

Creating & Activating Collection, Database, Package

Wednesday, July 28, 2021 12:36 PM

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Community Zone Electronic Collection Activation
Institution Zone Electronic Collection
Digital Collection (Might take section off) <ul style="list-style-type: none">• With a Record

[Community Zone Electronic Activation](#)

To create and contribute database electronic collections

(From Site [Contributing to the Community Zone – Electronic Collections of the Database Type](#))

1. Follow the procedure for adding a local database in Working with Database Type Electronic Collections. In the Additional Information tab, minimally enter the Electronic Collection Level URL and the Additional description information (bibliographic record information). These two pieces of information are required to contribute to the electronic collection of the database to the Community Zone.
 - o You must save the database electronic collection entry before you can contribute it to the Community Zone.
2. Find the database electronic collection that you saved on the Repository Search page.
3. Select Edit Collection.
4. Select Contribute and Continue. The Contribute to Community confirmation message appears.
5. If Alma finds a match in the Community Zone for the contributed bibliographic record, you can choose to use the Community Zone record and replace your existing bibliographic record, or do nothing. In you choose to do nothing, the bibliographic record for the electronic collection will be the Community Zone-matched bibliographic record and your own local bibliographic record will remain.
6. Select Confirm. Alma displays a successful contribution message and flags your contribution for review by Ex Libris.

[Institution Zone Electronic Creation](#)

1. Get or create a record and save the MMS ID.
2. In Alma, Go to Resources, and under **Create Inventory**, click **Add Local Electronic Collection**.
3. On the **Electronic Collection Editor** page, fill out the information for the collection type. By **Service type** select "Full Text" and by **Library** select "Cooper Library".
4. Hit **Save and continue** at the top; the collection will open up.
5. If you know the information you need for the collection, you can fill it out under each tab now.
 - a. **Activation tab:** Fill in any activation information the collection may need.
 - b. **Service Description tab:** Place Public and Internal descriptions.
 - c. **Linking tab:** Linking information and unless told otherwise by **Proxy enabled**, choose yes, and by **Proxy selected**, choose "Default(currently: none selected)"
 - d. **Portfolios:** Can load portfolios here if the collection will get them.
 - e. **Notes:** Can put notes on the collection here.
 - f. **History:** nothing needs to be done here. It will record user creation and inventory updates.
6. Save the Collection ID and hit save at the top; now the page will change to the **Electronic Collection Editor** page.
7. Under the Additional tab, go again unless told otherwise by Proxy enabled, choose yes, and by **Proxy selected**, choose "Default(currently: none selected)." Then go down to **Additional descriptive** information and hit select ellipses to the right of the text box. It will bring a search box where you will put in the record you got earlier.
 - a. Collection inventory can function without a bib. Record, but it will be harder to find in Alma.
8. Hit **Save** at the top right corner.
9. The collection should have a Collection ID and a Bib. Record ID. You can test the collection by searching each ID to see if everything was done correctly.

Digital Creation (Might take section off)

With a Record

1. Retrieve or create a collection record.
2. In Alma, go to Resources, and under **Manage Inventory**, click on **Manage Collection**.
3. On the **Add New Collection**, put in the information below for each section
 - a. Bibliographic Record Information
 - i. **Record Format**: make sure MARC21 Bibliographic is chosen
 - ii. **Title**: type in the title
 - iii. **Suppress from Discovery**: suppress if need to.
 - b. General Information
 - i. Name:
 - ii. Description:
 - iii. Library:
 - iv. External System:
 - v. Thumbnail Upload:
 - vi. Place at/before:
 - c. Forms
 - i. Record Format:
 - ii. Deposit:
 - iii. Staff-Mediated Deposit
 - iv. Add Representation: