



# Alma Configuration Form Guide

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# 1

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## Overview

Alma is designed to be highly configurable and able to fit the needs of a very diverse customer base. Many parameters in Alma contain default values, which have been selected to reflect our best practice recommendations for most libraries. You may want to customize at least some of these parameters to meet your own needs.

This document is designed to assist you in making the decisions necessary to configure Alma to suit your needs, specifically:

- To assist you in completing the *Alma Configuration Form*.
- To indicate additional configurations that you may require before going live.

For background information and additional details about specific configurations, see the Alma Online Help.

For a general introduction to configuration in Alma, listen to [Introduction to Alma Configuration Process](#) (11 minutes) on the Ex Libris Knowledge Center.

For an introduction to the Alma configuration form, listen to [Introduction to the Configuration Form](#) (26 minutes) on the Ex Libris Knowledge Center.

Note that the configuration decisions you make when completing the configuration form can be modified later, during the implementation stage of your Alma project; however, the basic fulfillment infrastructure (locations, user groups, and item-based policies) should remain the same.

## Alma Configuration Form

The majority of this document describes the information necessary to be entered in the form, the structure of the questions, the answers required, and the implications of the various configuration options.

A sample form has been provided in order to illustrate proper completion of the form. Note that highlighted values indicate non-default values.

The configuration form uses data validation functionality, which is supported by Microsoft Excel versions 2003 – 2016. Click through any warnings or pop-ups that are displayed in the Excel 2003 version. (Note that macros must be enabled in order to receive the full benefit of the data validation. For more information, see the [Data Validity Checks Tab](#) on page 95). In addition, many tabs have been protected so that only the requested information may be entered. Generally speaking, refrain from altering the structure of the configuration form, for example, by rearranging tabs, inserting new columns, etc. An exception to this is the insertion of additional rows in those tables where this has been enabled (for example, to add more libraries, locations, or user groups). In addition, do not copy/paste information into the form, since this often results in validation errors and corruption of the form.

Completing the form is typically a one-time process. After you deliver your completed form to Ex Libris, your Ex Libris implementation team applies your configurations to Alma. Afterwards, you test Alma to verify the configurations and provide feedback concerning any necessary modifications. Your Ex Libris implementation team implements these modifications directly in Alma via the user interface. After your institution has completed Alma Certification Training and has gone live with Alma, you are able to make such modifications yourself.

The range of configuration options available in the form, together with the default values contained in Alma, is not the full range of configuration options existing in Alma, but represents our best practice recommendations for Alma initial configuration. If you find these options insufficient for your needs, or require configuration of additional parameters, consult with your implementation team.

The form contains the following tabs, which are described in this document beginning on the pages indicated:

- Fulfillment Tab on page 18
- Libraries Tab on page 29
- Printers Tab on page 33
- Circ Desks Tab on page 34
- Locations Tab on page 38
- Users Tab on page 42
- Item Policies Tab on page 44
- Policies, TOU & Rules Tab on page 45
- Acquisitions Tab on page 57
- Resource Management Tab on page 60
- General Tab on page 67
- Data Validity Checks Tab on page 95

- Booking Tab on page 97
- Additional ResShare Libraries Tab on page 101
- Licensing Tab on page 59
- WorkOrders Tab on page 104
- Create Controlled Vocabularies Tab on page 66
- Assign Controlled Vocabularies on page 107
- Translations Tab on page 108

Certain tabs, tables, and parameters are mandatory for all customers (see the list below). Other tabs, tables, and parameters are mandatory only if you intend to use their related functionality and require customization of any default values.

The following tabs, tables, and parameters must be completed by all customers:

Tab	Table or Parameter
Fulfillment	Location Types
	Patron Types
Libraries	Libraries
	Standard Open Hours
Printers	Printers
Circ Desks	Circulation Desks
Locations	Locations
Users	Users
Policies, TOU & Rules	1. Institutional Default Values
	2. Institutional Policies & TOU
General	time_zone
	system_date_format

We recommend that you complete the following tabs first, in the order in which they are arranged in the form:

---

**Note:** The Overdue and Lost Loan Rules tables of the Fulfillment tab may require that you first complete the Printers tab. Subsequent tabs may be completed in any order.

---

- 1 Fulfillment Tab
- 2 Libraries Tab
- 3 Printers Tab
- 4 Circ Desks Tab
- 5 Locations Tab
- 6 Users Tab
- 7 Item Policies Tab (Optional)
- 8 Policies, TOU & Rules Tab
- 9 Booking Tab (Optional)

## Additional Configurations and Integrations for "Go-Live"

Although the configuration form contains most of the configurations you need before going live with Alma, you may want to make additional configurations before going live. The last chapter of this document contains a list of these configurations, with reference to the relevant section in the Alma Online Help.

## Merging Institutions During Migration

Customers who are migrating from two or more incoming institutions with multiple migration forms can use all forms as input to the Populator tool.

If the forms contain overlapping codes, the information from the first form is preferred over the others, so be careful which form you select first.

# 2

---

## Alma Configuration Form Populator Tool

The Configuration Form Populator tool is used to pre-populate your Alma configuration forms with libraries, locations, users (user groups), and, when relevant, item policies contained in your Alma migration form. The tool copies this information from your migration form and pastes it into the appropriate places in the configuration form.

The tool has two goals:

- To ensure consistency between the migration form, configuration form, and configuration elements set in Alma.
- To save you the effort of re-entering in the configuration form information that has already been entered in the migration form.




To use the tool, the migration form must be your final version, completed, and validated.

Use the populator tool before beginning to fill-in the configuration form. You cannot properly complete the configuration form without using the populator tool first.

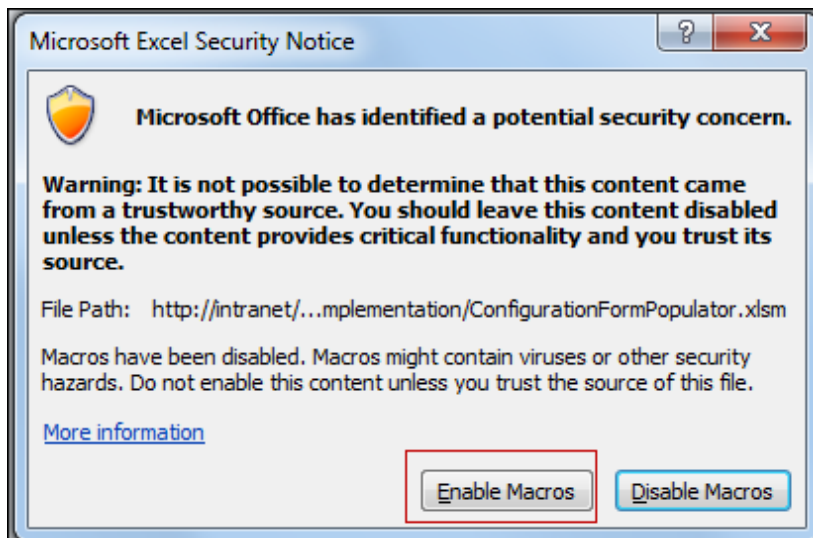
### To use the populator tool:

- 1 Download the [Alma Configuration Form Populator](#) tool from the ExLibris Knowledge Center and save the file to a local directory on your computer (not a network drive).
- 2 Save a copy of your completed test-load migration form to the same directory in which you saved the populator tool. Ensure that all values are unfiltered (that is, that all filters in the form are set to **Select All**). If multiple institutions are merging into a single institution zone, save all completed test-load migration forms to the same directory.
- 3 Save an unedited copy of the **Alma\_Configuration\_Form.xlsm** to the same directory.

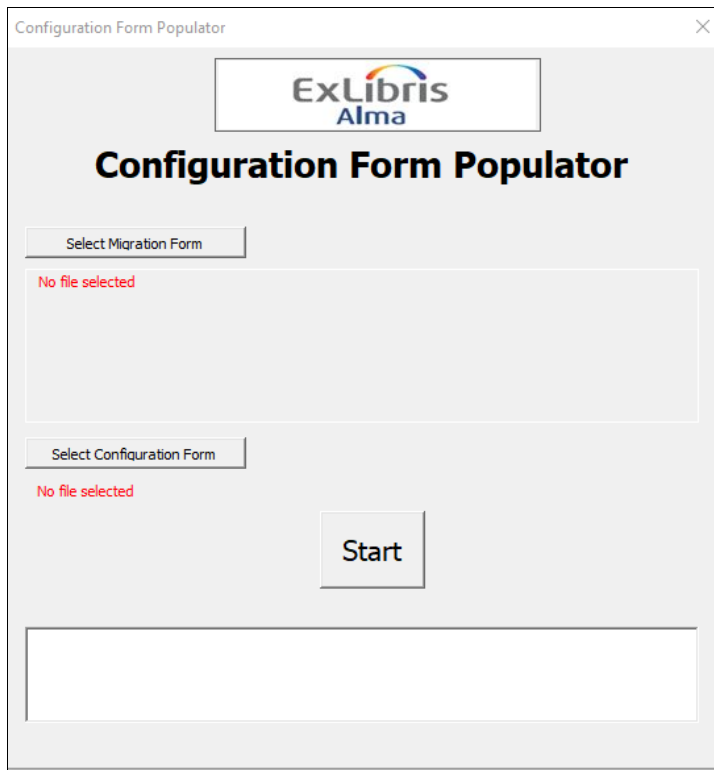
The following forms are now in the same directory:

Name ^
 AlephMigrationForm.xlsm
 Alma_Configuration_Form.xlsm
 ConfigurationFormPopulator.xlsm

- 4 Verify that your migration form(s) and configuration form are not open.
- 5 Double-click the populator tool file to launch the tool. You may need to enable macros on your computer in order to use the tool.



The following is displayed:



- 6 Click **Select Migration Form**.
- 7 Select your migration form and click **Open**.
- 8 Click **Select Configuration Form**.
- 9 Select your unedited configuration form and click **Open**.
- 10 Click **Start**.
- 11 After the Populator tool finishes, click **Exit**.

Configuration Form Populator

**ExLibris Alma**

## Configuration Form Populator

Select Migration Form

migration form 1:  
C:\stuff\configForm\Generic Migration Form.xlsm  
migration form 2:  
C:\stuff\configForm\Symphony\_Sirsi\_Migration\_Form\_missing\_archives.xlsm

Select Configuration Form

C:\stuff\configForm\Alma Configuration Form.xlsm

Exit

- EMPTY  
- MAIN  
- MAIN  
you can find report file here: C:\stuff\configForm\Alma Configuration Form\_report.txt  
Finished

When multiple forms are used as input, warnings are listed in the file `Alma Configuration Form_Report.txt`.

- 12 Open your unedited configuration form and verify that the form has been populated correctly with configuration elements from your migration form. (A copy of your unedited configuration form has been saved to a file with the suffix `_org` added to the name of the original file.) The following columns are populated:

Configuration Form Tab	Table	Column
Libraries	Libraries	Code of Library
		Name of physical Libraries
Locations	Locations	Library Code Location Code
		Name of Location
		External Name of Location
Users	Users	Code For Group
		Name of Group
Item Policies	Item Policies	Item Code
		Item Description



# 3

---

## Fulfillment Tab

Fulfillment is a major part of the necessary configuration in Alma. This is reflected in the Configuration Form, where most of the tabs in the form are related to fulfillment.

This section describes several tables related to fulfillment configuration. The values entered in these tables populate other parts of the Configuration Form and are used in order to simplify your fulfillment configuration by categorizing your locations, user groups, and item policies into types.

## Fulfillment Simplification

When you prepare for your Alma implementation, it is important to develop a simplified and maintainable physical fulfillment policy. As part of your implementation, your fulfillment policy setup preferences are solicited. Ex Libris implementation team makes best practice recommendations concerning your fulfillment policy setup.

Alma's approach to fulfillment is different than in traditional ILS systems. Traditionally, fulfillment has been handled on an item-level basis. Each and every item receives a status or policy which, together with the patron status, is used to construct a matrix of applicable loan policies for each item based on its status, for example: due date, overdue fine, renewability.

Alma takes a location-based approach to fulfillment, the assumption being that items which are shelved in the same location circulate in more or less the same way for a given user group. In the event of an exception to this assumption, Alma can use the item status in order to define exceptional circulation policies. All other items circulate according to the policies defined for their location, without reference to item status.

By managing fulfillment on the location level, it is no longer necessary to maintain an item status on each and every item. On the contrary, the item-level status should be maintained only on exceptional items, that is, items that circulate in a way that is exceptional to the majority of items in the location. If you have a large number of exceptions in a given location, consider creating a new location for these items. This approach is easier to configure and maintain, thus lowering operating costs.

In addition, when moving an item temporarily to a different location, it is not necessary to add or modify the item policy. The item automatically circulates according to the policies configured for its current location.

In addition, defining fulfillment policies according to location makes it easier for patrons to understand the terms of use, reducing confusion and misunderstanding.

When implementing simplification in your physical fulfillment policy prior to Alma implementation, perform the following activities:

- Categorize the types of locations you manage in up to eight location types, for example:
  - General
  - Limited
  - Short Loan/Reserve
  - Closed Stack
  - Media
- Categorize your user groups/borrower statuses into eight categories, for example:
  - Faculty
  - Staff
  - Graduate Students
  - Undergraduate Students
  - Community
- Categorize the item statuses you plan to use in Alma into a maximum of five categories. As mentioned previously, item statuses in Alma can be used for exceptions.

Planning the fulfillment policy for your library prior to your implementation helps simplify and expedite your implementation of Alma and improves your system overall.

## Location Types

**Default Value:** The names contained in the form are a suggestion. You may change these to suit your needs.

The following are the suggested location types. You can also select one of the alternative suggestions from the drop-down list in the form or enter your own value.

- **General** – for general loan policies of core materials
- **Limited** – for reference only or very limited use materials
- **Short Loan/Reserve** – for short-term loan and reserve collections

- **Closed Stacks** – for closed stack materials where the requesting rules always allow the requesting of items available on the shelf
- **Media** – for media and/or equipment, where there might be several different types of material, each type with its own circulation policies. You may want to consider using item policy exceptions for items in this location type.

**About this parameter:** As stated, Alma’s approach to fulfillment is location-based. A location can be considered the equivalent of a shelving location in a given. (Circulations desks, acquisitions departments, internal processing departments, etc. are not considered locations in Alma). Each library has one or more locations. Each location is categorized by type, and locations of the same type are grouped together into a fulfillment unit. A fulfillment unit is simply a list of all locations of the same type to which the same circulation policies are applied, per user group. In this table, you can define five different location types. In the Locations tab, you map each of your locations to one of these types.

---

**Note:** The location type parameter in the configuration form has no relationship to the parameter of the same name in Alma.

---

**Implications:** The location type parameter does not replace your locations. Rather, it is used only by the configuration form to link your locations of a given type to a fulfillment unit.

For more information, see [Fulfillment Simplification](#) on page 18.

## On Shelf Request Policy

**Default:** Request for pickup anywhere regardless of availability.

**About this parameter:** The On Shelf Request Policy determines if patron hold requests are accepted for items that are currently available on the shelf (a paging policy) and, if so, where they may be picked up by the patron.

Note that whether a given item is actually available for pickup at a requested location depends upon several additional factors:

- Only a library with which the owning library has a Deliver To relationship is available as a pickup location (see [Circulation Relationships Between Libraries](#) on page 32)
- The Pickup Locations policy in the applicable request terms of use serves to limit the locations otherwise allowed by the On Shelf Request Policy parameter. Only locations included in the Pickup Locations policy are made available by the On Shelf Request Policy (see Policies, TOU & Rules Tab on page 45)
- The library of the desired pickup location must have at least one primary circulation desk (if this is not the owning library) (see Circulation Desks Table on page 35)

- The library of the desired pickup location must have at least one circulation desk with a hold shelf (see Circulation Desks Table on page 35).

Available values for this parameter are:

- **Request for pickup anywhere regardless of availability** (default) – the item may be requested for pickup at any pickup location.
- **Request for pickup in different library only** – the item may be requested for pickup only at pickup locations outside the owning library.
- **Request for pickup in different campus only** – the item may be requested for pickup only at pickup locations outside the campus of the owning library.
- **No Requesting from available holding** – if an item from the holding is available, then all items from that holding may not be requested for pickup at any pickup location. Items from other holdings will not be impacted.
- **No Requesting** – if an item attached to this rule is available then it may not be requested for pickup at any pickup location.
- **Implications:** This parameter is the default paging policy for all locations of the given type (that is, all locations associated with the given fulfillment unit). This policy may be overridden for a particular scenario (for example, a particular user group) via the On Shelf Request Policy column of the Policies, TOU & Rules tab.

## Patron Types

**Default:** The names contained in the form are a suggestion. You may change these to suit your needs.

The following are the suggested patron types. You can also select one of the alternative suggestions from the drop-down list in the form or enter your own value.

- **Faculty** – for academic staff
- **Staff** – for non-academic university staff, including library staff
- **Graduate Students** – for regular borrowers, such as graduate students
- **Undergraduate Students** – for regular borrowers, such as undergraduate students
- **Community** – for guests and external users with a lower or restricted level of borrowing rights

**About this parameter:** In the Patron Types table you define up to five different types of patron in your institution. The values you enter here appear in the Patron Type field in the Users tab and in the Policies, TOU and Rules tab. In the Users tab, you map each one of your user groups to one of the types you define here.

**Implications:** The patron type does not replace your patron groups. Rather, it is used by the configuration form to link your user groups of a given type to fulfillment unit rules, which define the loan and request policies for the given fulfillment unit that are applied to each user group.

For more information, see [Fulfillment Simplification](#) on page 18.

