Spring 2019 Update

The scripts and training materials in this section were used by Alma peer trainers & facilitators during the active Implementation project phase (April 2018 - June 2019).

These materials are now archived and may contain outdated information/past practice - do not use as-is. This content was last updated June 2018.

For current Alma training, please visit the Learning Alma - for Staff and Managers page.

Handouts, resources and display documents for the class

Handout – Items and Holdings Intro Handout - 1 pager.docx (word doc)

Display – Items Holdings practice exercises_Intro Class.docx

Links to any pre-reading and reference documents

- Items - Material types for reference
- Item Policies for reference

Outline for the class and links to related documentation

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Script for the class

Introduction

Welcome to the Items & Holdings Intro class. In this class, we will look at viewing and editing items and holdings for physical materials across functional areas (acquisition, cataloging, circulation). My name is ..... (and our facilitator/s in this class is/are... ).

A few notes:

- Alma went live on July 3rd and, as expected, we’re learning new things about it as staff work with real data in the system. Everyone is continuing to learn Alma, and will have the support they need to do so.
• We are training on the tool of Alma, and while there is usually more than one way to do anything in Alma, we will show you one verified
   or preferred way to do tasks. Once you’ve learned the best practice, we encourage staff to discuss local procedures and workflows in
   your units.

• We also encourage everyone to come together in Learning Circles - either cross-functional within units or on the same functions across
   units - to discuss how the implementation is going and how the new features and workflows in Alma might change work at Harvard.

• Please continue to use the LTS Alma Support form to ask questions and report issues with Alma data, workflows, or roles & permissions.
   Asking these questions, and working groups providing answers, is an important part of everyone learning more about Alma. You can find
   the link in the Notifications widget in Alma, along with the link to Alma documentation on the LTS wiki.

• You have a 1-page handout that contains a link to the Alma sandbox, the wiki page for this class, and a few other useful links. (If there
   are other handouts, describe them.) The script and all materials for this class are available to review on the wiki, and will continue to be
   updated with any changes in procedures.

Some quick logistics information:

• The nearest bathrooms & water supply are:
  - **Lamont rooms**: Restrooms are gendered by floor. Lamont 310 is on a men's room floor, Lamont B-30 is on a women's room
    floor.
  - **90 Mt Auburn**: Two restrooms are on the opposite side of the building on the basement level, water is in the kitchenette and in a
    fountain by the restrooms
  - **625 Mass Ave**: Restrooms are at the opposite end of the building on the 3rd floor, by the water fountain

• Please ask questions when they come up; I will also pause between sections for questions and to make sure things are clear.

Let's start by introducing ourselves. (Go around the room and ask everyone to share their name, library/unit, and how this class relates to their
work.)

Now, if you haven't already, please log in to Alma.

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**Items**

Let's begin our work by looking at items. Items records cross over into most functional areas – from ordering, to cataloging, to inventory
maintenance, to de-accessioning. For that reason, they are part of this class for staff across functional areas.

In this section, we will review general information about items, and try the on the fly “add physical item” process. Then we will take a break so
you can practice the Add Physical Item process.

• Remember in the Sandbox, to be able to edit materials and see the full range of options for an item, we need to use the locations we
  have access to.

  • **We'll want to focus our work on items from Lamont, Widener or Schlesinger during this training period, so we have the full range
    of editing possibilities.**

**General Information about Items**

Here is some basic information about Items in Alma, which in some cases may be different from Aleph.

• Holdings and items together are called “inventory” in Alma.
  - To help understand how Alma Inventory is structured, Ex Libris has created these diagrams – you may remember seeing this
    structure of Alma inventory in your Intro or Search & Sets class.

  • **Trainer can show images on this page / draw something similar on the board, as needed:** Items & Holdings

• In Alma, anything with a holding is referred to as a Physical Title or Physical Inventory.
  - Most holdings and items represent physical pieces in our collection.
  - A difference from Aleph is that most electronic resources will not be represented by holdings, instead they will be represented by
    Electronic collection and portfolio information.

• In Alma, all items are attached to holdings. This is a core difference from Aleph, where creating a holdings was not required.
  - Alma will not allow you to create an item without a holding.
  - When creating an item, Alma will also create a holding if one does not already exist for that library/location.

  • **You may be wondering – what about the things in Aleph that didn't have holdings?**

    - **Aleph items** that were not attached to holdings were attached to holdings in Alma during data migration.
      - During migration, Alma either attached the item to an existing holding (when the library/location were the same)
        or, if they were not, Alma created a new holding.

