

Digital Workflows

General

How can digital content be managed in Alma?

As a unified solution, Alma is designed to manage a broad range of digital collections, in addition to electronic and print resources. Digital content managed in Alma utilizes the same unified workflows as other resource types, leveraging the same consistent user interface while providing extended functionality to accommodate the special needs of digital collections.

Digital resources in Alma can be managed in two ways:

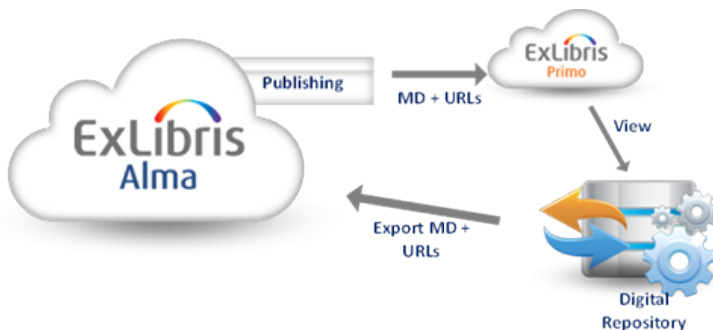
- Alma can integrate with remote digital repositories, where the metadata is managed in Alma while the files are managed in another system
- Digital resources can be managed completely in Alma, including both metadata management and file storage

Integrating Remote Digital Asset Management Systems

Institutions that have been curating digital collections for some time will typically have one - or more - digital repository software solutions in place. In certain cases it may be desirable to leave these solutions in place. Nevertheless, the library may wish to include the digital assets among the library's Alma inventory and allow end users to access them via Primo, while leaving the images, documents and other files exactly where they are.

This integration is already supported and includes the ability to integrate with digital repositories such as: Fedora, DSpace, Rosetta, DigiTool and CONTENTdm using standard OAI-PMH functionality.

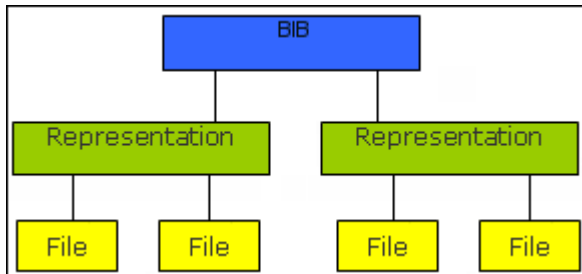
- Alma harvests records published by the digital repository (via file or HTTP)
- Alma creates a digital representation when a matching bib record is found; otherwise, a new bib record (having a digital representation) is created (using matching and normalization rules)
- Alma publishes to Primo; 'View It' is available for remote digital items



After the import, you will be able to see your digital objects by searching Alma. Alma will then publish your objects to Primo (unless you have suppressed your objects). In Primo's View It tab users can access the object directly from the remote repository

Digital resources are organized in Alma in a three-tiered hierarchy:

- **Bibliographic record** – The top level consists of the bibliographic record which contains the metadata of the resource. (This is also true for physical and electronic resources.)
- **Representation** – Under the bibliographic record level is the representation level. This level acts as a container for the digital files. Multiple representations can be attached to the bibliographic record. One representation can be the master copy and another a derivative copy and can differ in format, resolution, or size.
- **File** – The third level is the file level—that is, the digital files of the resource. There can be several files in each representation.



For digital content, Alma enables provides the following activities:

- [Editing Representation-level Metadata and Representation Content](#)
- [Adding Digital Representations](#)
- [Deleting Digital Inventory, Representations, and Files](#)
- [Running Reports and Services](#)

Alma uses the Amazon Web Services (AWS) Simple Storage Solution (S3) cloud storage service as the backend for digital resources stored in Alma. AWS is a best-of-breed cloud service, and S3 offers a reliable, durable storage solution. S3 is deeply integrated into Alma workflows, so there's no need to interact with it directly from the Alma user interface. Those institutions that require access to the files stored in Alma have the option of using third party tools to communicate directly with the S3 service.

In a similar manner to how Physical and Electronic resources are managed in Alma, Each digital entity in the inventory is associated with descriptive metadata from Alma's Metadata Management System (MMS) and contains one or more representations, which are themselves made up of one or more files. This provide Alma with a flexible inventory that can manage a wide spectrum of digital objects.

Alma also supports robust and sophisticated collection management functionality. This allows institutions to organize their resources (digital and others) in a hierarchical, structured manner. In order to align Alma's management of digital resources with common best practices, all digital resource workflows and process are organized around collections – meaning that all digital objects in Alma exist within the context of a collection

In addition, all digital content can be assigned access rights that can range from full public access to restricted delivery. Actual access rights for digital content can be maintained separately from discovery publishing solutions. Alma's flexible access right controls can be defined for each item.

Can representation metadata and content be edited?

