization tab and click on the Add Process button.
- 2 Give a name and description to the new process. Click on the Next button to go to the next step.
- 3 Select "MarcDroolNormalization" and click the Add to Selection button. In a situation where you want to include multiple different normalization rules in one process, simply include the number of required "MarcDroolNormalization" entries.
- 4 Select the normalization rule that you want to include in the process. If including more than one normalization rule, one Drools File Keys exists for each "MarcDroolNormalization" added in Step 2. The last step in creating this process is to Save it.

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# **Creating Sets and Running Jobs Using Normalization Processes**

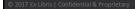
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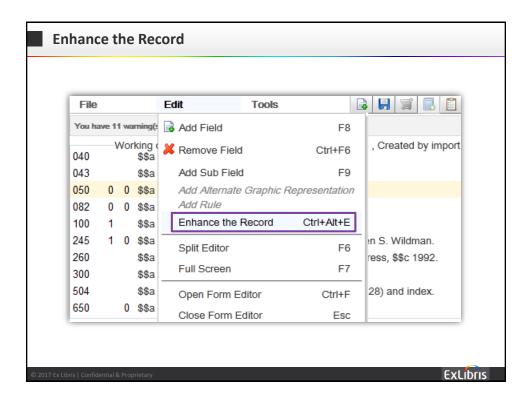
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# **Running Normalization Processes**

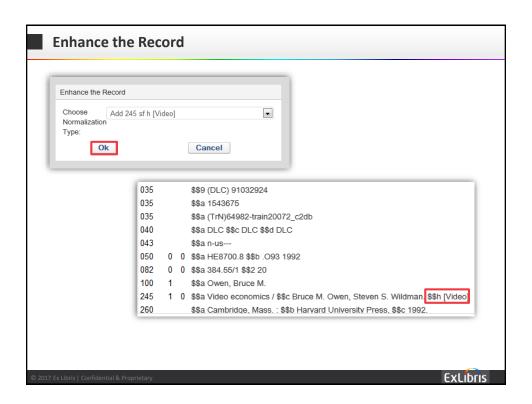
Normalization processes may be run...

- 1. Via Enhance the record option in Metadata editor
- 2. For a set of records assembled via **Manage Sets** function
- 3. When adding a file of records via Import function
- 4. While importing individual records via **External Search**

