

Digital Configuration

General

Can the metadata displayed in the Alma viewer be configured?

Alma supports the option for configuring the metadata fields that are displayed when viewing digital content in the Alma Viewer. It is also possible to define the order in which these fields appear.

farmhouse.png

Two configuration tables support this option - one for MARC21 and one for Dublin Core:

< Delivery Profiles Metadata

Profile	
1	MARC Profile
2	Qualified Dublin Core

Can the order of representation delivery services be configured?

It is possible to define whether electronic or digital services appear first in the View It tab.

The screenshot shows the 'Other Settings' configuration page. It includes the following elements:

- A back arrow and the title 'Other Settings'.
- A checkbox for 'Enable Display of License Information' which is currently unchecked.
- A checkbox for 'Include Representation services in link resolver statistics' which is currently unchecked.
- A text input field for 'Max. Number of Representations in Viewit' containing the value '4'.
- A dropdown menu for 'Order of Viewit Services' with 'Electronic, Digital' selected. This dropdown is highlighted with a red box in the original image.

It is also possible to define the order of digital services according to the available viewer. The definitions are set in the View Services configuration table by dragging the services and rearranging their order in the table.

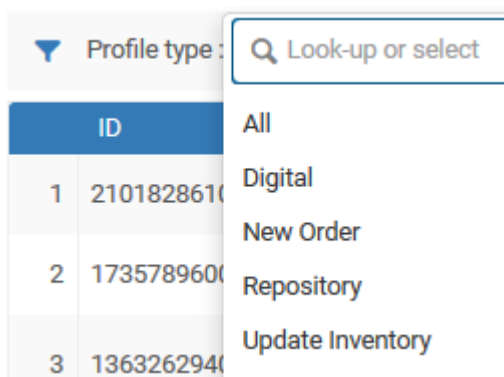
Can forms used for creating Dublin Core metadata records in Alma be customized?

It is possible to customize forms that are used for creating Dublin Core metadata records that are used by staff when adding a representation or depositing a record.

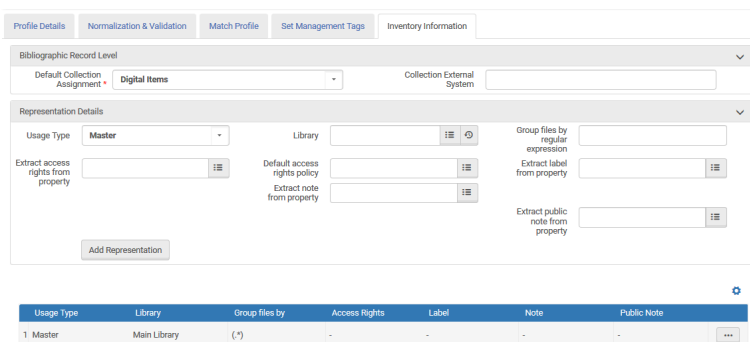
Import Profiles

Does Alma support import profiles for digital inventory?

Alma supports import profiles specific to digital content:



The inventory tab allows for defining options related to digital inventory:



Does Alma support Excel as an Alma digital import physical source format?

Excel is supported as a physical source format for non-remote digital import profiles:

Digitization profile rules

Does Alma support digitization rules?

Digitization profile rules are a set of rules that determine the steps that digitization requests must follow depending on certain input criteria. For example,

- A rule can be set so that partial digitization requests must pass through the steps of approval and copyright clearance, but do not need to be added to the inventory before the digital file is sent directly to the patron.
- Another rule can be set so that full digitization requests must pass through all the steps: approval, copyright clearance, and add digital inventory.

There is a default digitization profile rule that defines the workflow that must be followed when none of the configured digitization profile rules is met. This default rule can be modified.

Enabled	Move Up	Move Down	Rule Name	Description	Updated By	Update Date
<input checked="" type="checkbox"/>	↑	↓	Partial Digitization - non-faculty	All non-faculty digitization requests will be emailed	Super User	06/05/2017
<input checked="" type="checkbox"/>	↑	↓	Partial Digitization - faculty	Faculty digitization will be deposited - no CC required	Super User	06/05/2017
<input checked="" type="checkbox"/>	↑	↓	Staff Digitization - for Remote Storage	Staff digitization - for Remote Storage	Super User	01/11/2017

An example of a rule defined for all patron groups - except faculty:

Can digitization rules related to resource sharing requests be defined?

