**Preparing Aleph for Migration to Alma (or Other ILS)**

Part 2: Acq, Circ, Cash, and Patron Data

Jerry Specht, Senior Support Analyst

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**BIO**

- Jerry has been working with Aleph customers for 17 years. He assists in configuring systems, solving functional and technical problems, loading data, and understanding Oracle.
- Prior to joining Ex Libris Jerry worked for 16 years supporting NOTIS customers.

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**Objectives and Target Audience**

- *Brief Session Description*:

  - What data to migrate
  - Purging Aleph Acquisitions data
  - Aleph Services for deleting Circ, Cash, and Patron data
  - Preserving data which the vendor doesn't migrate.
  - Alma upgrade overview for Acquisitions and Fulfillment

- *Session Objective*:
      Learn what services to run and how
- Session Target Audience:
  - Staff working with Aleph system being moved to different ILS

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**Agenda**

1. What Data to Migrate
   Principles of Record Retention/Deletion

2. Purging Aleph Acquisitions data

3. Alma upgrade overview for Acquisitions

4. Preserving Acq data which vendor doesn't migrate

5. Aleph Services for deleting Cash and Patron records

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**Agenda (continued)**

6. Alma upgrade overview for Fulfillment

7. Preserving Circ data which the vendor doesn't migrate

8. Relevant Salesforce/Mindtouch Articles

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## 1. What Data to Migrate

- Aleph to Alma Migration Guide (Acquisitions and Fulfillment sections)

  - "Areas/Fields Not In Scope"

- The article Which tables are index, temporary, and base tables? may be helpful.

## 1 a. Principles of Record Retention/Deletion

*"Aleph Record Retention/Deletion" Powerpoint from 2015 Technical Seminar is on thumb drive*

**\*\* First Principle \*\***

In the case of inter-related records, the principle is "lowest level first", such as,
- first Items, then HOLs, then Bibs;
- first budget transactions, invoice line items, claims, arrivals, then budgets, invoices, orders
- first Cash (and Hold requests) then Patrons;
- first Bib, then Authority

## 2. Purging Aleph Acquisitions data

As described in the article, **Purging Aleph Acquisitions records** , connections between Acq records are complicated**;** the last page ("Acquisitions") of the "Aleph Record Relationships" document, included on your thumb drive, shows these connections. **There are no Aleph Services for deleting Acquisitions records.** Also, the Acq records don't take as much space as many other records.

As noted in the above article, the Z71 (Order, subscription and Invoice Log) records are relatively easily deletable with SQL, but they also are not included in the Alma conversion. This is discussed in section 5 below.}

## 3a. Alma upgrade overview for Acquisitions --Vendor

- **Vendor migration**
  - -- Areas/Fields Not Scope
    - Vendor Country (Z70-COUNTRY). In Alma the country information is held as part of the addresses only (this information is migrated from the Aleph Z72-VENDOR-COUNTRY field).
    - Vendor Material Type (Z70-MATERIAL-TYPE)
    - Vendor Delivery (Z70-DELIVERY-TYPE-n)
    - Vendor Delivery Delay (Z70-DELIVERY-DELAY-2 – 5)
    - Vendor Order Delivery (Z70-DEFAULT-ORDER-DELIVERY)
    - Templates and letters including: Z70-LE-LETTER-TYPE and Z70-LI-LETTER-TYPE. This includes send method details. The following fields will not currently be migrated: Z70-LE-SEND-METHOD and Z70-LI-SEND-METHOD.
    - Vendor type (Z70-PROVIDER-TYPE). This information is not migrated to Alma; however, for Aleph versions higher than 18, the vendor is not migrated if the type is ILL.

## 3b. Alma upgrade overview for Acquisitions -- Budget

- **Budget (Fund) Migration**
  - -- Areas/Fields Not Scope
    - Budget Department (Z76-DEPARTMENT)
    - Annual Budget check box information (Z76-ANNUAL). All Alma funds are annually managed.
    - Budget Group (Z76-SUB-KEY-1 – 5 – Reporting groups)

## 3c. Alma upgrade overview for Acquisitions -- Purchase Orders

- **Purchase Order Migration**
  - -- Areas/Fields Not Scope
    - Letter type (Z68-LETTER-TYPE)
    - Order delivery type (Z68-ORDER-DELIVERY-TYPE)
    - Send letter by (Z68-SEND-METHOD)
    - Initiator ID (Z68-TARGET-ID)
    - Initiator name (Z68-TARGET-TEXT)
    - Action (Z68-TARGET-FLAG)
    - Batch claiming (Z68-AUTO-CLAIM)
    - Status date (Z68-ORDER-STATUS-DATE)
    - Original claim date (Z68-ORIGINAL-EDA)
    - Unit price (Z68-UNIT-PRICE)
    - Total price (Z68-TOTAL-PRICE)
    - List price (Z68-E-LISTED-PRICE)
    - Local price (Z68-E-LOCAL-PRICE)
    - Z68-ERM-TYPE
    - Z68-ERM-ID
    - Z20 (serial claims) or z501 (monographic claims)
    - Z71 (Order, subscription and Invoice Log)