The Digital Representation Resource Editor allows you to edit representation level metadata and the representation's content.

After searching for a digital title in the Alma repository the staff user can click on the 'Representations' link in order to edit a

representation:

10 **The Blue Marble: Land Surface, Ocean Color, Sea Ice and Clouds.**
Mixed material By JP2 image - High Resolution (2015) Language: English
Update Date: 07/15/2015
View It Representations

11 **Sea Life from the London Aquarium**
Mixed material By Sea Life (2015) Language: English
Update Date: 07/13/2015
View It Representations

12 **The wild life of Africa and Asia**
Mixed material By Wild life (2015) Language: English
Update Date: 07/13/2015
View It Representations

13 **A collection of colorful paintings**
Mixed material By Paintings (2015) Language: English
Update Date: 07/13/2015
View It Representations

This will open the Digital Resource Editor. Clicking on the Resource description will display the metadata for the title. Clicking on the Representation ID opens the representation for editing.

Can representations be added from the repository search or the MD Editor?

Representations can be added to bibliographic records directly from the repository search or from the MD Editor.

Adding a representation from Search:

Digital titles Keywords art

Digital Titles (1 - 20 of 21) art Save Query

1 **Looking at Matisse and Picasso / María del Carmen González, Susanna Harwood Rubin.**
Book By Carmen González, María del (New York : Museum of Modern Art 2003.) Language: English
Update Date: 10/23/2017
View It Representations
Add Representation
Order
Publishing information
Resource sharing request

2 **Art therapy [electronic resource]**
Journal By American Art Therapy Association. (Alexandria, Va. : The American Art Therapy Association Print began with: Vol. 1, no. 1 (Oct. 1983.) Medium Type: [electronic resource]. Language: English
Record number: (CONSER)-2011200021
Update Date: 02/10/2016
View Linked Data
Add Reminder
Display in Discovery

Adding a representation in the MD Editor:

Digital titles Keywords

MD Editor

Templates

Records

MARC21 Bibliographic

Han'guk misul y... (991284020000121)

History (992306970000121)

History (992458630000121)

History [electr... (995530840000121)

Looking at Mat... (991384620000121)

Micro-Piglet (99108111100121)

Picasso / words... (991555000000121)

Picasso. (991186140000121)

Pikaso : 51-ten... (991180870000121)

DC Application Profiles

Integrated Authority File (GND)

HKAPA

Local Multilingual

German National Library Names and Subject

MARC21 Holdings

Dublin Core

File Edit Tools

Bibliographic

Search External Resources

View Versions

Validate Ctrl+U

Browse Shelf Listing Alt+C

Browse Bib Headings

View Notes

View Collections

Release All Records for User

Test external records

MARC Bibliographic

MARC21 Authorities

MARC21 Holdings

Dublin Core

Set Management Tags

710 2 ssa MUSEUM OF MODERN ART (NEW YORK, N

990 ssa VC 12.03.03 CMW 06.05.03

Current cataloging level [60] University Level, change to [60]

Info Alerts Linked Data

Display in a new window

Derive New Record

Merge Records & Combine Inventory

Add holding Ctrl+Alt+H

Add Local Portfolio

Add Representation

Create POLine & Exit Ctrl+Alt+O

Find Matches Ctrl+M

View Inventory Ctrl+I

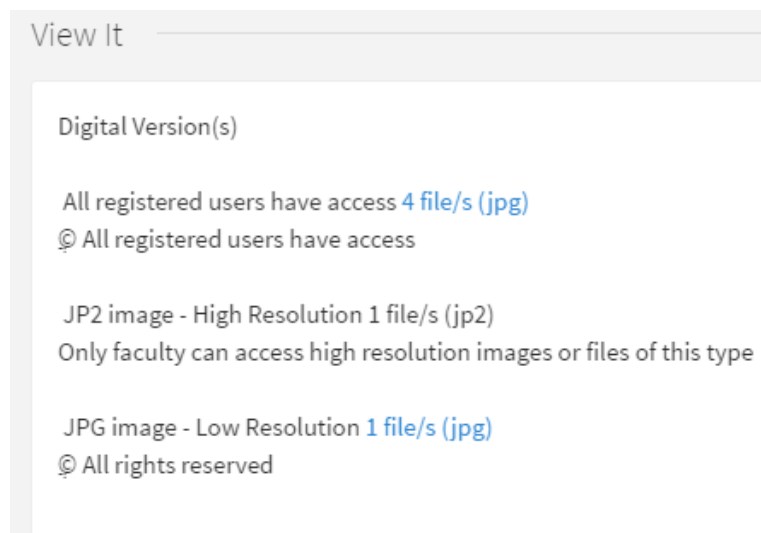
View in Search

View Orders (no orders)

Related records

Does Alma support limiting access to digital representations?

