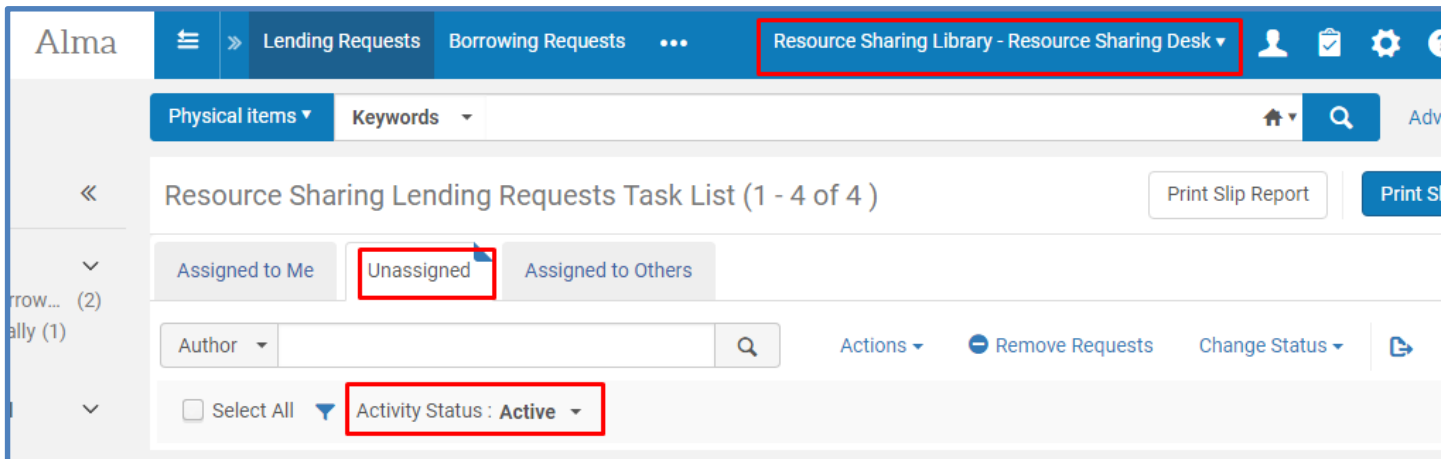


הדרכת עלמא – שיתוף משאבים RS

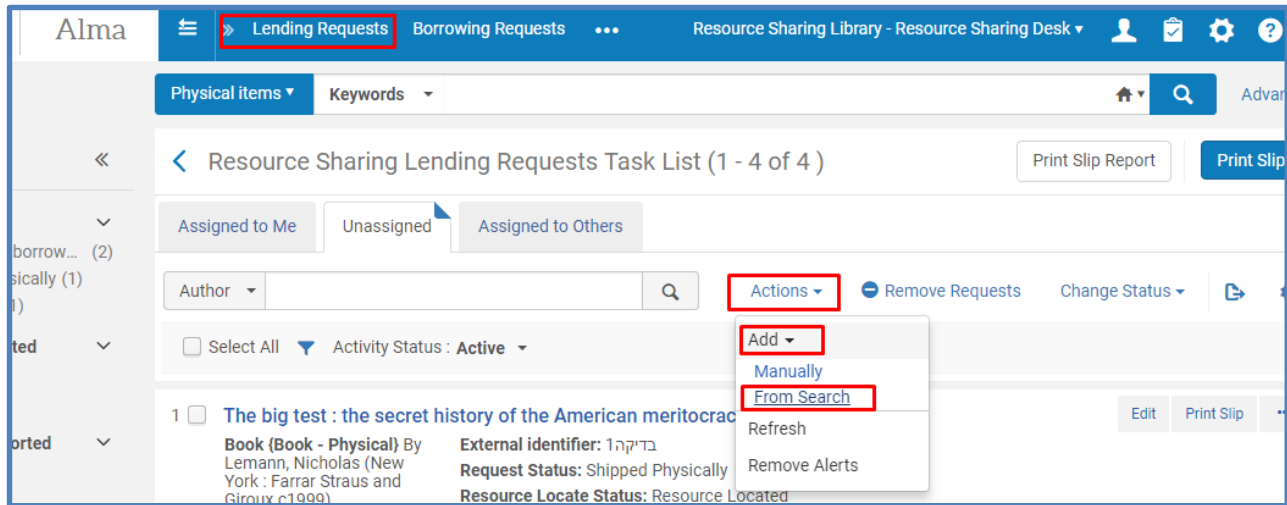
Lending digital

1. תהליך ללא מחלקת דיגיטציה

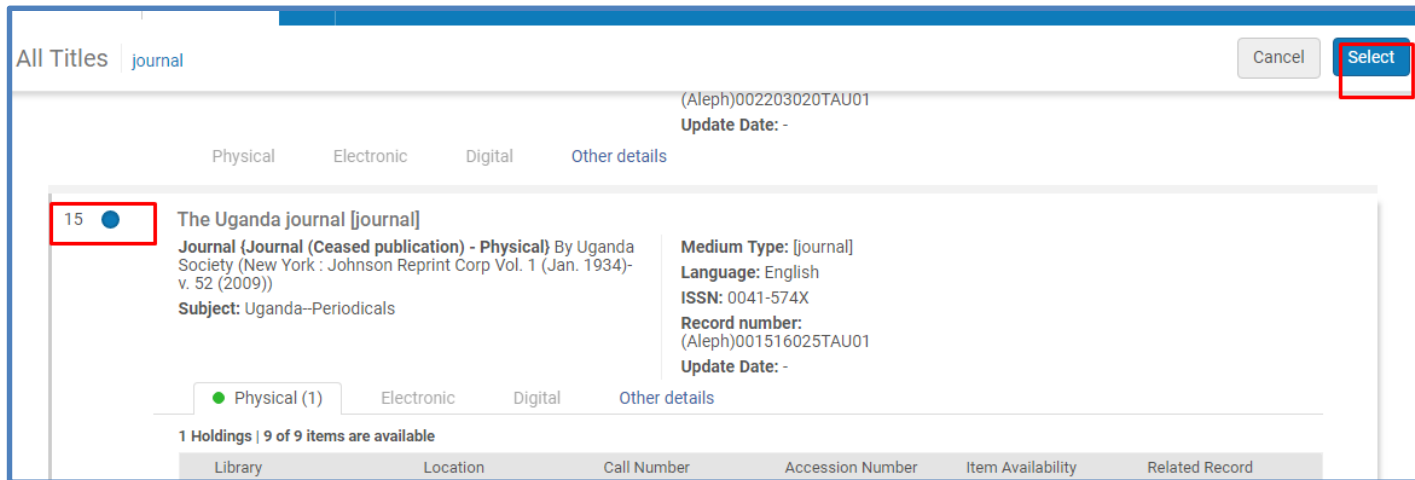
- Currently at: resource sharing library
- לשים לב שאנחנו ב unassigned
- ושהסטטוס הוא active.



ממשיכים כרגיל



The screenshot shows the Alma Lending Requests interface. The top navigation bar includes 'Alma', 'Lending Requests', 'Borrowing Requests', and 'Resource Sharing Library - Resource Sharing Desk'. The main content area is titled 'Resource Sharing Lending Requests Task List (1 - 4 of 4)'. It features filters for 'Physical Items' and 'Keywords', and tabs for 'Assigned to Me', 'Unassigned', and 'Assigned to Others'. A search bar is present with the text 'Author'. An 'Actions' dropdown menu is open, showing options: 'Add', 'Manually', 'From Search', 'Refresh', and 'Remove Alerts'. The 'From Search' option is highlighted. Below the menu, a list item is visible: '1 The big test : the secret history of the American meritocrac...'. To the right of this item, there are buttons for 'Edit' and 'Print Slip'. The item details include: 'Book (Book - Physical) By Lemann, Nicholas (New York : Farrar Straus and Giroux c1999)', 'External identifier: 1 בדיקה 1', 'Request Status: Shipped Physically', and 'Resource Locate Status: Resource Located'.



