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Submitter Affiliation: CZMG Co-Chairs; affiliated with IGeLU (Jones) and ELUNA (York) member organizations
Name of Group: Community Zone Management Group
Request Date November 2024 (updated May 2025)

Initiator	Ex Libris (ExL) request Steering Committee (SC) request Task Force request
Background Information	<p>The Community Zone Management Group (CZMG) functions under the auspices of the joint IGeLU and ELUNA Alma Product Working Group (PWG). It has been an active group since 2015 (an earlier form of name was the CZ Working Group).</p> <p>The CZMG has an information page on the IGeLU site, where the group's IGeLU Remit (revised in 2022) is also available. The group's near 10-year history of successful service contributing to the monitoring and development of the CZ, the continual arising of worthwhile CZ functionality and metadata questions for the group to handle, and Ex Libris's commitment to collaboration and support for as long as the CZ exists (voiced by successive Content Managers, including Tamar Ganor), evidences the need for the CZMG to be identifiable and managed as an official long-term task force.</p> <p>CZMG members attending ELUNA and IGELU annual conferences meet in person with Ex Libris representatives and in previous years have held joint meetings with our sibling group - the Content Working Group.</p>

Terms of Reference	<ul style="list-style-type: none"> ● Review, update and advise Ex Libris on policies and procedures related to Alma Community Zone bibliographic metadata and Alma Community Zone Electronic collections metadata, including, but not limited to: <ul style="list-style-type: none"> ○ Field editing restrictions ○ Locking of records for editing ○ Record merging and overwriting ○ Record quality indicators (such as Brief Level Rules) ○ Analysis of batch-loaded records from vendors, publishers, and aggregators ○ Electronic Collections descriptive fields (such as management levels and bibliographic rank) ● Advise on Community Zone training needs and the development and delivery of educational resources encompassing existing and evolving functionality ● Advocate for adherence to international metadata standards by content providers, industry bodies, and the community ● Address misunderstandings or disagreements regarding detrimental editing, or the addition of incorrect metadata, to the Community Zone ● Engage with the library community via discussion lists, conferences, and other appropriate channels, to communicate completed work; consult on proposed Community Zone projects; and share best practices for use of the Alma Community Zone ● Advise Ex Libris, the Alma Authority Working Group, the Content Working Group and the Linked Data Interest Group on matters concerning bibliographic records and functionality in the CZ and beyond
Scope	<p>The CZMG advises Ex Libris on the Alma Community Zone, the shared e-resources repository within Alma. It focuses on bibliographic metadata in the CZ, including how customers interact with and contribute to that metadata, as well as CZ electronic inventory fields that inform customers about CZ bibliographic metadata quality and management.</p>
Type of Group	<ul style="list-style-type: none"> ● Task Force
Reports To	<ul style="list-style-type: none"> ● Joint IGeLU and ELUNA Alma Product Working Group (PWG).
Steering Committees Involved	<p>IGeLU ELUNA</p>
Outputs from Group	<ul style="list-style-type: none"> ● The Group has primary responsibility for reviewing the Alma Community Catalog: Cataloging Standards, Policies, Rights, and Responsibilities. The group also monitors related Ex Libris Knowledge Center documentation about the CZ to ensure

	<p>accuracy.</p> <ul style="list-style-type: none"> ● Share information about Community Zone products and best practices with the Alma Community via discussion lists (Alma-L and Content-L, primarily), webinars, conferences, and other appropriate channels ● Prepares an annual report for inclusion in the Alma Product Working Group (PWG)'s annual report. ● Responsible for maintaining up-to-date information on the CZMG pages of the IGeLU and ELUNA websites. 	
Review date	01/01/2028	
Support Expectations	Work with Alma Product Working Group (PWG) to identify and escalate issues to the Alma Product Working Group (PWG) and, if necessary, to the Steering Committee as required.	
Requires Enhancement Vote	No	
Start Date / Sunset Date	From: 2015	To: N/A
Sunset Trigger	<ul style="list-style-type: none"> ● Community Zone is no longer supported by Ex Libris/Clarivate, and no equivalent successor product or service is introduced. ● Inability to recruit members to form a task force. 	
Leader/Co-Leader	Joint coordinators, one from the ELUNA membership and one from the IGeLU membership.	
User Group Participants*	<ul style="list-style-type: none"> ● CZMG members are appointed directly by the CZMG and must work for organizations that have current IGeLU or ELUNA membership. ● There are no barriers with reference to size or type of institution, geographical location, or language spoken by potential members. ● The CZMG seeks a diverse membership including varying institution sizes and types, geographical locations, and languages spoken to represent the diverse community of institutions that use the Alma CZ. ● There is no prescribed limit to the number of individuals in each group. ● The group membership includes the following liaisons. If a CZMG member in a liaison role leaves the group or can no longer fulfil their role, another CZMG member will be appointed to the liaison role: <ul style="list-style-type: none"> ○ Alma Working Group Liaison ○ Content Working Group Liaison ○ Authorities Working Group Liaison ○ Linked Data Working Group Liaison 	
Ex Libris Participants*	The Content Product Manager, the Senior Metadata Librarian, Metadata Librarian Lead, and other Ex Libris/Clarivate staff when requested.	
SC Action Required	Addition of CZMG to ELUNA website Formalization of the CZMG as an ongoing, official task force	
SC Decision Date		

SC Notes	
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