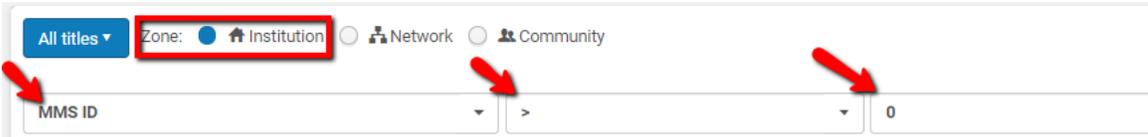




FAQ - Supporting increased collection activation for remote learning and access

May 2020

Q	Do I have to do anything to activate this expansion of records?
A	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.

Q	How do we know how many BIB records we have?
A	<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">• Choose the Advanced Search option.• Search All Titles and choose the index MMSID• In the next box, choose the 'greater than' > symbol• In the 3rd box, enter the number 0• Make sure that the Institution Zone is checked <p>Advanced search > All Titles > MMSID > 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 3rd 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 of the search area, 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)

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



Q What happens if we go over the 20% expansion?

A 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.



Q What happens to these additional records at the end of June 2021 if we don't delete them?

A 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.

