1. JULAC Bibliographic Services Committee’s (BSC) General Guidelines for shared cataloguing must be followed in the management of bibliographic and authority records in Alma Network Zone (NZ).

2. Each JULAC library should restrict and authorize limited number of staff to edit bibliographic and authority records in NZ.

3. Enhancements to existing records, e.g. upgrading to a higher encoding level, adding missing data, etc., can be performed by authorized members of any JULAC library. Inform the original record creators if needed.

4. Corrections of errors found in existing records can be performed by authorized members of any JULAC library. Inform the original record creators if needed.

5. “Global changes” or any changes which will impact all libraries must be discussed and agreed by all JULAC libraries.

6. BSC Chair and Secretary will coordinate business relating to management of bibliographic and authority records in NZ.

7. A full set of BSC guidelines and decisions relating to shared cataloguing and managing bibliographic and authority records in NZ will be maintained at JULAC Website for consultation by BSC members.

8. Obsolete bibliographic records not linked with any active Institutional Zone (IZ) bibliographic records in the NZ will be deleted by the NZ Administrator (i.e. JULAC Manager) periodically. Deletion reports should be sent to BSC members. [To further clarify with Ex Libris whether number of records in NZ will affect annual subscription costs. If yes, suggested to delete all obsolete records. If no, suggested to delete only those obsolete records with OCLC numbers which should be available in OCLC.]

Confirmed 12 June 2017