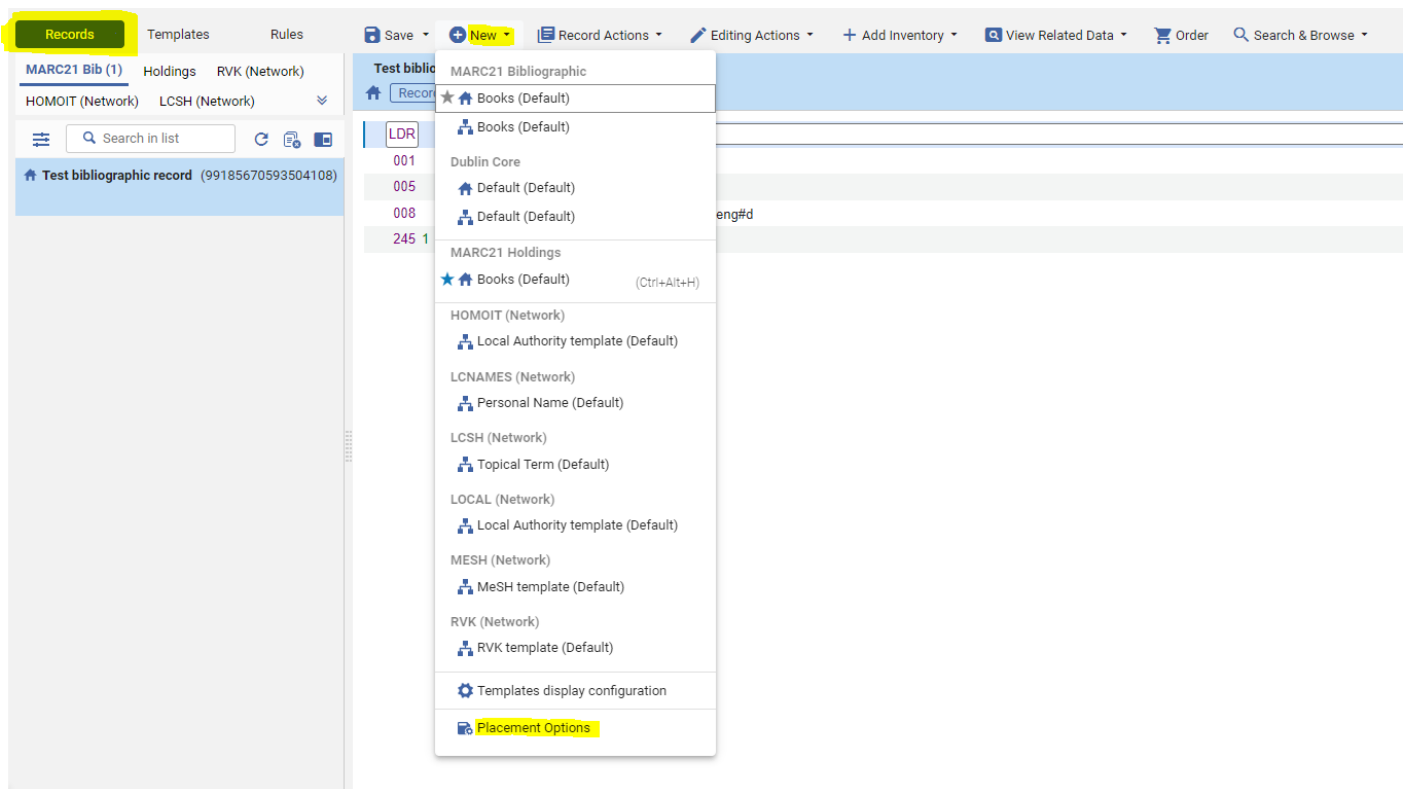


How to create new bibliographic records in the Metadata Editor

1. Open the Metadata Editor.
2. Choose *Records* on the top left-hand corner, then choose *New > Placement Options*.



3. Choose the location of new records (whether IZ-only or liked to the NZ). Then click Save; this setting will be saved until you change the setting again.

Placement Options

Placement of new records and templates

☒ Local
 ☐ Network

Placement of new rules

☒ Local
 ☐ Network

4. Choose New > MARC21 Bibliographic > Books (Default)

The screenshot shows the 'New' menu open in a library system. The path 'New > MARC21 Bibliographic > Books (Default)' is highlighted. The 'Books (Default)' option is selected, and a sub-menu is displayed showing various templates. The 'Books (Default)' template is highlighted with a star icon and the keyboard shortcut '(Ctrl+Alt+H)'. Other templates listed include 'Dublin Core', 'Default (Default)', 'MARC21 Holdings', 'HOMOIT (Network)', 'LCNAMES (Network)', 'LCSH (Network)', 'LOCAL (Network)', 'MESH (Network)', and 'RVK (Network)'. The 'Placement Options' dialog is also visible in the background.

Please note that the IZ and NZ icons next to the Books (Default) templates does NOT signify the location of the new record; the icon only signifies which template you are using - either

the book template saved in the IZ, or the book template saved in the NZ.

The MARC21 Bib Book template in the NZ (the one with the NZ icon) is the out-of-the-box template from Alma. If you would like to see more about creating record templates in Alma, see the [Working with Record Templates](#) page.

5. Edit the new record, then click **Save**.

Revision #2

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