• In Alma, a holding may or may not have an item.
  - Examples of a bib that has a holding without items: are an analyzed monographic series, a multipart work, or an older serial. **(Trainer**
    **, 3 examples below if you want to show one, two or all)**

    • a monographic series: Conduct an "All Titles" search for MMS ID 990091802930203941 (Archaeological
      studies Leiden University)
    • a multipart work: Conduct an "All Titles" search for MMS ID 990074312040203941 (Oxford history of art)
• Older serial tiles do not have items: Conduct an "All Titles" search for MMS ID 990051690120203941 (Quarterly digest of statistics (Accra, Ghana : 1959)

• Alma allows setting of Temporary locations values, which can be helpful for some materials, such as Reserves and Serials.
  • When temporarily moving items from one location to another, staff have the option of inputting an end date for the temporary location in Alma.
    • On this date an automated job will warn staff to return these items to their regular location.

• Like Aleph, Alma will not allow you to enter a barcode already used by another item.

• There are some unique displays in Alma related to holdings and item information. When viewing search results in Alma, there is a summary line of holdings/items.
  • The system lists the first and last item held so this is not a summary, just an "at a glance" status.
  • The summary in the Alma search results does not show holdings summary statements.

• I'll use the All Titles search to show an example.
Conduct an "All Titles" search for MMS ID 990001385590203941 (Journal of academic librarianship) - If not already expanded, click "Expand > All"

This title only shows a summary of item availability for the Widener Library copy with the call number of BP 178.8 based on the first and last item record.

• Please note that because not all physical items held have item records, these summary statements may not reflect actual holdings.
  • If you are interested in an example: Ghana living standards survey (MMS ID 990027316770203941). We also hold v. 1-4, but they do not have item records.

• I want to highlight 2 changes in vocabulary in Alma related to Items.

  • In Aleph, the field called "Item Status" was used to define terms of use, or loan policy, for an item.
    • (This data migrated to a field called "Item Policy" in Alma, which is used along with Location to determine terms of use for an item.)
  • The Item status that displays in Alma is determined automatically by the system and is one of two values (Trainer: do an All Titles search for Theodore Rex, click on the Items hyperlink, to show on the screen during this explanation):
    • Item in place (item is not checked out, in transit, or in process)
    • Item not in place (item is in process, transit, or checked out)

  • Any time something is not in place the "availability" status will be "unavailable." (Appropriate request links will still be present in the public catalog).

• Item Process type is also different than Aleph Item Processing Status.
  • In Alma, Item Process type is used when an item is undergoing some kind of library processing or circulation activity.
    • It will be one of two kinds of statuses: a Work Order status (which is what is replacing pseudopatrons; something like Tech Services Shelf Prep, or Preservation Review); or a Circ-related status (like On Loan, Missing, On Hold, Lost, etc).
  • Process types are defined centrally for Harvard.
    • In many cases, Aleph IPS migrated to Alma Item Internal Notes. If you have question about migrated data points for items, please refer to the item data mapping guide.

Creating Items Using "Add Physical Item"

Item creation occurs at various times based on workflow and type of material.

• Items may be created during the process of placing an order, or when cataloging. The steps for those workflows are covered in the Ordering and Cataloging classes.
• You may also create an item when you are doing "quick cataloging" or "on the fly" item creation, such as when an item is found in the stacks but it doesn't appear to exist in the catalog.
  • A holding is automatically created based on the item values selected.
• I am going to show you this method, using the Resources > Create Inventory > Add Physical Item function.

• Alma will ask if you want to attach the item to an existing holding, or create a new holding.
  • If you select "existing" it will ask you to choose the existing holdings
  • If you select "new", you need to enter the required fields (marked with red asterisk).
    • In this example, I'm selecting "new", because we want to create a new bib, holdings and item right now.
  • Select book or article
  • Enter a title.
    • We are going to use this title again later in class, to view and edit the holdings and item. So please pick or make up a very unique title so it will be easy for you to find.
    • Something like "Isabel is learning Alma" or "Lars loves baseball" would work well.
  • Start typing a location. Alma will search the location list based on what you enter. Select your location.
  • Click outside the location box to have Alma capture that info.
  • At that point, the barcode box will no longer be grayed out, and you can enter a barcode (or you can let Alma create a system supplied one, which will be Alma####, like Alma4066).
Click save.

This will create a very brief bib, a holdings with the location you selected, and an item with a barcode.

**Practice time (show instructions on screen):** We are now going to try this Quick Cataloging Add Physical Item process.

