

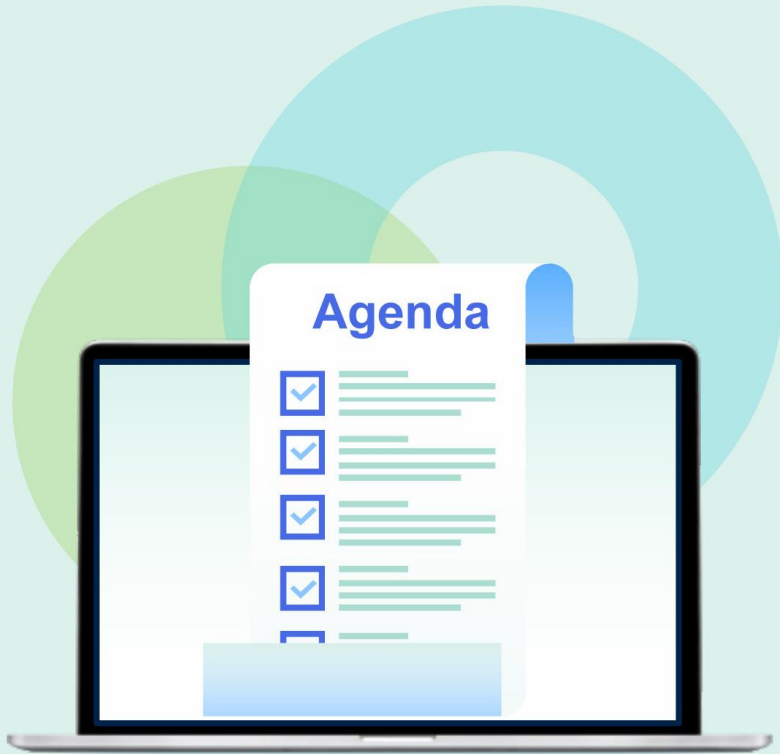
Document Delivery: Patron digitization requests setup and workflow

Yoel Kortick
Senior Librarian

EX LIBRIS
Knowledge Days



ExLibris[®]
Part of Clarivate



- Introduction
- The Digitization Department
- Electronic Document Delivery Rules
- Digitization and Copyright Rules
- Define the Digitization Request Copyright Declaration
- Create a patron digitization request in Alma (staff initiated)
- Create a patron digitization request in Primo (patron initiated)
- Processing the patron digitization requests in Alma
- Reporting on digitization requests
- Addendum: Patron digitization requests sent as an email attachment



Introduction

Introduction

- A digitization request is a request by a patron to receive a digital copy of all or part of a physical item or electronic inventory.
- For example, the digitization request may be a specific article in a journal, chapter of a book, or an entire book.
- A digital version of what the patron is requesting does not yet exist, and therefore digitization needs to occur.

- The digitization request may be supplied to the patron via either of the following methods:
 - Document delivery (as a link to the file or as an attachment)
 - Depositing the digital file in the repository and publishing it to Primo so that the patron (and other users) can access it. This option requires Alma-D.

Introduction

- The digitization request may be created either
 - By staff in the Alma interface on behalf of the patron. This is a "staff initiated" request.
 - By the patron in the Primo interface. This is a "patron initiated" request.

- In addition to this presentation, it is recommended to see:
 - [Requests in Alma](#)
 - [Digital Configuration](#)
 - [Configuring Copyright Management](#)
 - [Configuring Digital Fulfillment](#)
 - [Digitization Processing](#)



The Digitization Department

The Digitization Department

- Digitization requests in Alma are handled via the digitization department
- Digitization departments are available from the fulfillment configuration menu under "Digital Fulfillment > Digitization Departments"
- Multiple digitization departments may exist for various combinations of libraries.

The Digitization Department

ExLibris Alma University

Configuring: Alma University ▾

SIP2 Bin Configuration

User Block Description

User Block Definitions

User Demerits

Digital Fulfillment

Digitization Departments

Electronic Document Delivery Rules

Delivery Profiles Metadata

Alma Viewer Labels

Viewer Share Buttons

Courses

Processing Departments

Academic Departments

Additional Reading List

Citation Statuses

Citation Processing Rules

Course Terms

Citation Attributes Types

Market

Acquisitions

Resources

Discovery

Leganto

Fulfillment

Fulfillment Units

Terms of Use and Policies

Block Preferences

Auto Loan Renewal Rules

Item Policy

Advanced Policy Configuration

Overdue and Lost Loan Profile

Loan Recalls Configuration

Loan Status Name

Request Task Name

Request Cancellation Reasons

Request Pickup

Configuring on level of institution

The Digitization Department

- We have created one digitization department

Configuring: Alma University ▾ 👤 ? 🗨️

Department List

1 - 1 of 1 🔍 ➕ Add Department 📄 ⚙️

	↕️Code	▲Name	↕️Description	↕️Owner	Managed by Circulation Desk
1	DIGI_DEPT_INST	Institutional Digitization Department	Main digitization department s...	Main Campus	<input type="checkbox"/> ⋮

The Digitization Department

- General Details tab

< Department Details Cancel Save

Institutional Digitization Department >

General Details Served Libraries Contact Information Operators

Code* DIGI_DEPT_INST Name* Institutional Digitization Department

Description Main digitization department serving entire university

Work Time(days) 2 Map

Default Printer Digitization Dept. Printer

Additional Printers

The Printer to where the slips will be printed

The amount of time the physical item will remain in the digitization department before it is expected to be returned to the location from where it came

The Digitization Department

- Served Libraries tab

< Served Libraries Cancel Save

Institutional Digitization Department >

General Details **Served Libraries** Contact Information Operators

1 - 1 of 1 Attach Library

▼Name	Description
1 Alma University	Alma University

We have defined that this department will serve the entire institution (and not just specific libraries)

The Digitization Department

- Served Libraries tab

We could have defined that this department will serve one or more specific libraries. Instead, we have it serve the entire institution (Alma University).

< Served Libraries Cancel Save

Institutional Digitization Department

General Details **Served Libraries** Contact Information Operators

1 - 1 of 1

▼Name	Description
1 Alma University	Alma University

Attach Library ▼

Library *

- Education Library
- Engineering Library
- Jimmy Smith Library
- Landesbibliothek
- Law Library

Clarivate, 2023

The Digitization Department

- Contact Information tab

< Contact Information Cancel Save

Institutional Digitization Department >

General Details | Served Libraries | **Contact Information** | Operators

Addresses

1 - 1 of 1 + Add Address 🔗 ⚙️

	▲Preferred	Address	↕Created By	↕Creation Date	Type	
1	✓	613 Library Blvd Dimona New York USA	Alicia Chen	05/05/2022 10:21	Primary, Queries, Shipping	⋮

Phone Numbers

1 - 1 of 1 + Add Phone Number 🔗 ⚙️

	▲Preferred	Phone Number	Created By	Creation Date	Type	
1	✓	1-248-365-6133	Alicia Chen	05/05/2022 10:22	Primary, Queries	⋮

Email Addresses

1 - 1 of 1 + Add Email Address 🔗 ⚙️

	↕Preferred	Email Address	▲Created By	Creation Date	Type	
1	✓	yoel.kortick@clarivate.com	Alicia Chen	05/05/2022 10:22	Primary, Queries	⋮

The Digitization Department

- Operators tab

< Operators Cancel Save

Institutional Digitization Department >

General Details Served Libraries Contact Information **Operators**

+ Add Operator 🔗 ⚙️

▲Name		
1	Alicia Chen	...
2	Bettina Schmid	...
3	Danny Green	...
4	Elia Zafrani	...
5	Flavia Deluca	...
6	Hannah Wagner	...

These are the staff users who can handle digitization requests in the digitization department.



Electronic Document Delivery Rules

Electronic Document Delivery Rules

- Electronic document delivery rules allow the institution to define under what circumstances a resources can be digitized.
- Electronic document delivery rules are available from the fulfillment configuration menu under "Digital Fulfillment > Electronic document delivery rules"

Electronic Document Delivery Rules

The screenshot displays the ExLibris Alma University configuration interface. At the top, the header reads "ExLibris Alma University" and "Configuring: Alma University". A red box highlights the "Configuring: Alma University" header, with a red arrow pointing to it from a callout box that says "Configuring on level of institution".

The main menu is organized into several sections:

- Market**
- Acquisitions**
- Resources**
- Discovery**
- Leganto**
- Fulfillment** (highlighted with a red box)

The Fulfillment section is expanded, showing a list of configuration options:

- SIP2 Bin Configuration
- Storage
- Fulfillment Units
- Terms of Use and Policies
- Block Preferences
- Auto Loan Renewal Rules
- Item Policy
- Advanced Policy Configuration
- Overdue and Lost Loan Profile
- Loan Recalls Configuration
- Loan Status Name
- Request Task Name
- Request Cancellation Reasons
- Request Pickup
- User Block Description
- User Block Definitions
- User Demerits
- Digital Fulfillment
 - Digitization Departments
 - Electronic Document Delivery Rules** (highlighted with a red box and a red arrow pointing to it)
 - Delivery Profiles Metadata
 - Alma Viewer Labels
 - Viewer Share Buttons
- Courses
 - Processing Departments
 - Academic Departments
 - Additional Reading List
 - Citation Statuses
 - Citation Processing Rules
 - Course Terms
 - Citation Attributes Types

Electronic Document Delivery Rules

- If all the input parameters of the rule are fulfilled (are true) then the output parameters section will be applied.
- The output parameters sections can be "true" or "false"
 - True = Document delivery is allowed
 - False = Document delivery is not allowed
- On the next slide we have a rule which states "if the user group is 'guest' then document delivery is not allowed"

Electronic Document Delivery Rules

< Electronic Document Delivery Rules Editor Cancel Save

Electronic Document Delivery Rules Editor

Name* **If user group guest then not allowed**

Description **Document Delivery not allowed for user group guest**

Created By **Hannah Wagner** Created On **12/04/2020**

Updated By **Hannah Wagner** Updated On **05/05/2022**

Input Parameters

Name	Operator	Value
1 User Group	=	Guest

+ Add Parameter

Output Parameters

IsAllowed* **False**

Electronic Document Delivery Rules

- This is the default rule which means "all cases true" (document delivery is allowed)

< Electronic Document Delivery Rules Editor Cancel Save

Electronic Document Delivery Rules Editor

Name*

Description

Created By System Created On 05/04/2023

Updated By Hannah Wagner Updated On 05/04/2023

Output Parameters

IsAllowed*

Electronic Document Delivery Rules

- The rules are read top to bottom

Electronic Document Delivery Rules List

Rules Notes

Institution Rules List

Filter: All

Enabled	Move Up	Move Down	Rule Name	Description	Updated By	Update Date	
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If user group guest then not allowed	Document Delivery not allowed for user group guest	Hannah Wagner	05/05/2022	...

Default Rule

Rule Name	Description	Updated By	Update Date	
1 Default Electronic Document Delivery Rule	Default Electronic Document Delivery Rule	Hannah Wagner	05/04/2023	...

The only time document delivery will not be allowed is if the user group is "Guest"



Digitization and Copyright Rules

Digitization and Copyright Rules

- When digitization requests are created Alma checks digitization and copyright rules to determine how to handle the request.
- The Digitization and Copyright Rules are accessed at "Configuration > Fulfillment > Copyright Management > Digitization and Copyright Rules"

Copyright Management

Digitization and Copyright Rules

Access Rights

Copyright Declaration

Copyrights Statements - Digital

Digital Watermark

Resource Sharing

Copyright Declaration

Copyright Publishers

Citation Default Copyright Status

Leganto Copyright Settings

Copyright approval reasons

Copyright reject reasons

Digitization and Copyright Rules

- The digitization and copyright rules determine whether:
 - A. The request requires manual approval or is automatically approved.
 - B. The request requires manual copyright clearance, or the copyright is assumed to be automatically approved.
 - C. The delivery to the requester will be:
 - A. By a link in an email
 - B. By an attachment in an email
 - C. By adding the digitized document to the library's inventory (and then sending a link to the inventory by email)

Digitization and Copyright Rules

- In the example on the next slide, we have defined as follows:
- If the request is type "patron digitization request" then:
 1. Document delivery will be via a link in an email
 2. Approval of the digitization request is required
 3. Copyright clearance for the digitization request is required

Digitization and Copyright Rules

Digitization Workflow Rules List

Rules Notes

Institution Rules List

+ Add Rule

Filter : All Request Type Parameter : All

	Enabled	Move Up	Move Down	Rule Name	Description	Updated By	Update Date	
1	<input checked="" type="checkbox"/>		▼	Staff digitization Digital Inv representation	Staff digitization request which is not partial and user group not distance learner will be digital inventory representation and require approval and copyright clearance	Alicia Chen	02/11/2020	⋮
2	<input checked="" type="checkbox"/>	▲		Patron digitization doc deliv cc approval and cc	For patron digitization requests do document delivery with link and require approval and copyright clearance	Alicia Chen	05/04/2023	⋮

Default Rule

Rule Name	Description	Updated By	Update Date	
1 Default Digitization Flow	Full Workflow	Alicia Chen	05/04/2023	⋮

⋮

- Edit
- Duplicate
- Delete

We will now edit this existing rule which we already created

Digitization and Copyright Rules

< Digitization Workflow Setup Cancel Save

Digitization Workflow Rule Editor

Name* **Patron digitization doc deliv cc approval and cc**

Description **For patron digitization requests do document delivery with link and require approval and copyright clearance**

Created By Alicia Chen Created On 05/05/2022

Updated By Alicia Chen Updated On 05/05/2022

Input Parameters + Add Parameter

Name	Operator	Value
1 Request Type	=	Patron Digitization

Workflow Setup

DIGITIZED CONTENT MANAGEMENT

Select digitization target **Document delivery - link**

Maximum views **5**

If the request type = patron digitization

The file will be delivered via a link in an email. Other options include "Document delivery – attachment" and "Digital Inventory – representation". Note that "Digital Inventory – representation" requires "Alma D".

The patron will be able to view the link 5 times

Digitization and Copyright Rules

The request will require approval before it can be "done" and it will appear in the "Approval Requests List" task list

APPROVAL/COPYRIGHT CLEARANCE PROCESSING

Approval

Copyright clearance

Approval/Copyright Clearance Management

- In parallel to digitization workflow
- Blocks digitization workflow
- Automatically approved

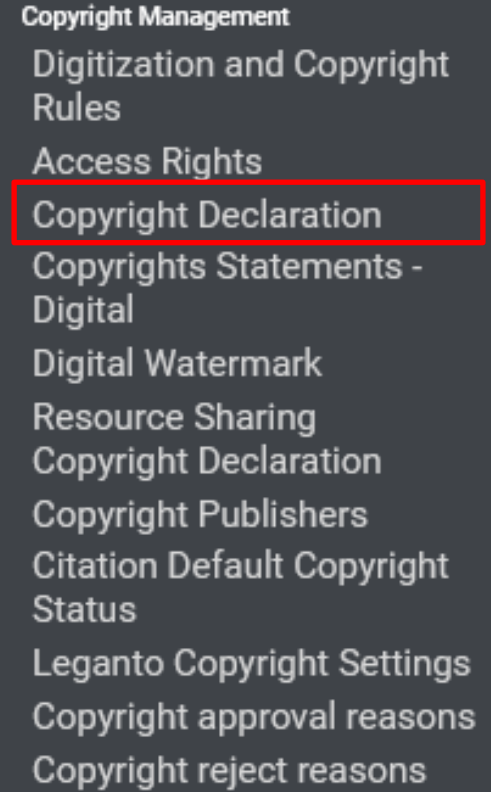
The request will require copyright clearance before it can be "done"



Define the Digitization Request Copyright Declaration

Define the Digitization Request Copyright Declaration

- To configure the copyright notice, navigate to "Configuration > Fulfillment > Copyright Management > Copyright Declaration"



Copyright Management
Digitization and Copyright Rules
Access Rights
Copyright Declaration
Copyrights Statements - Digital
Digital Watermark
Resource Sharing
Copyright Declaration
Copyright Publishers
Citation Default Copyright Status
Leganto Copyright Settings
Copyright approval reasons
Copyright reject reasons

Define the Digitization Request Copyright Declaration

- When a staff member makes a digitization request on behalf of a patron, he or she needs to check a box "Copyright Declaration Signed by patron".
- When a patron makes a digitization request in Primo for himself or herself, he or she must agree to the copyright declaration.
- The text of the copyright declaration which the patron agrees to in Primo can be defined in Alma and point to an external copyright-related page.