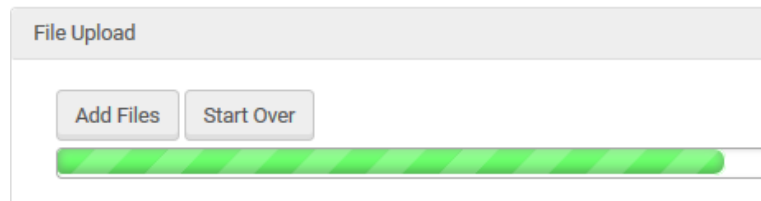
Alma's **Access Rights** functionality allows for defining rules related to accessing digital objects. An example can be seen following where viewing a patron is blocked from viewing a high resolution image:



The screenshot shows a 'View It' interface with a list of digital versions. The first entry is 'All registered users have access 4 file/s (jpg)' with a copyright notice '© All registered users have access'. The second entry is 'JP2 image - High Resolution 1 file/s (jp2)' with the note 'Only faculty can access high resolution images or files of this type'. The third entry is 'JPG image - Low Resolution 1 file/s (jpg)' with the note '© All rights reserved'.

Does Alma support uploading individual digital representations?

Alma provides easy to use wizards and upload utilities for staff to be able to create individual resources (e.g. 'quick catalog' a new representation), and manage content that has already been uploaded by other means.



The screenshot shows a 'File Upload' interface with two buttons: 'Add Files' and 'Start Over'. Below the buttons is a green progress bar that is approximately 80% full.

Does Alma create an audit trail in the digital editors?

An audit trail of actions performed is automatically registered in the History tab in the Collection Resource Editor and Digital Representation Resource Editor.

Collection Resource Editor

History Collection1

History Collection1

PID 8124259730000121 Library Main Library Title History Collection1

Description collection for history

General Information Sub-collections (0) Title List History

1 - 6 of 6

Date	Operator	Field Name	Old Value	New Value
1 07/26/2017 16:12	ex_limpl	Description	history of collections	collection for history
2 07/26/2017 08:58	ex_limpl	Library	Physics Library	Main Library
3 07/26/2017 08:37	ex_limpl	Description	collection to demonstrate history tab	history of collections
4 07/26/2017 08:37	ex_limpl	External ID	1234	1235
5 07/26/2017 08:37	ex_limpl	External System	sys_404	sys_405
6 07/26/2017 08:37	ex_limpl	Library	Main Library	Physics Library

What collaborative possibilities related to digital asset management are available?

Alma supports 2-way metadata synchronization with Digital Asset Management systems. Updates in the remote repository can be harvested by Alma, and updates in Alma can be published back to the remote repository that supports OAI-PMH harvesting. Alma could potentially synchronize with the Digital Asset Management systems of all partners in a collaboration, allowing metadata for items in all of their repositories to be searchable in the Alma institution of each.

Does Alma support streaming Video and Audio with the Alma Viewer?

The Alma Viewer supports streaming video and audio. You can convert existing digital representations to a streaming format using the Media Conversion Job. The job creates a new representation for the converted format that Alma can use to display streaming video and audio.

The job has two output formats, **HTTP LiveStreaming (HLS)** and **MPEG-4**. Select **HTTP LiveStreaming (HLS)** to convert a digital representations to streaming format. Select **MPEG-4** to convert video and audio formats that are not compatible with the browser to MPEG-4 format.

Processing

Original Representation No Change

Output Format Look-up or select

Target Representation

HTTP Live Streaming(HLS)

MPEG-4

Digitization

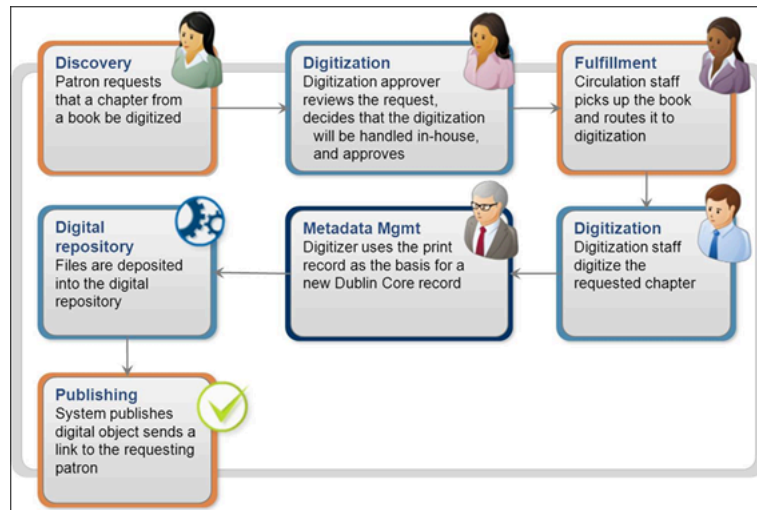
Does Alma support digitization request workflows?

