
Configuring Digital Fulfillment

Note

This page describes how to configure digital fulfillment including digitization departments, electronic document delivery rules, viewer labels and share buttons, etc.

For links to all the main fulfillment documentation pages see [Fulfillment](#).

For additional configuration tasks related to digital fulfillment, see:

- [Configuring Digitization and Copyright Rules](#)
 - [Configuring Access Rights Policies for Digital Objects](#)
 - [Configuring Copyright Statements – Digital](#)
 - [Configuring Copyright Publishers](#)
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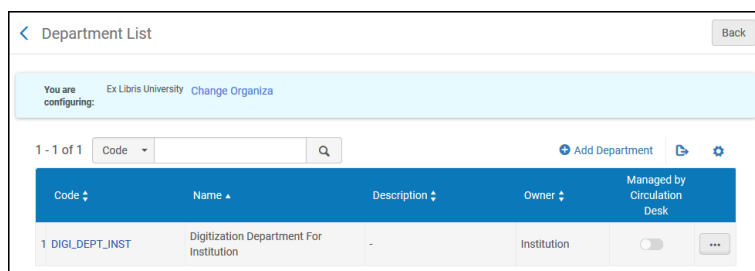
Configuring Digitization Departments

To configure digitization departments, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

A digitization department is the place where digitization requests are processed. One institutional digitization department is provided “out-of-the-box” by Alma. If necessary, the existing department may be modified or additional departments created. You can configure digitization departments on both the institution and library levels. Unless a specific library-level digitization department is defined, the institution-level digitization department applies to the library level as well.

You configure digitization departments on the Department List page, ([Configuration Menu > Fulfillment > Digital Fulfillment > Digitization Departments](#)).



Code	Name	Description	Owner	Managed by Circulation Desk
1 DIGL_DEPT_INST	Digitization Department For Institution	-	Institution	<input type="checkbox"/>

Department List Page

Note

Ensure that you are within the context of the institution/library whose digitization departments you want to configure by

selecting the required institution/library from the **Configuring** filter on the Fulfillment Configuration page.

Select the digitization departments code, name, description, or owner headings to sort the list alphabetically, in ascending or descending order.

The following actions can be performed on this page:

- Add a digitization department (see [Adding a Digitization Department](#))
- Edit a digitization department (select **Edit** from the row actions list)
- Delete a digitization department (select **Delete** from the row actions list)

Adding a Digitization Department

If you add a digitization department to the institution, it is available for all the libraries within the institution as well.

The procedure for adding a digitization department is identical to the procedure for adding a processing department (see [Configuring Processing Departments](#)).

To add a digitization department:

1. On the Department List page (**Configuration Menu > Fulfillment > Digital Fulfillment > Digitization Departments**), select **Add Department**. The General Information page appears. This is the first page of a four-page wizard.
2. Enter the code and name (both required) for the new digitization department.
3. Enter information in the remaining optional fields, as described in the following table.

Digitization Department – General Information Fields

Field	Description
Description	A textual description of the digitization department.
Work time (days)	The number of days after which an item is considered expired. Note that the default is three days.
Map	The URL of a map to assist patrons in finding the department.
Printer	The printer that is associated with the digitization department can be selected from the Printer list. The digitization department prints all non-automated print jobs on this printer.

4. Select **Next**. The Served Libraries page appears.
5. Select **Next**. The Contact Information page appears.

Contact Information Page

- To add a new address, select **Add Address**. In the Add Address dialog box, enter the required information (indicated by a red asterisk), and select **Add** if you want to add more addresses, or **Add and Close** if you do not want to add more addresses.
 - To add a phone number, select **Add Phone Number**. In the Add Phone Number dialog box, enter the required information (indicated by a red asterisk), and select **Add** if you want to add more phone numbers, or **Add and Close** if you do not want to add more phone numbers.
 - To add an email address, select **Add Email Address**. In the Add Email Address dialog box, enter the required information (indicated by a red asterisk), and select **Add** if you want to add more email addresses, or **Add and Close** if you do not want to add more email addresses.
6. Select **Next**. The Operators page appears.
 7. To add an operator, select **Add Operator**. The **Add Operator** dialog box appears.

Add Operator Dialog Box

Select the select from list icon to search for and add operators, and select **Add** to add more operators, or **Add and Close** if you do not want to add more operators.

8. Select **Save**. The digitization department is added to the Department List.

Configuring Electronic Document Delivery Rules

To configure electronic document delivery rules, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

Electronic document delivery rules provide functionality that enables libraries to take portions of a resource and make digital copies of that portion only. These rules define the conditions under which libraries can perform this function.

Each electronic document delivery rule can be either enabled or disabled. By default, each new rule is enabled.