Define the Digitization Request Copyright Declaration

- Edit the "Digitization Request Copyright Declaration"

Configuration Files Back

You are configuring: **Alma University** [Change Organization Unit](#)

Customized	▲Filename	Description	Updated by	Update Date	
1	✓ DigitizationRequestCopyrightDeclaration.html	Digitization Request Copyright Declaration	Maud Arnaud	24/11/2017	⋮
2	✓ LegantoDigitizationRequestCopyrightDeclaration.html	Leganto Digitization Request Copyright Declaration	Maud Arnaud	24/11/2017	Edit
3	✓ copyrights.html	Default Copyrights	admin1	06/02/2012	Restore View Default
4	✓ copyrights/copyrights1.html	Law of the United States (Title 17, U.S. Code)	HannahW613	19/04/2020	⋮
5	✓ copyrights/copyrights2.html	Copyright details in Hebrew and English	HannahW613	19/04/2020	⋮
6	✓ copyrights/copyrights3.html	Brief Law of the United States (Title 17, U.S. Code)	HannahW613	19/04/2020	⋮
7	✓ copyrights/copyrights4.html	The YILIS Institute copyright	HannahW613	19/04/2020	⋮
8	✓ copyrights/copyrights5.html	Kentucky and Tennessee	HannahW613	19/05/2020	⋮
9	✓ resourceSharingCopyrights.html	Resource Sharing Copyrights	LauraJ613	04/11/2018	⋮

Define the Digitization Request Copyright Declaration

- Put desired text in the "Content" section and save. This can also be a hyperlink to an external page.

< Configuration File Cancel Save

DigitizationRequestCopyrightDeclaration.html i >

Filename	DigitizationRequestCopyrightDeclaration.html
File Key	com.exlibris.dps.backoffice.DigitizationRequestCopyrightDeclaration
Description	Digitization Request Copyright Declaration
Content	<div style="border: 2px solid red; padding: 5px;"><p>***** Copyright Notice *****
 I officially hereby agree to abide by all rules of the copyright laws as they apply to Alma University.
 The terms were agreed upon 5 April 2023.</p></div>




Create a patron digitization request in Alma (staff initiated)

Create a patron digitization request in Alma (staff initiated)

- In the example here a staff member will create a patron digitization request for patron Lillian Müller
- The request will be for an article titled "An evaluation of Taiwan's Library and Information Science Academic Journals" by Li-kueu Hsueh.
- The article appears in the "Journal of Library and Information Science Taipei", Vol 21 Iss. 2 Oct 1995 pp 61-80

Create a patron digitization request in Alma (staff initiated)

- We locate the item in the Alma repository and create a request

1  **Tu shu guan xue yu zi xun ke xue** [Journal of library & information science.](#) Edit Item **Request** ...

Journal By Guo li Taiwan shi fan da xue. She hui jiao yu xue xi. ([Taipei], Guo li Taiwan shi fan da xue, she hui jiao yu xue xi 1975)

Barcode: AU65415

Library: Main Library

Creation Date: 12/04/2020 11:12

Modification Date: 10/05/2022 16:55

Expected Arrival Time: -

On Hold Expiration Date: -

Due Date: -

Needed By: -

Until: -

Permanent Location: General

[Other details](#)

Call Number: Z671 .T79

Call Number Type: Library of Congress classification

Status: Item in place

Due back: -


Material Type: Issue

Description: Vol. 21, Iss. 2, (Oct. 1995)

Item ID: 2355379980000121

Holdings ID: 2255380000000121

MMS ID: 99257111200121



Create a patron digitization request in Alma (staff initiated)

Patron Digitization Request

Create Request

Request Type* Patron digitization request

Requester* Lillian Müller

Part to Digitize

Partial Digitization

Full Chapter

Volume 21

Issue 2

Part

Publication Date Oct. 1995

Chapter/Article Title An evaluation of Taiwan's Library and Information Science Academic Journals

Chapter/Article Author Li-kueu Hsueh

Required Pages From 61 To 80

Managing Department* Institutional Digitization Department

Calculate Digitization Fee

Copyright Declaration Signed by Patron

For a specific patron

Specify that this is a partial digitization

This is the digitization department which will process the request

Fill in as many details as is known (so that the correct part of the resource will be digitized)

We will see that when the patron created this on his or her own in Primo he or she confirms this by himself / herself.

Create a patron digitization request in Alma (staff initiated)

< Create Request Cancel **Submit**

Create Request

Request Type* Patron digitization request

Requester* Lillian Müller

Part to Digitize

Partial Digitization

Full Chapter

Volume 21

Issue 2

Part

Publication Date Oct. 1995

Chapter/Article Title An evaluation of Taiwan's Library and Information Science Academic Journals

Chapter/Article Author Li-kueu Hsueh

Required Pages From 61 To 80

Managing Department* Institutional Digitization Department

Calculate Digitization Fee

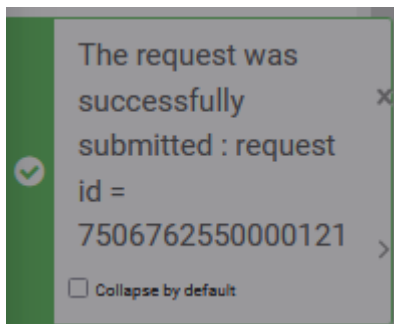
Copyright Declaration Signed by Patron

From To

Click "Submit" to complete the request

Create a patron digitization request in Alma (staff initiated)

- The request is submitted:



Create a patron digitization request in Alma (staff initiated)

- The resource request slip letter is printed

Destination: Institutional Digitization Department

Request Type: Patron digitization request

Expiration Date: 12/04/2023


System Notes: Specific item is requested.

Requested For : Lillian Müller


ExLibris
Alma University

Resource Request Slip Letter 05/04/2023

Please note: A specific item is specified in this request.



Request ID: 7506762550000121



Item Barcode: AU65415

Requested For: Lillian Müller

Tu shu guan xue yu zi xun ke xue. Journal of library & information science.
By: Guo li Taiwan shi fan da xue. She hui jiao yu xue xi.
Description: Vol. 21, Iss. 2, (Oct. 1995)
ISSN: 0363-3640
Imprint: [Taipei], Guo li Taiwan shi fan da xue, she hui jiao yu xue xi 1975

Location: General **Call Number: Z671 .T79**

Destination: Institutional Digitization Department
Request Type: Patron digitization request
Expiration Date: 12/04/2023
System Notes: Specific item is requested.

Main Library



Create a patron digitization request in Primo (patron initiated)

Create a patron digitization request in Primo (patron initiated)

- In the example here patron Lillian Müller will log into Primo and create a digitation request for herself
- The request will be for a chapter in a book titled "Taiwan" by authors Azra Moiz, Janice Wu and Debbie Nevins.
- The chapter which the patron wants digitized is called "Lifestyle" and appears on pages 66-77.

Create a patron digitization request in Primo (patron initiated)

- The patron logs in and locates the record and checks availability.

The screenshot shows the Ex Libris Primo library catalog interface. At the top, there is a navigation bar with the Ex Libris logo on the left and several search options: LIBRARY SEARCH, COLLECTION DISCOVERY, DATABASE SEARCH, JOURNAL SEARCH, CITATION LINKER, and BROWSE. A user profile dropdown menu is visible in the top right corner, showing the name 'Lillian Müller'. Below the navigation bar is a search bar containing the text 'Taiwan Azra'. To the right of the search bar are icons for 'Library Catalog' and a magnifying glass, along with the text 'ADVANCED SEARCH'. Below the search bar, there is a results section. On the left, there is a checkbox labeled '0 selected' and a dropdown menu showing '1-1 of 1 Results'. To the right of the results section, there is a 'Save query' button. The main results area displays a single book record. The record includes a small thumbnail image of the book cover, the text 'BOOK', and the title 'Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen'. Below the title, the authors are listed: 'Moiz, Azra, 1963- author.; Wu, Janice, author.; Nevins, Debbie, author.; Chen, Alicia. 2017'. At the bottom of the record, there is a red-bordered box containing the text 'Available at Main Library Open Stacks (General) (DS799 .M65 2017)'. To the right of the book record, there are icons for linking, emailing, saving, and a menu.