## Item Exception Types

**Default:** The names contained in the form are a suggestion. You can change these to suit your needs.

**About this parameter:** Alma incorporates a location-based approach to fulfillment, the assumption being that items in the same location circulate in more or less the same way. Therefore, item-based policies are required only for exceptions to this assumption.

In the Item Exception Types table, you define up to five different types of item exceptions in your institution. The values you enter here appear in the Item Policies tab and in the Policies, TOU & Rules tab. In the Item Policies tab, you map each one of the item policies you intend to use in Alma to one of the types you define here. In the Policies, TOU & Rules tab you configure item-based exceptional rules in Table 3 Exceptions.

Unlike patron types and location types, which are mandatory fields in the Users and Locations tabs for each patron group and each location, respectively, the item exception types are mandatory only if you intend to use item policies to create exceptional loan and request terms of use.

**Implications:** The item exception types do not replace your item policies. Rather, they are used by the configuration form to link your item policies of a given type to exceptional fulfillment unit rules, which define the loan and request policies for the given fulfillment unit that are applied to items with this item policy.

For more information, see [Fulfillment Simplification](#) on page 18.

## Auto Renew Rules

It is possible to configure Alma to automatically renew loans as part of the courtesy notice process. The courtesy notice is a notification that is sent to patrons by e-mail a defined number of days before the loan due date to remind them to either return or renew their loans.

You can configure loans of certain libraries or user groups to be automatically renewed. This auto-renew occurs if the item is not requested and is renewable according to the applicable terms of use (for example, if the maximum renewal period has been reached). If the renewal is successful, no courtesy notice is sent.

The Configuration Form allows you to configure up to three auto renewal rules. Each table represents a separate rule and there is no necessary relationship between rules (the order of these rules is not important). Select values from the Library and/or Patron Type row in each table for which you want to create a rule. Within each table, columns are related via a boolean OR, and rows are related via a boolean AND (for example, [Main Library OR Science Library OR Law Library] AND [Faculty OR Staff]):

- **Library** – the library that is the owner of the items on loan for which you want to implement the auto renew rules
- **Patron Type** – the patron type for which you want to implement the auto renew rule. (Patron types are defined in the Fulfillment tab. User groups are mapped to patron types in the Users tab).

You can select a library and a patron type to apply the auto renew rule to specific groups in that library, for example, Main Library for High Priority user groups. In a given table, you can leave the Patron Type row empty to apply the auto renew rule to all of the loaned items in a library, regardless of patron type, or leave the Library row empty to apply the auto renew rule to all members of a patron type, regardless of library. Any libraries selected in the first row apply to all patron types selected in the second row.

## Overdue and Lost Loan Rules

In the Lost Loan Rules table, define if and when you want a loan to be automatically marked as overdue or lost. Within each row, columns are related via a boolean AND. Rows are related via a boolean OR.

- **Name** – Assign a name to the rule
- **Active** – Indicate if this rule should be activated upon configuration
- **Overdue or Lost** – Select **Overdue** to cause the patron to receive a notification that his/her loan will be declared lost in a specified number of days. This is useful for providing a warning or ‘last chance’ to patrons to return their overdue loans before those loans are declared lost. Select **Lost** to change the loan status to **Lost**, apply any relevant fines/fees, and send a notice to the patron informing him/her of the new loan status (**Lost**) and any fines/fees that have been applied. It may be useful to create two rules, for example, the first an overdue notification and the second a status change. Alma supports sending more than one warning notification per overdue loan. You can send several lost loan warnings, for example, at 7, 14, and 21 days after the due date for a given loan.
- **Number days after due date** – the number of days after the item's due date that you want Alma to automatically change the status of the loan to lost (or send a notification).
- **Number days after status date** – the number of days after the loan status (for example, Claimed Return) has last been updated that you want Alma to automatically change the

status of the loan to lost (or send a notification). To apply the rule on the basis of the Due Date, regardless of the Status Date, leave this field empty.

- **Patron Type** – the patron type for which you want to implement the lost loan rule. (Patron types are defined in the Fulfillment tab. User groups are mapped to patron types in the Users tab). To apply the rule to all user groups, leave this field empty.
- **Library** – the library that is the owner of the items on loan for which you want to implement the lost loan rule. If you want to apply the rule to all libraries, leave this field empty.
- **Letter send format** – Indicate if you want the lost loan notification to be printed at one of the printers defined in the Printers tab, sent by email to the patron, or both.
- **Printer** – if you selected `Print` or `Both` in the **Letter send format** column, select the printer by which the notification should be printed. You need to configure a printer before you can complete this field. (see Printers Tab on page 33).

## Loan Recalls Configuration

Indicate if the given request type should trigger a recall if the requested item is currently on loan. If you indicate `NO`, a recall is not triggered if the requested item is currently on loan. This setting overrides the policy set in the Recallable? Column of the Policies, TOU & Rules tab.

The definitions of the different requests types are as follows:

- Patron electronic digitization request – Patron digitization request for an electronic resource
- General digitization request – Patron digitization request for item that is not catalogued
- General hold request – Patron physical item request for item that is not catalogued
- Library electronic digitization request – Digitization request from reading list for an electronic resource
- Library physical digitization request – Digitization request from reading list for a physical resource
- Move permanently – a staff request to permanently move a physical item from one holding location to another
- Move temporarily – a staff request to temporarily move a physical item from one holding location to another
- Patron digitization request – a request created by or on behalf of a patron to digitize all or part of a physical item
- Patron physical item request – a request created by or on behalf of a patron to place a physical item on the hold shelf

- Ship digitally from electronic – Internal digitization request by resource sharing staff for an electronic resource
- Ship digitally – Internal digitization request by resource sharing staff for physical resources
- Ship physically – Internal physical item request by resource sharing staff Restore item – a staff-initiated or system-generated request to move a physical item from its current temporary location to its permanent location
- Restore item – Restore an item from a temporary location.
- Staff electronic digitization request – Staff digitization request for an electronic resource
- Staff digitization request – a request created by staff to digitize all or part of a physical item
- Transit for reshelving – Transit physical item for reshelving (a restore request for an item that was returned after a lend request).

## Block Preferences

Define if system generated blocks may be overridden manually by the circulation desk staff. Note that the Handler column is not configurable and is relevant only if the selected Action is `Handle Automatically`. (Not all blocks have automatic handlers). Preferences whose only option is `Block` are not listed in the configuration form.

The following options are available:

- **Block** – the block cannot be overridden.
- **Override by Manager** – the block can be overridden only by staff with the Circulation Desk Manager role at the current circulation desk.
- **Override by Operator** – the block can be overridden only by staff with the Circulation Desk Manager role or the Circulation Desk Operator role at the current circulation desk.
- **Override by All** – the block can be overridden by any staff with the Circulation Desk Manager role, the Circulation Desk Operator role, or the Circulation Desk Operator – Limited role at the current circulation desk.
- **Handle Automatically** – the block is handled automatically according to the description in the Handler column.

The following blocks appear in the table:

- **The loan regular due date conflicts with booking request** – blocks check-out when the normal due date (as determined by the TOU, for example) conflicts with the start of an existing booking request. See the Booking Tab section for more information.

- **The renew due date conflicts with booking request** – blocks renewal of an existing loan when the normal renewed due date (as determined by the TOU, for example) conflicts with the start of an existing booking request.
- **Item is not loanable** – blocks check-out of an item as a result of the fulfillment configuration – the applicable Terms of Use contains an `Is Loanable` policy with value `False`.
- **Item is not renewable** – blocks renewal of a loan as a result of the fulfillment configuration – the applicable Terms of Use contains an `Is Renewable` policy with value `False`.
- **This item can only be loaned from reading room desk** – If the value of the `Is Loanable` policy in the applicable loan TOU has a value of `In Reading Room Only`, and checkout is attempted from a circulation desk not defined as a reading room desk, checkout is blocked.
- **Item is on Hold Shelf for this patron** – blocks check-out of an item to a patron from a given circulation desk when the item is on the hold shelf of a different circulation desk for this patron.
- **Item is bound to a borrowing request for another patron** – Checkout is blocked for an item, because it was already requested by a different patron via Resource Sharing.
- **Item is requested by another patron** – blocks check-out of an item to a patron when the item has been requested by another patron.
- **Item renew period exceeded** – blocks renewal of a loan as a result of the fulfillment configuration – the applicable Terms of Use contains a value for the `Maximum Renewal Period` policy which has already been reached for this loan.
- **Item cannot be loaned from this circulation desk**
  - blocks loan of an item from the circulation desk of the item's current location because the circulation desk does not provide check-out services for that location.
  - blocks loan of an item from the circulation desk(s) of a library that does not have a `Circulate For` relationship with the library of the item's current location.
- **Item cannot be returned at this circulation desk**
  - blocks return of an item at the circulation desk of the item's current location because the circulation desk does not provide `check-in` services for that location.
  - blocks return of an item at the circulation desk(s) of a library that does not have a `Circulate For` relationship with the library of the item's current location.
- **The loan cannot be renewed due to the loan status** – blocks renewal of a loan when the loan status is `Lost`, `Claimed Returned`, or `Recalled`.
- **Item is on hold shelf for another patron** – blocks check-out to a patron of an item that is currently on the hold shelf for a different patron.

- **Patron cash limits has exceeded** – blocks loaning and/or renewing an item to a patron with a current bill that exceeds the allowed limit for that patron group (as configured in the Users tab). Select the desired action(s) to block from the Blocks column: Loan, Renew, or Both.
- **Patron's card has expired** – blocks loaning an item to a patron with an expired user record.
- **Patron is not active** – blocks loaning an item to a patron with an inactive user record.
- **Patron loan limit exceeded** – blocks loaning an item to a patron with current loans that exceed the allowed number for that patron group (as configured in the Users tab).
- **Patron overdue limits exceeded** – blocks loaning and/or renewing an item to a patron with overdue loans that exceed the allowed number for that patron group (as configured in the Users tab). Select the desired action(s) to block from the Blocks column: Loan, Renew, or Both.
- **Patron overdue recalls limit exceeded** – blocks loaning and/or renewing an item to a patron with overdue recalled loans that exceed the allowed number for that patron group (as configured in the Users tab). Select the desired action(s) to block from the Blocks column: Loan, Renew, or Both.
- **Item of the same title is already on loan for this patron. Parallel loan is prohibited** – Check out of an item to a patron is blocked if same title is already on loan for this patron and the patron is prohibited from borrowing two items with the same title.
- **An item of the same title was recently loaned to this patron** – Check out of an item to a patron is blocked when the same title was recently loaned to a patron.
- **Time frame when loan renewal is allowed** – The number of days before the loan is due that patrons can renew a loan.
- **Not Renewable – Item has Request(s)** – blocks renewal of additional copies of an item that has been recalled.
- **Item has not been received by a resource sharing operator** – blocks the shipping and receiving of resource sharing items on the **Scan In** page at circulation desks other than the resource sharing desk.
- **Item is currently on loan by another patron** – blocks check-out to a patron of an item that is already on loan to a different patron.
- **User does not have a patron role or the role has expired** – Overriding this block allows the item to be checked out to the user. The due date of the loan is in accordance with the applicable loan TOU. The user's patron role expiry date is not changed.

# Request Pickup Configuration

In the Request Pickup Configuration table, define if items currently in place will be considered as missing upon expiration of the request of this type, and if requests of this type will be displayed in the Pick from Shelf task list.

The following options are available for the **Request Type**:

- Move permanently – a staff request to permanently move a physical item from one holding location to another
- Move temporarily – a staff request to temporarily move a physical item from one holding location to another
- Patron digitization request – a request created by or on behalf of a patron to digitize all or part of a physical item
- Patron physical item request – a request created by or on behalf of a patron to place a physical item on the hold shelf
- Restore item – a staff-initiated or system-generated request to move a physical item from its current temporary location to its permanent location
- Staff digitization request – a request created by staff to digitize all or part of a physical item
- Work order - Work order request

**Consider as missing when expired** – indicate if the requested item is considered missing if the request has not been processed within the number of days specified by the Expiry Time for Pick from Shelf parameter (see below). The following values are available:

- Always (default value)
- Never
- Only when expired not due to Date Needed By

**Show in pick from shelf list** – indicate if the request will be displayed in the Pick from Shelf task list.

The following values are available:

- No
- Yes (default value)

**Expiry Time for Pick from Shelf** – indicate the number of days after which an unprocessed request of this type will expire. If no value is defined, the default of 7 days or the Date Needed By value is used, whichever is sooner. Requests that reach their expiry date are cancelled, any Pick from Shelf task is removed from the task list and, if so configured, the item status is changed to Missing.

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## Libraries Tab

This section describes the fields available in the Libraries tab. Each Alma institution includes one or more libraries. Your libraries in Alma were created during the migration of data from your legacy ILS. In this tab, enter information about these libraries.

## Campus Definitions

Configuration of campuses in Alma is not mandatory. Campuses can be used in Alma when configuring physical fulfillment (see, for example, [On Shelf Request Policy](#) on page 20 and [Institutional Policies & TOU](#) on page 45) and access to electronic resources (see, for example, Configuring Inventory Network Groups (for Multi-Campus Environments) in the Alma Online Help). Campuses may be associated with libraries and/or patrons. Even if your institution has only one physical campus, you may find it useful to configure a campus (for example, to represent an IP range which encompasses more than the IP addresses of the individual libraries on the campus, or to provide off-campus patrons with access to electronic resources).

You can insert additional rows in this table, as necessary.

In the Name column, enter the name of your campus as you want it to be displayed in Alma.

Enter a code in the Code field for each campus you want to create in Alma.

In the IP Match Criteria column, enter a valid and specific IP address (wildcards are not supported). If a campus uses more than one IP address, you may enter an IP range consisting of two valid and specific IP addresses, separated by a hyphen. You may also enter multiple IP addresses and ranges by separating each with a comma. There should be no spaces between IP numbers, only a comma or a hyphen. Alma can use your campus IP addresses to enhance the display of your patrons' search results in Primo (for example, by ordering holdings locations according to their proximity to the patron) and help you manage access to electronic resources (for example, by restricting access to users outside a specified IP address). Providing IP information of your campuses is not mandatory.

## Library Information

The library code and name are pre-populated from your migration form. The library code should be pre-populated from your migration form and should not be modified; however, you can change the name of the library as it will appear in Alma and Discovery in the **Name of physical Libraries** field.

To associate the library with a campus, select the campus code from the drop-down list in the Campus column. Values in this list are taken from the Campus table above.

Address and contact information are not mandatory and are in addition to address and contact information migrated from your legacy system. However, if no library address or contact information is contained in your migration form, we recommend supplying it here. Addresses are used in Alma, for example, as the shipping or billing address when creating an order for that library, and appear in patron facing notifications such as hold shelf notifications and overdue notices.

In the IP Match Criteria column, enter a valid and specific IP address (wildcards are not supported). If a library uses more than one IP address, you can enter an IP range consisting of two valid and specific IP addresses, separated by a hyphen. You may also enter multiple IP addresses and ranges by separating each with a comma. Alma can use your library IP addresses to enhance the display of your patrons' search results in Primo (for example, by ordering holdings locations according to their proximity to the patron) and help you manage access to electronic resources (for example, by restricting access to users outside a specified IP address). Providing the IP information of your libraries is not mandatory.

If you use an RFID system to manage your physical inventory, enter the numeric code of the library used by your RFID system.

**Allow other libraries to handle personal delivery** allow other libraries to handle personal delivery for that library's items. This takes into account the scan-in library's ability to handle personal delivery (having a primary circulation desk that supports personal delivery). Select Y or N.

## Opening Hours

In the Opening Hours section of the Libraries tab, provide details about the library's opening hours. (Note that all times should be entered in 24-hour format):

- In table 2a enter the standard opening hours of your libraries.

Days can be listed more than once. For example, if the library is open on Wednesday between 9AM and 12PM and between 2PM and 8PM, you can enter both of these times (for example 09:00 to 12:00 and on a separate line 14:00 to 20:00).

If the library is open 24 hours a day, enter 00:00 until 23:59.

If the library is open until the early hours of the morning, record the hours after midnight for the next day, for example, Thurs 09:00 until 23:59 and Friday 00:00 until 03:00.

It is not necessary to enter days on which the library is normally closed.

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**Note:** All libraries that circulate physical material must have opening hours. To create opening hours for the default resource sharing library, enter RES\_SHARE in the Library Code column.

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In table 2b, enter any **extended opening** hours beyond the standard opening hours listed in table 2a. For example, if the opening hours for an exam period are beyond the standard, enter these opening hours along with the dates for which these differences are valid in table 2b.

Note that times and days entered here do not override those in the previous table, but rather are in addition to them. So, for example, if your library has standard opening hours from 8:00 to 17:00, entering a row in this table for that library for exceptional opening hours of 17:00 to 22:00 means that on that day the library will be open from 8:00 to 22:00. Entering 8:00 to 22:00 in this table would have the same effect.

Note that exceptional opening hours which are *shorter* than standard opening hours, for example during semester breaks, must be configured in the following table.

- In table 2c, enter any exceptional days or hours when the library is **closed**, for example, during vacations or holidays. It is not necessary to enter closed exceptions for days on which the library is normally closed (days that have no standard opening hours in table 2a), rather only for days on which the library is normally open.

Times entered here are in addition to and take precedence over those in table 2a. For example, if your library has standard opening hours from 0:00 to 23:59, entering rows in this table for that library for exceptional closed hours of 0:00 to 9:00 and 17:00 to 23:59 means that on that day or days, the library will be open from 9:00 to 17:00.

You may enter a single day exception by entering the same date in the 'from' and 'to' fields. Enter a date range if the library is closed on consecutive days. If no values are entered in the Closed Time From and Closed Time To fields, Alma considers the library closed for the entire day on the dates entered.