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**Viewing and editing items**

Next we are going to look at the process for both viewing and editing existing items.

- First, we must do a search.

- **To "view" items,**
  1. You can do a **Physical Item search**— *Trainer demo this*
     1. choose Barcode as your search criterion, then Scan or type the barcode: **HB9TPS** into the Search box.
     2. This brings up a single result for the item.

  *Trainer briefly describe/walk through the display.* You can click on “Other details” to see Circulation information.

- You can do a Physical Title search— *Trainer demo this using the title created in the prior section*
  - you will see hyperlinks for "Items" at the bottom of the search entry, as well as "Items" in the ellipsis menu.
  - Clicking on either of these will take you to the item list first
  - Then you can click View under the ellipsis menu.

- You can do a Physical Item search— *Trainer demo this using the title created in the prior section*
  - And there is NO way to only view the item from this kind of search. If I click on the hyperlinked barcode, or "Items" in the ellipsis menu, those both take me to the screen to EDIT the item.
  - So if you want to view an item, do a title search.

- **To "edit" items,**
  1. You can do a **Physical item search**— *Trainer demo this*— choose Barcode as your criterion, then Scan or type the barcode: **3204 4119644607** into the Search box. This brings up a single result for the item. You can click on the Edit Item button in the Row Action Item list or “hot buttons”. This opens the item in the Physical Item Editor where you can edit information in any of the 4 tabs.
  2. You can do a Physical item search— *Trainer demo this using the title created in the prior section*
     - you can choose Edit Item right from the search results page, and it will take you right to the Physical Item Editor form.

  *Trainer show top of this page:*

- If you launch a Physical title search - *Trainer demo this using the title created in the prior section*
  - you will see hyperlinks for "Items" at the bottom of the search entry, as well as "Items" in the ellipsis menu.
  - Clicking on either of these will take you to the item list
  - Then you can click Edit under the ellipsis menu, or click on the hyperlinked barcode, and then you will be on the Physical Item Editor form.
  - So if you want to edit an item record, doing a Physical Item search cuts out two extra steps.
  - In short – use Title search to View items, Use Items search to Edit Items

- On the Physical Item Editor page, there are lots of fields you can edit.
  - Select one or more fields on the different tabs to view or make changes to the physical item’s information.
  - There is a list of the required fields in the Alma documentation – *Trainer show top of this page:* [https://wiki.harvard.edu/confluence/x/2J5dDQ](https://wiki.harvard.edu/confluence/x/2J5dDQ)
  - *Trainer select a few item record fields to edit*

  Click **Save** when changes are complete.

**Practice time (show instructions on screen):** Now let's try searching for an item, viewing an item, making edits to the item, and saving your edits.

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**Additional documents about Items**

Before we move on to holdings records, I want to show you some reference documents on the LTS wiki regarding items:

- **Items - Material types** for reference
- **Item Policies** for reference
- **Item Statuses, Process Types, and Fields** – has migration info, and a link to a full list of all item fields, with descriptions, on the Ex Libris documentation site.
Holdings

We will now turn our focus to holdings records. In this portion of the class, we will walk through viewing, and editing holdings records, like we just did with items.

Holdings are different from items in an important way - we edit them in the Metadata Editor (MDE).

- You may have seen already how if you open a bib or holdings record in the Metadata Editor, it will be locked to you for editing for 24 hours unless you “release” it.
  - This is the opposite of what we encountered in Aleph. In Aleph, if you had an Item record open on your screen, other staff would get a pop up about the record being “locked by another user”.
  - Item records will never be locked in Alma – but both holdings and bibs will be “locked” from editing if another staff member has one open or hasn’t released it yet.
- So in the case of holdings, it’s important to note whether you want to just **“view”** a holdings (which won’t open it in the MDE or lock it to you), or if you need to **“edit”** a holdings.
  - If you accidentally land in the MDE, clicking the back arrow to get out of the screen will not release the record.
  - You need to regular click on the folder in the left column, and the option to Release All Records will appear. Click on this, both for the bib and holdings folders.
  - (Trainer: demo doing this)

Viewing holdings

I will use a different example than the title I created earlier, so you can see both an item with multiple holdings and a holdings record that has fuller content than the brief one that was generated for my earlier title.

