

What is the Resource Sharing Directory?

The directory is a central place with up-to-date information about resource sharing libraries in Alma. Libraries opt-in and define themselves in the directory with a few simple steps. Being in the directory will allow other libraries to find your institution and create a peer-to-peer resource sharing relationship with you simply and with less back and forth communication over technical connection details.

In the directory, an Alma connection or an ILLiad connection can be defined your preferred staff interface.

What are the steps?

1. Once you ask to join the directory, ExLibris will give you access to define the details of your resource sharing entity for the directory. This entity is called a 'Member'.
2. As a prerequisite, you will need to have a resource sharing library defined in Alma. This can be one library, or many based on your specific needs. Each resource sharing library in Alma will need a corresponding Member in the directory.
3. Finally, you must define 'Participating Items' for each Member.

This document is for institutions that already have their resource sharing libraries defined in Alma.

Create a Member

If your institution has multiple campuses/libraries that manage their resource sharing operations separately and independently, please add one member per resource sharing library.

Use the [Settings > Configuration > Resource Sharing > Members](#) to create a Resource Sharing Member

Resource Sharing Members

Back

Add new member

From New Resource Sharing Library

From Existing Resource Sharing Library

Active	Name	Description
1. <input checked="" type="checkbox"/>	Ex Libris Resource Sharing Partner	Ex Libris Resource Sharing Partner

Resource Sharing Members

Member Attributes Tab

< Edit Resource Sharing Member 1 2 3 Cancel Next

Member Attributes

Institution Name

Name

Description

Category

Pods I'm part of

Status

Currency

Manage request in Alma ILLiad

The following fields will be displayed in the directory to help other institutions find and identify you.

1. Name
2. Description
3. Status

Pod's I'm part of is a field that will be configured by the Exlibris Resource Sharing team based on your participation in pods available in your region. Please contact Ex Libris if you would like to join a pod.

Manage Requests In allows you to define whether you would like to send and receive ILL requests in Alma or ILLiad. *When choosing ILLiad – you will need to define additional connection details.*

Member Address The address that is used for displaying the shipping address is the shipping address in the contact information tab of the RS library. The shipping email and shipping phone are also displayed when another institution downloads you as a resource sharing partner.

Physical Items Lending Policies Tab

Once you complete the member details, move to the next tab.

Defining Participating items lets you indicate which physical items you are willing to lend Rapido members that are part of your reciprocal pods. This is a mandatory step for joining the Resource Sharing Directory.

Properly defining participating items *cuts down on staff time* having to reject requests that are not lendable.

Required steps:

1. Supplies physical items must be checked if you plan on sharing physical items.
2. Add Participating Items

Clicking “Add Participating Item” opens the screen below. You can define the physical items that you have approved for resource sharing based on material type, item policy and location.

Add Participating Items

Name *

Material Type

Item Policy

Location

Participating Items settings

Physical items are only available for lending when Supplies physical items is checked.

< Edit Lending Policies

Member Attributes **Physical Items Lending Policies** Borrowing Policies

Supplies physical items

Participating Items

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Name	Description	
1. Media	where (Material type equals (CD-ROM or DVD or Music Score or Video cassette) AND Item policy equals (Two Week Loan) AND Current location equals ((Resource Sharing Library : Primary Desk - main campus)))	<input type="button" value="..."/>
2. Normal Loan	where (Material type equals (Book) AND Item policy equals (Two Week Loan) AND Current location equals ((Science Library : All)))	<input type="button" value="..."/>
3. test	where AND Current location equals ((Resource Sharing Library : Dual art building))	<input type="button" value="..."/>
4. test1	where AND Current location equals ((Resource Sharing Library : Dual art building))	<input type="button" value="..."/>

Physical Items Lending Policies

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Participating Items	Supply Term For	Delivery Time (days)	Loan Period (days)	Cost	Allow Renewal	Allow Rush	
1. Media	testPod	3	100	0.00 USD	✓		<input type="button" value="..."/>
2. Normal Loan	East cost USA	10	120	0.00 USD			<input type="button" value="..."/>
3. test	West cost USA	3	50	0.00 USD	✓	✓	<input type="button" value="..."/>
4. test1	East cost USA	10	30	0.00 USD			<input type="button" value="..."/>

If you have requested and join a reciprocal pod you will need to link your participating items to that pod. You will know this is done when the pod is displayed under ‘Pods I’m part of’.

For now, you are done!

Updating Member Details in the Resource Sharing Directory

If at any point you need to change information in the repository, you can edit your Member details. This will automatically update the directory.