- In table 2d, enter any dates that you want to use as fixed due dates in the fulfillment rules. For example, if you want to make certain items due at the end of the term, add the corresponding date in column B. The form supports only three fixed due dates, End of Summer, End of Term, and End of Year.

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**Note:** Users with the General System Administrator role can modify the calendars directly in Alma via **Administration > General Configuration > Configuration Menu > You are configuring = (institution) > Add a Library or Edit Library Information > Calendar Management** (for institution-level events and exceptions, which are inherited by all libraries), or **> Add a Library or**

## Circulation Relationships Between Libraries

By default, all libraries are configured to allow transit of their materials (for materials for which you allow transiting) to any other library in the institution. To indicate that the materials of a given library (or libraries) can be loaned and returned only at the owning library, list the library code of that library in this table.

Besides the option of listing libraries, you can add “ALL” to create a relationship between all the libraries. This creates for each library a list of all the libraries in the relationship table in Alma.

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## Printers Tab

Alma is hosted in a SaaS environment. Due to security concerns and technical limitations, SaaS environments do not support direct connections to local or network printers. Instead, printing in Alma works using email, printout queue and quick printing. Each library/institution must define at least one printer in Alma. This allows all request and transit slips to use the appropriate printer.

A single printer will be configured for each of your libraries (you may add more later, if required), and is associated with the default circulation desk of each library . Enter a printer code, printer name, and description to be associated with each printer.

---

**Note:** The Printer Code and Printer Name must be unique, even if the Organizational Unit Code is different.

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## Printout Queue

Alma allows printouts, slips, and letters to be aggregated in a print queue and printed from your browser ([Printout Queue](#)). This feature is defined per printer automatically. From Alma, you can add an option to allow you to select either automated printing by email or online quick printing with the browser.

Using this feature, instead of printouts being sent to an email address assigned to the printer, printouts are saved in the printout queue, which can be accessed at any time by authorized staff to review and send the relevant printouts to a printer using the browser.

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## Circ Desk Tab

At circulation desks, items can be checked-out (loaned), checked-in (returned), and re-shelved (items returned here can be placed back on the shelves without the need for further transit).

Circulation desks are defined per library and provide services to locations in that library. A library may have more than one circulation desk. A single circulation desk may serve more than one location, and a given location may be served by more than one circulation desk. But the circulation desk and the locations it serves must be in the same library.

A circulation desk is automatically created for each library defined in Alma. Every location defined within that library is automatically linked to this default circulation desk and, by default, receives check-in, check-out, and reshelve services from this circulation desk. Therefore, you need to complete the Circ Desks tab only if you want to modify a default circulation desk (for example, to update the name) or to create a new circulation desk. The default circulation desk is the main circulation desk for the library. All circulation activity from your legacy system is migrated to the default circulation desk of the appropriate library in Alma. Therefore, in libraries where only one circulation desk is required, use the default circulation desk. If more than one circulation desk is required for a given library, you may define additional circulation desks in this tab (for example, for a remote storage location).

The code for the default circulation desk is `DEFAULT_CIRC_DESK`. Any other code will cause a new circulation desk to be created. For more information on the relationship of circulation desks and locations, see the description in [Locations Tab](#) on page 38.

You only need to enter information in this tab in one of two cases:

- Recommended – to modify a default circulation desk, for example, to update the circulation desk name
- Exceptionally – to create a new circulation desk.

Circulation desks defined in this tab are listed in the Circulation Desk drop-down lists in the Locations tab, where they can be selected to serve the given location.

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**Note:** Note: By default, no staff members are assigned to any circulation desk. You must assign circulation desk roles to your staff via the Alma user interface.

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## Circulation Desks Table

Fill in the following information in this table for each of the additional circulation desks you want to define. If the information is intended for the default circulations desk, leave DEFAULT\_CIRC\_DESK as the circ desk code.

- **Library Code** – select the code of the library for which you want to add or modify a circulation desk.
- **Circ Desk Code** – must be unique in a given library (that is, no other circulation desk in the library uses this same code), but may be repeated in more than one library
- **Circ Desk Name** – the name of the circulation desk as it will appear in Alma. This field is mandatory and must be unique in a given library (that is, no other circulation desk in the library uses this same name).
- **Primary** – Items that need to be transited from a library are routed via the library’s primary circulation desk. A library may have more than one primary circulation desk, for example, if material is transited directly to the requested pickup location from the owning library, even if the pickup location’s circulation desk is not the main circulation desk in the library.
- **Pick from shelf** – determines if requests for on-shelf items held at locations serviced by the circulation desk appear in the Pick from Shelf list of that circulation desk.
- **Reading room desk** – if the circulation desk serves as a reading room, select Y. (For a description of the special reading room functionality in Alma, refer to the Alma Online Help).
- **Description** – provide an optional description of the circulation desk.
- **Printer Code** – select the printer at which notifications (hold slips, transit slips, receipts, etc.) are printed. The printer must be defined for the same library as the circulation desk. Printers are defined in the Printers tab.
- **Create return receipt** – indicate if and where to send a receipt when a loaned item is returned. `User preferred email` sends a return receipt to the patron’s preferred e-mail address, as entered in the user record contact information tab. `Circulation desk printer` prints the receipt at the circulation desk printer indicated in the Printer Code column.
- **Create loan receipt** – indicate if and where to send a receipt when an item is loaned. `User preferred email` sends a return receipt to the patron’s preferred e-mail address, as entered in the user record contact information tab. `Circulation desk printer` prints the receipt at the circulation desk printer indicated in the Printer Code column.
- **Has hold shelf** – indicate if a hold shelf is associated with this circulation desk. A hold shelf allows requested material to be picked up by the patron at that circulation desk. By definition, circulation desks without a hold shelf cannot receive and hold requested items for patron pick-up.

Define the following parameters only if the circulation desk has a hold shelf:

- **Hold shelf sorting** – if a hold shelf is associated with this circulation desk, select how items on the hold shelf are sorted. The following options are available:
  - ascending, by Call Number
  - chronologically, by Hold Shelf Expiry Time
  - chronologically, by Hold Shelf Placement Time
  - ascending, by Requester ID
  - alphabetically, by Requester Name
  - alphabetically, by item Title

Note that the sort option selected here is the default sort for the circulation desk hold shelf (that is, each time a staff operator opens the circulation desk's hold screen in Alma, the items are displayed according to this sort value). A different sort option from among those above may be selected from the circulation desk hold shelf screen in Alma.

- **Notify Patron of canceling expired hold** – indicate if patrons are notified when their hold request has expired and is canceled.
- **Max time on hold shelf (Days)** – define the number of days after which the hold expires. Only library open days are counted.
- **Has hold shelf processing** – define if additional processing can take place after scanning in a requested item at the circulation desk before placing it on the hold shelf (Y), or if the item is placed on the hold shelf immediately (N). This may be a useful parameter, for example, when a returned or retrieved item needs repair before being placed on the hold shelf for the next patron.
- **Supports Digitization** – indicate if the circulation desk supports digitization of physical material, such that digitization requests can be handled at the circulation desk (as opposed to being transited to a separate digitization work order department).
  - **Work Time (days)** – if the circulation desk supports digitization, indicate the average number of work days required to fulfill a digitization request.
- **Credit Card** – indicate if the circulation desk accepts credit card payment of fines and fees. Note that Alma does not process credit card transactions. This parameter simply indicates in Alma that the payment was made by credit card.
- **Cash** – indicate if the circulation desk is able to accept payment of fines and fees in cash.
- **Print Receipt** – indicate if the circulation desk can print a receipt for payment.
  - **Receipt copy Email** – enter the e-mail address of the printer to which you want receipts of payment sent.

- **Integration Profile** – if a SIP2 self-check machine is associated with the circulation desk, enter the name of the Self-Check integration profile you want to configure in Alma. (Self-Check integration profiles are defined via **Administration > General Configuration > Configuration Menu > Integration Profiles**. See Additional Configurations and Integrations on page 111 for more information). Note that you cannot use the same profile with more than one circulation desk. (You can, however, associate more than one self-check machine with the same circulation desk, as long as all machines provide identical services).
- **Personal delivery** – indicate if the Circulation Desk provides delivery of patron hold requests to the patron’s home or office/work address. See also Institutional Policies & TOU on page 45.
- **Personal delivery fee** – if you charge a fee for personal delivery of requested physical items, enter the amount of the fee here. This fee is assessed to the patron for each item requested for personal delivery.
- **Work Order Type** – if the circulation desk serves as a work order department (for the internal processing of physical inventory) select the relevant work order type from the drop-down list. The drop-down list is populated with values taken from the WorkOrders tab. For more information on work orders, see [Error! Reference source not found.](#) on page [Error! Bookmark not defined.](#)
- **Work order time** – enter the estimated or average time the item will be out of circulation when undergoing physical processing at the circulation desk work order department.
- **Support registering new users** – Select this check box to indicate that the circulation desk can register new users that do not exist in Alma. If selected, the **Register New User** button appears in Manage Patron Services.
- **Supports overriding return date** – Select this check box to have the **Override return date and time** option available on the Return Items page.

## Automatic (Pick Slip) Printing Rules

In this table, complete the fields in each row for each circulation desk for which you want pick-from-shelf slips to be printed automatically. If you want slips to be printed only for certain locations and/or material types, indicate this in the appropriate fields. Pick-from-shelf slips can also be printed on-demand via the Alma user interface.

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## Locations Tab

### Overview

Fulfillment in Alma is primarily location-based, the assumption being that items shelved in the same location circulate in more or less the same way per user group. (Item-level policies can be used for exceptions).

The Locations tab contains information about the library locations created in Alma as a result of the migration of data from your legacy system. In this tab, you may update this information, if necessary.

Note that you may insert additional rows in this table, if you require it. (Select/highlight any row in the table, right-click, and select **Insert**).

Each location is categorized by type, and locations of the same type are grouped together into a fulfillment unit. In the Fulfillment tab of the configuration form, you may define five different location types. Afterwards, you map each of your locations to one of these types. The location types are defined in the Fulfillment tab, in the Location Types table.

The Location Type parameter does not replace your locations. Rather, it is used only by the configuration form, in order to link your locations of a given type to a fulfillment unit.

For additional information on locations, see [Fulfillment Simplification](#) on page 18.

In the Locations table, all library locations must be represented. However, only the first four columns are mandatory: Library code, Location code, Location Name and Location Type.

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**Note:** The Alma Configuration Form cannot be used to map existing locations/collections to new ones. If you want to clean up your existing locations as part of your Alma implementation, do so in consultation with your Ex Libris Alma Implementation Team, and before the first migration of your data into Alma.

---

## Filling in the Locations Tab

Fill in the following information in this tab for each of your locations. The first four fields are mandatory for all locations. The other fields are mandatory only if they are applicable.

- **Library Code** – These values should be pre-populated from your migration form. If a value in this column does not match a value in the Code of Library column, the location will not be associated with a fulfillment unit.
- **Location Code** – This field is pre-populated from your migration form.
- **Name of Location** – This field is pre-populated from your migration form, although you can modify them here. Names must be unique per library. (You may not use the same name for two locations if they are in the same library.)
- **Location Type** – designed to link locations with similar fulfillment policies to the same fulfillment unit. Only Location Types defined in the Fulfillment tab should be selected. For more information, see [Location Types](#) on page 19.

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**Note:** Alma contains a parameter in the Location configuration screen named **Location Type**. This parameter is unrelated to the Location Type value used in the Configuration Form.

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- **External Name of Location** – the name of the location as it will be displayed to end users in the discovery system (for example, Primo). If no value is entered here, the value in the Name of Location field is displayed. Note that you may use the same external name for more than one location, even for locations in the same library.
- **Numeric location code for RFID** – specify a numeric code for each location, if supported in your library. Ensure that the Numeric Code for RFID is configured for all the supporting libraries in the Libraries Tab. Consult your Ex Libris Alma Implementation Team regarding further setup of this functionality.
- **Circulation Desk Name and Code** – associate multiple circulation desks with the physical location (from the same library as the location) that services this location. (Circulation desks are configured in the Circ Desks tab). Unless you have configured an additional Circulation Desk for the library of this location, the value of this field should be DEFAULT\_CIRC\_DESK. If the circulation desk is not from same library, selecting it does not load that location to the circulation desk.
- **Can Items be checked-out from this circ desk?** – if items belonging to this location cannot be checked-out at this circulation desk, select N.
- **Can Items be returned at this circ desk?** – if items belonging to this location cannot be returned at this circulation desk, select N.
- **Can Items be reshelfed by this circ desk?** – if items belonging to this location cannot be reshelfed by this circulation desk, select N.

Note that at least one of the above parameters must be set to Y: Check-Out, Return, or Reshelve.

- **Remote Storage Facility** – if this location is a remote storage location, select the code of the remote storage facility to which the location belongs. (First complete the Remote Storage Facilities table, which appears lower in this tab). Note that more than one remote storage location may be associated with a single remote storage facility. If this location is not a remote storage location, leave this column empty.
- **Default Acquisition Location** – when copies are ordered for this library, this is the location used by default for those copies. It is possible to change this within the orders themselves, when necessary. If this location is not the default acquisition location for its library, leave this column empty. **Only one location per library should be marked x.**
- **Suppressed Location** – specify if you would like physical holdings in the location to be suppressed from discovery in your end-user discovery interface (for example, Primo); otherwise, leave this column empty.
- **Call Number Type** – select a value only if the location uses a call number type that is different than the institutional default (see `call_number_type`), in which case, this value overrides the institutional default. Otherwise, leave this column empty. Note that the call number type of a holdings record is determined by the value of the first indicator in MARC field 852. (MARC 852 \$c contains the location). If the first indicator is blank, the call number type for the holdings record is taken from the default value for the location and, if no default has been defined for the location, then from the institutional default value.
- **Accession Placement** – select a value only if you use accession numbers in that location. Otherwise, leave this column empty. Designating the Accession Placement field for a location makes that field mandatory when creating or editing holdings records for that location.

### Implications

- Makes the designated MARC field/subfield mandatory in any holdings record of the location.
- Enables a validation check when saving a holdings record to ensure that the accession number is unique in that location.
- Populates the Accession Number index (in the advanced Repository search) with the contents of the designated Accession Placement MARC field.

## Remote Storage Facilities

In the Remote Storage Facilities section of the Locations tab, enter the details of any remote storage facilities. Remote storage facilities contain one or more remote storage locations. Remote

storage locations belong to a particular library, like all locations, but usually are not located on the library's physical premises (for example, in the basement of the library or in a building on another site). When a request is made for an item located in a remote storage location, the item needs to be retrieved from the remote storage location and transferred to the library to fill the request. A single Remote Storage Facility may contain remote storage locations belonging to different libraries.

Define in this section the code of the remote storage facility, the descriptive name of the remote storage facility. Indicate the priority of requests for material held at the locations associated with this remote storage facility (relative to other remote storage facilities), the transit scheme (if requested materials must be transited to the circulation desk of the owning library or may be transited directly to the requested pick-up location), and if requests for digitization of material held in the remote storage facility may be processed there.

# 8

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## Users Tab

In the Users tab, define more information about your users, specifically your patrons.

### Patron Groups

In the Patron Groups section of the Users tab, fill in the following columns:

- **Code for Group** – for groups that have been migrated from your legacy ILS, these should be the same as the migrated codes for those groups. Adding a code that was not migrated creates a new patron group in Alma.
- **Name of Group** – enter the name of the patron group as you would like it to appear in Alma.
- **Patron Type** – this column allows you to categorize your patron groups.

For more information on patron group types, see Patron Types.

### Patron Limits

In the Patron Limits section of the Users tab, provide details about patron limits. Patron limits are defined at the level of the patron group type and can be used to block loans and/or renewals. (See [Block Preferences](#) on page 25). If you leave one of the cells blank, no limit is applied in this area.

Fill in the following columns:

- **Patron Type** – the patron group type
- **Max cash before block** – the maximum amount of cash that patrons can owe on their record before they are blocked. This column is mandatory.
- **Max overdues before block** – the maximum number of items patrons can have past the due date before they are blocked

- **Max Loans allowed** – the maximum number of items that patrons can have on loan concurrently
- **Max bookings allowed** – the maximum number of concurrent bookings allowed to the patron
- **Max overdue recalls** – the maximum number of recalled items patrons can have past the recalled due date before they are blocked
- **Max digitization requests** – the maximum number of concurrent digitization requests
- **Max physical item requests** – the maximum number of concurrent hold requests

# 9

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## Item Policies Tab

In the Item Policies tab, list your item policies.

For a description of how Alma uses item policies, see [Fulfillment Simplification](#) on page 18.

### Item Policies

In the Item Policies section of the Item Policies tab, fill in the following columns **only for those item policies you intend to use in Alma**:

- **Item Code** – the item code of your item policies (statuses). For item policies that have been migrated from your legacy ILS, these should be the same as the migrated codes for those item policies. Adding a code that was not migrated creates a new item policy in Alma.
- **Item Description** – a description of the item code
- **Item Exception Type** – the exception type that you want to assign to this policy. The item exception type allows you to use this particular item policy or group of item policies in the Policy, TOU & Rules tab to define exceptions to the location-based fulfillment rules. We recommend that you consolidate your item policies to a minimum and use location-based rules wherever possible. The *Alma Configuration Form* supports a maximum of five distinct item policy types. (Note that Alma does not require an item policy for standard items – only for exceptions – since fulfillment in Alma is location-based, not item-policy based).

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## Policies, TOU & Rules Tab

In the Policies, TOU & Rules tab, you define your fulfillment rules for the circulation of physical items. In this tab, you define various policies related to requests and loans of physical items (for example, pick up location, due date, overdue fines, etc.), as well as policies that apply to incoming (lending) and outgoing (borrowing) resource sharing requests and loans (ILL). Alma consults the fulfillment rules each time there is activity related to a request or loan (for example, at initial check-out, upon attempted renewal, upon overdue, etc.) and applies the policies that are in effect for the applicable rule at that moment.

