

## ***Digitized Fulfillment***

Welcome to this session on fulfilling citations through digitization.

If a physical copy of an item exists but only a portion of the work is required for the course, either the instructor in Leganto or you, in Alma, can submit a digitization request of the physical item.

In this session you will learn how to check if a digitization request exists, if not, how to create one and how to attach a file manually if needed.

If the instructor has already submitted the request, you will see an alert on the citation. If a digitization request has not yet been submitted, you can create one. On the Edit Reading List page, From the citations row actions list choose Manage Fulfillment options. The Place Request button will take you to the request options page.

As the request type Choose Library physical digitization request.

If you only want part of the item to be digitized check the box for partial digitization. Fill in the other details of the request as appropriate, including the mandatory field for Managing Department.

The Copyright Attributes section of the request form can be used to automatically approve copyright, depending on the workflow configured in your copyright and digitization rules.

This information is also preserved on the citation record as copyright attributes. Pay particular attention to the following fields:

The number of students may be filled from the Course information, but you can confirm it is accurate and update if needed.

As the digitized file will only be visible to students during these dates, confirm the Date Available To and Date Available From fields. You can also include Additional Request Attributes such as the Date Needed by.

Once the request is completed, click the Submit button to initiate the digitization request. Now you can see the alert Citation Digitization Request in Process, and you can also see the copyright status for this citation. In the background, this has created new tasks for approving the copyright, as required, and pulling the item from the shelf and routing it to the digitization department. When the digitization request is complete, you'll see a new alert that the Request is Complete. Upon completion of the digitization workflow, the digitized file or digital representation (for Alma digital customers) will be automatically attached to the citation. If for some reason the file cannot be automatically attached, for example, if there is already a file attached to the citation, you can receive an email with the file. In this case, on the citation row actions you can click on edit and scroll down to the File Upload section. You can attach the file here. Once the file is attached, whether its automatically or manually, mark the citation as complete. Students will not be able to see uploaded files until the citation is marked as complete.

This concludes our session on digitization for citations in Alma.

Thank you for joining!