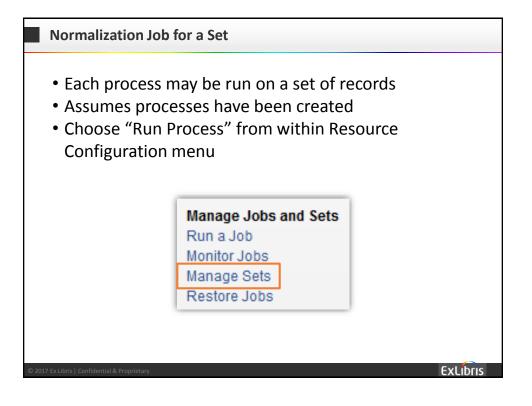


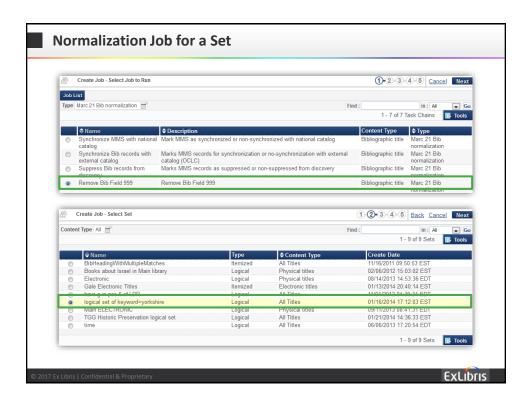


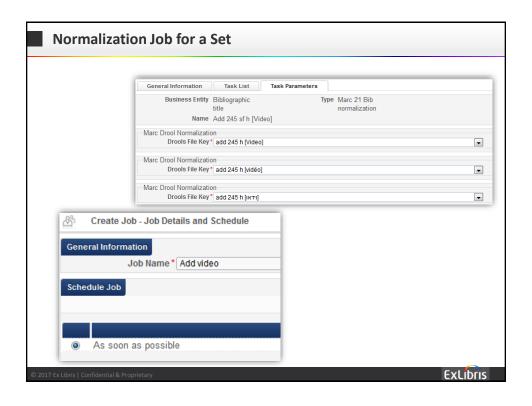
		nomics / Br (991521280000541) , Created by import (17/12/2011 23:				
LDR	- 10	200265#a#4500				
001	991521280000541					
005	201210311135	41.0				
008	111217s1992#	###maua#####b####001#0#enq				
010	F-1 # 1	Daniel Control				
020	Enhance the I	Record				
035	Choose	Add 245 sf h [Video]				
035	Normalizatio	Add 245 sf h [Video]				
035	Type:	Marc21 Bib Initial Normalization				
040		Marc21 Bib normalize on save				
		Marc21 Bib Re-sequence				
		Marc21 Bib Re-sequence And Clear empty fields Remove Vendor Data 949				
Info A	lerts	Remove Vendor Data 980 981 993				
008		Suppress Bib records from discovery				
	for noeition 22 i	Synchronize Bib records with external catalog				



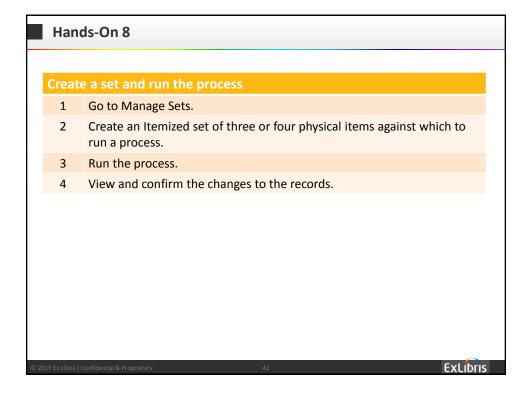
# Apply a normalization rule by enhancing the record 1 Open any Bibliographic record in the Metadata editor. 2 Go to Edit menu and select Enhance the Record (Ctrl+Alt+E). 3 Select from among the available processes. 4 Click on OK button to run the process.