### Institutional Default Values

When a field in the Institutional Policies & TOU section (section 2) of this tab is left empty, the value you enter in the Institutional Default Values section (section 1) is used for that field. This simplifies filling in the Institutional Policies & TOU section since you only have to fill in those values which differ from the corresponding values in the Institutional Default section. See the sample form for an illustration. See below for a description of the columns.

**Fill in all of the fields in the Institutional Default Values section.** This is mandatory.

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**Note:** The institutional default values are used by the Configuration Form only. They do not affect the default policies in Alma.

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### Institutional Policies & TOU

The initial rows in the Institutional Policies & TOU table of the Policies, TOU & Rules tab should contain a unique combination of the Location Types and Patron Types defined in the Fulfillment tab, without reference to Item Exception Type. (Do not enter any value for Location Type or Patron Type that is not in the drop down). For each row, specify the policies to use if a patron of this patron type wants to request or borrow an item from a location of this location type. If any of the policy values are the same as those in the corresponding column in the institutional defaults (section 1), you may leave this column blank.

Our best practice recommendation is to complete a distinct row for each combination of Location Type (column A) and Patron Type (column B), without reference to Item Exception Type (i.e. leave column C blank). For example, if you defined five Location Types and five Patron Types in the Fulfillment tab, you would complete the first twenty-five rows of this table, each with a unique combination of Location Type and Patron Type.

In the additional rows, if necessary, define additional rules with reference to Item Exception Type (column C), modified as needed by Patron Type (column B) and/or Location Type (column A).

You may leave empty rows at the *end* of this table. However, do not leave any empty rows *between* non-empty rows.

The column descriptions below assume a row configured with a Location Type (column A) and a Patron Type (column B). However, the descriptions and policies are equally valid and applicable to a row configured with any combination of Location Type and/or Patron Type and/or Item Exception Type.

Fill in the columns as follows:

- **Circulatable?** – indicate if items from this location can be borrowed by patrons of this type.  
Values: True/False, In Reading Room Only. If **In Reading Room Only** is selected, when loaning from a circulation desk not defined as a reading room desk, staff receive a block message.
- **Recallable?** – indicate if a recall is performed automatically when requests are placed on items from this location if the item is on loan to another patron. If a loan is recalled:
  - The due date can be updated automatically (see Recall Length).
  - The overdue fine can be increased (see Recalled Overdue Fine Amount).
  - The loan cannot be renewed.

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**Note:** Even if the Recallable? Policy is **No**, an item on loan that is requested cannot be renewed. To allow loans to be renewed when they are requested, you must select **N** in the Recalls Loan column or the relevant request type. This overrides the Recallable? Policy, so that even when Recallable?=Y, the loan is not recalled.

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- **Loan Length** – enter the amount of time items from this location type can be loaned if they are borrowed by patrons of this type. If the loan can be renewed, this policy also defines the renewed due date. (See also, Maximum Renew Length, below). This column works in conjunction with the Loan Period column. Note that entering 0 in this column and **Days** in the Loan Period column causes the loan to be due at the library's closing time (as defined in the Library's Opening Hours) of the current calendar day.
- **Loan Period** – this column works in conjunction with the Loan Length column. Indicate the loan period. The following values are available:

- Days
- Exact Days
- Hours
- Minute
- Month
- Week
- End of Summer
- End of Term
- End of Year

To use the End of Summer, End of Term, or End of Year fixed due date values, a date for the selected value must be defined in section 2d Fixed Term Due Dates of the Libraries tab.

- **Requested Item Length** – items with queued requests at the time of loan can be assigned a shorter loan period than usual. To configure this, enter the amount of time such items can be loaned. This column works in conjunction with the Requested Item Period column. If you do not want to configure a special loan period, select `None` in the Requested Item Period column.
- **Requested Item Period** – this column works in conjunction with the Requested Item Length column. Indicate the loan period. If you do not want to configure a special loan period, select `None`. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None
- **Recall Length** – if items from this location type can be recalled, enter the amount of time from the date of the recall until the new due date. This column works in conjunction with the Recall Period column. If you do not want to configure a special loan period, select `None` in the Recall Period column. Entering 0 causes the recalled loan to be due immediately.
- **Recall Period** – this column works in conjunction with the Recall Length column. Indicate the recall period if items from this location type can be recalled. The following values are available:
  - Days

- Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None
- **Renew Fee** – enter the amount to charge to renew items. If you do not charge to renew items, enter 0.00 in this field.
- **Lost Item Fine** – enter the amount to charge for processing a lost item. If the lost item is found, this fine is not refunded automatically.
- **Lost Item Replacement Fee** – enter the amount to charge as a replacement cost for lost items. The lost item replacement fee can be refunded in whole or in part if the item is returned (see the Lost Item Replacement Refund Ratio column). (Note that an item-specific replacement cost can be configured in the item record). When the value of this field is set to 0, no fine is added to the user, even if the item has a replacement cost. When this field is set to *None*, the fee is generated according to the item's replacement cost.
- **Lost Item Replacement Refund Ratio** – enter the percent of the lost item replacement fee that you want to refund if a lost item is returned. If you want to refund 100 percent of the fee, enter 100 in this field. Enter only whole numbers.
- **Maximum Fine** – indicate the maximum amount of an overdue fine that can accrue for a loan. Values: *None*/Number. If Value = *None*, there is no limit to the amount that a patron can be fined.
- **Overdue Fine Amount** – enter the amount to charge patrons for returning items after the due date. This column works in conjunction with the Overdue Fine Period column. If there is no overdue fine, enter *None* in the Overdue Fine Period column.
- **Overdue Fine Period** – this column works in conjunction with the Overdue Fine Amount column. Indicate the fine period to charge patrons for returning items after the due date. The following values are available:
  - All Days
  - All Hours
  - All Minutes
  - Exact Calendaric Days
  - Exact Open Days
  - Open Days
  - Open Hours

- None
- **Recalled Overdue Fine Amount** – enter the amount to charge for items that are overdue and recalled. This column works in conjunction with the Recalled Overdue Fine Period column. If you do not want to assess any fine for overdue loans that have been recalled, enter *None* in the Recalled Overdue Fine Period column. (Note that the Overdue Fine Amount does not apply to recalled items). If you want to assess the same fine for overdue loans regardless of whether they have been recalled, enter the same value as in the Overdue Fine Amount field.
- **Recalled Overdue Fine Period** – this column works in conjunction with the Recalled Overdue Fine Amount column. Indicate the recalled overdue fine period. The following values are available:
  - All Days
  - All Hours
  - All Minutes
  - Exact Calendaric Days
  - Exact Open Days
  - Open Days
  - Open Hours
  - None
- **Grace Length** – enter the grace period length during which patrons are not charged a fine for returning items after the due date and time. If there is no grace period, enter *None* in the Grace Period column and put 0 in this column. If the overdue loan is not returned within the grace period, the overdue fine is applied retroactively from the due date. This column works in conjunction with the Grace Period column. In this case, for technical reasons, the corresponding field in Table 1 Institutional Default Values must, nevertheless, contain a numerical value.
- **Grace Period** – this column works in conjunction with the Loan Length column. Indicate the period of the grace period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None

If you define a grace period using the **Days** unit of measurement (as opposed to **Exact Days** or a different unit of measurement), the grace period is calculated from and including the item's due date. For example, if the item's due date is March 1 and the grace period is 2 days, the end of the grace period is March 2, after which a fine is applied (so that if you use the **Days** unit of measurement, a grace period of 1 day is essentially meaningless). If you use the **Exact Days** unit of measurement, if the item's due date is March 1 and the grace period is 2 days, the end of the grace period is March 3.

- **Renewable?** – indicate if items from this location can be renewed by patrons of this type.
- **Maximum Renew Length** – enter the maximum amount of time that a patron can have an item on loan, *beginning from the initial check-out*, if the loan is renewed. Alma places no limit on the *number* of renewals. Rather, this policy defines the potential total duration of the loan (initial loan plus subsequent renewals). For example, if the Due Date policy is 2 weeks and the Maximum Renew Length/Period policy is 6 weeks, and the loan is renewed (several times), the renewed due date will not exceed 6 weeks from the date of the initial check-out. This column works in conjunction with the Maximum Renew Period column.
- **Maximum Renew Period** – this column works in conjunction with the Maximum Renew Length column. Indicate the maximum renew period. The following values are available. If there is no maximum renew period, enter `None` in this column.
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None
- **Closed Library Due Date Management** – configure how to handle a situation where the due time falls when the library is closed. The following values are available:
  - Keep – no change
  - Back – move the due time to the end of the previous open day
  - Forward – move the due time to the beginning of the next open day
  - Forward\_End\_Day – move the due time to the end of the next open day
- **Block When Overdue Length** – This policy allows you to impose an immediate block on patron activity (hold requests, resource sharing requests, loans and renewals) upon return of an overdue loan. In this column and the next (**Block When Overdue Period**) you define the amount of time the patron will be so blocked. (Note that a patron can be blocked based on the total number of concurrent overdue loans via the **Max overdues before block**

column in the Patron Limits table in the Users tab). Enter the block length to use to block patrons after the return of overdue items. If you do not want to block patrons upon return of an overdue item, enter **None** in the **Block When Overdue Period** column.

- **Block When Overdue Period** – this column works in conjunction with the **Block When Overdue Length** column. Overdue blocks may be calculated based on the number of overdue days accumulated across multiple loans (cumulative) or based on the overdue days of a single loan (discrete). If an applicable Block When Overdue policy has a cumulative unit of measurement, the expiry date is calculated from the latest expiry date any current block plus the number of days defined by the policy. If a cumulative value is not chosen, the expiry date is calculated according to the policy only, without considering existing blocks.

Indicate the block when overdue period. The following values are available:

- All Days - Cumulative
  - All Days - Discrete
  - Days per Overdue Days - Cumulative
  - Days per Overdue Days - Discrete
  - Months - Cumulative
  - Months - Discrete
  - Open Days - Cumulative
  - Open Days - Discrete
  - Open Days per Open Overdue Days - Cumulative
  - Open Days per Open Overdue Days - Discrete
  - Weeks - Cumulative
  - Weeks – Discrete
  - None
- **Maximum Overdue Block Length** – This policy serves to limit the maximum possible length of concurrent overdue blocks as defined in the previous columns. A new overdue loan block that would extend the patron’s current blocks beyond this maximum time limit will be shortened to match the limit. Enter the number of days of the maximum limit in this column. This column works in conjunction with the **Maximum Overdue Block Period** column.
  - **Maximum Overdue Block Period** – this column works in conjunction with the **Maximum Overdue Block Length** column. Indicate the block when overdue period. The following values are available:
    - All Days
    - Open Days

- None
- **Requestable?** – indicate if items from this location can be requested by patrons of this type
- **Cancelled Recalled Due Date** – configure whether and how the due date of a recalled loan will be changed if the recall is subsequently cancelled. The following values are available:
  - Attempt Automatic Renewal
  - Keep Due Date
  - Restore to Original Due Date
- **Pickup Locations** – indicate the possible pickup locations for this type of patron when placing a hold on items in this type of location. The following values are available:
  - In Library
  - In Institution
  - At Any Reading Room
  - At Library Reading Room
  - In Campus
  - In Patron Affiliated Campus
  - At Any Institution (used with a fulfillment network where the request relationship between institutions has been enabled)

This value is used to dynamically produce a list of possible pick-up options when patrons place a hold.

- **Hold Shelf Period** – enter the number of days that requested items are kept on the hold shelf for pickup by the requester. Only library open days are counted. Note that if the Max time on hold shelf defined for the circulation desk is shorter than the value defined here, Alma will apply the shorter value. (Expired hold shelf requests continue to be available for the requesting patron until circulation desk staff take action to cancel the request).
- **Digitizable?** – indicate if items from this location can be requested for digitization by patrons of this type.
- **Is Requestable for physical resource sharing** – indicate if a physical item can be requested to fulfill a resource sharing lending request. (The value of this field is applied only for fulfillment rules which do not depend on user group, that is, for rows in which the Patron Type column is empty, since resource sharing lending requests do not reference the requester's user group).
- **Is Requestable for digital resource sharing** – indicate if a digital item can be requested to fulfill a resource sharing lending request. (The value of this field is applied only for fulfillment rules which do not depend on user group, that is, for rows in which the Patron

Type column is empty, since resource sharing lending requests do not reference the requester's user group).

- **Request Priority** – indicate the priority of hold requests placed by this type of patron on items from this type of location. The following values are available:

- Highest
- High
- Medium
- Low
- Lowest

This value is used with the date and time of the request to determine the order of the hold request queue.

- **On Shelf Request Policy** – indicate the policy for placing holds on items that are available on the shelf. The following values are available:
  - Allow for pickup anywhere regardless of availability
  - Use fulfillment unit definition – use the policy as defined at the fulfillment unit level.  
(See: On Shelf Request Policy).

- **Personal delivery** – indicate if patrons can request that the item be delivered to their home and/or office address. The patron must have a home and/or office address in their user record in order to use this option. The following values are available:
  - None – home and office delivery is not available
  - Home – patrons can request that the item be delivered to their home address.
  - Office – patrons can request that the item be delivered to their office address.
  - All – the patron can request that the item be delivered to either their home or office address.

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**Note:** In order to support Personal delivery, you must have at least one [Circulation Desk](#) that supports personal delivery. See [Circulation Desks Table](#) on page 35.

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- **Personal delivery fee** – enter the amount (in your local default currency) of the fee assessed for the home/office delivery service. If no fee is assessed, enter 0.
- **Automatically convert to resource sharing** – indicate if the unfulfilled/unfulfillable hold request is automatically converted to a resource sharing request.
- **Reloan Limit Length** – Prevents reloaning items to a patron that currently has the same item on loan or has recently returned the same item. (A different copy of the same title with the same material type is considered as a single item for this policy). This column works in

conjunction with the **Reloan Limit Period** column. Enter a value in this field only if you select one of the **Other** options in the **Reloan Limit Period** column.

- **Reloan Limit Period** – This column has three possible options:
  - None – there is no limit on borrowing copies of the same title.
  - Parallel – the patron may not check out an additional copy of a title that they currently have on loan.
  - Other – you may define the time span in which the same item may not be reloaned. The value of the time span should be entered in the **Reloan Limit Length** column. The following values are available:
    - Days
    - Hours
    - Minutes
    - Months
    - Weeks
- **Time frame loan renewal allowed Length (days)** – enter the number of days before the loan is due that you want patrons to be able to renew the loan.

## Exceptions

After completing rows for each combination of Location Type and Patron Type, you may configure additional rows based on Item Exception Type, exclusively or in combination with Location Type and/or Patron Type.

Instructions for completing these rows are the same as above. The values in the drop down in the Item Exception Type column are taken from the Item Exception Type table in the Fulfillment tab. Do enter any other values.

The order of the rules/rows in the Configuration Form is irrelevant; fulfillment rules will be arranged in Alma in the following order according to their input parameters (location type, patron type and item exception type). Alma applies the first applicable rule, starting from the top:

- 1 Item Exception Type & Patron Type & Location Type
- 2 Item Exception Type & Patron Type
- 3 Item Exception Type & Location Type
- 4 Item Exception Type
- 5 Patron Type & Location Type

- 6 Patron Type
- 7 Location Type

## Outgoing Requests to Other Institutions

Specify the policies for requesting and borrowing materials via resource sharing (outgoing or borrowing ILL).

For a description of the columns not described below, see [Institutional Policies & TOU](#) on page 45. (Empty cells use the corresponding institutional default value, except for the following columns that have no corresponding value in the institutional defaults and, therefore, must be filled-in).

- **Resource Sharing Receive Fee** – enter a default fee that is applied to resource sharing requests. The fee is applied when an item is received and scanned.
- **Pickup Locations for RS** – select the pickup location policy for resource sharing borrowing requests. This is similar to the Pickup Locations policy for normal hold requests, but applies exclusively to resource sharing borrowing requests.
- **Allow Resource Sharing Requesting** – indicate if this patron type can place outgoing (borrowing) resource sharing requests.
- **Active Resource Sharing Requests Limit** – enter the maximum number of concurrent resource sharing requests that a patron is allowed to have.
- **Resource Sharing Request Fee (column AO)** – enter the fee that may be applied at the time that a borrowing request is created.
- **Yearly resource sharing requests limit (column AP)** – enter the maximum number of resource sharing requests that a patron is allowed to have in a given calendar year.

## Incoming Requests from Other Institutions

If you loan materials to other institutions (Lending ILL), define the default loan length, the loan period, the maximum renew length and the resource sharing recall length for these loans. For more information about the Loan Length and Loan Period fields, see [Institutional Policies & TOU](#) on page 45.

- **Maximum Renew Date Length** – enter the maximum duration of a resource sharing loan, beginning from the initial check-out, where your institution is the lender. This policy functions for resource sharing lending requests the way that the Maximum Renew Length policy functions for internal loans. This column works in conjunction with the Maximum Renew Date Period column.

- **Maximum Renew Date Period** – this column works in conjunction with the Maximum Renew Date Length column. Indicate the maximum renew period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None
- **Resource Sharing Recall Length** – indicate the amount of time that a patron has to return a recalled item. This column works in conjunction with Resource Sharing Recall Period column. The default policy is No Recall Period.
- **Resource Sharing Recall Period** - this column works in conjunction with Resource Sharing Recall Length column. The following values are available:
  - Days
  - None

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## Acquisitions Tab

Enter in the Acquisitions tab information concerning various configurations related to acquisitions, as described below.