The Request Type option in a Digital Profile Rule allows for defining:

- Borrowing resource sharing digitization request
- Lending resource sharing digitization request

< Digitization Workflow Setup

Name	Operator	Value
1 User Group	Not	
2 Partial Digitization	=	

Workflow Setup

DIGITIZED CONTENT MANAGEMENT

Select digitization target: Document delivery - link

Maximum views: 10

APPROVAL/COPYRIGHT CLEARANCE PROCESSING

Approval

Request Type

Operator: =

Value: Look-up or select

- Borrowing resource sharing digitization request
- Course related digitization
- Lending resource sharing digitization request
- Patron Digitization
- Staff digitization

Can rules for document delivery be defined?

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.

There are a number of Input parameters (e.g. User Group, Inventory Owner and Request Initiator), but only **one** Output parameter – True or False. an example of a rule can be seen in the following screen capture:

< Electronic Document Delivery Rules Editor

Electronic Document Delivery Rules Editor

Name * Doc Del. Rule

Description: Guests are not allowed document delivery

Created By: Chris Parson Created On: 08/09/2012

Updated By: Super User Updated On: 05/28/2016

Input Parameters

Name	Operator	Value
1 User Group	=	Guest

Output Parameters

IsAllowed * False

Access rights

How can access to digital content be configured?

Access rights define the permissions that patrons have to request digital resources. By default, patrons have access to all digital resources. However, you can define rules for access rights that restrict patron access to specific digital resources. For example, for a specific digital resource, you can define rules that disable access in the following scenarios:

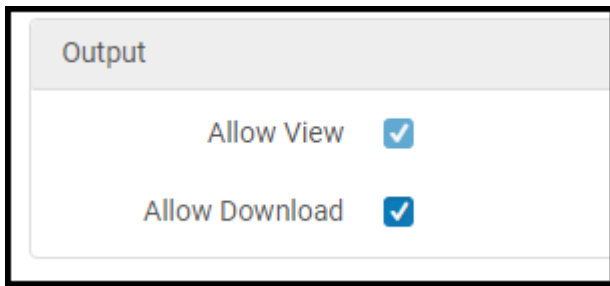
- Patrons from a specified user group, such as undergraduate students
- Patrons who access the resource from outside the university computer system, based on IP addresses
- Patrons with specific user IDs

ID	Access Rights Name	Description	Copyright Statement	Updated By	Update Date	
1	2313104850000... 1 Year Embargo	1 Year embargo after publication	copyrights/copy...	jransom	10/30/2016	...
2	1517561990000... All registered users have access	All registered users have access	copyrights/copy...	admin1	05/25/2016	...
3	1519242370000... Everyone can view (full IP range)	Everyone can view (full IP range)	copyrights/copy...	admin1	05/25/2016	...
4	1875400200000... Guests can view low resolution objects	Guests can view low resolution objects	copyrights/copy...	anna	05/25/2016	...
5	1874229310000... Only faculty	Only academic staff	copyrights/copy...	admin1	07/11/2016	...
6	149567 User Group Graduate Student can access	User Group Graduate Student can access	copyrights/copy...	HannahW613	02/21/2016	...

Access rights are configurable at the representation level.

Can Alma be configured to block file downloads?

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. The **Allow View** and **Allow Download** check boxes support this feature on the Access Rights Rule page. When the **Allow Download** check box is cleared, the **Download** button does not appear in the viewer.



Are embargo criteria supported?

Embargo criteria can be defined when creating access right rules. A common use of this criterion would be to block access to patrons for an item for a certain number of years after the publication year. An example of defining such a criterion can be seen in the following screen capture:

The image shows a screenshot of the 'Access Rights Rule' configuration page. The 'Policy Name' is '1 Year Embargo'. The 'Details' section shows 'Name' as 'Embargo 1 year after publication date'. The 'Expressions' section shows a single criterion: 'Embargo' with operator 'Until' and value 'Publication Year + 12 Months'. There are also 'Cancel' and 'Save' buttons at the top right.