You configure electronic document delivery rules on the Electronic Document Delivery Rules List page (**Configuration Menu > Fulfillment > Digital Fulfillment > Electronic Document Delivery Rules**). For more information about rules tables, see [Rules Tables](#).

	Enabled	Move Up	Move Down	Rule Name	Description	Updated By	Update Date	
1	<input checked="" type="checkbox"/>			Digital resources	-	Implementer, Ex Libris	2015/10/01	...
	<input type="checkbox"/>			Default Electronic Document Delivery Rule	Default Electronic Document Delivery Rule	Implementer, Ex Libris	2015/10/01	...

Electronic Document Delivery Rules List Page

Note

Electronic document delivery rules can be configured at the institution level only. Select the institution from the **Configuring** filter on the Fulfillment Configuration page.

The following actions can be performed on this page:

- Add electronic document delivery rules (see [Adding Electronic Document Delivery Rules](#))
- Edit electronic document delivery rules (select **Edit** from the row actions list)
- Duplicate electronic document delivery rules (select **Duplicate** from the row actions list and modify the relevant fields)
- Delete electronic document delivery rules (select **Delete** from the row actions list)
- Enable/Disable electronic document delivery rules

Adding Electronic Document Delivery Rules

The electronic document delivery rules that you define apply to all libraries within the institution.

Each electronic document delivery rule can be either enabled or disabled. By default, each new rule is enabled.

To add a new electronic document delivery rule:

1. On the Electronic Document Delivery Rules List page (**Configuration Menu > Fulfillment > Digital Fulfillment > Electronic Document Delivery Rules**), select **Add Rule**. The Electronic Document Delivery Rules Editor page appears.

Note

If you want to create a copy of an existing electronic document delivery rule, select **Duplicate** from the row actions list. Once you have copied the rule, you can modify it as needed.

2. In the **Electronic Document Delivery Rules Editor** section, specify a name (required) and description (optional) for the new rule.
 3. In the **Input Parameters** section, specify the components of the input parameter (**Name**, **Operator**, and **Value**). A set of input parameters may look like this: *User group = Graduate student* or *Inventory owner = Art Library*.
 4. Select **Add Parameter**. The set of input parameters is added to the list of parameters for the electronic document delivery rule.
 5. Repeat the previous two steps to add all the required parameters for the rule.
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Note

All the input parameters must be fulfilled in order for the rule to be applied. If not all the input parameters are fulfilled, the default electronic document delivery rule will be applied.

6. In the **Output Parameters** section, select whether electronic document delivery should (**True**) or should not (**False**) be allowed.
 7. Select **Save** to store the new rule.
 8. If you have defined more than one rule, on the Electronic Document Delivery Rules List page, use the **Move Up** and **Move Down** arrows to set the order of the rules. The order of the rules is important, as the system applies the first (and only the first) appropriate, enabled rule.
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Configuring Delivery Profiles Metadata

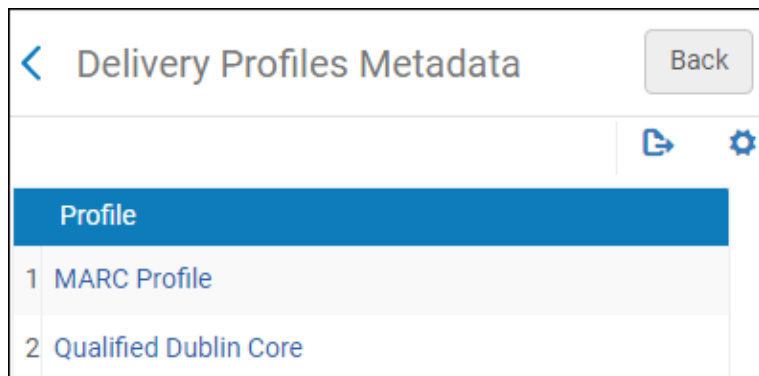
To configure delivery profiles metadata, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

You can configure what metadata fields are displayed when viewing digital content in the Alma viewers and the order in which they appear.

To configure the Alma viewer metadata elements:

1. Select **Delivery Profiles Metadata** ([Configuration](#) > [Fulfillment](#) > [Digital Fulfillment](#)). The following appears:



Select Metadata Type

Note

If you have DC Application Profiles configured, they appear in this list as well. For more information, see [Working with DC Application Profiles](#).

2. Select the metadata type that you want to configure. (The following appears for Qualified Dublin Core. If you select MARC, MARC fields appear): The metadata type appears as a code table. For more information about code tables, see [Code Tables](#).

