



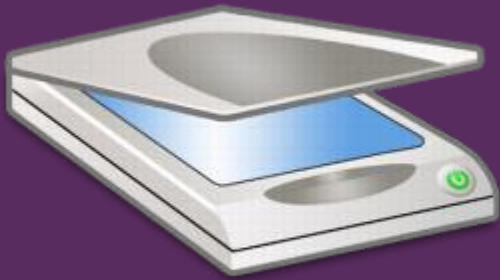
Welcome!

Office Hours will start at 2pm and run until 3pm.

Please mute your microphone.

As time permits, we will respond to questions typed in the chat box, and offline afterwards, as needed.

This session will be recorded and made available on the CARLI website both as PDF slides and as a recording, with live links to all referenced resources.



CARLI

CARLI/I-SHARE OFFICE HOURS
DIGITIZATION
JUNE 10, 2021

Agenda – 6/10/2021

- Reminders and upcoming Alma/Primo VE events and learning opportunities.
 - See <https://www.carli.illinois.edu/calendar> for CARLI events.
- Patron Digitization Requests
 - Types of Digitization
 - Configuration
 - Workflow demonstration
 - Tips from attendees

Let's Talk about Fulfillment (I mean Alma, not life's purpose)

For the opportunity to talk with CARLI staff and your CARLI library colleagues about Alma Fulfillment and Automated Fulfillment Network workflows, known issues, and Q & A.

- Tuesday 6/15 @ 10:30am - <https://www.carli.illinois.edu/lets-talk-about-fulfillment20210615>
- Friday 7/2 @ 2:00pm - <https://www.carli.illinois.edu/lets-talk-about-fulfillment20210702>
- Notes are posted on the CARLI calendar event for past sessions.

Technical Services Q & A

Gather with CARLI staff and your technical services colleagues to discuss Alma technical services topics, from acquisitions and cataloging workflows for physical resources to electronic resources management:

- Postponed until July due to the Knowledge Days sessions
- Recordings of past sessions are posted on the “Physical Resource Management - Cataloging and Acquisitions” page: <https://www.carli.illinois.edu/products-services/i-share/physical-res-man>

Ex Libris Knowledge Days Online

- Registration is free!
- Choose the “Register” link in the “EMEA/NA” column. NA stands for North America.
- https://knowledge.exlibrisgroup.com/Cross-Product/Conferences_and_Seminars/Knowledge_Days_-_ELUNA/2021_Knowledge_Days
 - June 15 - Managing COUNTER-Compliant Usage Data
 - June 17 - Optimize and Streamline Alma Workflows
 - June 22 - Overlap Analysis and Deselection Tools with Alma Analytics
 - June 24 - Designing and Using Normalization Rules
 - June 29 - Managing E-Resources Advanced
 - July 1 - Fundamentals of Sets and Jobs

CARLI Discussion Sessions after the Ex Libris Knowledge Days Online Webinars

- Fifteen minutes after each of the Ex Libris Knowledge Days Webinars, CARLI will host a Zoom meeting for I-Share institutions to discuss the webinar.
- Conducted like Discussion Sessions we had after the ExL “Primo VE Become an Expert” series, and the ExL “Authorities in Alma” series.
- See the CARLI Calendar for Zoom links to the CARLI Discussion sessions <https://www.carli.illinois.edu/calendar> or the CARLI Knowledge Days webpage <https://www.carli.illinois.edu/products-services/i-share/alma/exl-knowledge-days-2021> - NO REGISTRATION NECESSARY

Reminders about Lost Processes in Alma

- I-Share Liaisons and Directors were reminded by email on June 2nd to sign up for a Lost Processes Review meeting with CARLI staff if your institution hasn't already.
 - This meeting is required before Lost Processes can be enabled in Alma.
- All I-Share institutions must enable the lost processes in Alma on or before July 1 for *local* patrons.
- CARLI staff will enable the lost processes and automatic blocks for overdue items in Alma on July 1 for *I-Share* patrons in all institutions.
- Contact support@carli.illinois.edu with any questions

DIGITIZATION IN ALMA FOR CARLI I-SHARE



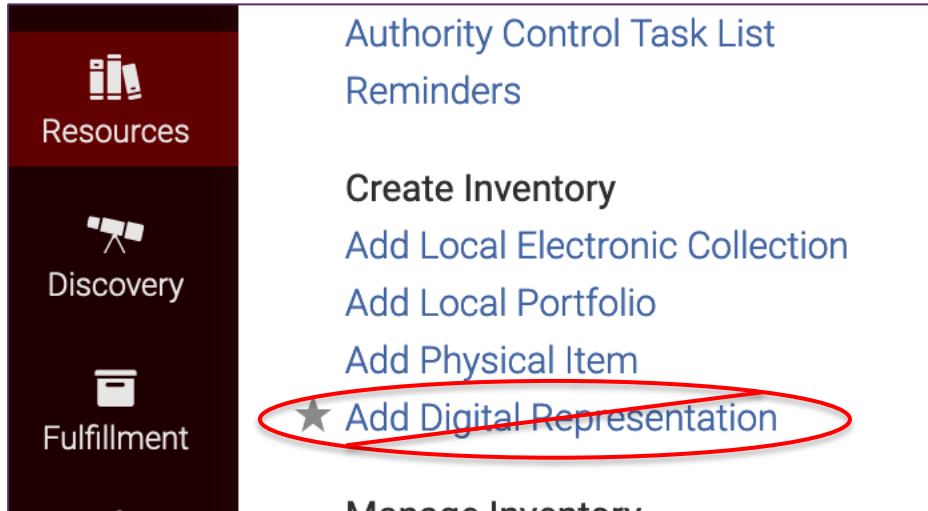
Digitization activities included in the CARLI I-Share contract:

