



Integrating Digital Deposits Into Alma

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Introduction to Digital Resources in Alma

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Digital Deposit Workflow

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Resources

Introduction to Alma Digital

- Organized in a three-tiered hierarchy
 - Bibliographic record containing metadata
 - Representation: container of digital files
 - Ex: master copy, derivative copy
 - Can differ in format, resolution and size
 - File: the actual digital files of the resource
- All digital resources must be managed as part of collections
- Digital resources may be managed:
 - Remotely: in a DAM such as Rosetta
 - Non-Remotely: within Alma entirely

Creating Digital Resources

■ Two basic workflows

- Import Profile: allows you to create titles in Alma in bulk
 - Configure a digital import profile
 - Prepare a metadata file of bibliographic records
 - Profile uses this when importing the files
 - Upload the files **with** metadata to Alma using Digital Uploader

- Add representation: create digital resources on an ad-hoc basis
 - Option 1: add representation from repository search
 - Option 2: use digitization workflow to add representation



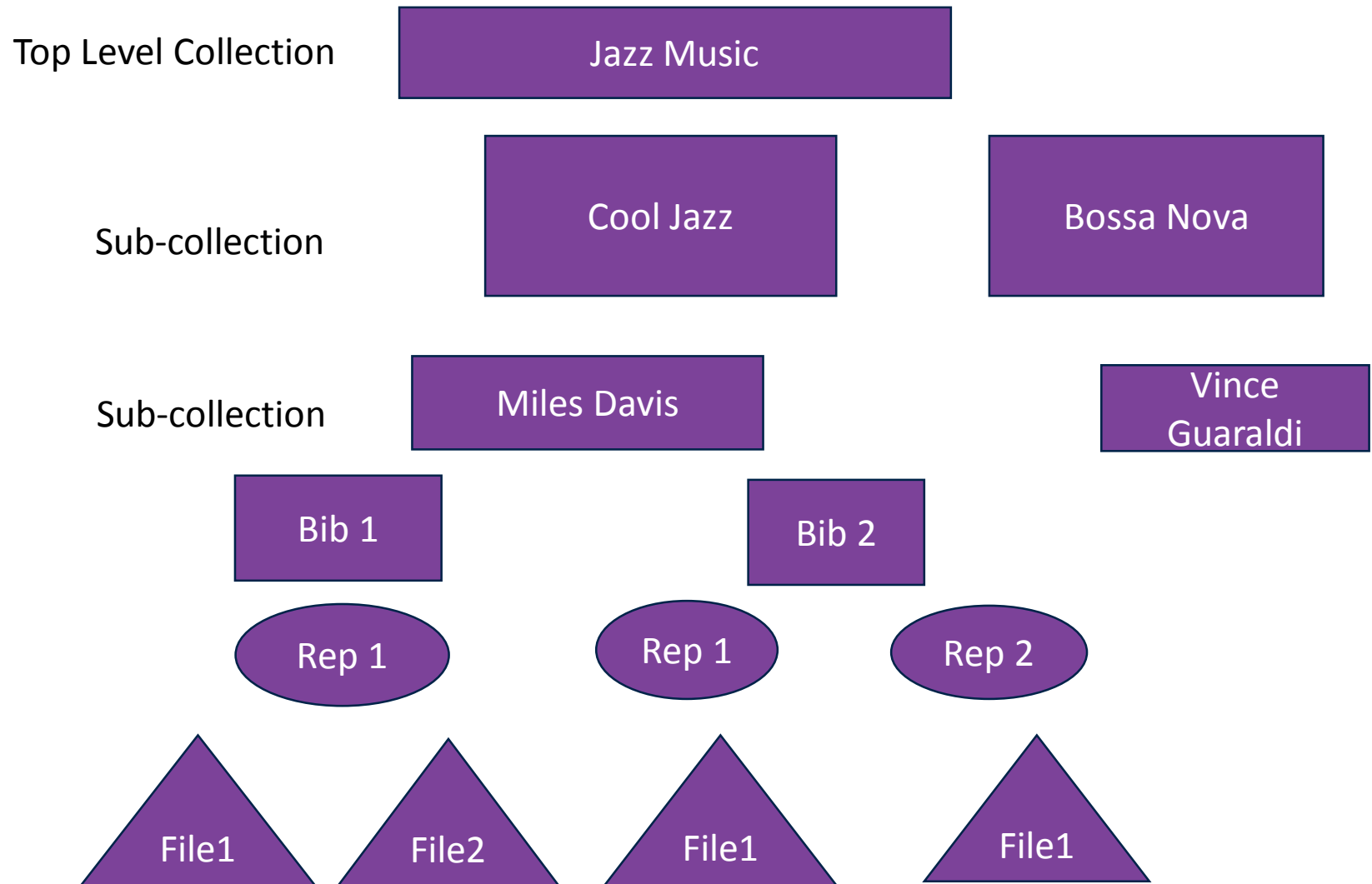
Editing Digital Resources and Representations