Can display logic rules be defined for digital content?

In addition to defining access rights, it is also possible to define a Display Logic Rule – for example don't show the link to the master copy if a derivative copy exists:

15 Hide service Representation Delivery Service with Usage Type = PRESERVATION_MASTER if exists service Representation Delivery Service with Usage Type = DERIVATIVE_COPY

Does Alma check access rights policies in remote digital repositories?

You can now configure Alma to check access rights policies in a remote repository and enforce the access rights when a user searches for the digital resource in Alma. To activate this option, select the Check access rights check box on the Delivery screen in the Remote Digital Repository profile:

Remote Repository Code	ROSETTA_OAI_QDC1
Creation Date	2015-07-05 10:11:20

General Information	Transformer Rules	Delivery
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Delivery	
Repository Name *	Rosetta Repository
Object Template *	http://hdl.handle.net/\$\$LinkingParameter1
Thumbnail Template	
Check Access Rights	<input checked="" type="checkbox"/>

Copyright

Can copyright statements be configured by the library?

You can configure a copyrights statement for digital resources. This statement can be associated with an access rights policy to be displayed to patrons before they can view a digital resource.

Two sample (out of the box) copyrights statements available for you to customize and use:

< Configuration File

copyrights/copyrights2.html	
File Key	com.exlibris.dps.backoffice.copyrights2

Filename	copyrights/copyrights2.html
File Key	com.exlibris.dps.backoffice.copyrights2
Description	
Content	<p>Law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or other reproduction is not to be "used for any purpose other than private study, scholarship, or research."

If a user makes a request for or later uses a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.</p> <p>This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of the copyright law.

I have read the above statement and agree to abide by its restrictions.</p>

Any number of copyright statements may be created:

Id	Filename	Description	Managed in Network	Updated by	Update Date	
1	resourceSharingCopyrights.html	Resource Sharing Copyrights		barryb	10/14/...	...
2	copyrights/copyrights2.html	-		-	-	...
3	copyrights/copyrights1.html	-		admin1	05/28/...	...
4	copyrights.html	Default Copyrights		admin1	02/06/...	...
5	LegantoDigitizationRequestCopyrightDeclar...	Leganto Digitization Request Copyright Declaration		exec	03/01/...	...
6	DigitizationRequestCopyrightDeclaration.ht...	Digitization Request Copyright Declaration		ex_lmpl	09/05/...	...

How is copyright clearance for digitization requests managed in Alma?

You can set up Digitization Profile Rules to automatically trigger a copyright clearance approval task for each submitted digitization request, depending on parameters such as:

- When was the digitized resource published?
- How many digitization requests have been previously handled for the given resource?

For example, a rule may be set up to as follows: "If the record is published after 1976 and two digitization requests have already been processed for this record, then create an Approval task".

The digitization request will not be completed until the approval task is completed.

Copyright management rules are defined as part of a Digitization Profile Rule:

APPROVAL/COPYRIGHT CLEARANCE PROCESSING

Approval

Copyright clearance

Approval/Copyright Clearance Management

In parallel to digitization workflow

Blocks digitization workflow

Automatically approved

Approval Reason

Look-up or select

- Automatic
- Covered by License
- Creative Commons
- Direct Permission Obtained
- Legal Exception
- Open Access
- Other
- Out of Print
- Preprint
- Primary License

Can the copyright approval process be based on time span?

Digitization profile rules can be configured to automatically affect the copyright and approval process according to the time span (in calendar years) and request type.

Time span is based on the creation date of the matched copyright record entries.

The outputs have options for controlling the workflow. You can set the approval and copyright clearance to continue in parallel to the digitization workflow, block the digitization workflow, or be automatically approved.

Input Parameters

[+ Add Parameter -](#)

Name	Operator	Value
1 User Group	Not	
2 Partial Digitization	=	

Workflow Setup

DIGITIZED CONTENT MANAGEMENT

Select digitization target:

Maximum views:

APPROVAL/COPYRIGHT CLEARANCE PROCESSING

Approval

Copyright clearance

Approval/Copyright Clearance In parallel to digitization

Name

Operator

Value

[Clear](#) [Add Parameter](#)

Total views:

2472