Alma supports library initiated as well as patron digitization on demand workflows that coordinate the activities of staff across library organization units. Digitization requests trigger a workflow that can include, but is not limited to a pick slip for

the physical item, transfer of it to a specific digitization location, optional steps where staff members can perform copyright clearance and approval checks, and for patron-initiated request, an email notification and delivery of the digitize content.

3	Git : the power of passion and perseverance / Kim Best	Digitization	Partial	Start page 25; End page 40	05/26/2016	05/29/2016	Actions
4	Health affairs [electronic resource] / John Blacking	Document Delivery	Partial	Request note p5-26	03/04/2015		Edit
5	International environmental politics : the limits of green diplomacy / Lee-Anne Broadhead	Digital Inventory	Partial	Request note Chapter 5	04/02/2015		Next Step Cancel Request Change to Electronic Digitization

The full process is shown in the image below:



How does Alma process digitization requests for physical items?

A patron or staff member can request the creation of a digital file for any physical or electronic item.

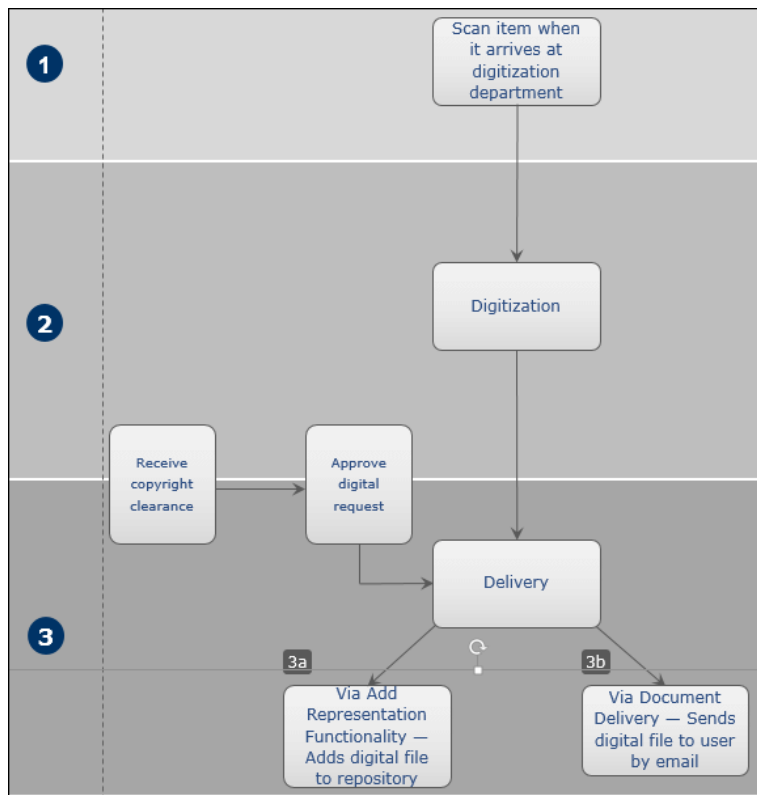
Physical items are transferred from their library location to the digitization department, where they are scanned and digital files are created. Electronic items are digitized by locating them in the repository and saving them in digital format.

The digital file is delivered to one of the following:

- Institution – The digital file is owned and managed by the institution as part of the repository.
- Patron – The patron receives the digital file in an email.

You can request digitization for the entire item or for a chapter, page range, or article within an item.

The following is an illustration of a typical digitization department workflow, after the item was requested for digitization. It starts with the arrival of the item to the digitization department, through the creation of its digital file, to delivery of the digital file.



The workflow commences when the requested physical item arrives at the digitization department and its barcode is scanned.

The item acquires the status Digitization.

Upon arrival of the physical item, the digitization request is sent for review to determine whether there are elements that require special attention based on the review rules preconfigured by an administrator. These include:

- Copyright clearance – If required, the library receives a copyright license (for example, from the Copyrights Clearance Center Services) to re-use copyright-protected content.
- Approve – The request is approved and the digitization process continues.
- Reject – The request is rejected. The reason for rejection is specified.

The item is digitized.

The request proceeds to the delivery stage. Delivery is handled in one of the following ways:

- By the Add Digital Representation functionality. The digital file can be searched in Primo.
- By the Document Delivery – An email is sent to the requesting patron with a link to the digital file.

Can a file download be blocked?

You can configure access rights to allow the display of digital files in the Alma Viewer, but block patrons from downloading the files from the viewer. To support this feature, the **Allow View** and **Allow Download** check boxes are part of the Access Rights Rule page. When the **Allow Download** check box is cleared, the **Download** button does not appear in the viewer

Output

Allow View

Allow Download

Total views:

3656