

## Electronic Resources in Alma: The Resource Zones

Welcome to this training session on electronic resources in Alma. In this session, you will learn about the three Zones of resources in Alma: The Institution Zone, the Community Zone, and the Network Zone. You'll also learn how to link records from your Institution Zone to the Community Zone, and how to contribute your own records to the Community Zone.

When you are working in Alma, you will most often be working in the Institution Zone. This is the repository of your institution's bibliographic data, holdings, and inventory. Both your physical inventory and your e-resource inventory is contained in your Institution Zone. Every institution that uses Alma has its own Institution Zone, and you can only see bibliographic records in your own Institution Zone.

When you conduct a search in Alma, if you want to see only those resources that your institution owns or subscribes to, make sure to select the Institution Zone.

Within the Institution Zone you will find all three levels of physical-resource records: bibliographic records, holding records, and item records. Electronic resources have similar records, but they're organized into three levels: collections, services, and portfolios.

The second zone in Alma is the Community Zone. This is a shared repository of bibliographic data, global authority records, and a central knowledge base. It is curated and maintained by Ex Libris, and updated weekly. Bibliographic data in the Community Zone originally comes from e-resource providers as well as institutions like yours. The Community Zone mostly represents electronic resources, and there are thousands of collections and tens of millions of portfolios. For the most part, you cannot edit Community Zone records, but you can use them through copy-cataloging. Let's see how that works.

To see records in the Community Zone, use the persistent search bar in Alma, but change the search scope to Community Zone. One situation where you can use this tool is when you subscribe to a new package of e-resources. You may be able to find the appropriate bib records, services, and portfolios in the Community Zone. If you're ready to acquire this resource, you can even begin the ordering process right from the Community Zone results page. You'll learn more about that process in the training sessions on Acquisitions; but once a purchase order is created, copies of the bib records are brought from the Community Zone into your Institution Zone, where you can later edit them if needed. You'll learn about the Alma Metadata Editor in another training session.

The third zone in Alma is the Network Zone. This Zone is only available to institutions that are part of an Alma consortium, which is a group of institutions that share bibliographic records. Just like the other two zones, you can search the Network Zone with the persistent search bar in Alma. If you don't see the choice of a Network Zone, then you aren't part of an Alma consortium.

You can think of the Network Zone as your consortium's private, shared Zone. Only your consortium-member institutions have access to your Network Zone. You can share bibliographic records and other information, copy bib records into your Institution Zone, and more. Certain staff at member institutions

will also have permission to edit the bib records and data in the Network Zone, so that the records are customized for consortium use.

Let's return to a discussion of the Community Zone and how it can help you manage e-resources in your Institution Zone. Collections, services, and portfolios in your Institution Zone can link to their respective Community Zone records. This link can happen automatically, such as when you order an e-resource through a Community Zone record, or you can link it manually if you already have a record in your Institution Zone.

For example, all these collections in the Institution Zone are connected to Community Zone records, as shown by this icon. But this collection is a local collection only. On the row-action menu, select Link to community. Among other fields, you'll need to find the Electronic collection in the Community Zone. If it's not in the Community Zone, you can choose to add it, which will be discussed shortly. If you do find it, fill out the rest of the fields and select Link.

Now that the records are linked, any updates to that record in the Community Zone -- such as when new portfolios are added to the collection, or when URLs for access are changed -- those updates will be automatically applied to your Institution Zone record as well, so you don't have to do it manually.

The Community-Zone records mostly come from e-resource providers, but they also come from institutions like yours. There are three ways your institution can contribute to and maintain records in the Community Zone: First, you can update bibliographic records currently in the Community Zone, such as by adding more subject fields. Second, you can add portfolios to specific existing collections, such as the "Free E-Journals" collection, and several others. And third, your institution can contribute records for an entire collection that doesn't currently exist in the Community Zone.

Detailed instructions for these activities are found in the documentation. But to provide a quick example, here's how you can contribute one of your institution's collections to the Community Zone.

Here is an electronic collection in your Institution Zone that isn't connected to the Community Zone; it's just a local collection. Click Edit Collection. If this collection doesn't exist in the Community Zone, and if your Alma service has been configured to allow Community Zone contributions, then you'll see the button "Contribute to Community." As the popup says, the contribution will be reviewed by Ex Libris staff and, if it is approved, you'll be notified. After that, other institutions won't have to create the records themselves; instead, they'll be able to get the records from the Community Zone.

And that's a few of the things you can do with the three Zones in Alma!