Create a patron digitization request in Primo (patron initiated)

- From the "GetIt" tab the patron clicks "Digitization"

The screenshot shows the 'Get It' navigation menu with the following options: Request, Digitization (highlighted with a red box), Resource Sharing, Purchase Request, Illiad, OCLC Navigator, Relais D2D, and Request your document via Subito. Below the menu is a 'BACK TO LOCATIONS' link. The 'LOCATION ITEMS' section displays 'Main Library' with the status 'Available', 'Open Stacks (General) ; DS799 .M65 2017', and '(1 copy, 1 available, 0 requests)'. A 'LOCATE' button and a menu icon are visible. A dropdown box shows 'Item status Queue: Item in place', 'TYPE: Book', and 'Terms of use: 8 day loan'.

Create a patron digitization request in Primo (patron initiated)

Digitization Request

Partial

Chapter/Article Title
Lifestyle

Chapter/Article Author

Start page
66

End page
77

Full Chapter?

Comment

Not needed after
Pickup Date

You must read and acknowledge the following statement before submitting your request.

* ***** Copyright Notice *****
I **officially** hereby agree to abide by all rules of the copyright laws as they apply to [Alma University](#).
The terms were agreed upon **5 April 2023**.

RESET FORM

SEND DIGITIZATION REQUEST

In the “Digitization and Copyright Rules” in the section “Approval / Copyright Clearance Processing” we checked the box “Copyright Clearance”,

Submit the request

Patron fills in details and sends digitization request

This is the “Digitization Request Copyright Declaration” that we defined

Create a patron digitization request in Primo (patron initiated)

- The request has been submitted

TOP

SEND TO

GET IT REQUEST: [Request](#) / [Digitization](#) / [Resource Sharing](#) / [Purchase Request](#) / [Illiad](#) / [OCLC Navigator](#) / [Relais D2D](#) / [Request your document via Subito](#)

DETAILS

VIRTUAL BROWSE [← BACK](#)

LINKS

TAGS

EXPLORE

Request placed. Place in queue is 0

Details

Title [Taiwan / Azra](#) Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen

Creator [Moiz, Azra, 1963-](#) author. >
[Wu, Janice,](#) author. >
[Nevins, Debbie,](#) author. >
[Chen, Alicia.](#) >



Processing the patron digitization requests in Alma

Processing the patron digitization requests in Alma

- Patron Lillian Müller sees the requests in her Primo Library Card

The screenshot displays the 'My Library Card' page in Alma. The 'REQUESTS' tab is selected and highlighted with a red box. Below the navigation tabs, the 'Requests' section shows a list of 2 requests. The first request is highlighted with a red box and contains the following information:

Request ID	Title	Status	Pick up Location	Action
1	Taiwan / Azra Moiz, Janice Wu and D... Moiz, Azra, 1963- author.	DIGITIZATION. In Process	Pick up: Main Circulation Desk	X CANCEL
2	Tu shu guan xue yu zi xun ke xue. Jo...	DIGITIZATION. In Process	Pick up: Institutional Digitization Department	X CANCEL

Processing the patron digitization requests in Alma

- In Alma, at the circulation desk which is associated with the location of the items in which the requests were made, the requests appear in the "Pick from shelf" task list



Processing the patron digitization requests in Alma

Pick Up Requested Resources (1 - 2 of 2)

Select All Sort by : Call Number - Asc ▾

1



Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen

Author: Moiz, Azra, 1963- author.

ISBN: 9781502618467

Imprint: New York : Cavendish Square, 2017

Location: General

Call Number: DS799 .M65 2017

Requests: 1

2



Tu shu guan xue yu zi xun ke xue. Journal of library & information science.

ISSN: 0363-3640

Imprint: [Taipei], Guo li Taiwan shi fan da xue, she hui jiao yu xue xi 1975

Location: General

Call Number: Z671 .T79

Description: Vol. 21, Iss. 2, (Oct. 1995)

Requests: 1

Processing the patron digitization requests in Alma

- Note that from the pick from shelf list the request can be edited and, for example, the “Managing Department” can be changed

Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen

Create Request

Request Type* Patron digitization request

Requester* Lillian Müller

Part to Digitize

Partial Digitization

Full Chapter

Volume

Issue

Part

Publication Date

Chapter/Article Title Lifestyle

Chapter/Article Author

Required Pages From 66 To 77

Managing Department*

Copyright Declaration Signed

Main Circulation Desk

We will choose
“Institutional Digitization
Department”

Processing the patron digitization requests in Alma

- At the circulation desk both items are scanned in and automatically changed to "in transit" to the digitization department.
- At the digitization department the items arrive from the circulation desk and are scanned in.
- The requests will be approved and checked as conforming to copyright clearance.
- The relevant part of the resource will be scanned and attached to the request
- The staff will change the requests to "done" and the patron will receive notification that the request is done and also get a link to the resource.
- Finally, the items will be transited back to the permanent location and reshelved.

Processing the patron digitization requests in Alma

- Both items are scanned in at the circulation desk and have destination “Institutional Digitization Department”

Scan In Items

Clear List Manage In Process Items

Scan in Items Change Item Information

Place directly on hold shelf Yes No

Automatically print slip Yes No

Register in-house use

Work Order Type

Scan item barcode*

Scan request ID

Create Item

1 - 2 of 2

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	Institutional Digitization Department	AU65415	⚠ Patron digitization request	Lillian Müller	LillianM613	1	
2 Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	Institutional Digitization Department	AU65416	⚠ Patron digitization request	Lillian Müller	LillianM613	1	

Processing the patron digitization requests in Alma

- Both items are scanned in at the circulation desk and are now in “Transit”

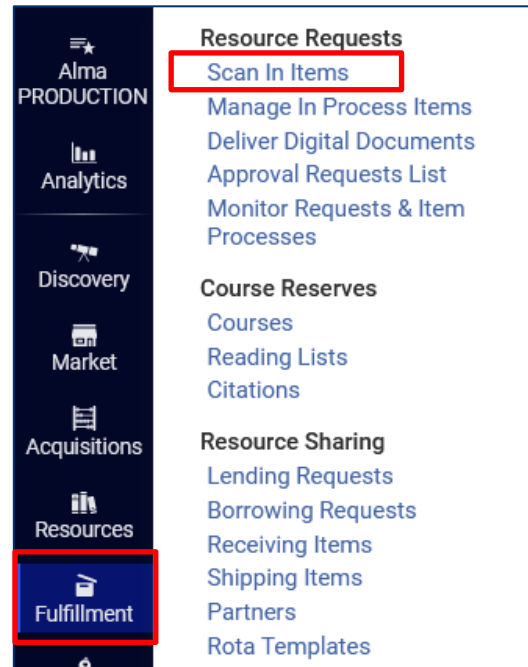
Item 1: Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen
Book By Moiz, Azra, (New York : Cavendish Square, 2017)
Barcode: AU65416
Library: Main Library
Creation Date: 12/04/2020 11:31
Modification Date: 05/04/2023 11:38
Call Number: DS799 .M65 2017
Call Number Type: Library of Congress classification
Status: Item not in place
Due back: -
Material Type: Book
Requests: 1
Item ID: 2355379950000121
Holdings ID: 2255379970000121
MMS ID: 99257111100121
Process type: Transit
To Library: Alma University/Institutional Digitization Department
Expected Arrival Time: 05/04/2023
On Hold Expiration Date: -
Due Date: -
Needed By: -
Until: -
Permanent Location: General

Item 2: Tu shu guan xue yu zi xun ke xue. Journal of library & information science.
Journal By Guo li Taiwan shi fan da xue. She hui jiao yu xue xi. (Taipei, Guo li Taiwan shi fan da xue, she hui jiao yu xue xi 1975)
Barcode: AU65415
Library: Main Library
Creation Date: 12/04/2020 11:12
Modification Date: 05/04/2023 11:39
Call Number: Z671 .T79
Call Number Type: Library of Congress classification
Status: Item not in place
Due back: -
Material Type: Issue
Description: Vol. 21, Iss. 2, (Oct. 1995)
Requests: 1
Item ID: 2355379980000121
Holdings ID: 2255380000000121
MMS ID: 99257111200121
Process type: Transit
To Library: Alma University/Institutional Digitization Department
Expected Arrival Time: 05/04/2023
On Hold Expiration Date: -
Due Date: -

After being scanned, in the items become in transit to the digitization department

Processing the patron digitization requests in Alma

- At the digitization department the items arrive from the circulation desk and are scanned in.