## 3d. Alma upgrade overview for Acquisitions -- Invoice

- **Invoice/Invoice line Migration**
  - -- Areas/Fields Not In Scope
    - **Invoice header:**
      - Z77-CREDIT-DEBIT
      - Z77-I-CURRENCY-RATIO
      - Z77-I-REC-DATE
      - Z77-I-SHIP-DATE
      - Z77-I-NO-ITEMS
      - Z77-I-NET-AMOUNT (Net amount of invoice)
      - Z77-I-SHIP-AMOUNT (Added charges)
      - Z77-I-OVER-AMOUNT (Added charges)
      - Z77-I-INSU-AMOUNT (Added charges)
      - Z77-I-DISC-AMOUNT (Amount discounted)
    - **Invoice line:**
      - Z75-DOC-NUMBER
      - Z75-SEQUENCE
      - Z75-VENDOR-CODE
      - Z75-INVOICE-NUMBER
      - Z75-I-CREDIT-DEBIT
      - Z75-I-DATE-RANGE
      - Z75-I-NET-AMOUNT

## 4. Preserving Acq data which vendor doesn't migrate

In many cases the best way is to use SQL to output data from the table onto a spreadsheet. This process is described in the article **How to put SQL output into a spreadsheet** .

It's unclear just which of the "not-in-scope" data might justify this treatment, but certain z71 order log records are one type of data which several Aleph sites migrating to Alma felt they needed to preserve. This is described in the article, **Extracting order log information in moving to Alma** .

## 5. Aleph Services for deleting Cash and Patron records

- The cir-23 service deletes patron records; cir-77 does the same in a multi-ADM set-up. The file-20 (Patron Loader) job has the option to specify "D" as the USER-REC-ACTION.

- See the following article in regard to running cir-23 (or cir-77):
  **Deleting/purging patron and cash records \*\*MASTER RECORD\*\***
    - \* The following articles should be considered in preparation:
      Batch deleting patrons who have hold requests or items which have hold requests
      Batch deleting patrons or items with loans

## 6a. Alma upgrade overview for Fulfillment -- Patron

- -- *Areas/Fields Not In Scope*
- Z303-PROXY-FOR-ID, Z303-PROXY-ID-TYPE, and Z303-PRIMARY-ID
- Patron Budget (Z303-BUDGET)
- Patron Profile ID (Z303-PROFILE-ID)
- Salutation (Z303-SALUTATION)
- Place of Birth (Z303-BIRTHPLACE)
- Data Export Consent (Z303-EXPORT-CONSENT)
- Title Request Limit (Z303-TITLE-REQ-LIMIT)
- Patron Loader Protected Fields (Z303-PLIF-MODIFICATION)
- Registration Date (Z305-REGISTRATION-DATE)
- ID verification information (Z308-VERIFICATION)
- ILL-related ILL Total Limit (Z303-ILL-TOTAL-LIMIT), and ILL Active Limit (Z303-ILL-ACTIVE-LIMIT)
- Shared User Patron Architecture
- Patron privileges/permissions, such as Photocopy Request, Hold Request, Renewal, and so forth (will be managed via configuration loader of fulfillment policies)
- Dispatch Library (Z303-DISPATCH-LIBRARY)
- Send All Letters to Patron (Z303-SEND-ALL-LETTERS)
- Mail Attachment (Z303-PLAIN-HTML)
- Patron Home Library (Z303-HOME-LIBRARY) – however, for multi-ADM libraries, this is used to determine the correct institution association in Alma

## 6b. Alma upgrade overview for Fulfillment --Fines & Fees (Cash)

- -- *Areas/Fields Not In Scope*
  - Transfer information (Z31-TRANSFER-DEPARTMENT, Z31-RECALL-TRANSFER-STATUS, Z31-RECALL-TRANSFER-DATE, and Z31-RECALL-TRANSFER-NUMBER)
  - Item status, patron status, and sum default sensitivity will be configured via the configuration loader and will not be migrated.
  - Payment information related to the following fields are currently not in scope: Z31-PAYMENT-CATALOGER, Z31-PAYMENT-TARGET, Z31-PAYMENT-IP, Z31-PAYMENT-RECEIPT-NUMBER, Z31-PAYMENT-MODE, and Z31-PAYMENT-IDENTIFIER.