### Currencies

From the Currency column in the first table of the Acquisitions tab, select the currencies that you want available in Alma. This is the list of currencies that are displayed, for example, when creating a new fund, vendor or PO line. From the Default column, select **True** for the currency that you want to set as the default.

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**Note:** You can only select one currency as the default. This will be your local or base currency in Alma. This base currency is automatically assigned to any monetary value in the form, for example, overdue fines. However, in acquisitions-related usage (funds, vendors, and PO lines), you may override the default with one of the other currencies that you select here.

**Note:** If your acquisitions data is migrated from your legacy system, leaving this table empty ensures that any currency used in a migrated order will be available in Alma. If you want only certain currencies to be available, complete this table with those currencies only. In this case, migrated currencies not in this table are not available for selection in Alma.

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### “Acquire For” Relationships

Alma supports acquisitions on a library level. Each library in Alma has its own default acquisitions unit. A library-level acquisitions unit can acquire material on behalf of itself and on behalf of other libraries if an `acquire for` relationship has been defined between the libraries.

In this table, you define `acquire for` relationships between libraries.

**Code for Library with Ordering Unit** – select the code for each library in your institution that has an ordering department that acquires materials for libraries *other than itself*.

**Code for Library for Which the Ordering Unit can Place Orders** – select the code for each library (other than itself) for which it can acquire materials. If the ordering department can acquire materials for more than one other library, list the code for each library in a separate row. If the ordering unit can acquire materials for all libraries in the institution, enter `ALL`.

**acquireFor** – If the Ordering Unit can acquire materials on behalf of the library selected in the previous column, select `Y`. If the library in the previous column is an exception to an `acquire for ALL` relationship, select `N`.

## Served Libraries

Alma supports acquisitions on a library level. Each library in Alma has its own default acquisitions unit. A library-level acquisitions unit can receive material on behalf of itself and on behalf of other libraries if a Served Library relationship has been defined between the libraries.

In this table, you define Served Library relationships between libraries.

**Code for Library with Ordering Unit** – select the code for each library in your institution that has an ordering department that receives materials for libraries *other than itself*.

**Served Libraries** – select the code for each library (other than itself) for which it can receive materials.

## General Purchasing Behavior

Alma is designed to support a highly automated acquisitions workflow, with support for manual intervention – review and/or approval – under defined circumstances. Manual review and approval rules can be defined in Alma according to, for example, vendor, price, existing inventory, and order type (subscription, one-time, print, and electronic).

The configuration form supports configuration of rules in an ‘all or nothing’ mode as an initial configuration. As you gain experience with Alma during the testing period, the initial configuration of the rules can be refined via the user interface.

Indicate in the General Purchasing Behavior section if you want to use any of the manual processing options for your order processing. The following options are available:

- **PO Line Review Rules** – rules that place the purchase order line into the review task list, based on certain criteria. The purchase order line requires review in order to proceed in the ordering process.
- **Invoice Review Rules** – rules that place the invoice into the review task list, based on certain criteria. The invoice order line requires review in order to proceed in the invoicing process.

- **Invoice Approval Rules** – rules that place the invoice into the approval task list, based on certain criteria. The invoice requires manual approval to proceed.

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## Resource Management Tab

Configure in the Resource Management tab settings related to metadata, barcodes, local search indexes, and printed labels for call numbers.

### Barcode Generation

Alma can automatically generate barcodes for new items. To configure this option, enter a generation routine. Optionally, enter a prefix to create a barcode with the prefix that you define and a sequence start number from a counter. (The sequence start number may not be less than 10000).

### Local 9XX Fields

List any local 9XX fields for which you want a dedicated search index displayed in Alma in the 9XX Field Tag column, and list the display name in the adjacent Index Name column. Each local field is indexed in its own index. All subfields of the local field are indexed together.

You may insert additional rows in this table, if required.

### Call Number Parsing

Select the call number type(s) for which you want to print spine labels. Select one of the available parsing routines to determine how printed spine labels are formatted. You may insert additional rows in this table, if required. The parsing/formatting options available in Alma are as follows:

#	Description
1	Logic: <ul style="list-style-type: none"><li>5 lines maximum; if there are more than 5 lines, do not split the last part</li></ul>

#	Description
	<ul style="list-style-type: none"> <li>▪ 8 characters per line maximum</li> <li>▪ Split the call number at spaces</li> <li>▪ Split the call number at the opening parenthesis (</li> <li>▪ Split the call number on a period if the line is longer than 5 characters (except parenthesis)</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>▪ Call number = QC 300 G662(9.03) F749(.03) +2</li> <li>▪ Label printed: QC 300 G662 (9.03) F749 (.03) +2</li> <li>▪ Call number = CQ 9101 T39.994</li> <li>▪ Label printed: CQ 9101 T39 .994</li> <li>▪ Call number=CM 1000 E61 -3,3,2+2</li> <li>▪ Label printed: CM 1000 E61 -3,3,2+2</li> </ul>
2	<p>Logic:</p> <ul style="list-style-type: none"> <li>▪ 3 lines maximum; if there are more than 3 lines, do not split the last part</li> <li>▪ Split the call number at spaces</li> </ul> <p>Examples:</p>

#	Description
	<ul style="list-style-type: none"> <li>Call number = 9.6 RUMÄ Roma</li> <li>Label printed: 9.6 RUMÄ Roma</li> <li>Call number = 9.2.23.5 FORT</li> <li>Label printed: 9.2.23.5 FORT</li> </ul>
3	<p>Split by a space:</p> <ul style="list-style-type: none"> <li>Splits the call number at spaces and subfield i.</li> <li>If the character ^ is present in the call number, it is converted to a space but does not break at that point.</li> </ul> <p>Example:</p> <ul style="list-style-type: none"> <li>Call number = \$\$hG635.H4\$\$iA3 1989^a</li> <li>Label printed: G635.H4 A3 1989 a</li> </ul>
4	<p>Split by space and a period:</p> <ul style="list-style-type: none"> <li>Splits the call number at spaces, periods, and subfield i.</li> <li>If the character ^ is present in the call number, it is converted to a space but does not break at that point.</li> </ul> <p>Example:</p> <ul style="list-style-type: none"> <li>Call number = \$\$hG635.H4\$\$iA3 1989^a</li> <li>Label printed: G635 .H4 A3 1989 a</li> </ul>

#	Description
5	<p>Split by space and classification:</p> <ul style="list-style-type: none"> <li>In addition to a space, this parsing routine breaks between the letter and number components of the classification part of the call number (even if there is no space) and breaks on a decimal preceding a letter (even if it is not preceded by a space).</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>Call number = \$\$hG635.H4\$\$iA3 1989^a</li> <li>Label printed: <ul style="list-style-type: none"> <li>G</li> <li>635</li> <li>.H4</li> <li>A3</li> <li>1989 a</li> </ul> </li> <li>Call number = \$\$hKJV444.21804 A7\$\$iL63 1805</li> <li>Label printed: <ul style="list-style-type: none"> <li>KJV</li> <li>444.21804</li> <li>A7</li> <li>L63</li> <li>1805</li> </ul> </li> </ul>
6	<p>Split by a space, classification, and limit length:</p> <ul style="list-style-type: none"> <li>In addition to splitting by a space and classification, it also evaluates when a line is longer than eight characters, splits on a period.</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>Call number = \$\$hG635.H4\$\$iA3 1989^a</li> <li>Label printed: <ul style="list-style-type: none"> <li>G</li> <li>635</li> <li>.H4</li> <li>A3</li> <li>1989 a</li> </ul> </li> <li>Call number = \$\$hKJV444.21804 A7\$\$iL63 1805</li> </ul>

#	Description
	<ul style="list-style-type: none"> <li>Label printed: KJV 444 .21804 A7 L63 1805</li> </ul>
7	<p>Split into the first 3 letters, then the rest:</p> <ul style="list-style-type: none"> <li>Letters and numbers are split at the beginning of the call number, even if there is only one letter.</li> <li>A second period causes a split regardless of if there is a character after it or of the length of the line (if not broken).</li> </ul> <p>Examples:</p> <ul style="list-style-type: none"> <li>Call number = HS RA44050B .5.T46.7.8.9.10.11.12.13.14.15 E47 2013</li> <li>Label printed: HS RA 44050B .5 .T46.7.8.9.10.11.12.13.14.15 E47 2013</li> </ul>
8	<p>Splits the call number at spaces, periods, and subfield i.</p> <ul style="list-style-type: none"> <li>If the character ^ is present in the call number, it is converted to a space but does not break at that point.</li> <li>If the number of digits after the period is more than 4, break as follows: <ul style="list-style-type: none"> <li>5 = 3, 2</li> <li>6 = 3, 3</li> <li>7 = 4, 3</li> </ul> </li> </ul>

#	Description
	<p>Example:</p> <ul style="list-style-type: none"> <li>Call number = 363.7387403 E564</li> <li>Label printed: 363 .7387 403 E564</li> </ul>
9	<p>SuDoc Call Number Parsing Option #1 (primarily for portrait-oriented spine labels):</p> <ul style="list-style-type: none"> <li>Insert a line break after the colon;</li> <li>Replace each slash following the colon with a line break (do not do so for slashes before the colon).</li> </ul>
10	<p>SuDoc Call Number Parsing Option #2 (primarily for landscape-oriented spine labels):</p> <ul style="list-style-type: none"> <li>Insert a line break after the colon.</li> </ul>

## Active Metadata Registry

Alma supports the following MARC bibliographic formats: MARC21, UNIMARC, and KORMARC.

**Registry Name** – not configurable

**Activated** – activate the selected registry. You can activate MARC21, UNIMARC or KORMARC. The default is activated (Y).

**Preferred** – mark the preferred registry (which is then set as the default value) when processing bibliographic records in Alma or exporting them. Note that only one registry can be marked as preferred.

### Implications:

- Activating more than one metadata registry allows you to create bibliographic records in that registry type in Alma.
- The registry selected as the preferred registry is set as the default source format to indicate the match when importing bibliographic records into Alma.

- The registry selected as the preferred registry is set as the default in the Alma publishing platform. However, it is also possible to select one of the activated registries.

# 13

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## General Tab

This section describes the options available in the General tab. The parameters in this tab are institution level settings. They are not configurable per library; rather they affect all libraries in the institution. In certain circumstances, the values selected here can be overridden. (See the description for each setting).

### **force\_location\_selection\_on\_login**

**Default value:** False

**About this parameter:** Users with roles at more than one service unit (for example, more than one circulation desk, more than one work order department) can be required to select their `Currently at` location upon login. This can help reduce operator errors by ensuring that the operator's `Currently at` setting reflects their actual location. Users with roles at only a single service unit will always be logged-in to their only `Currently at` location.

**Implications:** Setting this parameter to `True` causes the `Currently at` dialog box to display when a user with roles at more than one location logs in to Alma. Setting this parameter to `False` means that such a user is logged in to their most recent `Currently at` location.

### **retrieve\_services\_from\_NZ**

**Default value:** False

**About this parameter:** This parameter is relevant only for customers who are part of a collaborative network. This parameter allows you to display in your discovery system e-resources from the Network Zone that are accessible to the patrons of your institution.

**Implications:** Setting this parameter to `True` causes Network Zone e-resources that are accessible to your institution to appear in the relevant discovery system search results.

## time\_zone

**Default value:** n/a

**About this parameter:** Select your time zone from the drop-down list. The time zone parameter determines the offset from GMT that is displayed in your interface on every page in which a time is displayed (for example, loan check-out and due times).

**Implications:** Alma assumes that all times (for example, library opening hours) are relative to the time zone parameter. It is important to select the correct time zone parameter for the location of your institution to ensure, for example, that loan and due times reflect the correct local time.

The following parameters pertain to Acquisitions:

## acquisition\_accrual\_mode

**Default value:** False

**About this parameter:** This parameter allows you to use accrual accounting – the accrual of invoice expenditures from one fiscal period to another.

**Implications:** Selecting True will allow you to select funds and fund distribution in invoice lines linking to PO lines, for both current and future fiscal periods. Alma will then automatically calculate the relative invoice amounts over all active fiscal periods.

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**Note:** Accrual Accounting is applied only to continuous orders (subscriptions). For one time orders, you can manually choose the appropriate fiscal period when the invoice is created.

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## assertion\_over\_PO\_line\_price

**Default value:** 10000

**About this parameter:** Enter a numerical amount in the `assertion_over_PO_line_price` field. The `assertion_over_PO_line_price` determines an upper threshold for the price (in your local currency) of a purchase order line that may not otherwise require review. (If the purchase order line is in a foreign currency, Alma automatically calculates its equivalent value in your local currency and compares it to this threshold).

**Implications:** Purchase order lines with a price above the value of this parameter are sent for manual staff review if you have configured a purchasing review rule that checks the PO line price. If you are not using purchasing review rules, or if your purchasing review rules do not check the PO line price, this parameter has no implication.

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**Note:** Purchasing Review Rules are applied only to purchase order lines created via import.

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## Barcode

**Default value:** True

**About this parameter:** Alma can check if the item has a barcode before releasing the item from the Acquisitions/Receiving department.

**Implications:** Selecting True will cause Alma to display a pop-up warning when releasing an item from the Acquisitions/Receiving department if the item does not have a barcode. If you do not want to be alerted to this, select **False**.

## Brief

**Default value:** True

**About this parameter:** Alma can check if the bibliographic record associated with an item is brief before releasing the item from the Acquisitions/Receiving department.

**Implications:** Selecting True will cause Alma to display a pop-up warning when releasing an item from the Acquisitions/Receiving department if the bibliographic record associated with the item is brief. If you do not want to be alerted to this, select **False**.

See `brief_level`, for information on setting the default brief level.

## invoice\_allow\_vat\_in\_line\_level

**Default value:** False

**About this parameter:** Invoices contain a field for entering value added tax. If, in addition, you need the ability to enter value added tax to an invoice line, select **True**.

**Implications:** Selecting True allows you to enter a value added tax to an invoice line.

## invoice\_high\_total\_price

**Default value:** 2500

**About this parameter:** Enter a numerical amount in the `invoice_high_total_price` field. The `invoice_high_total_price` parameter determines an upper threshold for the price (in your local currency) of an invoice that may not otherwise require review. (If the invoice is in a foreign

currency, Alma automatically calculates its equivalent value in your local currency and compares it to this threshold).

**Implications:** Invoices with a total price above the value of this parameter are sent for manual staff review if you have configured an Invoice Review Rule that checks the invoice price. If you are not using invoice review rules, or if your invoice review rules do not check the invoice price, this parameter has no implication.

## invoice\_not\_unique

**Default value:** FALSE

**About this parameter:** By default, Alma requires unique invoice numbers per vendor. That is, an invoice from a given vendor may not have the same number as another invoice from that vendor. If you want to allow duplicate invoice numbers from a given vendor, select **True**.

**Implications:** Selecting True will allow you to create multiple invoices from a given vendor with the same invoice number.

## invoice\_skip\_erp

**Default value:** FALSE

**About this parameter:** As part of the invoicing workflow, invoices to be paid are exported from Alma to the institution's payment system (ERP) (via FTP file transfer). For institutions that do not export their invoices, this parameter allows the export step of the invoicing workflow to be skipped.

**Implications:** Selecting TRUE will cause Alma to skip the export step of the invoicing workflow. Selecting FALSE keeps the invoice in **Ready to be Paid** status, awaiting export to the ERP. The invoice will stay in that status until exported or until manually returned to In Review status. If you do not plan to export invoices from Alma to your ERP, select TRUE for this parameter.

## invoice\_use\_pro\_rata

**Default value:** FALSE

**About this parameter:** When a new invoice is created, separate invoice lines are created for overhead, discount, shipping, and billings charges. The default value FALSE preserves the current invoice behavior. If you select TRUE for this parameter, all the additional charges are proportionally distributed on the invoice lines.

**Implications:** Set TRUE in this parameter if you usually pro-rate additional invoice charges.

## po\_line\_prefix

**Default value:** POL-

**About this parameter:** When a new purchase order line is created, Alma automatically assigns it a purchase order line number. Alma assigns a prefix to this number based on the value of the po\_line\_prefix parameter. To use an alternative prefix, enter it in this field. If you do not want the PO line number generated by Alma to have a prefix, leave this field blank.

**Implications:** Prefixes may be useful for searching and filtering purchase order lines. There are no other functional implications of the PO line prefix.

## po\_prefix

**Default value:** PO-

**About this parameter:** When a new purchase order is created, Alma automatically assigns it a purchase order number. Alma assigns a prefix to this number based on the value of the po\_prefix parameter. To use an alternative prefix, enter it in this field. If you do not want the PO number generated by Alma to have a prefix, leave this field blank.

**Implications:** Prefixes may be useful for searching and filtering purchase order lines. There are no other functional implications of the PO prefix.

## release\_remaining\_encumbrance\_for\_edi

**Default value:** TRUE

**About this parameter:** This parameter determines if encumbrances are released for continuous order PO lines in invoices that are created via EDI.

**Implications:** For invoice lines connected to continuous order PO lines where the invoice line price is lower than the PO line price, the default value of `True` means that Alma will release the entire remaining encumbrance amount.

The following parameters pertain to Resource Management:

## brief\_level

**Default value:** 01

**About this parameter:** Alma provides the ability to customize the definition of a brief record. Ten levels of brief records can be defined from 01 through 10 where 01 represents the most brief record and 10 represents a full record.

**Implications:** Selecting 06 brief level, for example, means that all records with the same or lower brief level will be considered “brief”. When the required brief level is selected, the brief level rules should be created in Alma in the Metadata Editor.

For more information about brief level definitions, see the online help topic: [Working with Brief Record Levels](#).

