

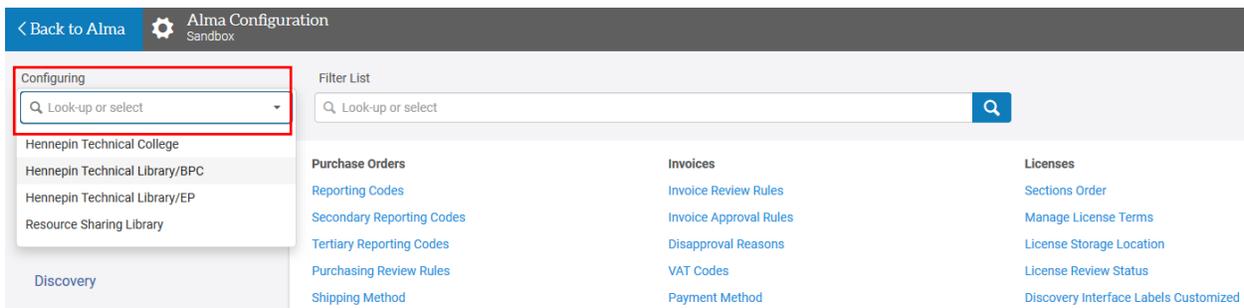
Alma How to close your library for borrowing and lending requests

Alma has functionality to allow a library to be closed for borrowing, lending or both borrowing and lending. The staff login must have a “User Role” of “General Systems Administrator” to close a library for borrowing or lending. If you or someone in your library does not have this role or are not comfortable with closing your library for resource sharing, please enter a support center ticket. The “General Systems Administrator” allows the user to manage all Alma systems configurations. Library staff must be Alma certified to have this role.

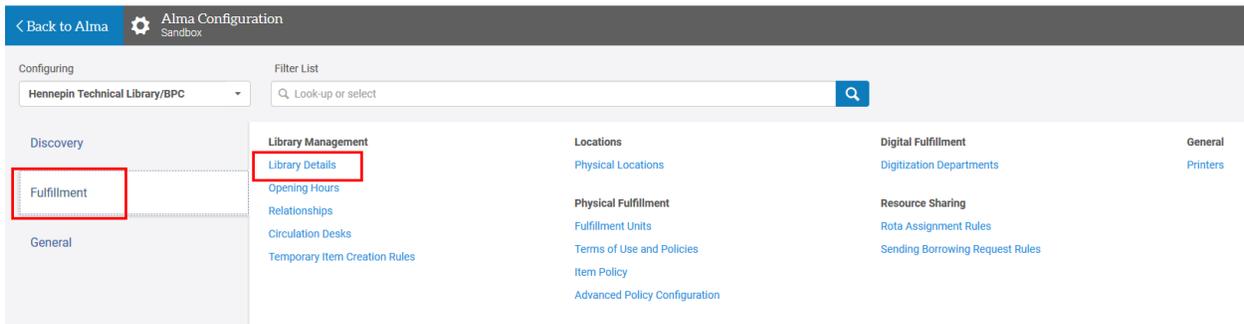
1.) From the Alma persistent menu click on “Alma Configuration”.



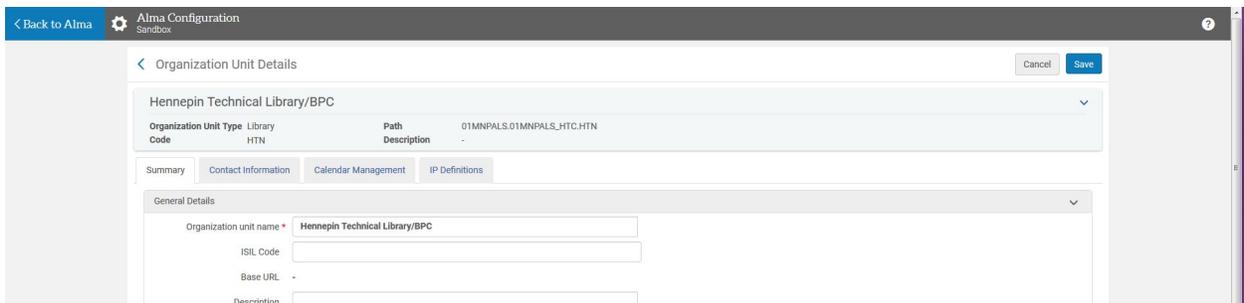
2.) Under “Configuring” choose the library you want to close for borrowing or lending. This will be the library connected to your main circulation desk.