The screenshot shows the Alma All Titles interface. The top navigation bar includes 'All Titles' and 'journal'. The main content area displays details for a record: '(Aleph)002203020TAU01' and 'Update Date: -'. Below this, there are tabs for 'Physical', 'Electronic', 'Digital', and 'Other details'. The 'Physical' tab is selected, showing a list of holdings. The first holding is highlighted with a red box: '15 ● The Uganda journal [journal]'. The details for this holding are: 'Journal (Journal (Ceased publication) - Physical) By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009))', 'Subject: Uganda--Periodicals', 'Medium Type: [journal]', 'Language: English', 'ISSN: 0041-574X', 'Record number: (Aleph)001516025TAU01', and 'Update Date: -'. Below the details, there are tabs for 'Physical (1)', 'Electronic', 'Digital', and 'Other details'. At the bottom, it says '1 Holdings | 9 of 9 items are available'. A table header is visible at the bottom with columns: 'Library', 'Location', 'Call Number', 'Accession Number', 'Item Availability', and 'Related Record'. A 'Select' button is highlighted with a red box in the top right corner.

ממלאים את הטופס ושומרים

General Information

Request Attribute

Supplied To *	MIRA BEN ARI	Owner *	Resource Sharing Library
Request Status	Created lending request	External identifier *	מס_הזמנה_פרטני
Format	Digital	Requested Media	Any
Allow Other Format	<input type="checkbox"/>	Copyright Status	
Language		Date Needed By	
Shipping Cost	ILS	Level of Service	
Requester Email			
Request note			

משאירים ריק (מתמלא לפי הכללים של כל ספק).
ממלאים 0.00 אם מדובר ב TOC

ההזמנה נעלמת כמובן, מוצאים כרגיל (לא לשכוח לבדוק מצאי...).

Status ▾
Created lending request... (1)
Shipped Digitally (1)

Request Printed ▾
No (2)

Request Reported ▾
No (2)

Creation Date ▾
Today (2)

Supplied Format ▾
Digital (1)
Undefined (1)

Due date ▾
Undefined (2)

Last Interest Date ▾
Undefined (2)

Owning Library ▾
Resource Sharing Lib... (2)

Assigned to Me | Unassigned | Assigned to Others

Author ▾ **Actions** ▾

Select All Activity Status : Active ▾ | Active Partner : MIRA BEN ARI Requested Format : Digital Update Date : Today

1 **The Uganda journal [journal]/The Uganda journal**

Article (Journal (Ceased publication) - Physical)
By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009))
ISSN: 0041-574X
Subject: Uganda--Periodicals
MMS ID: 990015160250204146

External identifier: מס_הזמנה_פרטנר
Request Status: Created lending request
Resource Locate Status: Resource Located
Requested Media: Any
Request Printed: No
Request Reported: No
Requested Format: Digital
Creation Date: 24/05/2018
Update Date: 24/05/2018

Alerts Physical (1) Electronic Digital Other details

990015160250204146

Alerts Physical (1) Electronic Digital Other details

1 Holdings | 5 of 9 items are available

Library	Location	Call Number	Accession Number	Item Availability	Related Record
AC1	KA1	950.05 UGA	-	<input checked="" type="radio"/> Print holdings at the Central Library: 1-10,1934-1946	-

ממלאים את הפרטים הביבליוגרפיים

Resource Sharing Lending Request

General Message Cancel Save

The Uganda journal/The Uganda journal

Partner name MIRA BEN ARI External identifier מס_הזמנה_פרטנר

General Information Audit General Messages Notes Items Attachments

Resource Information

Article\Chapter title * מאמר

Journal title The Uganda journal

Author מחברת Volume 1

Author initials Issue 1

ISSN 0041-574X LCCN

System Control Number Other standard ID

Barcode Remote record ID

DOI אם ממלאים כאן - הכל מתמלא אוטומטית PMID

Publisher Johnson Reprint Corp Place of publication New York :

Additional person name Source MBAR 1303

Series title number Note "Organ of the Uganda Literary and Scientific Societ

Chapter Pages 1-1

Start page End page

Publication date שנת המאמר

Request Attribute

זה לא נכון. קיים רק ב borrowing

מדפיסים סליפ שאיתו הולכים למדף

כדאי להעביר את הסטטוס ל – Being Processed בזמן שמטפלים בהזמנה ועד שסוגרים אותה, אבל לא חובה. (תלוי כמה אנשים עובדים על לנדינג בו זמנית)