## authority\_names

**Default value:** LCNAMES

**About this parameter:** Ex Libris provides customers with global authority files for use in Alma. Authority names are updated and maintained regularly by Ex Libris in the Community Zone (CZ). Currently, the following global authority files are available:

- LCNAMES (default)
- GND
- BARE
- FRBNF
- CSICAU
- LACNAF
- NLI
- EMBNE
- CLSAPUC
- RAMEAU
- RVK

Selecting one of the authority name vocabularies defines the global name authorities you use in Alma.

**Implications:** The selection of a global authority file does not preclude the use of local authorities. The value you select for this parameter determines the default global name authority vocabulary you use in Alma.

## authority\_usage\_policy

**Default value:** `global`

**About this parameter:** Alma supports the use of local authorities. If you intend to use local authorities in Alma, enter `local` in this field.

**Implications:** Ex Libris maintains global authority files (for example, LC Names, LC Subjects, and MeSH). Headings in these files are available for you to use in Alma. Setting this parameter to `local` allows you to use your own local authority headings in addition to the global authorities, which continue to be available.

## call\_number\_type

**Default value:** `0`

**About this parameter:** Select a default call number type for your institution. The following values for the call number type are supported:

- 0 - Library of Congress classification
- 1 - Dewey Decimal classification
- 2 - National Library of Medicine classification
- 3 - Superintendent of Documents classification
- 4 - Shelving control number
- 5 - Title
- 6 - Shelved separately
- 7 - Source specified in subfield \$2
- 8 - Other scheme

**Implications:** The `call_number_type` parameter defines the default call number type for all holdings records in the institution. If a different call number type is defined for a given location (see [Filling in the Locations Tab](#) on page 39), or in the holdings record (MARC 852 first indicator) that call number type takes precedence and overrides this institutional default.

## cataloging\_level\_available

**Default value:** `FALSE`

**About this parameter:** This parameter allows you to control the cataloger level hierarchy, – which catalogers can edit and update records that have been edited and updated by other users.

**Implications:** In order to activate this functionality, it is necessary to select TRUE. Define the permissions hierarchy in the Cataloger Permission Level table, which is available from the Alma Main menu (**Resource Management > Resource Configuration > Configuration Menu > Cataloging > Cataloger Permission Level**) and define the cataloger permission level in the user record. For more information, see the online help topic [Cataloging Privileges](#).

## course\_restricted\_field

**Default value:** Empty

**About this parameter:** This parameter allows you to set a field in the bibliographic MARC record that indicates if a bibliographic record is restricted for use by a course. Note that it is possible in Alma to use defined subfield separators, such as dollar dollar \$\$ or double dagger ‡. The type that is defined as the subfield separator must also be stipulated in this field.

**Implications:** If the course\_restricted\_field is indicated, the item is searchable in Primo only within a courses search scope and only when the course is active. This parameter is used to flag personal items donated to the library temporarily, for example by the course instructor, for use during the course.

## non\_serial\_match\_profile

**Default value:** com.exlibris.repository.mms.match.CDLMatchingProfile


**About this parameter:** When importing a new bibliographic record into Alma via External Search Resources, or when saving a bibliographic record in the Metadata Editor, Alma searches the repository for a matching record. This parameter determines how a match is defined in these scenarios.

The following options are available for non-serial bibliographic records:

- **com.exlibris.repository.mms.match.001ToMmsIdMatchProfile** – for the 001 to MMS\_ID Match Method
- **com.exlibris.repository.mms.match.OtherSystemOrStandardNumberMatchProfile** – for the 024 / 035 Match Method. Matches are based on the 024 or 035 fields. If a field contains several values, any one of the values is used to match. Either field may be checked first.
- **com.exlibris.repository.mms.match.OCLCMatchProfile** – 035 (Other System Identifier) Match Method. Matching by any 035 field. Matches are based on the system control number that uses any 035 field. If the 035 field contains several values, any one of these values is used to match.

- **com.exlibris.repository.mms.match.uniqueOCLC** – Unique OCLC Identifier Match Method. Matches are based on a matching OCLC prefix and number. Any one of the following prefixes in the 035 field, subfields a or z (regardless of any zero-padded data) is considered to be the same for matching purposes: **(OCoLC)**, **ocm**, **ocn**, or **on**. (In other words, the OCLC prefix in the library record and in the input file do not have to be identical in order for a match to be made.)
- **com.exlibris.repository.mms.match.CDLMatchingProfile** – Fuzzy Match. Weighted matching using ID, author and title.
- **com.exlibris.repository.mms.match.ExtendedCDLMatchingProfile** – Extended Fuzzy Non-Serial Match Method. Invokes the Fuzzy Match for non-serials and performs the following additional checks:
  - Publication is one year or less as determined by:
    - MARC21 008 positions 07-10
    - UNIMARC 100 positions 09-12
  - Identical format as determined by the record type specified in the LDR
- **com.exlibris.repository.mms.match.IDsAZMatchProfile** – for the ISBN (exact subfield match)/ 024 / 035 Match Method. Matches are based on any one of the following fields:
  - 020 \$a
  - 020 \$z
  - 024
  - 035
- **com.exlibris.repository.mms.match.IDsMatchProfile** – ISBN/024/035 Match. Matches are based on any one of the following fields:
  - 020 (\$a and/or \$z)
  - 776 \$z
  - 024
  - 035
- **com.exlibris.repository.mms.match.ISBNMatchProfile** – ISBN Match. Matches are based on any one of the following fields:
  - 020 (\$a and/or \$z)
  - 776 \$z
- **com.exlibris.repository.mms.match.ISBNAZMatchProfile** – ISBN (exact subfield). Matches are based on an exact match of the 020 \$a or the 020 \$z.

- **com.exlibris.repository.mms.match.LCCNMatchProfile** – LCCN Match. Matches are based on the 010 \$a only.

**Implications:** This parameter affects only imports via External Search Resources and bibliographic records edited and saved in the Metadata Editor. For bibliographic records imported via import profile or via OCLC Connexion, you can select a different match method (see ).

[Additional Configurations and Integrations](#) on page 111).

## serial\_match\_profile

**Default value:** com.exlibris.repository.mms.match.CDLSeMatchingProfile

**About this parameter:** When importing a new bibliographic record into Alma via External Search Resources, or when saving a bibliographic record in the Metadata Editor, Alma searches the repository for a matching record. This parameter determines how a match is defined in these scenarios.

Alma provides several possibilities for defining what a match is.

The following options are available for serial bibliographic records:

- **com.exlibris.repository.mms.match.001ToMmsIdMatchProfile** – for the 001 to MMS ID Match Method
- **com.exlibris.repository.mms.match.OtherSystemOrStandardNumberMatchProfile** – for the 024 / 035 Match Method. Matches are based on the 024 or 035 fields. If a field contains several values, any one of the values is used to match. Either field may be checked first.
- **com.exlibris.repository.mms.match.OCLCSerialMatchProfile** – 035 (Other System Identifier) Match Method. Matching by any 035 field. Matches are based on the system control number that uses any 035 field. If the 035 field contains several values, any one of these values is used to match.
- **com.exlibris.repository.mms.match.uniqueOCLC** – Unique OCLC Identifier Match Method. Matches are based on a matching OCLC prefix and number. Any one of the following prefixes in the 035 field, subfields a or z (regardless of any zero- padded data) is considered to be the same for matching purposes: (**OCoLC**), **ocm**, **ocn**, or **on**. (In other words, the OCLC prefix in the library record and in the input file do not have to be identical in order for a match to be made.)
- **com.exlibris.repository.mms.match.CDLSeMatchingProfile** – Fuzzy Match. Weighted matching using ID, author and title.
- **com.exlibris.repository.mms.match.ExtendedCDLSeMatchingProfile** – Extended Fuzzy Serial Match Method. Invokes the Fuzzy Match for serials and performs the following additional checks:

- Publication is one year or less as determined by:
  - MARC21 008 positions 07-10
  - UNIMARC 100 positions 09-12
- Identical format as determined by the record type specified in the LDR
- **com.exlibris.repository.mms.match.IDsAZSerialMatchProfile** – for the ISSN (exact subfield match)/ 024 / 035 Match Method. Matches are based on any one of the following fields:
  - 022 \$a
  - 022 \$z
  - 024
  - 035
- **com.exlibris.repository.mms.match.IDsSerialMatchProfile** – ISSN/024/035 Match. Matches are based on any one of the following fields:
  - 022 (\$a and/or \$z)
  - 776 \$z
  - 024
  - 035
- **com.exlibris.repository.mms.match.ISSNMatchProfile** – ISSN Match. Matches are based on any one of the following fields:
  - 022 (\$a and/or \$z)
  - 776 \$z
- **com.exlibris.repository.mms.match.ISSNAZMatchProfile** – ISSN (exact subfield). Matches are based on an exact match of the 020 \$a or the 020 \$z.
- **com.exlibris.repository.mms.match.LCCNSerialMatchProfile** – LCCN Match. Matches are based on the 010 \$a only.

**Implications:** This parameter affects only imports via the External Search Resources and bibliographic records edited and saved in the Metadata Editor. For bibliographic records imported via import profile or via OCLC Connexion, you can select a different match method (see [Additional Configurations and Integrations](#) on page 111).

## normalize\_decomposed\_characters

This parameter controls how certain characters with accents are normalized when a record (bib or authority) is saved in Alma. Characters in a decomposed form are normalized to the equivalent precomposed form. Default Is True

## subfield\_separator

**Default value:** \$\$

**About this parameter:** Select the delimiting character to use to define the separation between subfields (either \$\$ or ‡). This is the character that is displayed in the Metadata Editor to indicate a subfield.

**Implications:** This parameter is only for display purposes in the Metadata Editor. There are no functional implications.

## system\_date\_format

**Default value:** n/a

**About this parameter:** Select your system date format from the values in the dropdown, either MM/DD/YYYY or DD/MM/YYYY, depending on your local convention.

**Implications:** The value selected for this parameter determines the format in which dates are displayed in any screen Alma. Beyond the screen display, this parameter has no functional implication.

## use\_holdings\_form

**Default value:** False

**About this parameter:** Select **True** to use the Form view for creation and editing of holdings records. The following is an example of Form View:

File	Edit	Tools
You have 1 warning(s) in your record		
Working on -Pride and prejudice (224694220000541), Created by import (17/12/2011)		
Library	MAIN	
Location	main	
Holding Type		
Call Number	\$\$h 823.7 A993p	
Call Number Type	Other scheme	
Copy Number		
Accession Number		
Summary		

## Form View

Select **False** to use the MARC format view for creation and editing of the holdings record. The following is an example of MARC format view:

File	Edit	Tools
You have 1 warning(s) in your record		
Working on -Pride and prejudice (224694220000541)		
LDR	00198cx##a22000973##4500	
001	48498	
004	47772	
005	19970115160810.0	
008	9701150p####8###4001aueng0000000	
014 1	\$\$a CNV01841134	
852 8	\$\$b MAIN \$\$c main \$\$h 823.7 A993p	

## MARC Format View

**Implications:** The value of this parameter determines the interface that is used by catalogers when editing any holdings record in the Metadata Editor.

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**Note:** The form editor may be opened when editing LDR and Control fields, even if the default value selected for this parameter is False.

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**Note:** This is an institution-level parameter. It applies to all catalogers in the institution.

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## Enable SRU Target Functionality

**Default value:** True

**About this parameter:** Alma enables you to open your institution to SRU/SRW (search retrieval via URL/Web service, an XML based protocol) searches for the purpose of integration with external systems that want to search the Alma repository. To activate this capability, each institution must define and activate its own SRU Server integration profile and also indicate whether to return availability information in the response to SRU queries. Select 'True' to become an SRU target.

**Implications:** When doing an external search using SRU (Search/Retrieve via URL) and retrieving 10,000 or more records, Alma responds with an error message when it retrieves the next bulk of records exceeding the 10,000 limit. SRU integration is intended for integrating Alma search with other automated systems for the purposes of interlibrary loan, copy cataloging, or selection. Using SRU integration for other workflows, such as performing bulk exports of records, is not supported.

## working\_copy\_lock\_timeout

**Default value:** 1

**About this parameter:** After the time specified (in hours), you can unlock a bibliographic record currently locked by another user. Enter a whole number up to 9999 (not including 0). The unit of measurement is hours.

**Implications:** If a bibliographic record is currently locked by a user, it will remain locked. If the timeout period defined by this parameter passes with no additional activity to the bibliographic record, the bibliographic record can be unlocked by another user.

The following parameters pertain to Fulfillment:

## auto\_renew\_loan\_days

**Default value:** 2

**About this parameter:** This parameter defines how many days before the due date a courtesy letter is sent to patrons to remind them that their loans are due to be returned. If you have created any Auto Renew Rules (see [Auto Renew Rules](#) on page 22), this parameter also determines the number of days before the due date that Alma will attempt to renew the loan.

**Implications:** A courtesy letter will be sent unless the loan is renewed.

---

**Note:** By default, no loans are renewed automatically.

---

## enable\_request\_during\_loan\_for\_different\_policy

**Default value:** False

**About this parameter:** This parameter defines if patrons can submit a request for an item, a copy of which is already on loan to them, if the requested copy has a different due date policy than the copy currently loaned to them.

**Implications:** Selecting **True** allows the patron to request an additional copy of the item, if it has a different due date policy than the copy on loan. A request for another copy that has the same due date policy is rejected, regardless of whether the value of this parameter is **True** or **False**.

## generate\_resource\_sharing\_temp\_barcode

**Default value:** False

**About this parameter:** For resource sharing borrowing requests, selecting **True** generates a temporary barcode, with the prefix **RS-**. The temporary barcode is assigned to the borrowed resource sharing item.

**Implications:** Allowing Alma to generate a barcode for borrowed resource sharing items ensures that the temporary barcode is unique and may save you the manual step of assigning barcodes to these items. The prefix may be useful for searching and filtering, and may help you distinguish borrowed resource sharing items from items owned by your library. There are no other functional implications of this parameter.

## overdue\_at\_claim\_return\_loan

**Default value:** False

**About this parameter:** Overdue loans with Claimed Return status (for example, the patron claims to have returned the item and the staff updated the loan status to Claimed Return) can be assessed any overdue fines that accumulated on the loan. Alternatively, such fines can be suspended. This parameter allows you to decide whether to assess overdue fines to Claimed Return loans or not.

**Implications:** Selecting **True** causes any accumulated overdue fines for the loan to be assessed to the patron's record when the loan status is updated to Claimed Return. Selecting **False** means that such fines are suspended.

## overdue\_at\_lost\_loan

**Default value:** True

**About this parameter:** Overdue fines that have accumulated on loans that are overdue and subsequently declared as Lost can be assessed to the patron (together with any lost fines and fees), or suspended. This parameter allows you to decide whether to assess overdue fines to Lost loans or not.

**Implications:** Selecting `True` causes any accumulated overdue fines for the loan to be assessed to the patron's record when the loan status is updated to Lost. Selecting `False` means that such fines are suspended.

## remember\_last\_loan\_display

**Default value:** `False`

**About this parameter:** The patron services page can display only transactions (loans and returns) from the current session (`This Session`) or all of the patron's currently open loans and recent returns (`All`). A drop-down list in the patron services page allows the operator to toggle between the `This Session` display and the `All` display.

This parameter allows you to define if the patron services page should always open in `This Session` display mode or in the display mode last selected by the operator.

**Implications:** Selecting `False` means that the patron services page opens in `This Session` mode. Selecting `True` causes the patron services page to open in the mode last selected by the operator. In either case, the operator can change the display mode via the Loan Display drop-down list in the patron services page.

## results\_best\_location\_enable

**Default value:** `False`

**About this parameter:** Alma can display the list of holdings locations in the discovery system search results according to the proximity of the patron by comparing the IP address of the patron with the IP addresses of libraries with holdings for the searched item. In order to utilize this functionality, libraries must be configured with IP addresses (**Fulfillment Configuration Menu > You are configuring = (name of library) > Library > IP Definitions**). See the description of IP Match Criteria for Libraries in the Library Information section on page 30.

**Implications:** For physical items, selecting `True` causes the holdings locations in the discovery system search results to be displayed according to the proximity of available items to the end user. The default value of `False` causes the holdings locations to be displayed according to availability, without regard to the patron's physical location: available items in temporary locations are displayed at the top, followed by those in permanent locations, followed by those in remote locations.

## return\_lost\_loan\_from\_self\_check

**Default value:** `True`

**About this parameter:** This parameter allows patrons to return lost items using the library's self-check machines.

**Implications:** If you select **FALSE**, patrons are unable to return items via self-check machines.

## rs\_allow\_actions\_on\_scan\_in

**Default value:** True

**About this parameter:** This parameter allows receiving and shipping from the Scan In interface (by receiving resource sharing items at a desk) as well as loaning from the Patron Services workbench when the item has not been received.

**Implications:** When set to `false`, an overridable error message is displayed when a borrowing or lending request is scanned in from the Scan In Interface at a desk of a resource sharing library or when a loan is executed from the Patron Services workbench, but the item has not yet been received. When set to `true`, executing these processes does not produce the error message.

## shortened\_due\_date\_notifications

**Default value:** NONE

**About this parameter:** Defines if and how the notification is sent to users if the due date is shortened. The possible values are NONE, MESSAGE, EMAIL, MESSAGE\_EMAIL (in caps).

**Implications:** If the parameter is set to MESSAGE or MESSAGE\_EMAIL, an on-screen alert is displayed for staff on the Manage Patron Services page when loaning or renewing an item with a shortened due date. The possible messages are:

- Please notice that the due date was shortened since the item is recalled
- Please notice that the due date was shortened since the patron card is expired before the due date
- Please notice that the due date was shortened since the loan conflicts with a booking request

When loaning an item from a self-check machine, a message is also displayed.