- [Document delivery](#) – Electronic resources are “digitally copied”
- [Digitization](#) - Physical resources are scanned into digital form
- The user who requested the material is emailed with:
 - A file attachment of the requested material, or
 - A link to the file online
- No descriptive metadata or digital resources/representations are created or stored in Alma.
- This digitization will be the topic of today’s discussion!

Digitization activities that are **not** part of the CARLI I-Share contract and should not be performed in Alma:

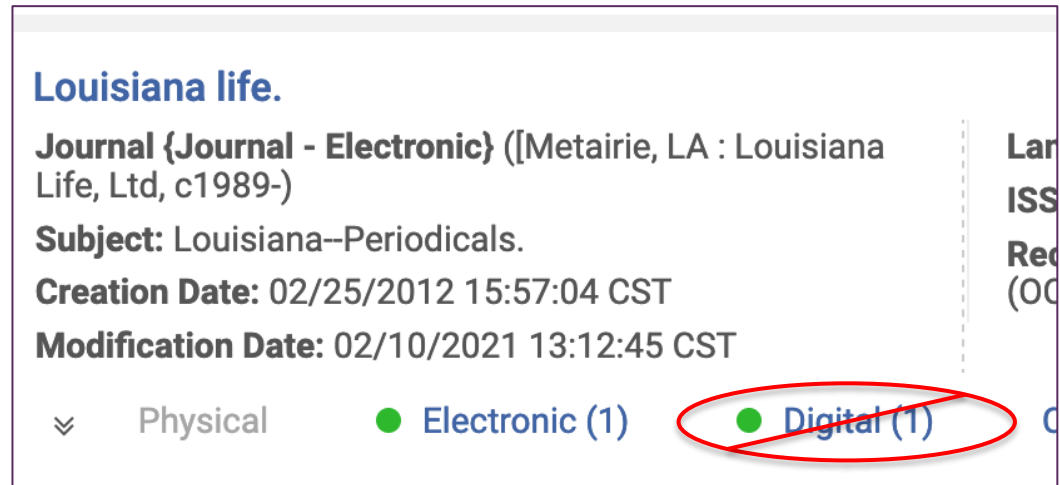
- [Add Representation](#) – The one-by-one addition of digital resources to Alma by staff.
- [Digital Uploader](#) – The bulk upload of digital resources to Alma by staff.
- [Digitization](#) – Physical resources are scanned *and the digital resources are added to the Alma repository*.
- [End user deposit](#) of digital resources to Alma.
- [API](#)-based creation of digital resources in Alma.
- [Harvesting](#) of metadata from a remote digital asset management system into Alma. (Not to be confused with External Data Sources in Primo VE!)

Digital Representations are **not** part of the CARLI I-Share contract and should not be used in Alma:



The image shows a vertical navigation menu on the left with three main sections: 'Resources' (with a book icon), 'Discovery' (with a magnifying glass icon), and 'Fulfillment' (with a box icon). To the right of the menu is a list of actions. The item 'Add Digital Representation' is circled in red and has a star icon to its left. Other items in the list include 'Authority Control Task List', 'Reminders', 'Create Inventory', 'Add Local Electronic Collection', 'Add Local Portfolio', 'Add Physical Item', and 'Manage Inventory'.

- Resources
 - Authority Control Task List
 - Reminders
- Discovery
 - Create Inventory
 - Add Local Electronic Collection
 - Add Local Portfolio
 - Add Physical Item
 - ★ Add Digital Representation
- Fulfillment
 - Manage Inventory



The image shows a record for 'Louisiana life.' with the following details:

- Louisiana life.**
- Journal {Journal - Electronic}** ([Metairie, LA : Louisiana Life, Ltd, c1989-)
- Subject:** Louisiana--Periodicals.
- Creation Date:** 02/25/2012 15:57:04 CST
- Modification Date:** 02/10/2021 13:12:45 CST

At the bottom, there are three options with radio buttons: 'Physical', 'Electronic (1)', and 'Digital (1)'. The 'Digital (1)' option is circled in red.

Demonstrations of Patron Digitization Requests

- Configuration options
- Workflow demonstration



Questions?

**Join us June 24, 2021 at
2pm for another Office
Hour.**

**Contact CARLI at
support@carli.illinois.edu**