Institutional Digitization
Department

Processing the patron digitization requests in Alma

- Each item has been scanned in at the digitization department

< Scan In Items Clear List Manage In Process Items Shipping Items Receiving Items

Scan in Items Change Item Information

Automatically print slip Yes No

Register in-house use

Done Yes No

Scan item barcode* OK Create Item


Scan request ID OK


1 - 2 of 2





Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	Digitization	AU65415	⚠ Patron digitization request	Lillian Müller ^(A)	LillianM613	1	⋮
2 Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	Digitization	AU65416	⚠ Patron digitization request	Lillian Müller ^(A)	LillianM613	1	⋮

Processing the patron digitization requests in Alma

- In Primo the items appear as not available

1  BOOK
Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen
Moiz, Azra, 1963- author.; Wu, Janice, author.; Nevins, Debbie, author.; Chen, Alicia.
2017

 Not Available >

First example in Primo

LOCATION ITEMS

Main Library
Out of library , Open Stacks (General) ; DS799 .M65 2017
(1 copy, 0 available, 1 request)  LOCATE 

Item status Queue: In process of Patron digitization request until 07/04/2023 TYPE: 
Terms of use: 8 day loan Book

Processing the patron digitization requests in Alma

- In Alma the items appear as not available

1



Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen

Book By Moiz, Azra, (New York : Cavendish Square, 2017)

Barcode: AU65416

Library: Main Library

Creation Date: 12/04/2020 11:31

Modification Date: 05/04/2023 12:09

Process type: Patron digitization request (IN_PROCESS)

Expected Arrival Time: -

At: Institutional Digitization Department

On Hold Expiration Date: -

Due Date: -

Needed By: -

Until: 07/04/2023

Permanent Location: General

Call Number: DS799 .M65 2017

Call Number Type: Library of Congress classification

Status: Item not in place

Due back: -

Material Type: Book

Requests: 1

Item ID: 2355379950000121

Holdings ID: 2255379970000121

MMS ID: 99257111100121

[Edit Item](#) [Request](#) [...](#)

First
example in
Alma

Processing the patron digitization requests in Alma

- In Primo the items appear as not available



1

JOURNAL

圖書館學與資訊科學.; Tu shu guan xue yu zi xun ke xue. Journal of library & information science.

Guo li Taiwan shi fan da xue. She hui jiao yu xue xi.; Mid-west Chinese American Librarians Association.; 國立臺灣師範大學. 社會教育學系.

1975

Not Available >

Second
example in
Primo



LOCATION ITEMS

Main Library

Out of library , Open Stacks (General) ; Z671 .T79

from:21 1995 until:21 1995

LOCATE

Item status Queue: In process of Patron digitization request until 07/04/2023 (1 request)

Terms of use: 8 day loan


Item description: Vol. 21, Iss. 2, (Oct. 1995)

TYPE: Issue

Request / Digitization

Processing the patron digitization requests in Alma

- In Alma the items appear as not available

1  **Tu shu guan xue yu zi xun ke xue. Journal of library & information science.** Edit Item Request ...

Journal By Guo li Taiwan shi fan da xue. She hui jiao yu xue xi. ((Taipei], Guo li Taiwan shi fan da xue, she hui jiao yu xue xi 1975)

Barcode: AU65415

Library: Main Library

Creation Date: 12/04/2020 11:12

Modification Date: 05/04/2023 12:09

Process type: Patron digitization request (IN_PROCESS)

Expected Arrival Time: -

At: Institutional Digitization Department

On Hold Expiration Date:

Due Date: -

Needed By: -

Until: 07/04/2023

Permanent Location: General

Call Number: Z671 .T79

Call Number Type: Library of Congress classification

Status: Item not in place

Due back:

Material Type: Issue

Description: Vol. 21, Iss. 2, (Oct. 1995)

Requests: 1

Item ID: 2355379980000121

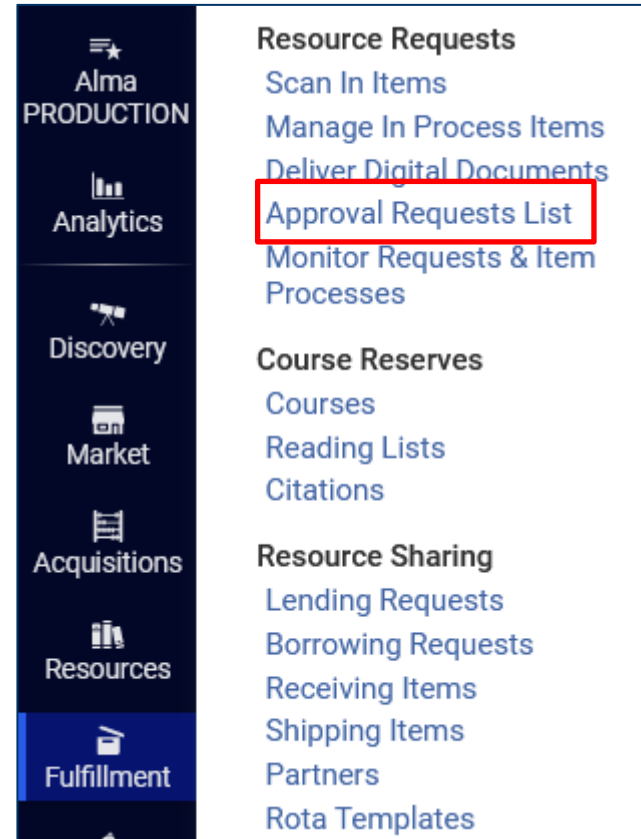
Holdings ID: 2255380000000121

MMS ID: 99257111200121

Second
example in
Alma

Processing the patron digitization requests in Alma

- The requests will be approved and checked as conforming to copyright clearance.
- This is done from the Approval requests task list.
- This is accessible from both the circulation desk and the digitization department.



Processing the patron digitization requests in Alma

- Here are the two digitization requests waiting for approval.
- The requests will be approved and checked as conforming to copyright clearance.

Approval Requests List

1 - 2 of 2

Status: Active Associated With Course: All

◆Title	▼Creation date	◆Expiration Date	Requester	◆Digitization Type	◆Status	◆Approval Date	Total Required Pages	Warning	Copyright Declaration	
1 Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	05/04/2023	07/04/2023	Lillian Müller	Partial	Waiting for CC	-	-	Title is waiting for Copyright Clearance.	Copyright Declaration Not Signed by Patron	...
2 Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	05/04/2023	07/04/2023	Lillian Müller	Partial	Waiting for CC	-	12	Title is waiting for Copyright Clearance.	Copyright Declaration Signed by Patron	...

Processing the patron digitization requests in Alma

- We will work on them

Approval Requests List

1 - 2 of 2

Status: Active Associated With Course: All

↓Title	Creation date	Expiration Date	Requester	Digitization Type	Status	Approval Date	Total Required Pages	Warning	Copyright Declaration	
1 Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	05/04/2023	07/04/2023	Lillian Müller	Partial	Waiting for CC	-	-	Title is waiting for Copyright Clearance.	Copyright Declaration Not Signed by Patron	...
2 Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	05/04/2023	07/04/2023	Lillian Müller	Partial	Waiting for CC	-	12	Title is waiting for Copyright Clearance.	Copyright Declaration Signed by Patron	...

- View
- Work On
- Update Expiry
- Filter by this record
- View Rule
- View hidden

Processing the patron digitization requests in Alma

- Give each a CC Number and CC Approval date and approve

< Approval Request Reject Cancel Approve

Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen

Digitization Request

CC Number **613** CC Order Date **05/04/2023** CC Approval Date **05/04/2023**

Note

Order Confirmation

File Name + Add Attachment

No records were found.

An attachment
can be added

Processing the patron digitization requests in Alma

- Choose a reason, optionally add a note, and submit the approval

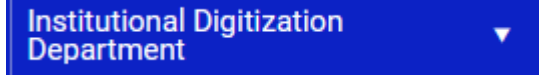
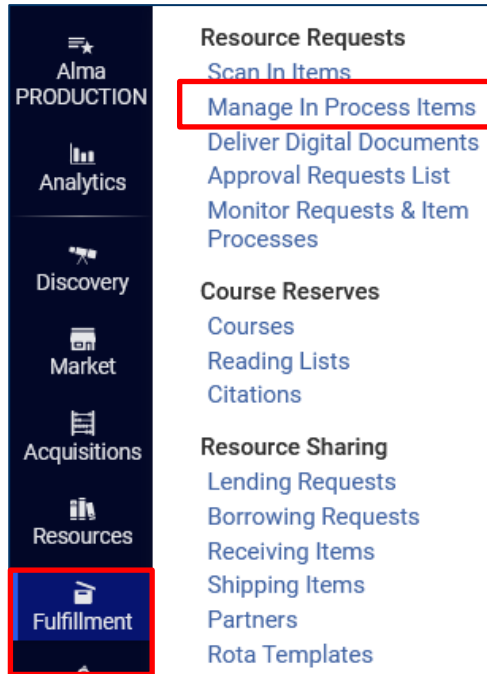
< Approve the Request Cancel **Submit**

Reason **Automatic** ▾

Note

Processing the patron digitization requests in Alma

- After approving the requests, in the Digitization Department we will "Manage In Process Items"



Processing the patron digitization requests in Alma

- We will move both requests to "Next Step"

Typically, this is done when the request is being scanned or has been scanned.

In Process Items

1 - 2 of 2

Step: All Request Type: All

	▲Title	Requester	↕Status	↕Request/Process Type	Notes	▲Date received for department	↕End of Activity	
1	Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	Lillian Müller	Digitization	Partial	Chapter article title:Lifestyle; Start page:66; End page:77.	05/04/2023	07/04/2023	
2	Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	Lillian Müller	Digitization	Partial	Chapter article title:An evaluation of Taiwan's Library and Information Science Academic Journals;	05/04/2023		<ul style="list-style-type: none">EditNext StepCancel RequestChange to Electronic DigitizationView hidden

Processing the patron digitization requests in Alma

- The status has changed from "Digitization" to "Document Delivery"

< In Process Items Scan In Items



1 - 2 of 2

Step: All Request Type: All

	▲Title	Requester	↕Status	↕Request/Process Type	Notes	▲Date received for department	↕End of Activity	
1	Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	Lillian Müller	Document Delivery	Partial	Chapter article title:Lifestyle; Start page:66; End page:77.	05/04/2023	07/04/2023	...
2	Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	Lillian Müller	Document Delivery	Partial	Chapter article title:An evaluation of Taiwan's Library and Information Science Academic Journals;	05/04/2023	07/04/2023	...

Processing the patron digitization requests in Alma

- The staff of the digitization department has already scanned the documents and they are ready.

Name	Date modified
 An evaluation of Taiwans Library and Information Science Academic Journals	4/5/2023 12:05 PM
 Taiwan Azra Moiz p 66-77 chapter Lifestyle	4/5/2023 12:04 PM

Processing the patron digitization requests in Alma

- So now we can "Attach documents" to each request.

< In Process Items Scan In Items

1 - 2 of 2

Step: All Request Type: All

	▲Title	Requester	↕Status	↕Request/Process Type	Notes	▲Date received for department	↕End of Activity	
1	Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen	Lillian Müller	Document Delivery	Partial	Chapter article title:Lifestyle; Start page:66; End page:77.	05/04/2023	07/04/2023	
2	Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	Lillian Müller	Document Delivery	Partial	Chapter article title:An evaluation of Taiwan's Library and Information Science Academic Journals;	05/04/2023		<ul style="list-style-type: none">EditAttach DocumentsCancel RequestChange to Electronic DigitizationView hidden

Processing the patron digitization requests in Alma

- Add the attachment and click "Done" (or click "save" now and "done" later)

The screenshot shows the 'Attachments' section of the Alma interface. At the top right, there are buttons for 'Done', 'Refresh', 'Cancel', and 'Save'. The 'Done' button is highlighted with a red box. Below this is a header for the attachment: 'Taiwan / Azra Moiz, Janice Wu and Debbie Nevins.Includes introductory essay by Alicia Chen'. A search bar shows '1 - 1 of 1' and 'File Name'. Below the search bar is a table of attachments. The table has columns for File name, Type, Size, Attached By, Attached On, URL, Notes, and Upload Status. The first row is highlighted with a red box and contains the following data:

File name	Type	Size	Attached By	Attached On	URL	Notes	Upload Status
1 Taiwan Azra Moiz p 66-77 chapter Lifestyle.pdf	application/pdf	27.3kb	Alicia Chen	05/04/2023 12:26	-	-	Pending

At the bottom right of the table area, there is a '+ Add Attachment' button, also highlighted with a red box.

Processing the patron digitization requests in Alma


- After clicking “Done” the item goes into transit back to the owning library

ExLibris
Alma University


Transit Letter

05/04/2023

Print Date: 05/04/2023- 12:27



Request ID: 7506775620000121



Item Barcode: AU65416

We are transferring the item below

From: Alma University - Institutional Digitization Department

To: Main Library

Transfer Date: 05/04/2023

Transfer Time: 12:27

Expiration date: 06/04/2023

Material Type: Book

System Notes:

Request Note:



Taiwan /
By: Moiz, Azra,
Owning Library: Main Library






Main Library

Processing the patron digitization requests in Alma


- Lillian has received a letter with a link to the document

Notification Item Letter

 Your.Department@organization.com
To  Yoel Kortick

 Reply  Reply All  Forward  

Wed 4/5/2023 1:28 PM



Notification Item Letter 05/04/2023

Lillian Müller

Main Library
Primary Dept. 237 Center Street Main Library
237 Center Street Main Library 2nd Floor
Centreville

Your request to create a digital version of the following material has been completed.

Title: Taiwan /

To download the resource:

For local/LDAP users [click here.](#)

For SAML users (add idpCode if needed) [click here.](#)

For CAS users [click here.](#)

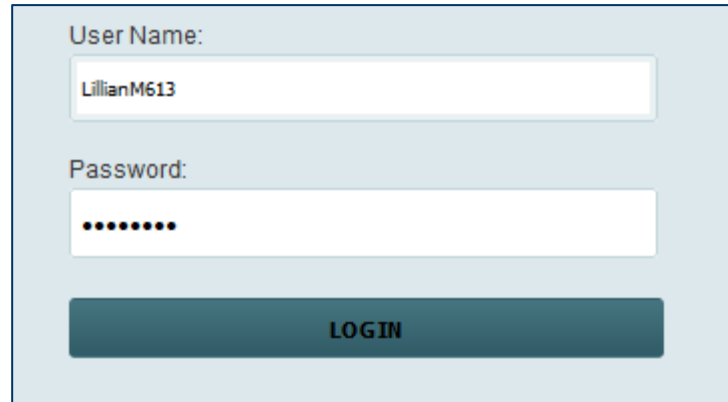
For your information, the maximum number of views of the resource is 5.

Sincerely

We will click this link

Processing the patron digitization requests in Alma

- Lillian clicks the link and logs in



A screenshot of a login form with a light blue background. It contains two input fields: 'User Name:' with the text 'LillianM613' and 'Password:' with a masked password of seven dots. Below the fields is a dark teal button labeled 'LOGIN'.

