

## Import, Export, Publishing

### Import Profiles

#### What import profile options can be defined in Alma?

Record import and publication is considered a core function, and may be set up and run as a frequent process in Alma without intervention from Ex Libris. Libraries will set up one or more import and publication profiles, which can then be used to automatically import and export records on an ongoing basis. These processes may also be run on demand by the library.

All importing of metadata records in Alma is managed using “Import Profiles”:

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All -

Profile type: All -

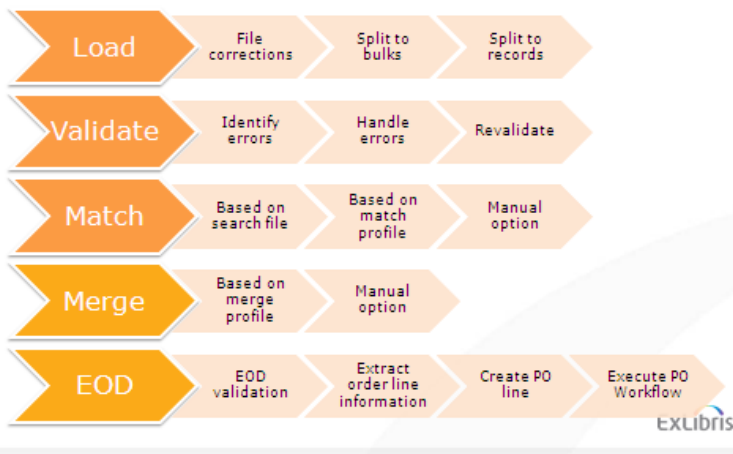
ID	Profile name	Profile description	Profile Type	Contr	
1	1450516920000121	Copy of YBP - PromptCat overlay	PromptCat overlay for YBP	Repository	-
2	1508282580000121	Dawson	Dawson	New Order	-
3	1363262940000121	Demo - E inventory - import from Nationa...	Demo - E inventory - import from Nationa...	Repository	-
4	1362534380000121	Demo - New Order - xml - match 035 - phy...	Demo - New Order - xml - match 035 - phy...	New Order	-
5	1362543860000121	Demo - no inventory - import from Nation...	Demo - no inventory - import from Nation...	Repository	-
6	1376706250000121	Demo - P inventory - import from Nationa...	Demo - P inventory - import from Nationa...	Repository	-
7	1222434600000121	Demo - xml - match 035 - physical invent...	Demo - xml - match 035 - physical invent...	Repository	-

These profiles define all aspects of the loading process. This process is split into a sequence of steps:

- Loading the file
- Normalizing and validating the records in the file
- Finding an existing match in the catalog
- Merging into the existing record (when relevant)
- EOD (Embedded Order Data) files – creation of order line records (when relevant)

This can be summarized as follows:

## Flow Diagram



The import process supports the maximum possible automation. For example, the import can be defined to merge an imported record into the catalog automatically in cases where the system finds a single match.

When importing any record, Alma goes through specific steps according to the rule of the appropriate import profile. It validates each record for encoding and content. It checks for matching records that already exist in the catalog, then can be set up to either merge, overlay, ignore (importing anyway), or flag matched records for review.

The screenshot shows the 'Import Profile Details' interface with the 'Match Profile' tab selected. The 'Match Profile' section includes a 'Serial match method' dropdown set to 'ISSN Match Method' and a 'Non Serial match method' dropdown set to 'ISBN / 024 / 035 Match Method'. The 'Match Actions' section has 'Handling method' set to 'Automatic' and 'Upon match' set to 'Overlay'. The 'MERGE/OVERLAY' section has 'Merge method' set to 'Replace 245 and 035 OCoLC if exist'. There are several checkboxes for 'Select Action' and 'Do not override/merge record with an older version'.

If at any stage during the import process, either because of errors, or because the import profile definition requires mediated intervention, the staff user will be able to review issues using a dedicated task list. This task list will provide the staff user with information on what the issue is as well as the relevant actions the user can perform.

Alma also allows for catalogers to use merge, match and overwrite options for individual bibliographic records as they are imported from another library system that is being used as an external resource. In this way it is possible for the Library to prevent duplication of records in the catalog.

## Can records be imported from CSV or Excel files?

Bibliographic records may be imported using CSV or Excel files. They may be imported using Repository, New Order, or Update Inventory import profiles configured with the appropriate import options.

The import can include fixed position field content such as the LDR or MARC 21 008 content. If no fixed position field content is provided, the import process can create fixed position field content from the normalization rule that is specified in

the import profile. If no normalization rules indicate what to create for the fixed position fields and no fixed field content is provided in the file, the import process can create fixed position fields when the [enable import computer generated](#) Resource Management Other Setting is set to **true**.