<p>2 <input type="checkbox"/> The Uganda journal [journal]/The Uganda journal</p> <p>Article {Journal (Ceased publication) - Physical} By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009))</p> <p>ISSN: 0041-574X</p> <p>Issue: 1</p> <p>Volume (article): 1</p> <p>Pages: 1-1</p> <p>Subject: Uganda-Periodicals</p> <p>MMS ID: 990015160250204146</p>	<p>External identifier: מס_הזמנה_פרטנר</p> <p>Request Status: Created lending request</p> <p>Resource Locate Status: Resource Located</p> <p>Requested Media: Any</p> <p>Request Printed: No</p> <p>Request Reported: No</p> <p>Requested Format: Digital</p> <p>Creation Date: 24/05/2018</p> <p>Update Date: 24/05/2018</p>	<p>Edit Print Slip ...</p> <p>Print Call Slip for this resource</p>
---	--	--

אחרי שהבאנו את הספר/כתב העת וסרקנו...

2 **The Uganda journal [journal]/The Uganda journal**

Article {Journal (Ceased publication) - Physical}
By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009))
ISSN: 0041-574X
Issue: 1
Volume (article): 1
Pages: 1-1
Subject: Uganda--Periodicals
MMS ID: 990015160250204146

External identifier: מס_הזמנה_פרטנר
Request Status: Created lending request
Resource Locate Status: Resource Located
Requested Media: Any
Request Printed: No
Request Reported: No
Requested Format: Digital
Creation Date: 24/05/2018
Update Date: 24/05/2018

Alerts ● Physical (1) Electronic Digital Other details

Edit Print Slip ...

- Manage Fulfillment Options
- Duplicate
- Reassign
- Search
- Detach from MMS
- Reject
- Ship non-returnable
- Ship Item
- Will Supply
- General Message

General message


General Message

Message

מכתב שצריך לקנפג. יש בו עכשיו את פרטי ההזמנה ומקום להכניס הערה. בהערה צריך לשים את הלינק למאמר והצהרת זכויות יוצרים.

Cancel Send

כך נראה המכתב שמקבלת הספרייה המזמינה



General Message Email Letter 24/05/2018

Dear Sir/Madam,

We would like to notify you regarding the following Resource Sharing request

Request ID: מס_הזמנה_פרטנר
Title: The Uganda journal
Author:
Request Date: 24/05/2018

Note: מכתב שצריך לקנפג. יש בו עכשיו את פרטי ההזמנה ומקום להכניס הערה. בהערה צריך לשים את הלינק למאמר והצהרת זכויות יוצרים.

Sincerely
Resource Sharing Library
Sourasky Central Library
Tel-Aviv

Tel Aviv University

עכשיו "שולחים".

2 **The Uganda journal [journal]/The Uganda journal**

Article {Journal (Ceased publication) - Physical}
By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009))
ISSN: 0041-574X
Issue: 1
Volume (article): 1
Pages: 1-1
Subject: Uganda--Periodicals
MMS ID: 990015160250204146

External identifier: מס_הזמנה_פרטנר
Request Status: Being Processed
Resource Locate Status: Resource Located
Requested Media: Any
Request Printed: No
Request Reported: No
Requested Format: Digital
Creation Date: 24/05/2018
Update Date: 24/05/2018

Alerts Physical (1) Electronic Digital [Other details](#)

Edit Print Slip **...**

- Manage Fulfillment Options
- Duplicate
- Reassign
- Search
- Detach from MMS
- Reject
- Ship non-returnable
- Ship Item**
- Will Supply
- General Message

אחרי שנלחץ OK ההזמנה נעלמת, כמובן...

