

## Alma Subscription Termination and Data Retrieval

In the event of contract termination or expiration of an Alma subscription, the terminating Alma customers are entitled to receive their Alma data with no costs involved. The sections below describe the options and timeline for retrieving data as part of the termination process.

### How will customers get a copy of their data in case of Alma subscription termination?

Alma customers terminating their Alma subscription may utilize the following methods to retrieve their data:

1. Using Alma's built-in data export, publishing, and other retrieval capabilities. See information [below](#) (export to .csv/.xml/.xls, and so forth).
2. If the customer prefers an Oracle Alma Local Backup data file (in Oracle .dmp format), this may be optionally requested and provided securely by Ex Libris at a secure FTP drop-point, using SFTP credentials provided by the Alma customer.

## Retrieving Data Using Alma's Built-In Capabilities

Alma has a wide variety of options for data retrieval. The table below breaks down some of the key ways a customer may retrieve data (by area) independently of, and without coordination with, Ex Libris.

### Key Alma Data Retrieval Options by Area

Field	Description
Bibliographic records embedded with physical/electronic/digital metadata	Using Alma's General publishing profile, it is possible to export all bibliographic data (XML) in the relevant standard metadata format with embedded field information for all related physical inventory (holdings and items), electronic portfolios (including related linking information), and digital representations. For more information on this option, see <a href="#">here</a> .
Bibliographic records (only)	Using Alma's Run a Job functionality ( <b>Administration &gt; Manage Jobs and Sets &gt; Run a Job</b> ), it is possible to create sets of specific bibliographic records or all bibliographic records and export them in the relevant metadata format stored as binary or XML. For more information, see <a href="#">here</a> .  Bibliographic records can also be retrieved using <a href="#">Alma's API capabilities</a> .
Item records (only)	<ul style="list-style-type: none"> <li>• Using Alma's Run a Job functionality (<b>Administration &gt; Manage Jobs and Sets &gt; Run a Job</b>), it is possible to create sets of specific items or all items and export them in .csv format. For more information, see <a href="#">here</a>.</li> <li>• Item records can also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>
Holdings records	Holdings records can be retrieved using <a href="#">Alma's API capabilities</a> .

Field	Description
(only)	
Electronic portfolios (only)	Using Alma's Run a Job functionality ( <b>Administration &gt; Manage Jobs and Sets &gt; Run a Job</b> ), it is possible to create sets of specific portfolios or all portfolios and export them in .txt, KBART, or Google Scholar format. For more information, see <a href="#">here</a> .
Digital representations (only)	<ul style="list-style-type: none"> <li>Using Alma's Run a Job functionality (<b>Administration &gt; Manage Jobs and Sets &gt; Run a Job</b>), it is possible to create sets of digital titles and export them as XML in the OAI_DC metadata format. For more information, see <a href="#">here</a>.</li> <li>Digital representations can also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>
Digital files (only)	It is possible to access and download the digital file streams being managed by Alma's backend cloud storage service solution (Amazon S3) using the Amazon S3 batch access/download tools. For more information on accessing this file content, see <a href="#">here</a> .
Local authority records (only)	Using Alma's Alma's Run a Job functionality ( <b>Administration &gt; Manage Jobs and Sets &gt; Run a Job</b> ), it is possible to create sets of specific local authorities or all local authorities and export them in the relevant metadata format stored as binary or XML. For more information, see <a href="#">here</a> .
Libraries, locations, and other codes and setup	<ul style="list-style-type: none"> <li>The list of libraries, locations, and other code-based configuration lists may be exported as Excel/.csv by going to the relevant configuration list and using the <b>Tools &gt; Excel</b> download option.</li> <li>These settings can also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>
Users, fines/fees, and blocks	<ul style="list-style-type: none"> <li>Users may be exported as XML using the SIS integration profile and may include block information. For more information, see <a href="#">here</a>.</li> <li>Active fines/fees may be exported as XML using the bursar export integration profile. For more information, see <a href="#">here</a>.</li> <li>All fines/fees may also be retrieved as Excel/.csv using Alma Analytics. For more information, see <a href="#">here</a>.</li> <li>Both users and fines/fees records may also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>
Loans	<ul style="list-style-type: none"> <li>Loans may be retrieved as Excel/.csv using Alma Analytics. For more information, see <a href="#">here</a>.</li> <li>Active loans may also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>
Requests	<ul style="list-style-type: none"> <li>Requests may be retrieved as Excel/.csv using Alma Analytics. For more information, see <a href="#">here</a>.</li> <li>Active requests may also be retrieved using <a href="#">Alma's API capabilities</a>.</li> </ul>

Field	Description
Vendors	Vendors may be retrieved using <a href="#">Alma's API capabilities</a> .
Funds and ledgers	Funds and ledger definitions may be retrieved using <a href="#">Alma's API capabilities</a> .
Fund transactions (allocations, expenditures, dis/encumbrances)	Fund transactions may be retrieved as Excel/.csv using Alma Analytics. For more information see <a href="#">here</a> .
Purchase orders and lines	Purchase orders and lines may be retrieved using <a href="#">Alma's API capabilities</a> .
Invoices	Invoices and lines may be retrieved using <a href="#">Alma's API capabilities</a> .
Licenses	Licenses may be retrieved using <a href="#">Alma's API capabilities</a> .
Courses and reading lists	Courses and reading lists may be retrieved using <a href="#">Alma's API capabilities</a> .
Resource sharing partners	Resource sharing partners may be retrieved using <a href="#">Alma's API capabilities</a> .
COUNTER usage data	COUNTER data may be retrieved as Excel/.csv using Alma Analytics. For more information see <a href="#">here</a> .

---

## Receiving Data in Oracle Format

Customers who have provided termination notification to Ex Libris and prefer an Oracle .dmp format for data receipt, are optionally entitled to request their Alma Oracle data from Ex Libris according to the following process:

1. **Test data retrieval:** A request is opened using the Ex Libris CRM system after the termination notification in order to allow the customer time to become familiar with the data format and data provisioning process (for instance, to use in the new system) in advance of the effective termination date. Ex Libris will provide the data within 30-45 days of the customer request on the supplied SFTP server.
2. **Final data retrieval:** A request is opened using the Ex Libris CRM system prior to the effective termination date specifying the date the data should be retrieved from Alma. This should be the same date the customer ceases to make data updates in Alma. The request should be made at least 45 days prior to the date it is needed in order to

allow appropriate coordination.

For more information on the Oracle data format and process, refer to [Oracle Local Backup](#).

As noted above, Alma analytics may be used internally within Alma to access many data areas stored in Alma and reports may be run in order to retrieve data; all without coordination with Ex Libris. However, as the Alma analytics itself does not hold the primary data elements, but rather transformed data views of those elements, the analytics data is not included in the Oracle data exports.

---

## Closing Access to Alma

The customer's Alma login and access will be discontinued on the effective date of termination. However, Ex Libris will continue to maintain the customer data for an additional 30 days after that date. After this period, Ex Libris shall have no obligation to maintain or provide any customer data relating to the expired or terminated subscription and will, unless legally prohibited, delete it.