Profile Details

Profile name \* Demo - no inventory

Profile description Demo - no inventory

Originating system \* Backstage

Import Protocol Upload File/s

Physical source format Look-up or select

Source format Binary

Status Delimited Text File  
Excel File  
XML

## Does Alma support importing records in GBK and BIG5 encoding formats?

Alma supports importing records in GBK and BIG5 encoding formats. In order to choose these options, the import must be in binary format.

Import Protocol Upload File/s

Physical source format Binary

Encoding format Look-up or select

Source format GBK  
ISO8859\_1  
UTF-8  
BIG5

Status

## What match, merge and de-duplicate options are available on import?

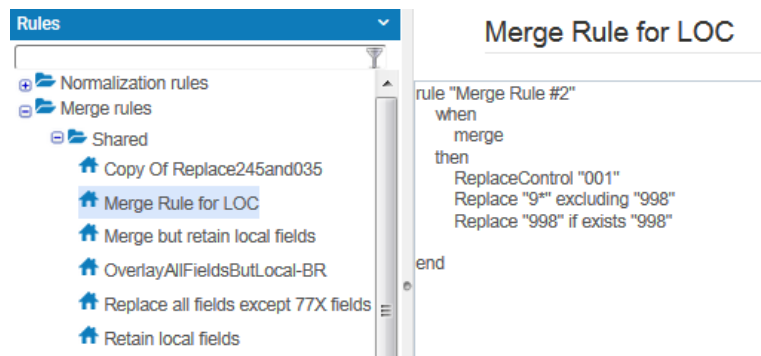
As part of the matching during the import process, the imported record is evaluated and compared to the institution's catalog. Matches can be done using specific match "profiles" which define how a match is evaluated. There are two types of matches:

- ID-based
- "fuzzy", weighted match vector

The "fuzzy" match method attempts to evaluate a record based on various non-unique identifiers and fields to determine if the imported record and the catalog record are in fact duplicates.

Alma will use institution-defined merge profiles to calculate the new record content. These profiles determine which fields are preserved in the existing catalog record, and which fields will be imported from the import record. The profile uses a configurable business rule to make these determinations.

Merge Profile List:



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## Is it possible to override normal validation rules?

Imported records are validated according to the validation task chain defined in the import profile.

For jobs/records with validation issues, you can:

- Force the import
- Choose not to import
- Reject the file
- Create an XML file of the failed records

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## Do import profiles support options for bibliographic record deletion?

As part of Import profiles you can define match actions including match and merge routines. If merging is configured you have the option to “Allow bibliographic record deletion”. This action deletes matching records under the following conditions:

- The imported record includes a **d** in LDR position 5.
- No PO line or inventory resources are associated with the bibliographic record.
- For PDA portfolios, a portfolio that is associated with the bibliographic record has the same PDA ID as the PDA profile, and the PDA is not active.
- In a collaborative network, a local institution record must not be linked to a Network Zone record

When an import job is run with an import profile that has the **Allow bibliographic record deletion** parameter selected and it finds a single match, the delete action takes priority over any **Merge** or **Overlay** match action that may also be selected in the import profile. (Multiple matches that are found require manual handling and are identified in the job report.)

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## Is there a limit to the size of the import file?

When uploading files – using the ‘Upload File’ method, It is suggested that you limit your file size to a maximum of 10MB. For files imported using the FTP File Upload Method, this limitation does not apply.

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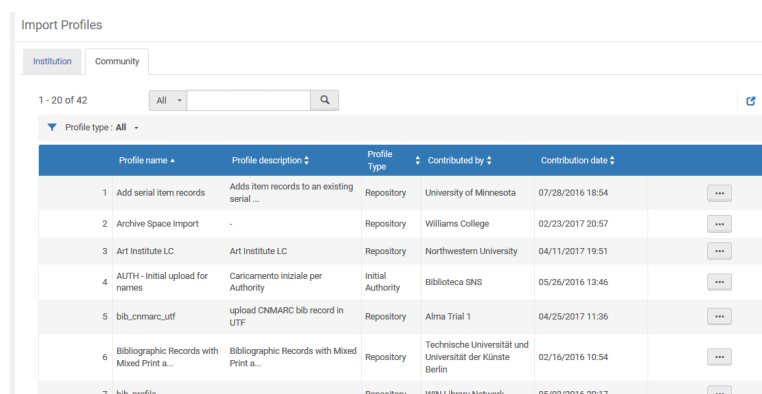
## Can import profiles be shared across institutions?

The Community Zone includes import profile templates for vendors with the recommended configuration for the vendor.

