Alma Administration – Acquisitions  
Managing License Terms

When creating and editing licenses in Alma, the License Terms tab is where the conditions of the license are defined. The License Terms tab is divided into sections, such as Terms of Use and Restrictions. Each section, in turn, includes the individual license terms. For example, in the Restrictions section of this particular license, the Digital copy term has a value of Prohibited, meaning the license doesn't allow making digital copies of the resource. As Alma administrators, you can decide which terms are available for configuration on this page.

In this session, we'll learn how to reorder the sections of your licenses; for example, to place the Obligations section above the Perpetual rights section. And we'll learn how to manage which license terms appear on this page. For example, you may want to add another license term here to restrict remote access to the resource.

To reorder the sections of the License Terms, go to Alma Configuration > Acquisitions > Licenses: Sections Order. Here we can see all the license sections. If you don't want a section to appear at all, you can disable it here; and to make it appear you can enable it. To change the sections order, for example to place Obligations above Perpetual Rights, in each row, select the section you'd like to appear in that row. When done, click Save. The sections order has been changed, as we'll soon see.

Next, to configure which License Terms are available for your licenses, still in Alma Configuration, go to Acquisitions > Licenses: Manage License Terms. Here you can see a complete list of all the license terms. For each term, you can select which License Section it appears in. If no Section is selected, this term will not appear at all. To order the terms within a section, for each term you can enter the numerical position where you'd like it to appear. You can also select whether a term will Display to Public, meaning library patrons can see the term when viewing a resource's license in discovery.

Suppose we want to add a Remote Access license term in the Restrictions section. To do this, find the appropriate license term, in our example, Remote Access; and under License Section, select the desired section, Restrictions, in our case. When done, click Save. The available License Terms will be updated according to your configuration.

To see the changes we've just made, let's edit a license. Go Back to Alma > Acquisitions > Acquisitions Infrastructure: Licenses. Add a new license or click on an existing license to edit it. In the License Terms tab, we can see our recent customizations: The Restrictions tab now includes a Remote Access term which you can configure; and the Obligations section is now above the Perpetual Rights section, just as we've customized.

So that's how you configure the license terms available in your institution.

Thanks for joining!