מס_הזמנה_פרטנר

Title: The Uganda journal [journal] Author: Uganda Society ISSN: 0041-574X

Ship to: MIRA BEN ARI

Shipping format: Physical Digital Physical non-returnable

Automatically print slip: Yes No

Shipping cost: [] ILS

Note to partner: []

Internal note: []

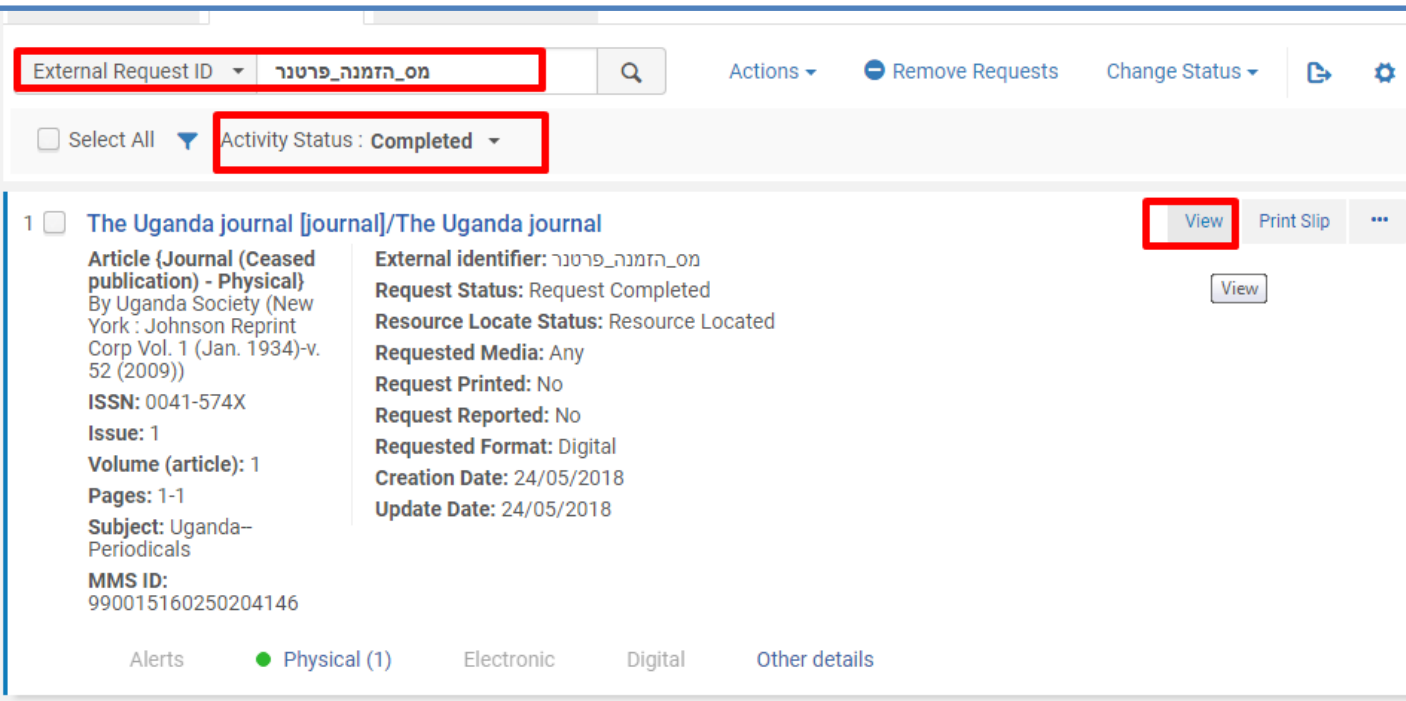
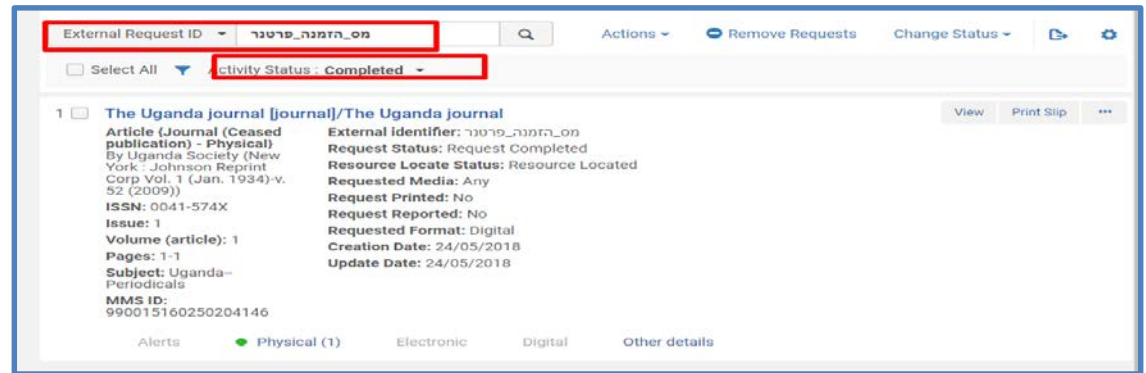
Complete the request:

Scan request ID: מס_הזמנה_פרטנר [OK]

No records were found.

כדאי בחודשים הראשונים דווקא לא לסמן על מנת שלא יהיה קשה למצוא אח"כ ושניתן יהיה לשנות ולתקן טעויות.

כך מוצאים שוב את ההזמנה במידה וסגרנו אותה



נכנסים ל
view
לבדוק

חשוב!!!

בדיקת שלושת הפרמטרים – בשביל אנליטיקס

The Uganda journal/מאמר

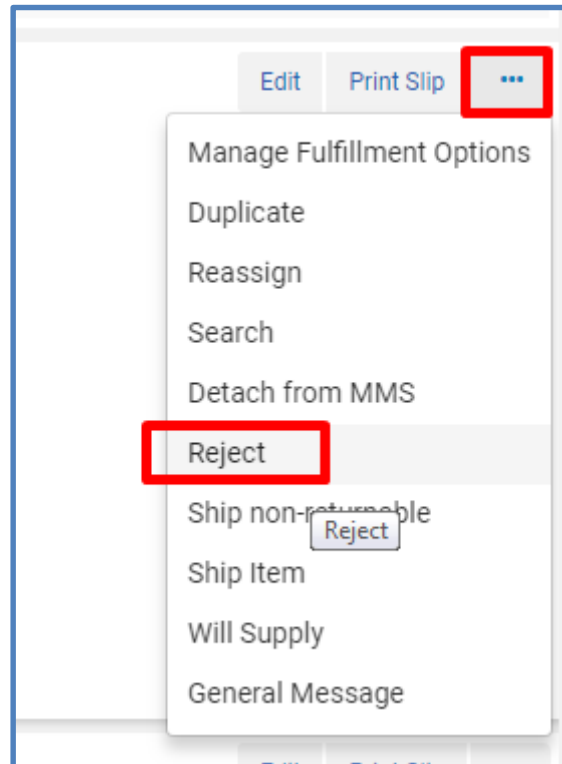
Partner name MIRA BEN ARI External identifier מס_הזמנה_פרטנר

General Information **Audit** General Messages Notes Items Attachments

View Mode: Full

Date	Operator	Field Name	Old Value	New Value
1 24/05/2018 12:17:38 IDT	021374681	Send Date	-	2018-05-24
2 24/05/2018 12:17:38 IDT	021374681	Status	Being processed	Request Completed
3 24/05/2018 12:17:38 IDT	021374681	Actual Shipped Format	-	Digital
4 24/05/2018 12:17:38 IDT	021374681	Partner Related Data	-	Shipped message was sent to MIRA
5 24/05/2018 12:17:38 IDT	021374681	Shipping Cost	-	0.00 ILS
6 24/05/2018 12:14:58 IDT	021374681	Status	Created lending request	Being processed
7 24/05/2018 12:11:07 IDT	021374681	Partner Related Data	-	מכתב שצריך לקנפג. יש בו עכשיו את פרטי MIRA: הלינק את הלינק למאמר והצהרת זכויות יוצרים. ההזמנה ומקום להכניס הערה. בהערה צריך לשים את הלינק למאמר והצהרת זכויות יוצרים.

תשובות שליליות - REJECT



התשובות הנפוצות.

יש אפשרות להערות נוספות אם צריך.