- First, note that there is no “Physical Holdings” search in our drop down. There is no way to directly search for holdings.
- If I perform a physical items search for the title I created I can only view the holdings by choosing “Holdings” from the ellipsis menu. But if I click on the hyperlink for the title, I now have the option of choosing “Edit” at the top of the screen, which will open the holdings in the MDE and allow you to make any necessary changes.
  - (Trainer, demo this with the title from earlier in the class.)
- Performing a Physical Titles search offers a more options for editing the holdings. For this demonstration I will use a title that has multiple holdings attached and that has fuller content than the record I created earlier.
  - (Trainer: search Bossypants)
  - You can see that several different libraries have holdings of this title.
  - If you click on the hyperlinked text in the Location column (Trainer click on the LAM FARNS holdings), you will get the MARC view of the holdings record.
    - I easily can move to editing by clicking “Edit” at the top.
  - But before I click on that, let’s go back a screen.
    - I can also click on the hyperlinked text “holdings” in the expanded view below or in the ellipsis menu
    - Because there is more than one holdings, this will take me to a list of all holdings associated with this bib.
  - Having lots of holdings also means I get lots of options here:
    - I can click on the hyperlinked holdings record number for the MARC view,
    - (Trainer use the LAM FARNS holdings and click on the ellipsis)
    - Going back one screen to the List of Holdings, I can use the ellipsis menu to View, Edit or several other options
    - I also have options at the top like: Delete Holdings and Add New Holdings
  - If I click on edit, the Metadata Editor will open. I land in the same place as I would have if I clicked Edit earlier.
    - Note that there are even more ways to open a holdings and those will be covered in more detail in the Cataloging classes.

Editing holdings

- The MDE will keep keep track of holdings that you are working on.
  - These will display on the left hand pane. You can click on any holdings in your left pane to display and edit that holdings.
  - When you open things to edit (bibbs or holdings) they become locked to you. Make sure to release them when you are done. Otherwise they are locked for editing (view-only) for 24 hours after your last edit.
  - More information about using the MD Editor can be found in the MD Editor Overview documentation.
- You can add or delete fields using the Edit menu.
- You can open fixed fields like the 008, LDR and 852 using Ctrl + F. Click the Escape key on your keyboard to close a form that you have opened. Although you click the Escape key, your changes to the MARC field will be saved.
  - Using a form (Ctrl + F) to edit the 852 is new. We did not have that option in Aleph. The only requirements for the 852 are the $b (sublocation or collection) and $c (shelving location). The drop down options in $c are context sensitive and therefore will change depending on what you chose for $b.
- Please note that if you have a Library of Congress call number on your bibliographic record, and your sublocation and shelving location use the Library of Congress classification, the call number from the bib. record will come automatically into the holdings when you save your item. Please note that this works only for 050; it does not work for 090. It doesn't always work for 050 4 either- MH
  - Trainer demonstrate this by adding 050 00 $a F1234 $b .Q67 2018 to your bib. record (if you don’t already have an 050 on the record). Then create a holdings. In the 852 choose $b WID and $c WIDL. Save the holdings, and the call number will automatically go into the holdings.
- The sublocation/shelving location combinations that use LC classification have been programmed to ingest the LC call number from the bib. record by LTS. However this has to be programmed individually for each combination, so LTS only did those which had over 2000 holdings. If your library would like to request this feature for a particular combination, you can contact LTS after July 3rd.
- In the sandbox, this feature is only working for WID, LAM, SCH, but in production it will work for any combination that uses LC classification and had over 2000 holdings.
- This feature will be helpful for staff, but it will mean that having a call number will no longer be a sign of something being cataloged. Many items will have a call number at point of order, or whenever the holdings is first created. Please remember that we will need to look at the item process type to tell where items are in our workflows.

- To save your changes you will need to choose a save option under the File drop down menu or click the blue Save icon at the top of the record.

  - Trainer demonstrate adding and editing fields as appropriate
  - Got to Tools: Save and Release (rather than the Save icon) when your edits are done, or click Ctrl+Alt+R.

**Practice time (show instructions on screen):** Now let's try searching for a holdings, viewing a holdings, making edits to a holdings, and saving your edits.

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**Additional topics**

Some other topics that are important with regard to holdings and items are:

- Adding holdings and items
- Duplicating holdings and items
- Moving holdings and items
- Deleting (which Alma calls Withdrawing) holdings and items
- Creating templates for holdings

These will be covered in the Advanced Holdings and Items class.

**Closing**

In the next day or two, you'll receive an email that includes an evaluation for this class. Please take a few moments to fill it out - your feedback will help us improve this class and will help me improve my training skills.

If you have any questions, use the LTS Alma Support form in the Notifications wiki to submit them.

Is everyone signed up for the next class in their sequence, or would you like more information about that class?

Thank you for attending today's class.