Processing the patron digitization requests in Alma

- The file automatically downloads (how it downloads or automatically is viewed may depend on browser settings)



Download completed successfully

If the file does not download automatically, click this [link](#) to download

Processing the patron digitization requests in Alma

- The items get transited back to the owning library circulation desk, scanned in and reshelved

1



Taiwan / Azra Moiz, Janice Wu and Debbie Nevins. Includes introductory essay by Alicia Chen

Book By Moiz, Azra, (New York : Cavendish Square, 2017)

Barcode: AU65416

Library: Main Library

Creation Date: 12/04/2020 11:31

Modification Date: 05/04/2023 12:36

Expected Arrival Time: -

On Hold Expiration Date: -

Due Date: -

Needed By: -

Until: -

Permanent Location: General

[Other details](#)

Call Number: DS799 .M65 2017

Call Number Type: Library of Congress classification

Status: Item in place

Due back: -

Material Type: Book

Item ID: 2355379950000121

Holdings ID: 2255379970000121

MMS ID: 99257111100121

[Edit Item](#) [Request](#) [...](#)



Reporting on digitization requests in Alma Analytics

Reporting on digitization requests in Alma Analytics

- As we have seen there is no need for the staff user to manually run a report of all items which require copyright clearance and approval, because Alma automatically puts these items in the task list.
- There is also no need to manually run a report of all items which are in the digitization department and awaiting processing, because Alma automatically puts these items in the "Manage in process Items" list when at the Digitization Department

Reporting on digitization requests in Alma Analytics

- It is also possible to use Alma Analytics.
- On the next slide, for example, we state that we retrieve all requests which are active and the "request type" is "Digitization".
- This is done in the "Requests" subject area.
- We display the title, barcode, enumeration a, chronology i and the description

Reporting on digitization requests in Alma Analytics

The screenshot displays the Alma Analytics configuration interface. At the top, there are tabs for 'Criteria', 'Results', 'Prompts', and 'Advanced', with 'Criteria' selected. Below the tabs is a search bar and a 'Subject Areas' section with a search icon and navigation arrows. A tree view on the left shows the 'Requests' category expanded, listing sub-areas like 'Request Measures', 'Request Measures (Average)', 'Request Process Measures', 'Request Details', 'Booking Request Details', 'Move Request Details', 'Digitization Request Details', 'Requester', and 'Request Type'. The 'Selected Columns' section is divided into 'Bibliographic Details' and 'Physical Item Details'. Under 'Bibliographic Details', the 'Title' column is selected. Under 'Physical Item Details', 'Barcode', 'Enum A', 'Chron I', and 'Description' columns are selected. The 'Filters' section contains two filter rules: 'Active Request Flag is equal to / is in Yes' and 'AND Request Type Description is equal to / is in Patron digitization request'.

Reporting on digitization requests in Alma Analytics

- Here is part of the results in Alma Analytics

Title	Barcode	Enum A	Chron I	Description
At the crossroads of art and religion : imagination, commitment, transcendence /	AU31705			
Historical demography,	1109-10			
Jane Austen /	3014-10			
Taiwan /	AU65416			
Tu shu guan xue yu zi xun ke xue. Journal of library & information science.	AU65415	21	1995	Vol. 21, Iss. 2, (Oct. 1995)



Addendum: Patron digitization requests sent as an email attachment

- Due to audience requests we will also add here an example whereby the document delivery is done with an email attachment.
- In the example previously used here the patron digitization request was sent to the patron as a link.
- It is also possible to send the request as an email attachment.

Addendum: Patron digitization requests sent as an email attachment

- Previously when we defined the Digitization and Copyright Rule called "Patron digitization doc deliv approval and cc" we defined the "Digitization target" as "Document Delivery - Link".
- See the section "Digitization and Copyright Rules" for the example.

2	<input checked="" type="checkbox"/>	<input type="text" value="▲"/>	Patron digitization doc deliv approval and cc	For patron digitization requests do document delivery with link and require approval and copyright clearance	Alicia Chen	05/05/2022	⋮
Default Rule							

- Edit
- Duplicate
- Delete

DIGITIZED CONTENT MANAGEMENT

Select digitization target: **Document delivery - link**

- We will now change the "Digitization target" to "Document Delivery - Attachment".

The screenshot displays the 'Workflow Setup' configuration page. The 'DIGITIZED CONTENT MANAGEMENT' section is highlighted with a red box. It features a 'Select digitization target' dropdown menu currently set to 'Document delivery - attach'. Below this, the 'APPROVAL/COPYRIGHT CLEARANCE PROCESSING' section is visible, with 'Approval' and 'Copyright clearance' both checked. The 'Approval/Copyright Clearance Management' options are set to 'In parallel to digitization workflow'.

Addendum: Patron digitization requests sent as an email attachment

- Now we will go through the same flow whereby a patron digitization request is created, approved and completed.
- We will then check the email which the requester receives from Alma.

- Lillian Müller logs into Primo and makes a digitization request on item “A book that was lost and other stories by S.Y. Agnon”.

The screenshot displays the Primo interface for a book. At the top, there is a navigation bar with the text "Get It" and a list of request options: "Request", "Digitization" (highlighted with a red box), "Resource Sharing", "Purchase Request", "Illiad", "OCLC Navigator", "Relais D2D", and "Request your document via Subito". Below this is a "BACK TO LOCATIONS" link. The "LOCATION ITEMS" section shows the book is available at the "Main Library" with the call number "General PJ5053.A4 A26 1995" and a status of "Available". It also indicates "(1 copy, 1 available, 0 requests)" and provides "LOCATE" and menu icons. A dropdown menu shows "Item status Queue: Item in place" and "TYPE: Book" with "Terms of use: 14 Days". The "Details" section at the bottom is highlighted with a red box and shows the title: "A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman."

Addendum: Patron digitization requests sent as an email attachment

- Lillian requests a digitization of the short story “Fable of the goat” from page 199 to 202 and checks the copyright notice

Digitization Request

Partial

Chapter/Article Title
Fable of the Goat

Chapter/Article Author

Start page
199

End page
202

Full Chapter?

Comment

Not needed after

Pickup Date

You must read and acknowledge the following statement before submitting your request.

* ***** Copyright Notice *****
I hereby agree to abide by all rules of the copyright laws as they apply to
[Alma University](#)

RESET FORM

SEND DIGITIZATION REQUEST

Addendum: Patron digitization requests sent as an email attachment

- The request is placed and appears in the “Pick from shelf” list.

Facets <<

Request Date
Today (1)


Request/Process Type
Patron digitization re... (1)

Location
General (1)

Call Number
PJ5053.A4 A26 1995 (1)

Pick Up Requested Resources (1 - 1 of 1) [Print Slip Report](#)

Select All Sort by : **Call Number - Asc** ▾ [Print Slip](#) [Cancel](#)

1 <input type="checkbox"/>		A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman. Author: Agnon, Shmuel Yosef, 1887-1970. ISBN: 9780805241204 Edition: 1st ed. Imprint: New York : Schocken, ©1995.	Location: General Call Number: PJ5053.A4 A26 1995 Requests: 1	Cancel Request Mark as Missing
----------------------------	---	--	--	--

Addendum: Patron digitization requests sent as an email attachment

- The item (barcode AU65512) is scanned in at the digitization department.

The screenshot displays the Ex Libris Alma University interface. At the top, there is a navigation bar with the Ex Libris logo, a search bar containing 'Physical items' and 'Keywords', and a shopping cart icon. A red box highlights the 'Institutional Digitization Department' label in the top right corner. On the left side, a vertical navigation menu lists various modules: Alma, Discovery, Market, Acquisitions, Resources, and Fulfillment. The 'Fulfillment' module is highlighted with a red box. A dropdown menu is open from the 'Fulfillment' module, listing several options. The 'Scan In Items' option is highlighted with a red box. Other options in the dropdown include 'Resource Requests', 'Advanced Tools - Requests', 'Course Reserves', 'Advanced Tools - Reading Lists', 'Resource Sharing', and 'Advanced Tools - General'. The main content area shows the 'Scan In Items' page with a bar graph and a line chart.

Ex Libris Alma University

Physical items Keywords

Institutional Digitization Department

Alma

Discovery

Market

Acquisitions

Resources

Fulfillment

Resource Requests

Scan In Items

Manage In Process Items

Deliver Digital Documents

Approval Requests List

Monitor Requests & Item Processes

Course Reserves

Courses

Reading Lists

Citations

Resource Sharing

Lending Requests

Borrowing Requests

Receiving Items

Shipping Items

Advanced Tools - Requests

View Restore Request Jobs

Items Requiring Action

Transfer Requests

Advanced Tools - Reading Lists

Citation Alternate Suggestions

Bulk Citation Copyright Recalculate

Process and Enrich Citations

Advanced Tools - General

Create Fines And Fees Report

Create Fulfillment Sets

Resend Printouts/Emails

Loans Overdue Notification Status Update

Scan In Items

Fulfillment

by Library - Bar Graph

Primo Basic Search Act...