In addition, Alma supports the option of sharing import profiles between institutions:

- Libraries can copy import profiles Ex Libris has configured as a default template for a vendor.
- Libraries can contribute profiles to the Community Zone
- Libraries can copy profiles that other institutions have contributed to the Community Zone.

Clicking on the Community tab on the Import Profiles screen will display the list of profiles detailing profile type, contributed by and contribution date that can be copied to the local institution:



The screenshot shows the 'Import Profiles' interface with the 'Community' tab selected. It displays a table of 7 profiles. The table has columns for Profile name, Profile description, Profile Type, Contributed by, and Contribution date. Each row includes a three-dot menu icon for actions.

Profile name	Profile description	Profile Type	Contributed by	Contribution date	
1 Add serial item records	Adds item records to an existing serial ...	Repository	University of Minnesota	07/28/2016 18:54	...
2 Archive Space Import	-	Repository	Williams College	02/23/2017 20:57	...
3 Art Institute LC	Art Institute LC	Repository	Northwestern University	04/11/2017 19:51	...
4 AUTH - Initial upload for names	Caricamento iniziale per Authority	Initial Authority	Biblioteca SNS	05/26/2016 13:46	...
5 bib_cnmarc_utf	upload CNMARC bib record in UTF	Repository	Alma Trial 1	04/25/2017 11:36	...
6 Bibliographic Records with Mixed Print a...	Bibliographic Records with Mixed Print a...	Repository	Technische Universität und Universität der Künste Berlin	02/16/2016 10:54	...
7 bib_profile	-	Repository	WIN Library Network	05/03/2016 20:17	...

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## Export and publishing

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### What export options are available?

Alma supports the ability to export bibliographic, inventory, and authority records in their native formats, including MARC 21 XML or binary and Dublin Core XML. The export of bibliographic records makes use of Publication Profiles. These profiles are defined to determine which records to export, on what schedule to export them, and additional services to run at export (which may include enhancing or cleaning up the outgoing records). This publication approach is the same infrastructure used for synchronizing holdings with WorldCat.

Additionally, Alma supports the ability to perform ad-hoc exports on demand. This can be used for external record processing, updating for a shared repository, loading into an institutional data warehouse, or any other purpose. The most versatile and ubiquitous type of data extract is the Tools button that is found on most list screens generated in Alma. This Tools button permits the user to save whatever list is present to an Excel spread sheet for further work outside of Alma.

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### What options are available for exporting sets of records?

Alma supports workflows for exporting sets of records.

Export jobs are supported for the following:

- Physical Items

- Physical Items for Labels
- Inventory Records
- Electronic Portfolios
- Bibliographic Records
- Authority Records
- URLs

Type: **Export** Source type: **All**

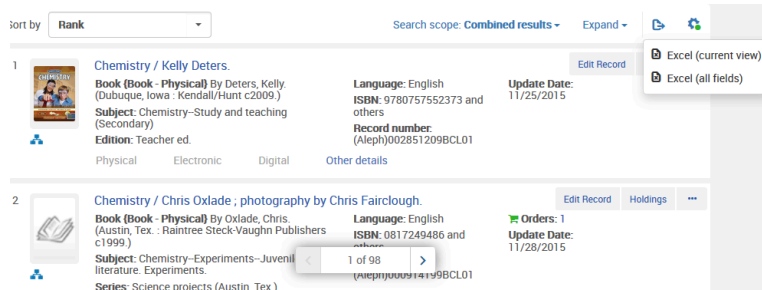
	Name ▲	Description ▼	Content Type	Type ▼
1	Export Authority records	Export set of local authority records	Authority MMS	Export
2	Export Bibliographic Records	Export set of Bibliographic Records	Bibliographic title	Export
3	Export Digital Titles	Export Digital Records	Digital title	Export
4	Export Electronic Portfolios	Export active electronic portfolios information	Portfolio	Export
5	Export Physical Items	Export Physical Items	Physical item	Export
6	Export Physical Items Labels	Export physical items labels for printing	Physical item	Export
7	Export URLs	Export URLs of bibliographic records / electronic resources / digital titles	Versatile	Export

The job wizard provides the possibility to set parameters, including the format, depending on the resource type:

**Task Parameters: Export Electronic Portfolios**

Physical format	<input type="text" value="Look-up or select"/>
Number of records in file	Google Scholar XML schema
Export into folder	KBART schema
FTP configuration	TXT schema
Sub-directory (Path relative to ftp configuration)	<input type="text"/>
Add interface name	<input type="checkbox"/>

In addition to the export jobs described above, Alma menus that contain lists have a Tools button which enables staff users to export lists to Excel spreadsheets. You can therefore download to excel a list of portfolios linked to a collection. Note the option to download current - i.e. the list on the screen - or extended - i.e. the full result list:



## What record formats are supported for exporting records?

### Note

If publishing to FTP, the file size for one file cannot exceed 8GB.