In addition, when the parameter is set to EMAIL or MESSAGE\_EMAIL, a notification is sent to the patron regarding the shortened due date. There is a letter in Alma, FulShortenedDueDateLetter that can be sent either by email or SMS.

## should\_anonymize\_borrowing\_request

**Default value:** False

**About this parameter:** Alma maintains information about resource sharing borrowing requests submitted by patrons, even after the request has been closed and makes this information

available in Analytics for reporting purposes. By default, this information includes identifying information about the borrower. If you want to remove this identifying information from closed resource sharing borrowing requests, select **True**.

**Implications:** A patron's resource sharing borrowing history is visible (to users with the required permissions) in the Resource Sharing Borrowing Requests workbench. Alma runs a weekly maintenance process that archives closed resource sharing borrowing requests. If this parameter is **True**, the weekly process removes patron identifying information from resource sharing borrowing requests that have been completed, rejected or cancelled. If this parameter is **False**, patron identifying information is not removed from closed resource sharing borrowing requests.

## should\_anonymize\_item\_loan

**Default value:** False

**About this parameter:** Alma maintains information about loans, even after the loan has been closed, and makes this information available in Analytics for reporting purposes, and in the Returns tab of the patron record. By default, this loan information includes identifying information about the borrower. If you want to remove this identifying information from closed loans, select **True**.

**Implications:** A patron's loan history is visible (to users with the required permissions) in the Returns tab of the patron record (in the Alma menu, navigate to **Fulfillment >**

**Checkout/Checkin > Manage Patron Services > Returns > Returns Display = All**). Alma runs a scheduled maintenance process that archives closed loans. If this parameter is **True**, the scheduled process removes patron identifying information from these loans and empties the display of historical loans from the patron record. (Anonymized loans can be reported upon via Analytics). If this parameter is **False**, patron identifying information is not removed from the loan, and historical loans continue to be visible in the patron record.

## Record\_last\_patron\_activity\_date

**Default value:** True

**About this parameter:** You can now view the last activity date for specific activities in the **Last Patron Activity Date** field of the User Details Page. Due to privacy concerns, data is only collected starting from the activation of this new feature. If the option is subsequently disabled, all data collected in this field is deleted for all users.

**Implications:** Selecting **True** allows you to see any future patron activities and display the last patron activity in the user record.

## view\_historical\_loans\_in\_primo

**Default value:** False

**About this parameter:** Defines if patrons can see their historical loans (i.e. loans that have been returned or otherwise closed) in their Primo My Account. Historical loans can be seen only until anonymization occurs (see [should\\_anonymize\\_item\\_loan](#) on page 84).

**Implications:** Selecting 'True' will allow patrons to see their historical loan information in Primo My Account.

## limit\_fulfillment\_data\_by\_library\_scope

**Default value:** None

**About this parameter:** Select FULL for library independence, so that staff users' access to patrons' fulfillment activity requires a relevant user/fulfillment role at the owning library (or the institution). When set to PARTIAL, active loans are visible with a role at either the owning library, the managing library, or the institution (the rest behave as FULL). Otherwise, keep this parameter set to NONE to have this feature be inactive.

**Implications:** Selecting 'FULL' or 'PARTIAL' will restrict staff users access without the correct roles. Benchmark Analytics

**Default value:** True

**About this parameter:** Benchmark Analytics allows you to create analytics reports comparing the performance of your institution to similar institutions.

**Implications:** When set to true, Alma collects the anonymized data from your institution.

## enable\_usage\_tracking

**Default value:** True

**About this parameter:** Allows you to see usage of Alma Analytics in the institution This is reflected in the Analytics Usage Tracking subject area.

**Implications:** When set to true, Alma collects usage of Alma Analytics in the institution.

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## Primo VE – Configuration Tab

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**Note:** If you are a Primo VE customer (and not a customer of a different discovery system such as Primo or Summon), fill in the **Primo VE – Configuration** and **Primo VE - Digital Repository** tabs.

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Primo VE tabs are designed to gather the information needed to complete the second phase of your implementation.

- Phase 1 – Ex Libris installs Primo and prepares your systems and applications for integration.
- Phase 2 – Ex Libris configures the default user interface and your data in Primo and discusses any further configuration goals with you based on your choices.
- Phase 3 – You are given access to your Primo interface and are able to test and provide feedback before going live.

Primo VE allows end users to perform searches, view online material, request materials, and view their account information. Each view can have its own look-and-feel and settings (such as search profiles and services).

## Home Page – Customization

### Logo

If you want to change the home page logo, send the new logo to the Ex Libris Project team. This logo should be provided in png format, up to 30 kb, 100 px for a vertical logo and 300 px for a horizontal logo.

### Side Bar Position (Facets)

Inform the project team if you want the facets displayed on the left side or the right side of the page.

# Basic and Advanced Search

## Search Box

You can configure the search box and add pre-defined search profiles to your view. Search profiles allow you to define groups of records that meet specific conditions so that users may search and quickly find materials and services that are offered by your institution. For example, these groups may contain records that belong to a specific library, location, or perhaps a specific resource type. For more information, refer to [Configuring Search Profiles](#).

If you would like multiple auto-suggested search profiles, provide the display text and the resources being searched for each search profile you would like to implement.

## Restricted Search For Course Reserves

You can restrict the course reserves search to specific types of users. Specify here if you would like to have this enabled and define which user groups should be allowed to search your course reserves. For more information, refer to [Configuring Restricted Search Groups](#).

## EBSCO Search - Credentials

The EBSCO plug-in enables Primo to query and receive results from the EBSCOhost API. Specify your username and password provided by EBSCO in order to access this service. In the Databases field, enter a list of EBSCO short name databases to which you subscribe. For a list of the database names, refer to the following EBSCO page:

[https://help.ebsco.com/interfaces/EBSCOhost/EBSCOhost\\_FAQs/EBSCOhost\\_Database\\_Short\\_Names\\_List](https://help.ebsco.com/interfaces/EBSCOhost/EBSCOhost_FAQs/EBSCOhost_Database_Short_Names_List)

For example: rlh, ah1,

For more information, refer to [Defining a Third-Party Index](#)

## WorldCat Search - Credentials

The WorldCat plug-in enables Primo to query and receive results from the WorldCat Search API. Supply your API key provided to you by OCLC to enable this service. For more information, refer to [Defining a Third-Party Index](#)

## Search Results - Facets

Facets allow users to filter their search results based on specific metadata (such as resource type and author). Out-of-the-box Primo VE comes with the following list of facets:

- Subject

- Author/Creator
- Library
- Location
- Resource Type
- Collections (Primo Central collections i.e. OneFile Gale, JSTOR, etc.)
- Creation Date
- Journal Title
- Language

For each facet, indicate the desired behavior:

- Keep facet as is
- Rename facet – provide the new name in the **Value** column.
- Hide facet
- Position (by order)

## Full Record View - Labels Section

The Full Display page contains the following sections:

- **View Online** – Appears for online items.
- **Get It** – Appears for physical items.
- **Details** – metadata records, appears for all items

For each section, indicate the desired behavior. If you would like to rename it, provide the new name in the Value column.

- Keep section name as is
- Rename section

## Full Record View – Details Section – Additional Fields

The Details section displays the bibliographic information for a record. Primo comes pre-configured with all of the standard fields. To add additional data fields, provide the names of the additional fields and the field numbers of the data in the MARC record. Field numbers must be one of the following numbers: 009, 09x, 490, 5xx, 69x, and 9xx. (Fields are visible in the record only if the metadata is available).

Fill in the following fields for each local field:

- **Field Numbers** – Enter the MARC21 numeric tags or a range of tags that you would like to add. Separate the range a hyphen. Separating multiple tags with a comma. For example, 950 or 950-952.
- **Field Name** – Enter the name of the field, as it should be displayed to the user.
- **Order** – Indicate the order in which you would like these fields to be displayed.

---

**Note:** You only need to complete these tables if you want to add local fields to Primo. Up to five local fields can be created as part of the Primo implementation. You can create additional local fields after the Back Office training.

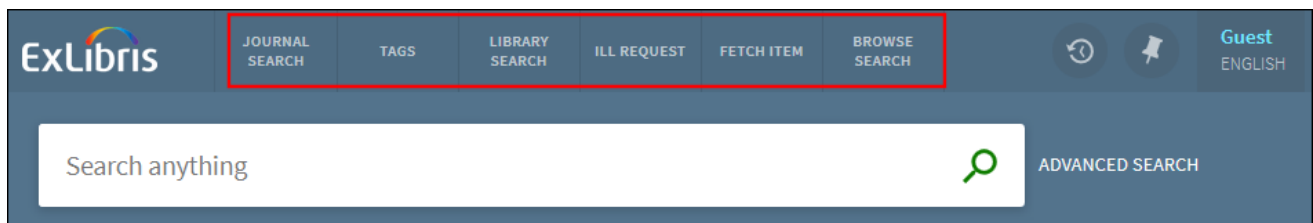
---

See the following examples of local display fields:

Field Number	Field Name	Order
950	Local Note	3
908	Donated By:	1
998	Faculty Reference:	2

## Main Menu Links

Main Menu Links allows you to define the links on the Links menu, which are displayed at the top of Primo VE:



For each link, define whether it should be enabled (Yes or No), and the order that the links should be presented along the top of the screen, from left to right.

## Customized Links

In addition to the Main Menu links listed above, it is possible to add your own links to the menu that can take your users to external sites or pages. If you want to add any additional links to the main menu, list them in this section. Provide the label text for the link, the URL, a tool tip, and the order of this link along the Main Menu, from left to right.

## Browse List Options

In addition to defining and activating the Browse Search link in the Main Menu Links, you can also configure the browse search types and the order in which they appear in the Browse by drop-down list in Primo VE. Currently, the following types of browse searches are supported: Author, Title, Series, Subject, and Call Numbers of the following types: generic, Library of Congress (0), Dewey (1), and SUDOC (3).

For each Browse index listed, define whether you would like this enabled (Yes or No), and, for the Subject browse, which Subject Vocabulary should be used. For more information, refer to [Configuring Browse Search](#).

## Record Actions

Primo VE allows users to perform actions on records. These include such functions as; Print, email, send to Refworks, create permalink, etc. In this section of the configuration form, define which actions you want to enable for your users (Yes or No), whether this is one of the priority or Up-Front actions that are presented first (Yes or No), and which order you would like the actions to be presented.

---

**Note:** Add/Remove record to Favorites is enabled by default. It is an Up-Front action and the first in order, so it is not editable.

---

For more information, refer to [Configuring the Actions on the Display Pages](#).

## General Attributes

### Languages

Select the default language for your discovery interface from the drop-down list of languages. In addition, you can define up to six additional interface languages. If additional languages are required, select these from the drop-down lists in the Additional Language 1-6 fields. This creates the language option drop-down lists for your users in the discovery interface and allows you to translate the interface to these languages.

## Local Resource Types

In this section of the form, define any additional local resource types that may be required. Up to five local resource types can be added.

For each resource type, define the singular label, the plural label, the RIS type, the Genre type, the metadata format, the MARC field and subfield holding this resource type information, and the value that should match for this resource type to be assigned. Alternatively, if the metadata is Dublin core, define the Dublin Core field holding the resource type information and the value in this field that should match for this resource type to be assigned. For each row of a local resource type, if one of columns C-G is populated, then all fields C-G should be populated. If column 'H' (MARC field and subfield) is populated, then so must column field 'I' (value of the MARC field) be populated. If column 'j' (Dublin Core field) is populated, then so must column field 'K' (value of Dublin Core) be populated.

For more information, refer to [Configuring Local Resource Types for Primo VE](#).

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## Primo VE - Digital Repository Tab

Primo allows users to discover all relevant library materials. External data sources such as digital repositories, libguides, and others can be loaded into Primo VE.

Indicate if you plan on upgrading the repository before, during, or just after your Primo implementation.

To configure the repository to be discovered via Primo VE, fill in the requested information in the tab:

- Indicate the name of the repository.
- Indicate the format that the data is in.
- Select your repository's software system (i.e. CONTENTdm, DSpace, BePress, Fedora, etc).
- Indicate how many records this repository contains.
- Indicate the OAI URL of the repository.
- Indicate the URL of an item level record.
- Indicate login credentials for this repository. Enter N/A if not applicable. Note that you can also provide us with login credentials over the phone.

Map your DC resource types to the following Primo resource types:

From DC Resource Type (dc:type / dcterms:type)	To Primo Resource Type
	Database
	Audio
	Newspaper
	Manuscript

From DC Resource Type (dc:type / dcterms:type)	To Primo Resource Type
	Conference Proceeding
	Dissertation
	Kit
	Other
	Archival Material
	Realia
	Book
	Book Chapter
	Collection
	Legal Document
	Patent
	Reference Entry
	Research Dataset
	Review
	Statistical Data Set
	Technical Report
	Journal
	Newspaper Article
	Article
	Text Resource
	Government Document

From DC Resource Type (dc:type / dcterms:type)	To Primo Resource Type
	Image
	Map
	Video
	Score
	Website

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## Data Validity Checks Tab

This tab assists you in completing the configuration form by checking certain common errors. You must enable macros in of Excel in order to use these validity checks. These checks are not mandatory in order to submit your configuration form to Ex Libris.

### To run the validity checks:

- 1 Complete the configuration form.
- 2 Ensure that macros are enabled.
- 3 Click the **Launch** button.
- 4 Click **OK**.
- 5 After the validation process is completed, click **OK**.
- 6 Click any **Go To Error** links and correct any errors.

---

**Note:** The link brings you to the tab and column containing the error, but not necessarily to the erroneous cell or cells. A general description of the error is provided in the Error Description column.

**Note:** Only a single error message is returned per table column. If you have corrected an error but continue to receive the same error message, examine the column for additional errors.

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- 7 Repeat steps 3-6 as necessary.

If you have any questions about the validity checks or any aspect of the configuration form, consult with your Ex Libris project team.

# Extended Tabs

The following tabs are not used by most customers. Therefore, they have been placed at the end of the Configuration Form. You are welcome to make use of them. Consult with your Ex Libris team if you have any questions about functionality related to these tabs.

## Booking Tab

In the Booking tab, you define your fulfillment rules for the booking of physical resources. Booking functionality allows patrons to reserve resources for their use at a specified time in the future. This may be useful, for example, to allow students to reserve study rooms, to allow faculty to reserve meeting rooms, or to allow visitors to reserve resources in advance of their visit. You need to complete this tab only if you intend to manage booking resources within Alma. Note that in order to manage resource booking, the resource must have bibliographic, holdings, and item records in Alma.

### Booking Policy Default Values

Fill in all of the fields in the Booking Policy Default Values section. When a field in the Booking Policies section of this tab is left empty, the default value you enter in the Booking Policy Default Values section is used. This simplifies filling in the Booking Policies section since you only have to fill in those values that differ from the corresponding values in the Booking Policy Default section. See the sample form for an illustration. See below for a description of the columns.

### Booking Policies

The first two columns of the Booking Policies section are completed for each location type and patron type combination based on the values defined in the Locations Types and Patron Types tables in the Fulfillment tab. For each row, specify the policies to use if a patron of this patron type wants to book an item from a location of this location type. If any of the policy values are the same as those in the corresponding column in the booking defaults, you may leave this column blank.

Fill in the columns as follows:

- **Is item bookable** – indicate if a booking request for resources from this location can be submitted by patrons of this type.

- **Booking release time length** – enter the amount of time booked resource will be held for the patron past the booking time. This column works in conjunction with the Booking release time period column.
- **Booking release time period** – this column works in conjunction with the Booking Release time length column. Indicate the booking release period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None – means that the booked resource will be held past the booking time indefinitely. If another patron requests the resource, the booking request must first be cancelled manually.
- **Maximum allowed booking length** – enter the maximum permitted duration of the booking. This column works in conjunction with the Maximum allowed booking period column.
- **Maximum allowed booking period** – this column works in conjunction with the Maximum allowed booking length column. Indicate the maximum booking period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None -
- **Preview length** – enter the amount of time before the booking time required to prepare/provide the requested resource (for example, to retrieve a manuscript from special storage, or set-up a meeting room or projector) or during which the patron may collect the booked resource. This column works in conjunction with the Preview period column.
- **Preview period** – this column works in conjunction with the Preview length column. Indicate the preview period. The following values are available:
  - Exact Days

- Hours
- Minute
- Month
- Week
- None
- **Pickup Locations** – indicate the possible pickup locations for a booked resource. The following values are available:
  - In Library
  - In Institution
  - At Any Reading Room
  - At Library Reading Room
  - In Campus
  - In Patron Affiliated Campus
  - At Any Institution (used with a fulfillment network to set the request relationship between institutions)

This value is used to dynamically produce a list of possible pick-up options when patrons place a hold.

- **Future limit length** – enter the amount of time the resource may be booked in advance of the requested booking time. This column works in conjunction with the Future limit period column.
- **Future limit period** – this column works in conjunction with the Future limit length column. Indicate the future limit period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None
- **Back to back booking length** – indicate the minimum amount of time required between booking requests for the same resource by the same patron. This column works in conjunction with the Back to back booking period column.

- **Back to back booking period** – this column works in conjunction with the Back to back booking length column. Indicate the back to back booking period. The following values are available:
  - Days
  - Exact Days
  - Hours
  - Minute
  - Month
  - Week
  - None

## Item Policy Exceptions - Booking

Enter booking policies for exceptional resources. The location types defined in the Fulfillment tab are listed in the first column. The item exception types defined in the Fulfillment tab are listed in the second column. Select the location types and item exception types for which you want to define the exceptional booking policies and then list the details of those policies in the remaining fields in the row. (Empty fields use the corresponding institutional default value for that field). To define booking policies for exceptional resources in all location types, leave the first column empty.

