

# Best practices for local extensions (local fields) in NZ-linked records

Local extensions are local fields that can be added to NZ-linked bibliographic records. These fields are marked by a house icon in Alma.

The screenshot shows the ExLibris Alma Record View interface. The top navigation bar includes the ExLibris logo, search filters (All titles, Keywords), and various utility icons. The left sidebar contains navigation links for Alma Production, Acquisitions, Resources, Discovery, Fulfillment, Admin, Analytics, and Show MDE. The main content area displays a list of MARC records. The first record (520) is a full record. Subsequent records (530, 592, 648, 650, 651, 655, 776) are local extensions, each preceded by a house icon. Records 971, 971, and 975 are also local extensions, each preceded by a house icon and a yellow highlight. The records are as follows:

Field	Value
520	events of 1990 and 1991, when Bonet traveled to many areas of the Soviet Union conducting interviews, these are memorable accounts of people directly involved in a variety of incidents and issues - from the ecological catastrophe of the Aral Sea to the fate of oil workers in Siberia, from the seeds of anti-communism to the rise of Boris Yeltsin, from the problems of a market economy to the new challenges of "risk" and "individuality." "Sometimes all unwittingly," Bonet has remarked, "the people I was talking to touched on events that still lay in the future and they did not entirely grasp. This book, then, is a kind of documentary. It shows that the people of the former Soviet Union were already preparing for change, even when they did not understand what this change would mean."
530	__  a Also issued online.
592	__  a (DGW)2696248-wrlcdb  2 local  5 CAO
648	_7  a 1985 - 1991  2 fast
650	07  a Erlebnisbericht.  2 swd
650	07  a Perestroika.  2 swd
651	_0  a Soviet Union  x History  y 1985-1991.  0 http://id.loc.gov/authorities/subjects/sh91005836
651	_7  a Soviet Union.  2 fast  0 http://id.worldcat.org/fast/01210281
655	_7  a History.  2 fast  0 http://id.worldcat.org/fast/01411628
776	08  i Online version:  a Bonet, Pilar.  s Imágenes sobre fondo rojo. English.  t Figures in a red landscape.  d Wash., D.C. : Woodrow Wilson Center Press ; Baltimore : Johns Hopkins University Press, ©1993  w (OCoLC)624441849
971	1_  3 GRC copy:  a REECE Reddaway Research Collection.
971	1_  3 GRC copy :  a Russia, Eurasia, and Eastern and Central Europe Resource Center.
975	1_  3 GRC copy:  c Gift of:  a Peter Reddaway, Professor Emeritus of Political Science and International Affairs, Elliott School of International Affairs and Department of Political Science, George Washington University, 1989-2004.

Specifically, you can enter local information in the MARC 21 77X/78X, 09X, 59X, 69X, and 9XX fields.

The fields only appear to your specific Institution Zone; they do not appear when other institutions are viewing the NZ record.

Local extensions can be added to NZ-linked records either in the Metadata Editor, or in batch via a normalization rule, import profile, or MARCedit.

# Adding local extensions in the Metadata Editor

After opening an NZ-linked record in the Metadata Editor, choose **Editing actions > Add local extension** to enter a local extension in the bibliographic record.

Although not visible in the Metadata Editor, please note that the **\$\$9 local** subfield is automatically created and stored in the cached record. This subfield will appear in the local extension when exporting the MARC record from Alma.

A local extension should **NOT** be added to a record using the **Editing Actions > Add field** function, and then adding a **\$\$9 local** to the field. This will result in a false "local" field that is actually viewable by all institutions.

## Adding local extensions via normalization rule / import profile / MARCedit

Local extensions can be added in batch to NZ-linked records using a normalization rule, an import profile, or MARCedit as long as it follows these guidelines

- Can only be a 77X/78X, 09X, 59X, 69X, or 9XX field
- Must add a **\$\$9 local** (although not visible in Alma, the \$\$9 local subfield is stored in the cached record)

Non-local fields (those without a \$\$9 local) CANNOT be added to NZ bibliographic records in batch in an Institution Zone by any method

## Resources

[Alma Knowledge Center > Adding Local Extensions to Bibliographic Records in the Network Zone](#)

[Alma Knowledge Center > Working with Normalization Rules](#)

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