Alma Record and Search Types

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**Materials-Related Record Types**

**Title Record / All Titles Search Type**

A title-level record is any record that contains bibliographic information. An All Titles search will find any matching title records, regardless of format.

**Physical Resources Level Models**

**Physical Titles Record & Search Type**

Physical titles are bibliographic records for physical materials, or the digitized versions of those materials.

**Physical Holdings Record (no search type)**

Holdings records are records that connect individual items held at the same location to their related bibliographic record.

**Physical Items Record & Search Type**

Physical items are item records for physical materials, including books, journal issues, maps, and any other physical format.

**Electronic Resource Levels Model**
Electronic Titles Record & Search Type

Electronic titles are bibliographic records for eResources, including journals and magazines, eBooks, and databases.

Electronic Portfolios Record & Search Type

Electronic portfolios are

An Electronic Portfolio is the specific coverage, services, and link information relevant for an electronic title. Portfolios may be defined as standalone entities or as part of an electronic collection.

Electronic Collections Record & Search Type

Electronic Collections organize electronic resources for delivery and publication; those eResources can include electronic journals, databases, or e-books, among others. They identify the service and provider of a resource.

Digital Titles, Files, and Collections

Alma has the capability to be used directly as a digital repository, but because Harvard already has many well-established repositories, the library is not using or subscribing to this function. However, you will still see references to the three types of digital records, due to the single interface:

Digital Titles are the intellectual entity or title-level record for a digital object.

Digital Files are the individual files that make up the digital object.

Collections are entities that aggregate bibliographic records that have a relationship of some kind, and are used to connect related digital materials. A collection can be based on topic or subject matter, or any other common theme. Each collection has its own bibliographic record, and can include records associated with different resource types (physical, digital, and electronic). Again, Harvard is not using this feature.

Authorities Record & Search Type

You cannot edit Authority records in Alma, but you can use them to verify information and confirm that an authority record exists, or to see all bibliographic records related to an authority record.

Acquisitions & Finance-Related Record Types

Order Lines Record & Search Type

Purchase Order Line records are records for each individual item ordered for Harvard Library. They can be packaged together into Purchase Orders to send to the vendor.

Invoices Record & Search Type

Each Invoice record may contain payment information for one or more Order Lines.

Vendors Record & Search Type
Each Vendor used by Harvard Library has a master Vendor record, which includes the specific vendor account codes for units. Vendor codes changed during migration, so if you cannot find a record using the code, try the name or search for an order you know was to that vendor and click through links until you get to the vendor record.

**Funds Record & Search Type**

Most levels of a budget string have an individual fund record: ledgers (TUB), summary funds (did not exist in Aleph, used for reporting), and allocated funds (used for orders/paying invoices).

**Licenses Record & Search Type**

Each eResource license agreement has an individual record so it can be linked to every eResource/vendor that uses that license. You can view a list of all resources under that agreement from the license record page.

**Fulfillment-Related Record Types**

**Requests Record & Search Type**

While it exists, any request has a temporary record with a unique identifier, which can be searched for and viewed from the persistent search bar or the Monitor Requests & Item Processes screen. As soon as the request is completed, that temporary record is deleted but is stored and can be referenced by Alma in other places, such as the Completed Requests note in an item’s Other Details section and in Alma Analytics.

**Reading Lists Record & Search Type**

Reading List records aggregate all of the records for titles on a course reserve list, imported directly from Leganto to be processed by library staff. A reading list can be used for multiple courses or multiple iterations of the same course.

**Citations Record & Search Type**

Citations refer to items that students must view or read for a course. Citations appear in reading lists; a course may have multiple reading lists.

**Users Record & Search Type**

Select senior staff have permission to do a user search with the search bar. Most staff can only find a user in the Manage Patron Information screen by scanning in their HUID number.