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## Additional ResShare Libraries Tab

This tab is not mandatory. It is designed to assist institutions that use more than one library for handling resource sharing. For institutions using only a single resource sharing library, configurations are contained in the Policies, TOU & Rules tab. Configurations in this tab are for the additional resource libraries only.

### Resource Sharing Default Values Table

**Fill in all of the fields in the Institutional Default Values section.** This is mandatory.

When a field in the Institutional Policies & TOU section (section 2) of this tab is left empty, the default value you entered in the Institutional Default Values section (section 1) is used. This simplifies filling in the Institutional Policies & TOU section, since you only have to fill in those values that differ from the corresponding values in the Institutional Default section. See the sample form for an illustration. See below for a description of the columns.

### Outgoing Requests to Other Institutions

Specify the policies for requesting and borrowing materials via resource sharing (outgoing or borrowing ILL).

For a description of the columns not described below, see [Institutional Policies & TOU](#) on page 45. (Empty cells use the corresponding institutional default value). You may add rows to this table, as necessary.

- **Library Code** – select the code of the additional resource sharing library. You may repeat this code in multiple rows, one for each Patron Type.
- **Patron Type** – select the patron type for which you are configuring resource sharing policies at the given resource sharing library.
- **Resource Sharing Fee** – enter the fee charged to the local patron for requesting a remote item.

- **Allow Resource Sharing Requesting** – indicate if this patron type can place outgoing (borrowing) resource sharing requests.
- **Resource Sharing Request Limit** – enter the maximum number of resource sharing requests that this type of patron can place.

## Incoming Requests from Other Institutions

If you loan materials to other institutions (Lending ILL), define the default loan length and loan period for these loans. You may add rows to this table, as necessary. For more information about the Loan Length and Loan Period fields, see [Institutional Policies & TOU](#) on page 45.

## Resource Sharing Library Locations

For each of the libraries configured in the Outgoing Requests or Incoming Requests tables, select the corresponding Borrowing and Lending locations.

## Licensing Tab

In the Licensing tab, you indicate the DLF-ERMI license terms to use in Alma. You can define the order that the different sections of the license are displayed and which license terms are displayed in each section.

## License Sections Order

The license consists of the following sections:

- Terms of Use
- Restrictions
- Perpetual Rights
- Obligations
- Termination Obligations
- Authorized User
- None

For each section, select from the Order column the position that you want the section to be displayed in the License page.

## License Terms

For each License section, select the license terms for that section. From the Section column, select a section. From the Term column, select the terms for that section one line for each term from the predefined drop-down list and list the terms in the order in which you want them to be displayed in the license. You may use a given term only once. All the predefined license terms are available out-of-the-box in your Alma and cannot be changed. If a new term is required, enter it manually starting from the first blank row at the end of the table. New terms may also be manually added and removed directly in Alma.

In the Display to Public column, indicate if the license sections will be displayed to the public or not. Change the Enable Display of License Information customer parameter to TRUE for the Display to Public configuration to be effective. The parameter is accessible during implementation via **Fulfillment Configuration Menu > Discovery Interface Display Logic > Other Settings**.

Note that if no section is selected for a license term, the *Display to Public* value can not be applied. Select a required section in order for the term to be displayed or not in the license.

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## WorkOrders Tab

Work Orders are not mandatory. They allow you to increase your level of inventory control when physical items are being processed in internal library departments. Instead of (only) placing a note on the shelf when the item is removed, work orders allow Alma to keep track of where the item is located (for example, in the cataloging, bindery, or preservation department), and the stage (for example, backlog, analysis, copy cataloging, external preservation) of the process the item is undergoing. This information is displayed to your staff searching in Alma and to your patrons searching in Primo.

Work Orders have three parts:

- The Work Order Type – this is the work order itself, that is, the kind of process the item is undergoing.
- The Work Order Department – this is the department (in one of the libraries, or on the institution level) that is currently handling the work order for this item.
- Work Order Status – the current status or stage of the work order process the items is undergoing in the department. You update the status of an item manually to help you track its progress in the department.

You can use the WorkOrders tab to indicate the processes, departments, and possible statuses or stages of the process in the department.

## Work Order Departments

This table contains a suggested work order department that you can use in Alma. You may modify or delete this example, and/or add new work orders.

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### Notes:

- Alma includes a default institution-level digitization department. (The digitization work order type and statuses are not configurable).
  - In Alma, each library contains a default acquisitions department. (Alma does not support institution-level acquisitions departments).
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- A given work order type may be serviced by more than one department, but **a given department can be attached to only one work order type**. (If your department handles more than one work order type, consider using additional statuses in a single department to reflect the range of activities which take place there).
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If you select **Yes** in the **Create?** column, an institutional level work order type, work order department, and work order statuses are created as indicated in the form. You may add or modify the work order type code and name, the department code and name, and the work order status code and name in the fields provided. You can also associate an institution-level printer with the work order department. See the Printers Tab on page 33 for information on configuring institution-level printers). Ensure that the printer you select is an institution-level printer.

You may complete the Work Order Type and Status fields without completing the Work Order Department fields. This may be useful, for example, when associating a Circulation Desk with a Work Order Type. (See Circulation Desks Table on page 35).

The Recalls Loans column determines if an item on loan is recalled when a work order is created for that item.

## Create Controlled Vocabularies Tab

To create a fixed list of values for a MARC, UNIMARC or KORMARC subfield that will appear in the Metadata Editor when editing the designated subfield, enter a name for the list (CV Name), code and description for each value. (The value in the Code field is inserted into the record. Both the code and the description are displayed to the cataloger when editing the subfield). You may enter multiple code/description pairs for a given list; however, each pair should be on a separate row and each row should have the same CV Name. You may use this table to create multiple Controlled Vocabulary lists. One list is created for each unique CV Name value and contains all the code/description pairs that share that CV Name. Lists are associated with specific subfields in the Assign Controlled Vocabularies tab.

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## Assign Controlled Vocabularies Tab

To associate pre-defined controlled vocabularies with specific MARC, UNIMARC or KORMARC subfields, select the appropriate Metadata Profile for the desired subfield and enter a required field, the desired subfield, and the desired pre-defined CV Name (see the Create Controlled Vocabularies tab). A given CV Name may be assigned to more than one subfield. However, each row in the table may contain only one field/subfield pair. A given field/subfield may be associated with only one CV Name.

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**Note:** Controlled vocabularies are not enabled for fields that are subject to authority control.

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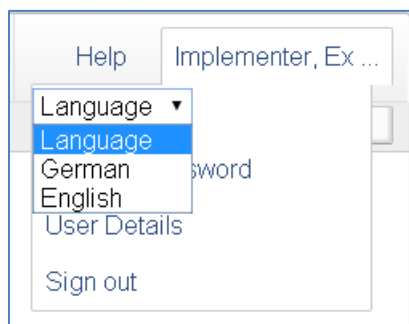
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## Translations Tab

The values you entered in the configuration form for entity names (for example, library, location, and circulation desk) are displayed by default to patrons (in the discovery interface, such as Primo) and to staff (in Alma). You can, however, provide translations of some of these names, which are displayed to users that select a non-default display language.

(For staff users, an alternative language display can be selected by clicking the user name in the upper-right corner of the page, and then selecting the desired language):



Alma's support for translation is still being developed. Currently, Alma provides support for translating display names of five entities, as described below. If you require that Alma's patron-facing and/or staff interface display labels be available in foreign languages, you can enter the relevant foreign-language names in the tables in this tab.

## Institution Languages

This table defines which languages are available for selection by users, in addition to the default language. Alma currently supports the following additional languages:

- Catalan, Valencian – patron facing
- Welsh – patron facing and staff interface
- German – patron facing and staff interface
- English – patron facing and staff interface

- Spanish – patron facing and staff interface
- Basque – patron facing
- French – patron facing and staff interface
- Hebrew – patron facing
- Italian – patron facing and staff interface
- Korean – patron facing and staff interface
- Bokmål, Norwegian; Norwegian Bokmål – patron facing only
- Dutch/Flemish – patron facing only
- Norwegian Nynorsk; Nynorsk, Norwegian – patron facing only
- Norwegian – patron facing only
- Polish – patron facing and staff interface
- Northern Sami – patron facing only
- Swedish – patron facing only
- Chinese – patron facing and staff interface
- Traditional Chinese – patron facing and staff interface
- Danish – patron facing only
- Japanese – patron facing only
- Irish – patron facing only
- Arabic – patron facing only
- Portuguese – patron facing and staff interface

In this table, select a language from one or more of the drop-down lists.

Selecting a language in this table does not change the system default language or the default language for any user. Selecting a language in this table only makes that language available if selected by the patron or staff user.

## Name of Institution

This table allows you to display a translated name of your institution, by choosing a required language from the drop-down list and entering a translation in the row below.

## Name of Physical Library

In this table it is possible to provide translation for your library name. Select a Library Code from the drop-down list that contains all the previously defined values in the Libraries Tab. Then select a required language and provide a translation.

## Name of Location

In this table, select a library code and a Location code from the drop-down list. Also select a required language, as above.

## External Name of Location

This table contains translations for an external name of location. Fill in the table, as suggested above.

## Circulation Desk Name

In this table, translate circulation desk names. Be sure to choose all the values from the drop-down list, which are prepopulated from the respective tabs in your configuration form.

Note that the names you entered for these entities in their respective tables in the other tabs in the configuration form are displayed as part of the default language. The terms you enter in the tables in this tab are displayed only when a patron or staff operator selects one of the non-default languages.

## Additional Configurations and Integrations

There are additional configurations that you can make yourself directly in Alma, which you may or may not want before going live, depending on your needs. These configurations are available during the implementation phase to users with the appropriate role. The following is a list of these configurations. Consult the relevant Alma documentation on the Ex Libris Knowledge Center for specific instructions.

Note that many of the configurations below, especially those involving integration with some external system, require the configuration of an S/FTP connection (in addition to the specific configuration referred to below). Information on configuring S/FTP connections can be found on the Ex Libris Knowledge Center.

### Calendar Management

Although the calendars for your libraries and institution are loaded into Alma as part of the Configuration Form (see the Libraries tab), you have access to these calendars during the implementation stage, in the event that you want to make any modifications. For information on configuring calendars, see the Ex Libris Knowledge Center. See also above, Opening Hours.

### EDI Invoices and Orders

Some vendors support the Electronic Data Interchange (EDI) protocol. Alma allows you to send orders to these vendors, and receive invoices from them, using EDI. For information on configuring EDI in Alma, see Ex Libris Knowledge Center.

### External Search Resources

External search resources allow you to search library catalogs and other resources that are external to Alma and import individual bibliographic records to the institution zone. This is useful, for example, for copy cataloging or the completion of brief bibliographic records. For

more information on configuring External Search Resources in Alma, see the Ex Libris Knowledge Center.

## FTP Connections

Many of the external integration profiles require s/ftp connections. Although you may use the same S/FTP server for more than one integration, each integration usually requires its own unique directory or sub-directory. Configuration of S/FTP connections is made in the user interface via **Administration > General Configuration > Configuration Menu > S/FTP definitions**. Connections defined here are available in the FTP drop-down lists of the relevant Integration Profile configuration pages in the Alma user interface. See also [Integration Profiles](#) on page 112.

In addition to configuring the ftp connections, you must add these connections to the table of Allowed S/FTP connections (via **Administration > General Configuration > Configuration Menu**). This is a safety feature to prevent unintended FTP transfers into or out of Alma.

For more information on configuring S/FTP connections and the Allowed S/FTP connections table, consult the Ex Libris Knowledge Center.

## Import Profiles (for Importing Bibliographic Records and EOD Files)

Import profiles allow you to import metadata, inventory records, and order information from a file provided by your vendor, manually or on a scheduled basis via FTP upload. For information on configuring import profiles, see the Ex Libris Knowledge Center.

## Integration Profiles

For information on configuring integration profiles, see the Ex Libris Knowledge Center at **Alma > Product Documentation > [Integrations with External Systems](#)**.

### Bursar – Export Fines/Fees

Alma can export to an external S/FTP location fines and fees that match a defined profile.

### CAS

Alma supports the Central Authentication Service protocol for single sign-on user authentication.

## **Finance Import/Export**

Invoices can be exported from Alma to the Institutional Enterprise Resource Planning (ERP) system, and payment information can be imported from the ERP to Alma. In addition, fund transactions can be imported to reconcile fund balances in Alma with those in the ERP.

## **LDAP**

For information on configuring Alma to work with Lightweight Directory Access Protocol (LDAP) for user authentication, see the Ex Libris Knowledge Center.

## **OCLC Connexion**

To configure OCLC Connexion for importing individual records into Alma from OCLC, see the Ex Libris Knowledge Center.

## **Online Payment**

The WPM Education E-Payment System allows Alma users to pay fines and fees via My Account in Primo. Once the request is initiated in Primo and processed in the payment system in Alma, both Alma and the WPM Education E-Payment System send payment receipt emails to the user.

## **Remote Storage System**

If your remote storage facility is managed by an external automated system, you may configure an integration that allows Alma to send requests for material in remote storage to the external system.

## **Resolver Augmentation (DOI, OAI, PubMed)**

Incoming OpenURLs trigger requests to source discovery systems to augment the OpenURL metadata. In Alma, an integration profile defines the parameters that are used to augment incoming OpenURLs.

## **Resolver – Proxies**

Links to electronic resources can be provided by Alma and displayed in your discovery system (for example, Primo) in the UResolver. The UResolver responds to an incoming OpenURL and changes it to an electronic link by automatically including additional proxy information in the resolved URL. You define the additional proxy information to be included in a proxy definition profile.

## SAML

Alma supports the SAML 2.0 Web Browser single sign-on profile.

## SIP2 – Self-Check

Alma supports integration of SIP 2.0 self-check machines with circulation desks (see [Circulation Desks Tab](#) on page 35).

## Student Information Systems (SIS) – User Import

Alma allows you to import and update user records from an external SIS and can export user blocks to the external system.

## SMS

Alma supports sending SMS notifications to patrons' mobile phones. The support for SMS messaging is based on an external SMS service provider making the actual SMS message delivery. Alma's role is specific to identifying the need to text the patron, formulating the message, and extracting the phone number to which the SMS provider sends the message. Alma places the required information at a configured FTP location for the service provider to collect and subsequently deliver to the patron.

## Z39.50 Server

Alma listens for incoming Z39.50 searches. If an authorized incoming request is detected, Alma returns a Z39.50 response, which includes record information in either MARC or OPAC format, depending on your client configuration.

## Letters, Notifications and Slips

Alma produces many different letters, notifications, and slips, some automatically and some on demand. The labels, text content, translation, and formatting of these are all configurable.

## Resource Sharing

Alma supports resource sharing workflows manually within Alma and automatically via integration with external resource sharing software (for example, Navigator, ILLiad, Relais). For information on configuring Resource Sharing Partners, Workflows, and other resource sharing parameters, see the Ex Libris Knowledge Center..

## Statistical Categories

Alma supports assigning statistical categories to patrons to facilitate statistical reporting of fulfillment activity. For most customers, these categories are migrated from the legacy system. However, to take full advantage of the statistical reporting capability, we recommend mapping statistical categories to statistical types and mapping the statistical types to Analytics. For information on these configurations, see the Ex Libris Knowledge Center..

## Web Services

Alma supports Web services that enable external systems to retrieve various data elements from the Alma database. Detailed information concerning Web services is available in the [Alma Developers Website](#).

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**Note:** Use of these Web services is strictly optional and usually requires that customers develop their own client-side code. (Web services that are native to Alma and Primo have been fully integrated into these products and do not require any additional code from the customer in order for you to use them in Alma and Primo).

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## Analytics

Alma Analytics allows you to create reports based on your data in Alma. Alma provides a Web service that returns a specific object (a report) from Analytics as XML.

## Authentication Information

Alma provides a set of Web services for handling user authentication, enabling you to submit credentials in a secure, SSL-based manner and trigger Alma's existing authentication process. The existing authentication process may be based either on Alma's internal user management system, or on an external LDAP authentication server.

## Course Information

Alma enables you to integrate the Alma-supplied reading list citations and their statuses into a Course Management System (CMS) and provide a link that can be used from within the CMS to view the services that the library can supply for a given citation.

## Holdings Information

Alma provides a Web service for retrieving holdings information in XML format.

## Label Printing

Alma provides Web services to generate spine label information—either one-by-one or in batch format—for physical items. This information can be used as input for external software that prints the spine labels. You can use the Alma Label Printing tool to print book labels. For more information, see the Alma Online Help (**Resource Management > Configuring Resource Management > Configuring Resource Management Activities > Configuring the Label Printing Tool**).

## Loans Information

Alma provides a set of Web services for handling user loans, enabling you to quickly and easily discover the items loaned to a specific patron and renew these loans. The following Web services are currently available:

- Retrieve User Loans
- Renew User Loans

## Requests Information

Alma provides a set of Web services for handling user requests, enabling you to locate user requests, view their status, and cancel them if necessary. These Web services can be used by external systems—such as discovery interfaces—to retrieve or cancel user requests. The following Web services are currently available:

- Retrieve User Requests
- Cancel User Requests

## Retrieve Holdings Information

This Web service retrieves holdings and availability information—library, location, availability, holdings (that is, relevant 866 subfields) – related to a given bibliographic (MMS) record, if the input parameters provide a match.

## User Cash

User cash Web services enable you to submit credentials in a secure SSL-based manner to retrieve user cash management information and manage user cash update actions, such as payment and waiving of fines/fees.

## User Information

Alma provides a set of Web services for handling user information, enabling you to quickly and easily manipulate user details. These Web services can be used by external systems – such as student information systems (SIS) – to retrieve or update user data.