The screenshot shows a 'Reject Request' dialog box with the following elements:

- Reject reason:** A search bar with the placeholder text 'look-up or select'.
- Internal note:** A red box highlights this option in the list.
- Note to partner:** A red box highlights this option in the list.
- Not owned:** A red box highlights this option in the list, with a sub-option 'Not on shelf' visible next to it.
- Other options:** Expiry not supported, In process, In use on loan, Lacking, Lacks copyright compliance, Locations not found, Lost, Mandatory messaging not supported, Non circulating, Not found as cited, Not on shelf, On hold, On order, On reserve, Other, Policy problem.
- Buttons:** An 'OK' button is located at the bottom right of the dialog.

The background shows a library interface with a list of items, including 'The Uganda journal [journal]/The Uganda journal'.

Will supply

Will Supply

Will supply reason: Look-up or select

Internal note

- Note to partner
- At bindery
- Being processed for supply
- Electronic delivery
- In process
- In use on loan
- On hold
- On order
- Other
- Responder specific

OK

Edit Print Slip ...

- Manage Fulfillment Options
- Duplicate
- Reassign
- Search
- Detach from MMS
- Reject
- Ship non-returnable
- Ship Item
- Will Supply
- General Message

Edit Print Slip ...

כאן בוחרים רק בסיבה הזו. ניתן לכתוב בהערות שהפריט הוזמן/מתי יגיע, וכולי.

כך נראה המכתב will supply



Lender Will Supply Email Letter

Dear Sir/Madam,

Please be advised that your Resource Sharing request will be supplied at a later date.

Request ID: בקב"ק

Title: The Uganda journal

Author:

Request Date: 24/05/2018

Will Supply Reason: In use on loan

Note: הוזמן עבורכם.

Sincerely

Resource Sharing Library

Sourasky Central Library

Tel-Aviv

Tel Aviv University

ההזמנה תיעלם. נמצא אותה תחת סטטוס אחר..

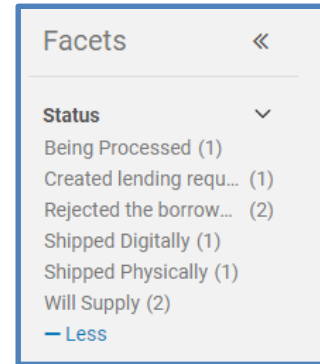
The screenshot shows a library system interface. At the top, there is a filter bar with the following elements: a 'Select All' checkbox, a dropdown menu for 'Activity Status' set to 'Active', and a red-bordered box containing 'Status : Will Supply' with a close icon and a 'Clear all' button. Below the filter bar, a list item is displayed for 'The Uganda journal [journal]/The Uganda journal'. To the right of the title are buttons for 'Edit', 'Print Slip', and a three-dot menu. The record details are organized into two columns:

Article {Journal (Ceased publication) - Physical} By Uganda Society (New York : Johnson Reprint Corp Vol. 1 (Jan. 1934)-v. 52 (2009)) ISSN: 0041-574X Subject: Uganda-Periodicals MMS ID: 990015160250204146	External identifier: בקבוק Request Status: Will Supply Resource Locate Status: Resource Located Requested Media: Any Request Printed: No Request Reported: No Requested Format: Physical Creation Date: 24/05/2018 Update Date: 24/05/2018
--	---

On the left side of the interface, there are several downward-pointing chevrons and the number '(1)' indicating expandable list items.

בדיקות

- כדאי – לפחות בהתחלה – לבדוק כל הזמן שכל ההזמנות נמצאות תחת הסטטוס שהן אמורות להיות בו.



- כדאי לבדוק שהמכתבים אכן נשלחים לפרטנרים ומה כתוב בהם.

General Information		Audit	General Messages		Notes	Items	Attachments
View Mode : Full							
Date	Operator	Field Name	Old Value	New Value			
1 15/05/2018 10:27:15 IDT	023089303	Status	Created lending request	Rejected the borrower request			
2 15/05/2018 10:27:15 IDT	023089303	Partner Related Data	-	Failed to send Reject message to Daphna			

2. תהליך עם מחלקת דיגיטציה

- מסובך מאוד, ארוך ומייגע.
מכיוון שככה "אמורים" לעבוד ע"פ עלמא – מי שרוצה
אשלח לו את התהליך, כתוב, ללא דוגמאות.
אבל ממש לא כדאי.