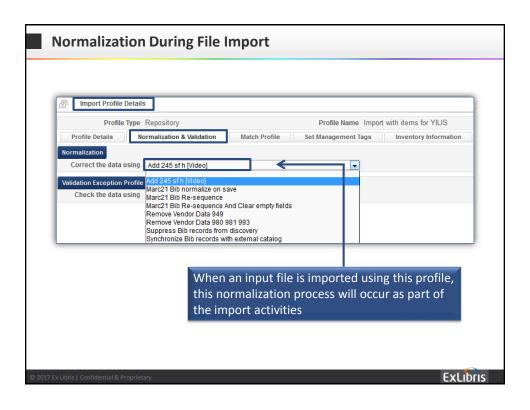


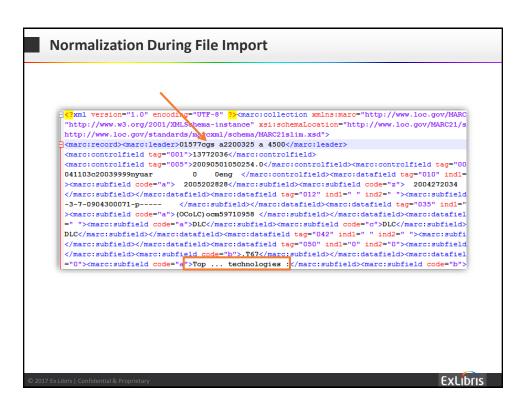


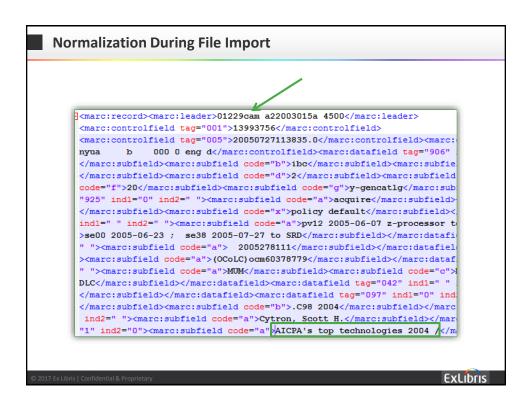


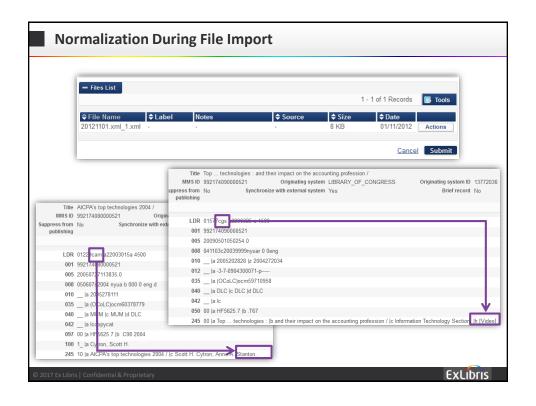
LDR			00885ngm#a22002411##4500:
001			992174120000521
005			20121101103351.0
800			121101s1967####cau######d#####000#0#eng##
010			\$\$a 67020728
035			\$\$9 (DLC) 67020728
040			\$\$a DLC \$\$c DLC \$\$d DLC
050	0	0	\$\$a Z719 \$\$b .L4 1967
082	0	0	\$\$a 016.021/0025
100	1		\$\$a Lewanski, Richard Casimir, \$\$d 1918-
245	1	0	\$\$a Library directories. \$\$b Library science dictionaries. \$\$c [By] Richard C. Lewanski. \$\$h [Video]
260			\$\$a Santa Barbara, Calif., \$\$b [American Bibliographical Center] \$\$c 1967.
300			\$\$a 49 p. \$\$c 28 cm.
490	0		\$\$a Bibliography and reference series, no. 4
650		0	\$\$a Libraries \$\$x Directories \$\$x Bibliography.

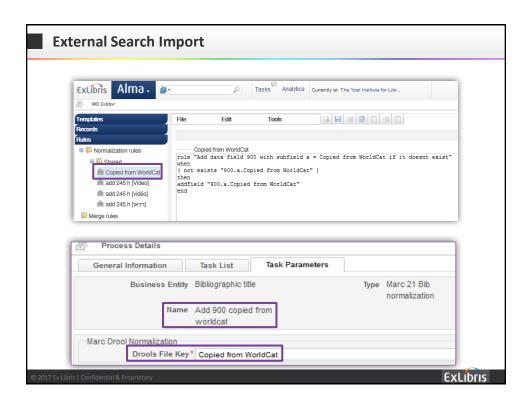


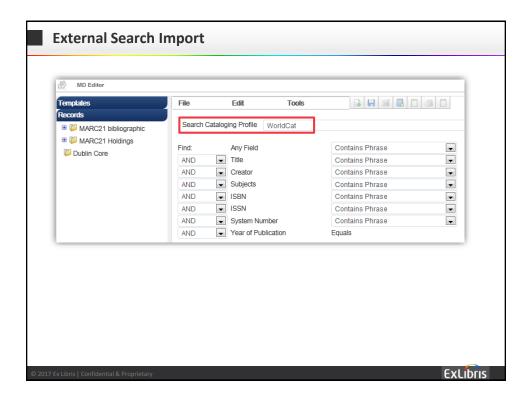


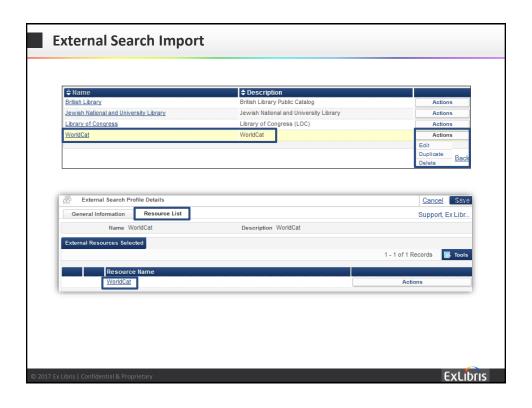


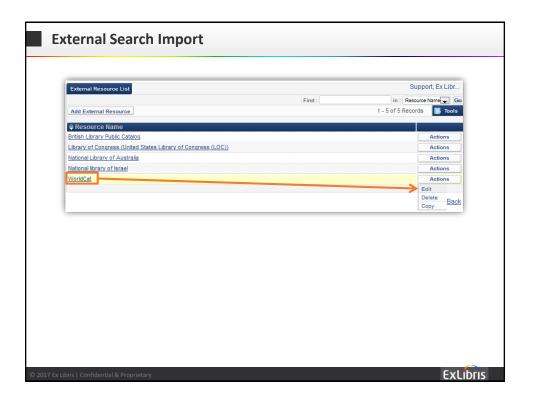


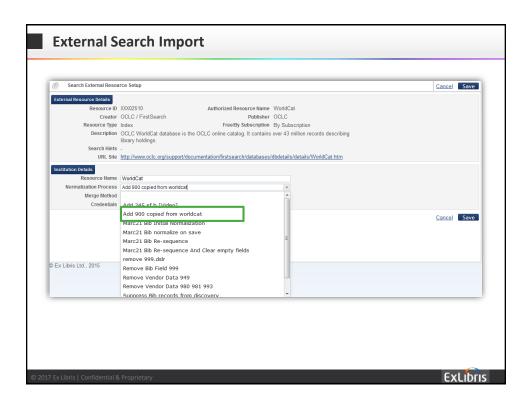


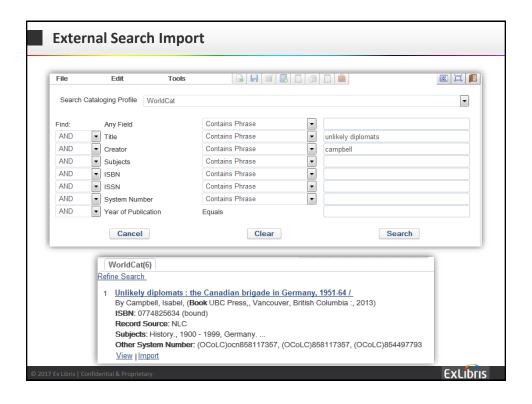


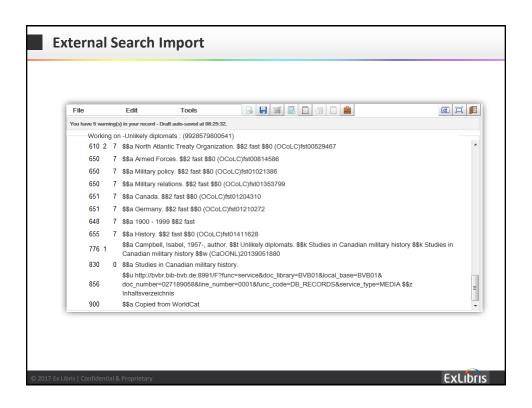














# **Next Steps and Support Resources**

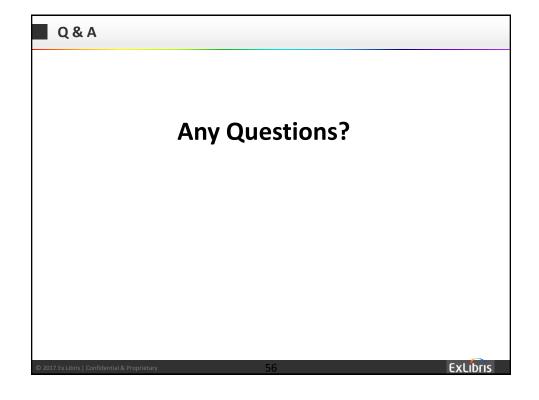
From the Knowledge Center,

https://knowledge.exlibrisgroup.com/Alma/Product Documentation/Alma Online Help (English)/Resource Management/040Metadata Management/070Working with Normalization Rules

At the bottom of this page, see the Word document containing nearly 70 examples.

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# **Session Survey Evaluation**

Please use the following link
<a href="https://www.surveymonkey.com/r/techsem2017">https://www.surveymonkey.com/r/techsem2017</a> to provide feedback on your sessions.

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