3.) Click on “Fulfillment”. Then click on “Library Details”.



Information about your library will display. Please use **caution** and don't make additional changes to your library record.



Close your library for borrowing requests

Scroll down in your “Organization Unit Details” to the section “Resource Sharing Information” and look for the section “BORROWING SETUP”.

The screenshot shows the 'Organization Unit Details' form. The 'Resource Sharing Information' section is expanded, showing 'Is resource sharing library' checked, 'Itemless' unchecked, and 'Symbol' set to 'MNPALSiso:XOV'. The 'BORROWING SETUP' section is also expanded, showing 'Cancel request on locate failure' unchecked, 'Automatically activate locate profile' checked, 'Temporary inactive for borrowing' unchecked, 'Default location' set to 'Open Location Type: HTN Borrowing Resource Sharing Requests', and 'Default pickup location' set to 'Hennepin Technical Library/BPC'.

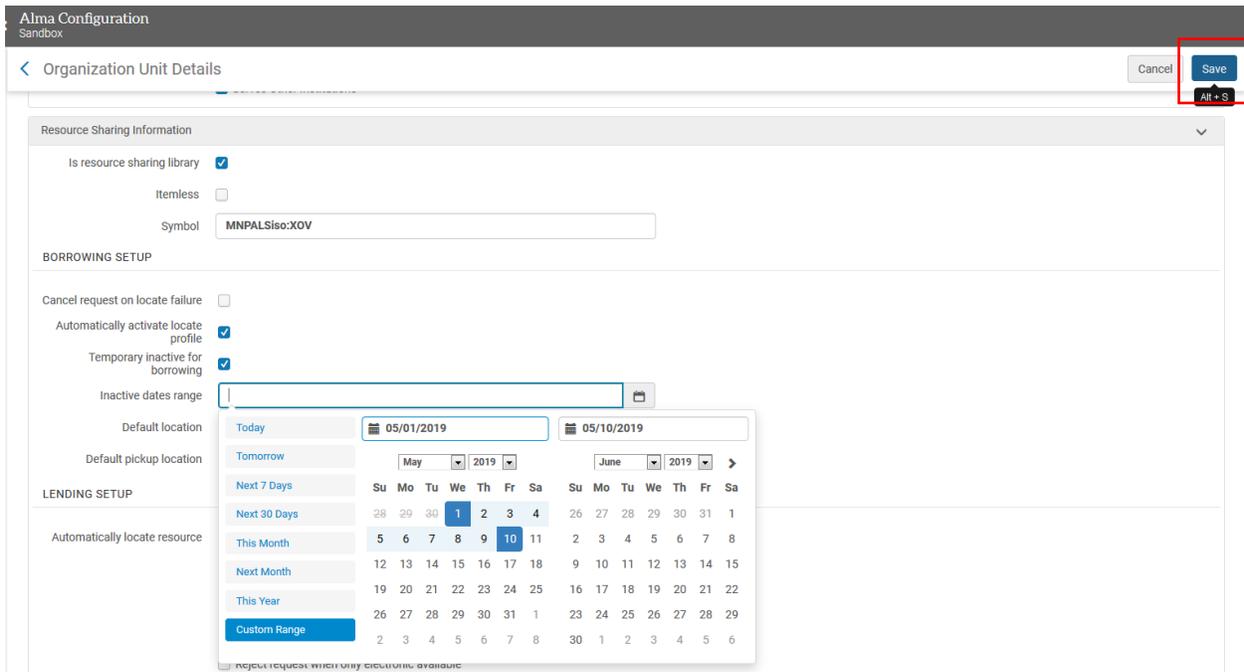
Click on the checkbox next to “Temporary inactive for borrowing”.

A field “Inactive dates range” will display. A date range can be entered in this field. If a date range is entered your patron will not be able to create borrowing requests during this date range. After the date range has passed then the patron will be able to create borrowing requests.

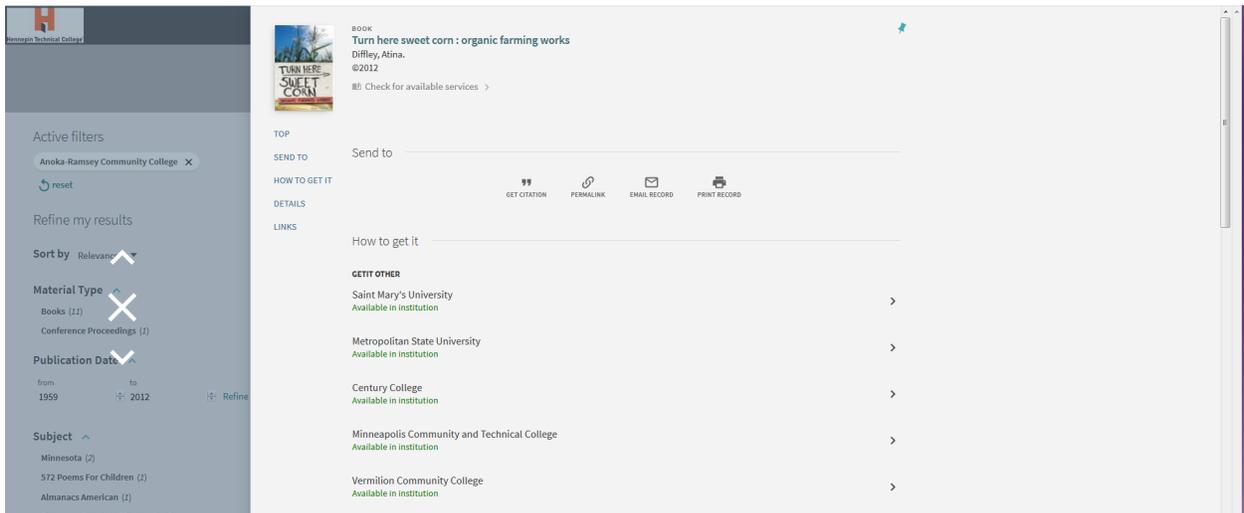
If a date range is not entered and “Temporary inactive for borrowing” is checked, patrons will not be able to enter borrowing requests. To allow borrowing requests to be accepted again when no date range was given, staff must remember to uncheck “Temporary inactive for borrowing”.

The screenshot shows the 'Organization Unit Details' form with the 'Temporary inactive for borrowing' checkbox checked. The 'Inactive dates range' field is open, showing a calendar view for May 2019. The calendar shows the date 1st of May is selected. The 'Default location' is set to 'Today' and '05/01/2019'. The 'Default pickup location' is set to 'Tomorrow' and '05/01/2019'. The 'LENDING SETUP' section is also visible, showing 'Automatically locate resource' unchecked.

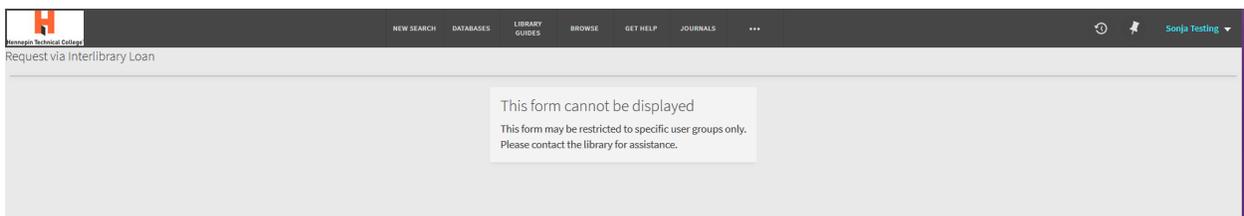
After selecting “Temporary inactive for borrowing” or entering an “Inactive dates range” click on “Save”.



When your library is closed for borrowing requests, the “Request” link will not display in Primo.



If the patron tries to create a borrowing request using the blank request form, they will get a message that the service is not allowed.



Close your library for lending requests

Scroll down in your “Organization Unit Details” to the section “Resource Sharing Information” and look for the section “LENDING SETUP”.

Organization Unit Details

Temporary inactive for borrowing

Inactive dates range

Default location **Open Location Type: HTN Borrowing Resource Sharing Requests**

Default pickup location **Hennepin Technical Library/BPC**

LENDING SETUP

Automatically locate resource

Reject request when locate fails

Reject request when no available items

Reject request when no requestable items

Reject request when only electronic available

Ignore electronic resources

Automatic creation

Temporary inactive for lending

Inactive dates range

Default location **Open Location Type: HTN Lending Resource Sharing Requests**

Click on the checkbox next to the field “Temporary inactive for lending”. When the box is checked a field “Inactive dates range” will display.

In the “Inactive dates range” field enter the date range that your library will not be able to process lending requests. During the inactive date range, lending requests sent to your library will get an automatic unfill with the date range as a note. After the inactive date range has passed, your library will start getting lending requests.

If you do not know when your library will be able to fill lending requests again leave the “Inactive dates range” blank. If the date range is left blank the “Temporary inactive for lending” must be unchecked for your library to receive lending requests.

LENDING SETUP

Automatically locate resource

Reject request when locate fails

Reject request when no available items

Reject request when no requestable items

Reject request when only electronic available

Ignore electronic resources

Automatic creation

Temporary inactive for lending

Inactive dates range

Default location **Today** **05/01/2019** **05/01/2019**

Locate by fields

Default printer

	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
Next 7 Days														
Next 30 Days	28	29	30	1	2	3	4	26	27	28	29	30	31	1
This Month	5	6	7	8	9	10	11	2	3	4	5	6	7	8
Next Month	12	13	14	15	16	17	18	9	10	11	12	13	14	15
This Year	19	20	21	22	23	24	25	16	17	18	19	20	21	22
Custom Range	26	27	28	29	30	31	1	23	24	25	26	27	28	29
	2	3	4	5	6	7	8	30	1	2	3	4	5	6

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After selecting “Temporary inactive for lending” or entering an “Inactive dates range” click on “Save”

The screenshot shows the 'Organization Unit Details' form. The 'Temporary inactive for lending' checkbox is checked. Below it, the 'Inactive dates range' is set to '05/01/2019 - 05/10/2019'. The 'Save' button in the top right corner is highlighted with a red box.

When your library is inactive for lending, the borrowing library will receive an automatic unfill and if inactive dates were provided the dates will be sent in a note to the borrowing library.

The screenshot shows the 'Resource Sharing Borrowing Request' page. The 'Notes' tab is selected and highlighted with a red box. Below the tabs is a table with two rows of notes. The second row's content is highlighted with a red box.

Created On	Updated On	Updated By	Note
05/01/2019	05/01/2019	System	[XOV Hennepin Technical College, Brooklyn Center] Unfilled reason: Other
05/01/2019	05/01/2019	System	[Reject][XOV Hennepin Technical College, Brooklyn Center] Note:The resource sharing library is inactive for lending request between 05/01/2019 and 05/10/2019