## 6c. Alma upgrade overview for Fulfillment -- Loans

- -- *Areas/Fields Not In Scope (Z36)*
  - Z36-MATERIAL
  - Z36-EFFECTIVE-DUE-DATE
  - Z36-RETURNED-DATE
  - Z36-RETURNED-HOUR
  - Z36-ITEM-STATUS
  - Z36-BOR-STATUS
  - Z36-RETURN-CATALOGER-NAME
  - Z36-RETURN-CATALOGER-IP
  - Z36-NO-RENEWAL
  - Z36-RENEW-CATALOGER-NAME
  - Z36-RENEW-CATALOGER-IP
  - Z36-RENEW-MODE
  - Z36-BOR-TYPE
  - Z36-NOTE-ALPHA
  - Z36-RECALL-DATE
  - Z36-LAST-RENEW-DATE
  - Z36-PROCESS-STATUS
  - Z36-LOAN-TYPE
  - Z36-RECALL-TYPE

## 6c. Alma upgrade overview for Fulfillment – Loans (cont.)

-- *z36, Not in scope, continued:*
*Overdue notices:*
- Z36-LETTER-NUMBER
- Z36-LETTER-DATE

*Circulation desk:*
- Z36-LOAN-CATALOGER-IP

*Proxy patron ID:*
- Z36-PROXY-ID

*Booking requests:*
- Z36-RETURN-LOCATION
- Z36-RETURN-SUB-LOCATION
- Z36-SOURCE
- Z36-DELIVERY-TIME
- Z36-TAIL-TIME

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## 6d. Alma upgrade overview for Fulfillment – Hold Requests

\* The hold requests that are already tied to a specific item and are on a hold shelf (or were in transit on their way to a specific library/hold shelf and are assumed to be on the hold shelf) are the ones that are migrated (Z37_STATUS='S')

*Areas/Fields Not In Scope*
  \* All requests which have not been filled.
  \* Request history (Z37H)
  - Z37-EXPAND
  - Z37-OPEN-HOUR
  - Z37-END-REQUEST-DATE
  - Z37-LETTER-STATUS
  - Z37-LETTER-DATE
  - Z37-ALPHA
  - Z37-PRINT-STATUS
  - Z37-REQUESTER-ID
  - Z37-CATALOGER-IP
  - Z37-HOLD-SEQUENCE
  - Z37-RECALL-TYPE
  - Z37-RUSH-REQUEST

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## 6d. Alma upgrade overview for Fulfillment – Hold Requests (cont.)

*[Not in scope]  (cont.)*
- Z37-FILTER-SUB-LIBRARY
- Z37-FILTER-ITEM-STATUS
- Z37-FILTER-PROCESS-STATUS
- Z37-FILTER-COLLECTION
- Z37-FILTER-COPY
- Z37-ENUMERATION-A
- Z37-ENUMERATION-B
- Z37-ENUMERATION-C
- Z37-CHRONOLOGICAL-I
- Z37-CHRONOLOGICAL-J
- Z37-CHRONOLOGICAL-K
- Z37-REQUEST-NUMBER
- Z37-GROUP-ID
- Z37-GROUP-SEQUENCE
- Z37-BALANCER-STATUS
- Z37-BALANCER-DATE
- Z37-REQUEST-IDENTIFIER

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## 6e. Alma upgrade overview for Fulfillment – Course Reserves

- Courses in Alma group together one or more reading lists that list the BIB/Title level resources that are part of that reading list. Each course may be associated with a course department. Each course may have an optional section definition.

- Indicate from which XXX3X libraries to migrate bibliographic records. If you filled in this question, make sure to indicate the XXX3X library in section B ("List the BIB libraries you wish to migrate?")

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## 7. Preserving Circ data which the vendor doesn't migrate

In many cases the best way to use SQL to output data from the table onto a spreadsheet.  This process is described in the article **How to put SQL output into a spreadsheet** .

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## 8. Relevant Salesforce/MindTouch Articles

- **How to produce list of electronic resources in aleph for alma migration**
- **How big should UNDOTBS1 be?** (One customer migrating to Alma found that the AutoExtract process required an increase.)
- **Aleph xxx50 library created as sublibrary in Alma**
- **How much disk space is required for the AutoExtract process during Ex Libris System to Alma migration?**
- **How long (approx.) does the AutoExtract process take during Aleph(/Voyager) to Alma migration?**

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## Aleph → Alma Documents

- **Aleph to Alma Migration Guide**
- Aleph to Alma AutoExtract Migration
- **Alma Migration Form Instructions - Aleph**
- Alma Migration Considerations for Consortia
- Alma Migration – Combining or Separating Source Databases

## Q & A

### Any Questions?

**Session Survey Evaluation**

Please use the following link
**https://www.surveymonkey.com/r/tec
hsem2017** to provide feedback on your
sessions.

**THANK YOU**