Alma enables libraries to publish records to third-party systems in a variety of formats:

- Marc 21
- Dublin Core
- BIBFRAME
- RDA/RDF

Publish on:  Bibliographic level  
 Holdings/Portfolio/Representation level  
 Item/Portfolio level

Output format:

Publishing Protocol: FTP

- MARC21 Bibliographic
- Dublin Core (Simple)
- BIBFRAME Bibliographic
- RDA/RDF

## How often can records be published or exported?

Parameters in the publishing profile allow for defining how often publishing to a third-party system (e.g. discovery systems) will be run:

Scheduling	<input type="text" value="Look-up or select"/>
Publishing Mode	Not scheduled Every Friday at 08:00 Every Sunday at 14:00 Every day at 05:00 Every day at 07:00 Every day at 11:00 Every day at 14:00
Content	
Set name *	
Filter Records	
Publish on:	Hourly
Output format	On the 01 of every month at 14:00

## Can groups of records, or sets of records, be exported - e.g. to OCLC?

Alma's publication framework allows the system to export records automatically to one or more target sources. With this approach to export, external systems (such as discovery interfaces or resource sharing systems) can be kept up to date with records from the catalog. The publishing framework allows libraries to define exports for individual, groups of records, or records changed since the last export. This includes the ability to export the entire catalog with no additional fee.

Example of publishing (export profiles) can be seen in the following screen capture:

Publishing Profiles

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Publishing Profile Type: All

Active	Name	Description	Modification Date	
1	COPAC LIKI	The COPAC Catalog	07/13/20...	...
2	Kentucky RSS profile	The Kentucky RSS profile works on a set of records with keyword Kentucky	07/02/20...	...
3	Primo_Collection_D...	-	10/26/20...	...
4	Publish bibliographic record (DataSync) to OCLC	Synchronize your local catalog with WorldCat	01/21/20...	...
5	Publish bibliographic records to Primo	Setup the parameters for publishing bibliographic records to Primo	10/28/20...	...
6	Publish electronic records to Google	Publish electronic records to Google	12/24/20...	...

For synchronizing local holdings with WorldCat, individual libraries will define in Alma a holdings synchronization service that will run automatically. The service will identify every record that is new, altered, or deleted since the last WorldCat synchronization. Any given resource can be suppressed if the library does not wish to share it; in this case it will not be exported for synchronization or holdings update. All affected records will be exported from Alma with updated information (or a holdings delete notification, as appropriate). Additionally, specifically for OCLC, Alma can export the actual holding record:

< Publishing Profile Details

**Profile Details**

Profile name \* **Publish bibliographic record (DataSync) to OCLC**

Profile description **Synchronize your local catalog with WorldCat**

OCLC institution symbol \* **YLK** Project number **613**

Collection ID

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**Publishing Parameters**

Publishing mode: \*  Incremental  Baseline  Full

Status  Active  Inactive

Scheduling **Every day at 13:00**

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**Submission Format**

FTP configuration **FTP Ex Libris**

Sub-directory **OCLCBib**

## Can bound-with records be published to OCLC?

The Alma publishing to OCLC process supports handling related records when the **Publish bibliographic record (DataSync) to OCLC** and the **Publish your Local Holdings Records (LHRs) to OCLC** publishing profiles are run. Holdings information for bibliographic records that are part of a bound-with relationship can be published to provide an accurate representation of the inventory at the holdings library.

## Can export profiles be shared with the Community?

Institutions may spend many hours creating publishing profiles to publish bibliographic and authority records to third-party systems. In order to help save time and effort librarians can contribute publishing profiles to the Community Zone and copy and use publishing profiles that other institutions have contributed in a like manner.

Publishing Profiles

Institution **Community**

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Publishing Profile Type: **General Profiles**

Active	Name	Description	Modification Date	
<input checked="" type="checkbox"/>	Publishing Bibliographic Records to External System	Publishing Bibliographic Records to External System	04/12/2017	<ul style="list-style-type: none"> <li>Edit</li> <li>History</li> <li>Run</li> <li><b>Contribute</b></li> <li>Delete</li> </ul>

Contributed publishing profiles will appear in the Community tab on the Publishing Profiles page:

Publishing Profiles

Institution **Community**

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Publishing Profile Type: **All**

Name	Description	Contributed by	Contribution date	
1 nbTest	-	Helvetica	-	<input type="button" value="More"/>

Total views:

10095