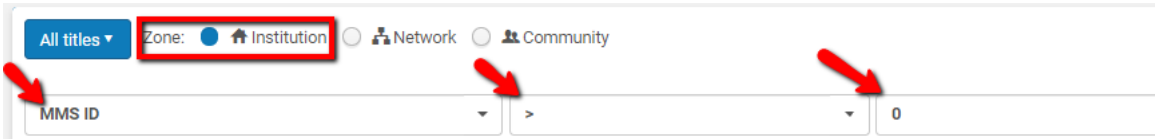




# FAQ - Supporting increased collection activation for remote learning and access

May 2020

<b>Q</b>	Do I have to do anything to activate this expansion of records?
<b>A</b>	No. You don't need to do anything. We have applied the extra 20% of records to subscription parameters for all Alma & Primo customers, and you can continue working normally without worrying about the need to apply any change to Alma or Primo.

<b>Q</b>	How do we know how many BIB records we have?
<b>A</b>	<p>In order to find the number of BIB records in Alma for your institution, just follow these easy steps.</p> <ul style="list-style-type: none"><li>• Choose the Advanced Search option.</li><li>• Search All Titles and choose the index MMSID</li><li>• In the next box, choose the 'greater than' &gt; symbol</li><li>• In the 3<sup>rd</sup> box, enter the number 0</li><li>• Make sure that the Institution Zone is checked</li></ul> <p>Advanced search &gt; All Titles &gt; MMSID &gt; 0</p> 



**Q** How do we know how many e-journal records we have?

**A** In order to find the number of e-journal records in Alma for your institution, just follow these easy steps.

- Choose the Advanced Search option.
- Search Electronic Titles, choose Electronic Portfolio and then choose Material Type
- In the next box, choose Equals
- In the 3<sup>rd</sup> box, choose Journal
- Make sure that the Institution Zone is checked

Advanced search > Electronic Titles > Electronic Portfolio: Material Type > Journal

The screenshot shows the Alma search interface. At the top, there is a blue bar with 'Electronic titles' and a dropdown arrow. Below this, there is a 'Zone:' section with three radio buttons: 'Institution' (selected), 'Network', and 'Community'. Below the zone section, there are three dropdown menus: 'Electronic Portfolio: Material Type (Electr)', 'Equals', and 'Journal'. To the right of these dropdowns are a plus sign and a share icon. At the bottom right, there are 'Clear form' and 'Search' buttons. Red arrows point to the 'Electronic titles' dropdown, the 'Institution' radio button, the 'Electronic Portfolio: Material Type (Electr)' dropdown, the 'Equals' dropdown, and the 'Journal' dropdown.

**Q** Can you give examples of how other libraries are extending their catalogs

**A** Many libraries are activating collections from vendors that are providing temporary free access to collections. For your convenience, Ex Libris has collected some together and you can see all details [here](#)

([https://knowledge.exlibrisgroup.com/Alma/Content\\_Corner/Supporting\\_Resources/List\\_of\\_COVID-19\\_and\\_Temporarily\\_Free\\_Resources](https://knowledge.exlibrisgroup.com/Alma/Content_Corner/Supporting_Resources/List_of_COVID-19_and_Temporarily_Free_Resources))

Note that there are various types of “temporary free access”, so these have been listed in a table at the top of the page.



**Q** How can I activate these temporary collections for a limited period of time?

**A** We have created a presentation [How to activate an electronic collection for a limited time period](#) that gives detailed instructions – with multiple screen captures on how to activate these temporary collections for a limited period of time.



**Q** How can I remove these temporary collections when they're no longer free

**A** In the presentation mentioned above, [How to activate an electronic collection for a limited time period](#) there is a detailed section that will guide you on how to remove these collections where their free access expires.

**Q** How can I remove unnecessary BIB records in Alma?

**A** If you wish to remove BIB records in Alma that are no longer relevant, you can do so by following these steps:

- Create a set of records based on relevant parameters. See the [Online Help](#) for more details on creating sets.

Once you have created a set, run a job to delete (withdraw) these records. See the [Online Help](#) for more details on running the job.

Name	Description	Content Type	Type
1 <input type="radio"/> Close lost loans	Delete item loans marked as lost.	Physical Item	Loan
2 <input type="radio"/> Delete 090 field	Delete 090 field	Bibliographic title	Marc 21 Bib normalization
3 <input checked="" type="radio"/> Delete Bibliographic records	Delete Bibliographic records	Bibliographic title	Withdraw



<b>Q</b>	What happens if we go over the 20% expansion?
<b>A</b>	Don't worry. Continue working normally. You won't be limited in any actions. You may wish to check with your Ex Libris account executive for further assistance.



<b>Q</b>	What happens to these additional records at the end of June 2021 if we don't delete them?
<b>A</b>	Don't worry. Continue working normally. You won't be limited in any actions. In parallel, we ask that you check with your Ex Libris account executive for further assistance.