Enabled	Move Up	Move Down	Code	Description	Translation	Default Value	Updated By	Last Updated
<input checked="" type="checkbox"/>			dc:title	Title	Title	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:creator	Creator	Creator	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:subject	Subject	Subject	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:description	Description	Description	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:type	Type	Type	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:date	Date	Date	<input type="radio"/>	-	-
<input checked="" type="checkbox"/>	▲	▼	dc:publisher	Publisher	Publisher	<input type="radio"/>	-	-

Delivery Profiles Metadata

3. Enable any metadata fields that you want to appear in the Alma viewers. Disable any fields that you do not want to appear.
4. Reorder the fields using the arrow buttons to change the order in which the fields appear in the Alma viewers.
5. Select **Customize**.

The fields appear in the viewer according to your configuration.

For information on the mapping of these fields to MARC fields, see [Bibliographic Details](#). Note that the **Description** field

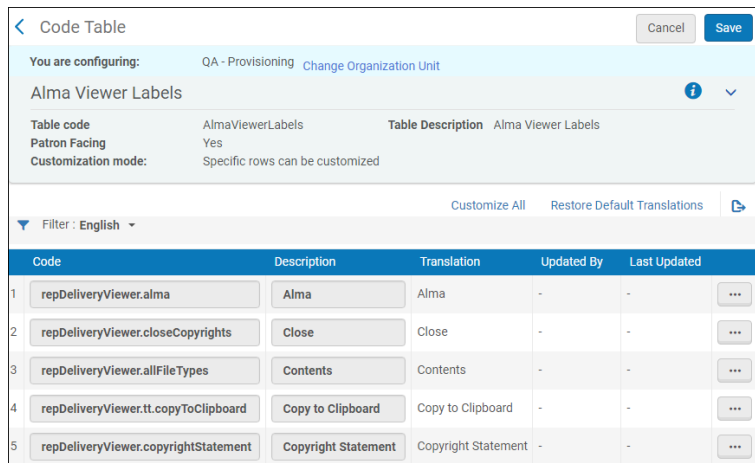
(which is not in Analytics) is mapped to MARC fields 505 and 520.

Configuring Viewer Labels

To configure viewer labels, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

You can configure the viewer labels for each language that is configured. For information about the viewer, see [The Digital Viewer](#). You manage these labels on the Viewer Labels code table (**Configuration > Fulfillment > Digital Fulfillment > Viewer Labels**). For more information about code tables, see [Code Tables](#).



Code	Description	Translation	Updated By	Last Updated
1 repDeliveryViewer.alma	Alma	Alma	-	-
2 repDeliveryViewer.closeCopyrights	Close	Close	-	-
3 repDeliveryViewer.allFileTypes	Contents	Contents	-	-
4 repDeliveryViewer.tt.copyToClipboard	Copy to Clipboard	Copy to Clipboard	-	-
5 repDeliveryViewer.copyrightStatement	Copyright Statement	Copyright Statement	-	-

Viewer Labels Code Table

You can edit and restore the default label and translations for each label in your configured languages.

Configuring Viewer Share Buttons

To configure viewer share buttons, you must have one of the following roles:

- General System Administrator
- Fulfillment Administrator

You can configure the social network sharing buttons that appear when selecting the Share link in the Digital Viewer, Universal Viewer, and Internet Archive Book Reader Viewer. You manage these social network sharing buttons on the Viewer Share Buttons code table (**Configuration > Fulfillment > Digital Fulfillment > Viewer Share Buttons**). For more information about code tables, see [Code Tables](#).

Code Table Cancel Save

You are configuring: Boston College [Change Organization Unit](#)

Viewer Share Buttons ? v

Table code: ViewerShareButtons Table Description: Viewer Share Buttons
 Patron Facing: Yes
 Customization mode: Entire table needs to be customized

[Restore Default Translations](#)

Filter: English v

	Enabled	Move Up	Move Down	Code	Description	Translation	Default Value	Updated By	Last Updated
1	<input checked="" type="checkbox"/>			<input type="text" value="copyurl"/>	<input type="text" value="Copy URL"/>	Copy URL	<input type="radio"/>	exLsupport	08/08/2018
2	<input checked="" type="checkbox"/>			<input type="text" value="email"/>	<input type="text" value="Email"/>	Email	<input type="radio"/>	exLimpl	26/08/2018
3	<input checked="" type="checkbox"/>			<input type="text" value="twitter"/>	<input type="text" value="Twitter"/>	Twitter	<input type="radio"/>	exLsupport	08/08/2018
4	<input checked="" type="checkbox"/>			<input type="text" value="facebook"/>	<input type="text" value="Facebook"/>	Facebook	<input type="radio"/>	exLsupport	08/08/2018
5	<input type="checkbox"/>			<input type="text" value="googleplus"/>	<input type="text" value="GooglePlus"/>	GooglePlus	<input type="radio"/>	exLimpl	22/08/2018

Viewer Share Buttons