- Digital Representation Resource Editor allows editing of representation level metadata and content
- The following can be done in in the resource editor
 - Add Representation
 - Delete Representation
 - View Metadata
 - Edit representation properties, such as:
 - Entity type
 - Access rights
 - Edit representation files:
 - Add and delete files
 - Change file order
 - Add and edit notes

Digital Collections

- **Collection:** a grouping of related digital objects
 - e.g. a Van Gogh collection could contain digitized Vincent Van Gogh artwork, digitized letters or journals, etc.
- **Sub-collection:** a collection that resides in a larger grouping
 - e.g. Van Gogh Paintings – Arles, Van Gogh Letters, etc.
- **Representation:** represents the digital object, containing metadata about it for identification purposes
- **Files:** the digital objects themselves – typically high-quality image files
 - **Note:** there may be multiple files in a representation

Collection Structure



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Digital Deposit Tools

- Institutions who implement their institutional repository with Alma require a deposit workflow for users
- Requirements for a deposit tool can often vary widely among institutions and even among workflows
 - For example, a tool to deposit theses likely requires different metadata and file types than a tool designed to accept faculty-produced PowerPoint presentations

Deposit Workflows

- Libraries may accept submissions of digital content from end users
- Deposits may be assigned to library staff for approval so that a staff operator can communicate with the depositor to request additional information or that content be replaced
- When necessary or appropriate, staff operators may decline a deposit

Deposit Workflows

- Patrons submit digital content to be added to Alma's repository
- Submitted contents are added to the inventory, but are suppressed until the deposit is approved
- Contents include a suppressed digital bibliographic record in Dublin Core format, a digital representation, and one or more digital files
- Once approved, the deposit is archived, and the record may become unsuppressed and/or enriched, depending on the deposit profile selected when it is created

Deposit Workflows

Alma supports three methods of accepting digital content from patrons:

- 1. Deposit web user interface (as of May 2017 Release):** Patrons can authenticate, and create and manage their deposits. This interface can be accessed at {alma_url}/deposit/{INST_CODE}.
- 2. Staff Mediated:** Patrons can send content manually to library staff, who can deposit it into Alma on behalf on the patron.
- 3. SWORD client:** Libraries can implement a SWORD client for depositing end user content

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Patron Deposits

- Patron logs in to deposit interface available at one of the following URLs:
 - https://<Alma domain>/deposit/<Alma_institution_code> – local login and links to social login
 - https://<Alma domain>/deposit/<Alma_institution_code>&auth=social – social login only
 - https://<Alma domain>/deposit/<Alma_institution_code>&auth=SAML – login with SAML (default profile, if more than one defined)

Patron Deposits

ExLibris

Deposits

CREATE DEPOSIT

There are no deposits

Deposit Details

Please upload up to three files

★ Title

Abstract

Drag files here to upload
or click to browse a file

Note


Terms and Conditions ▼



I have read and agree to the Terms and Conditions


CANCEL SAVE AS DRAFT SUBMIT





Patron Deposits

Deposits Sort by ▼ CREATE DEPOSIT 
2 deposits

¹ Images of Doves	Draft Updated on: 04/02/2017	 EDIT /  WITHDRAW	▼
² Star Image	Submitted Updated on: 03/27/2017		▼