Open in a new window

Primo Basic Search Act...

2,400

2,000

1,600

1,200

800

Addendum: Patron digitization requests sent as an email attachment

< Scan In Items

Clear List Manage In Process Items Exit

Scan in Items Change Item Information

Automatically print slip Yes No
Register in-house use
Done Yes No

Scan item barcode *
Scan request ID

The item is scanned in and we will “Manage In Process Items”. We can also “Manage In Process Items” from the “Fulfillment > Resource Requests” menu.

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman.	Digitization	AU65512	⚠ Patron digitization request	Lillian Müller	LillianM613	1	

Addendum: Patron digitization requests sent as an email attachment

- Now we will choose “Next Step” and scan the item.

< In Process Items Scan In Items

1 - 1 of 1

Step : All Request Type : All

	Title	Requester	Status	Request/Process Type	Notes	Date received for department	End of Activity	
1	A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman.	Lillian Müller	Digitization	Partial	Chapter article title:Fable of the Goat; Start page:199; End page:202.	09/05/2022	11/05/2022	

Edit

Next Step

Cancel Request

Change to Electronic Digitization

View hidden



Addendum: Patron digitization requests sent as an email attachment

- Now we will choose “Attach Documents”.

< In Process Items Scan In Items

1 - 1 of 1 🔗 ⚙️

Step: All Request Type: All

	▲ Title	Requester	↕ Status	↕ Request/Process Type	Notes	↕ Date received for department	↕ End of Activity	
1	 A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman.	Lillian Müller	Document Delivery	Partial	Chapter article title:Fable of the Goat; Start page:199; End page:202.	09/05/2022	11/05/2022	

Edit

Attach Documents

Cancel Request

Change to Electronic Digitization

View hidden

Addendum: Patron digitization requests sent as an email attachment

- File is attached and we will click “Done”

< Attachments Done Refresh Cancel Save

1 - 1 of 1 + Add Attachment

File name	Type	Size	Attached By	Attached On	URL	Notes	Upload Status
1 Fable of the goat.pdf	application/pdf	27.2kb	Alicia Chen	09/05/2022 09:16	-	-	Pending

Addendum: Patron digitization requests sent as an email attachment

- From the “Approval Requests List” we will approve the request

Approval Requests List Cancel

1 - 1 of 1

Status : Active Associated With Course : All

◆ Title	▼ Creation date	▲ Expiration Date	Requester	◆ Digitization Type	◆ Status	◆ Approve Date	Total Required Pages	Warning	Copyright Declaration	
1 A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman.	09/05/2022	11/05/2022	Lillian Müller	Partial	Waiting for CC	-	-	Title is waiting for Copyright Clearance.	Copyright Declaration Signed by Patron	⋮

- View
- Work On**
- Update Expiry
- Filter by this record
- View Rule

Addendum: Patron digitization requests sent as an email attachment

- We give it a “CC Number” and a “CC Approval Date” and Approve

< Approval Request Reject Cancel Approve


Digitization Request

CC Number CC Order Date CC Approval Date

Note

Order Confirmation

File Name [+ Add Attachment](#)



No records were found.

Addendum: Patron digitization requests sent as an email attachment

- Item has been scanned in at the circulation desk and is back in place

[Institution](#) [Community](#)

Select All Sort by : Rank Secondary Sort by : Rank 0 rows selected [Manage Selected](#)

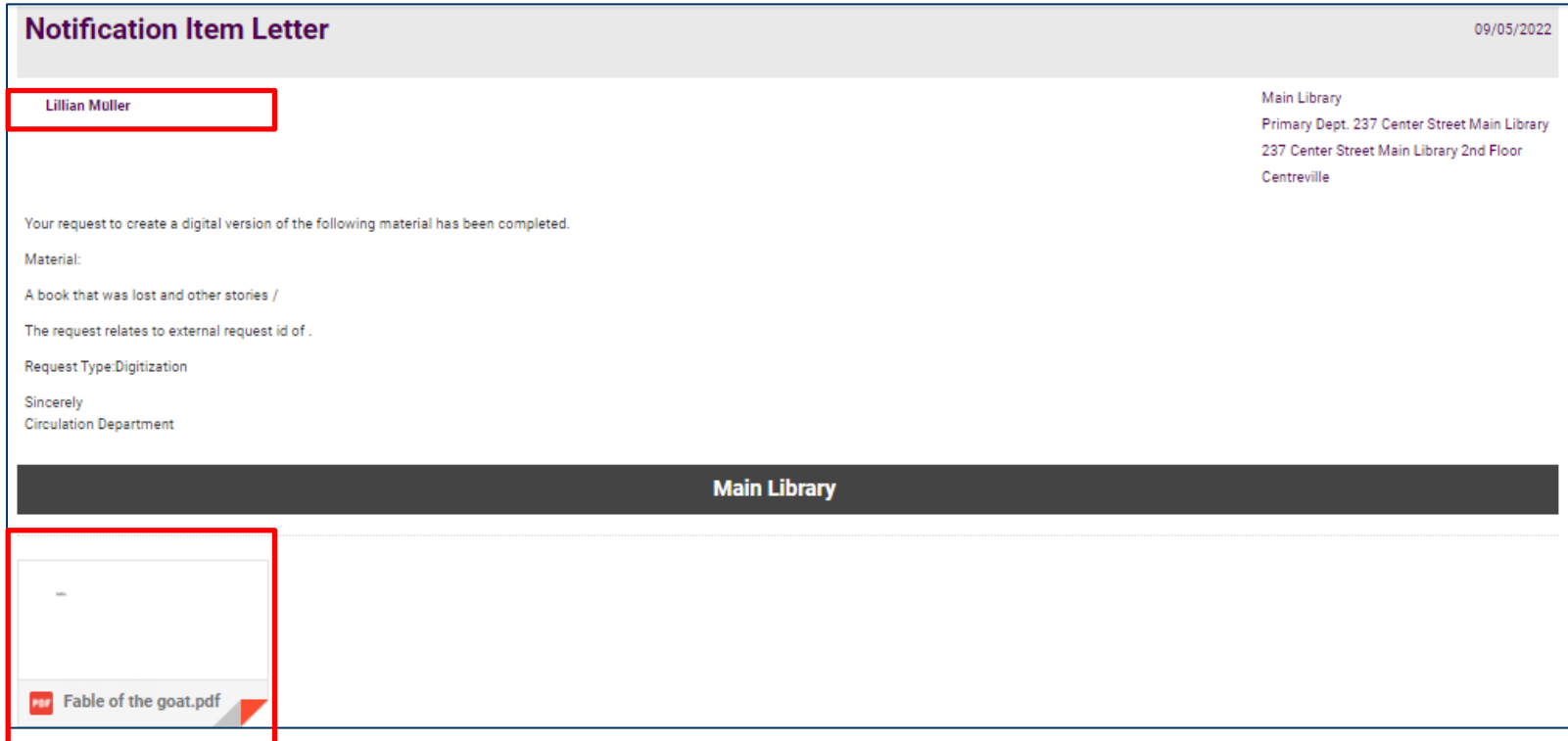
1  **A book that was lost and other stories / by S.Y. Agnon ; edited with introductions by Alan Mintz and Anne Golomb Hoffman.** [Edit Item](#) [Request](#) [...](#)

Book By Agnon, Shmuel Yosef, (New York : Schocken, ©1995.)	Call Number: PJ5053.A4 A26 1995	Item ID: 2367479980000121
Barcode: AU65512	Call Number Type: Library of Congress classification	Holdings ID: 2267480000000121
Library: Main Library	Status: Item in place	MMS ID: 99321211200121
Creation Date: 16/11/2020 08:04	Due back: -	
Modification Date: 09/05/2022 09:18	Material Type: Book	
Expected Arrival Time: -		
On Hold Expiration Date: -		
Due Date: -		
Needed By: -		
Until: -		
Permanent Location: General		

[Other details](#)

Addendum: Patron digitization requests sent as an email attachment

- Now Lillian gets an email with an attachment instead of a link





Thank you!

xxx@exlibrisgroup.com

