Leganto-Alma Copyright Management

How to benefit from the Leganto and Alma copyright module to streamline your course-related copyright tasks. In this session we will demonstrate the internal digitization & copyright flows.

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Introduction

Bettina

- Senior Solution Architect EMEA
- Librarian (since 2005)
- Joined Ex Libris in 2014
- Hamburg, Germany
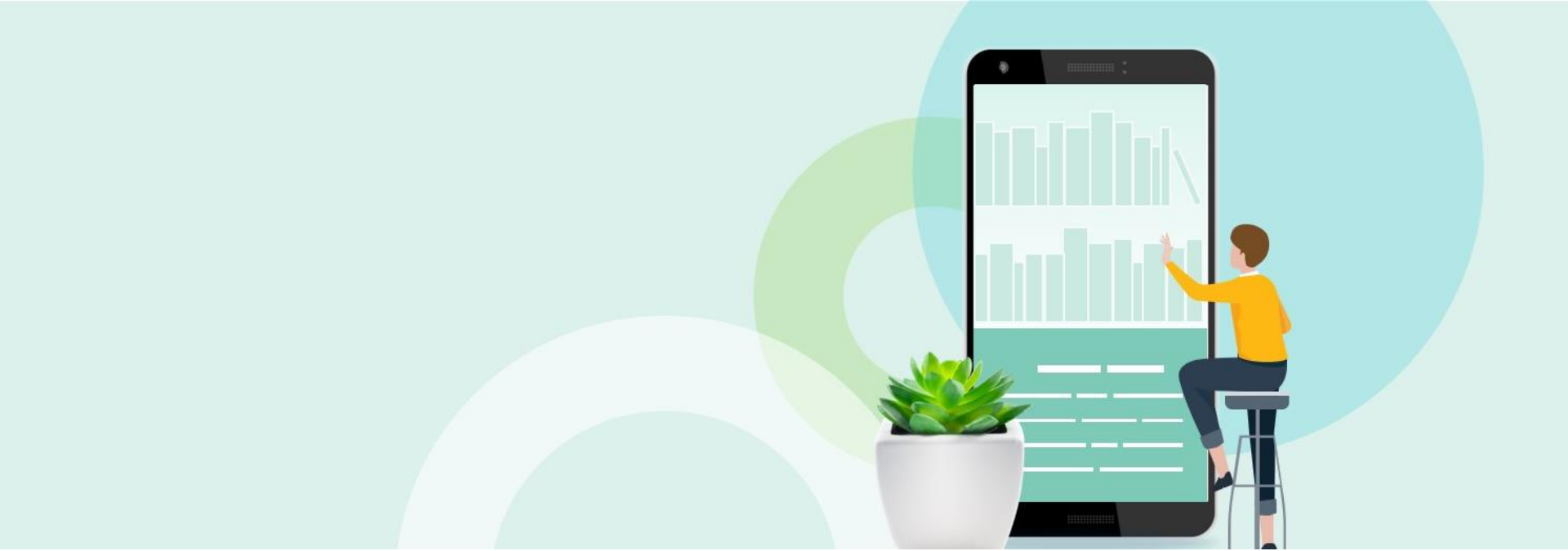- Alma, Primo VE, Leganto

Session Description

Introduction to Digitization & Copyright Workflows:

- The digitization and copyright clearance workflow

- Automated copyright clearance rules

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The digitization and copyright clearance workflow

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Digitization Workflow steps

1. Instructor place the request in Leganto
2. Digitization request has been created
3. Copyright clearance request has been created (regional copyright rules are triggered)
4. **Copyright approval process***
5. Librarian opens the Citations screen in Alma and fulfill the request:
   a) Librarian goes to: "Manage Fulfillment Options"
   b) Librarian transfer the item to the digitization department
   c) Item is digitized in the digitization department
   d) Item is transfer back
   e) Digitized copy is uploaded to the system**
   f) Request is fulfilled
6. Librarian opens the Citations screen in Alma and attaches the file to the citation
7. Instructor gets a notification and the item is available as part of the reading list

*If copyright is not approved – the workflow ends here

**Depends on the delivery method

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DEMO

Upload the scanned copy

Copyright Clearance steps

- A request for copyright clearance is been created
- Automatic check for compliance using rules engine
  1. If approved – continue to the next step (digitization)
  2. If not automatically approved – waiting for manual handling

Manual handling:

The librarian handles such requests manually and decides how to proceed. For example, the librarian may decide to approve a second article in the same journal, volume, and issue.

Copyright Rules

Alma is delivered with a set of rules that determine whether a copyright request can be approved automatically, or a librarian needs to evaluate the case and make a decision.

Out-of-the-box, the system is configured to comply with the region's copyright rules. However, the library can modify rules, delete rules, or add new rules to match the institution's practices and interpretation of the legislations.

Questions from the session

- Q: We are moving to Leganto. Can we set-up the digitization rules in Alma already or will they re-set once we start with Leganto?
    - A: You can set-up digitization requests already. Digitization requests can not only come from Leganto but also from Primo (if you are offering this service) or being created by library staff in Alma so digitization rules would need to be in place for those requests as well.

- Q:Is the delivery via link out-of-the-box available?
    - A: The out-of-the-box email (notification item letter) includes three options for authentication:
        - Local/LDAP, SAML, CAS
        - Most libraries would configure the letter so only the relevant method used at your institution would be shown
    - [More Information About Digitization Requests - Document Delivery Using Links](#)
        - Delivery link part starts at minute 5:50

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Questions from the session

- Q: If digitization request for item which is not in stock in the library, what are the options?

  - A: For a digitization request, the citation must be a physical title with at least one item. There are options to request physical items to be added to the inventory (could also be temporary, e.g. via a resource sharing request). Please see here for further information:
    - [Leganto Purchasing and Acquisition Workflow](#)
    - [Creating requests for citations (e.g. Resource Sharing Requests)](#)

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Useful links

- Copyright Management

- Digitization and Copyright Rules

- Adding a Rule & Rule Clause Types

- Configuring Leganto Copyright-Related Procedures

- Digital Fulfillment

- CLA / DCS Integration

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More Leganto sessions:

<u>Getting started with Leganto Analytics</u>
Learn how you can use Leganto analytics to improve your library, support the data needs of teaching and learning, and highlight the value of your library.

Presenter: Jessie Ransom

August 12th
4am (GMT+3)
5pm (GMT +3)

<u>Preparing for Leganto</u>
This session covers best practices to engage with Leganto's various stakeholders throughout your organization to lay the groundwork for a successful Leganto roll out.

Presenter: Amy Liakopoulos

August 19th
4am (GMT+3)
5pm (GMT +3)

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Thank you!

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