Deposits ▼ CREATE DEPOSIT 
2 deposits

¹ Images of Doves	Submitted Updated on: 04/05/2017		▼
² Star Image	Returned Updated on: 04/05/2017	 EDIT /  WITHDRAW	▼



Patron Deposits

Deposit Details

Please upload up to three files

Title

★ Star Image

Abstract

Drag files here to upload
or click to browse a file

digital_Usage_star_diagram.png

digital_Usage_star_diagram



Note

[Previous Notes](#) ▲

¹ Deposit Returned. Reason:Missing mandatory files.

admin1, 2017-04-05 15:49:08

² Deposit Submitted

admin1, 2017-04-05 15:45:22

CANCEL

SAVE AS DRAFT

SUBMIT

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Staff-Mediated Deposits

- To create staff-mediated deposits, you must have one of the following roles:
 - Deposit Manager
 - Deposit Operator
 - Deposit Operator Extended
 - General System Administrator
- When using this approach, staff operators create a brief bibliographic record for the deposit and upload the digital files for it

Staff-Mediated Deposits

Cancel Submit

Staff-mediated Deposit

Descriptive Information

Deposit on behalf of * **Joseph Smith** [Menu] [Refresh]

Title * **Art Works**

Abstract

Date **2017/05/25** [X] [Calendar]

Creator

Type **Interactive Resource** [Dropdown]

Representation Details

Usage Type * **Master** [Dropdown] Library [Menu] Access Rights Policy [Menu]

Label

Note

Public Note

Entity Type [Dropdown]

File Upload

Please select title and collection in order to upload files [Button]

Staff-Mediated Deposits

Field	Description
Deposit on behalf of	Select or enter the patron's name
Deposit profile	Select a deposit profile for the record
Title	Add the title of the record
Abstract	Enter an abstract describing the content
Date	Auto-populates with today's date and may be edited
Creator	Auto-populates with name of the patron and may be edited
Type	Select the type of record
Usage type	Select either Master or Derivative
Library	Owning library of the representation
Access rights policy	Auto-populates with access right policy assigned to the profile and may be edited
Label	Add a label for the representation
Note	Enter a staff note for the representation
Public note	Add a public note for the representation
Entity type	Select the entity type and related fields for the representation
File upload	Select the files you want to include for the representation

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- Alma now supports depositing digital material using the SWORD 2.0 protocol
- *SWORD* is a protocol meant to facilitate the deposit process between a client and digital repository server
- This means that a client may
 - Deposit one or more files along with accompanying metadata
 - Specify that a deposit is in draft form and not yet ready for approval
 - Update metadata, add or remove files for deposits in draft or returned status

SWORD Client

- SWORD is intended to allow an institution to build a custom deposit application
- Ex Libris expects institutions to have varying and unique requirements for a deposit interface
- For this reason, we have implemented the SWORD protocol which allows the flexibility to build a tool that fits your needs

SWORD Integration Profile

- To enable the SWORD server in Alma, an integration profile is required
- Add an integration profile of type, *SWORD Deposit*, and enter a username and password before saving the profile
- The SWORD deposit root URL is:
https://YOUR_ALMA_URL/sword/INSTITUTION
- The service document is available at /sd

SWORD Client Options

- Several different client options are available:
 - PHP Client
 - Ruby Client
 - Node.js
- Any of these options may be used to create a deposit tool



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Resources

■ Alma Documentation

- [Working with Digital Resources](#)
- [Digital – Patron and Staff Mediated Digital Deposit](#)
- [Configuring Deposits](#)
- [Managing Deposit Profiles](#)
- [Approving Deposits](#)
- [Deposits](#)
- [Patron Deposits](#)
- [Staff-Mediated Deposits](#)



THANK YOU

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