

הדרכת עלמא – שיתוף משאבים RS

המשך הדרכה – BORROWING

PHISICAL ITEM

Receiving a book

שלחנו הזמנה לפרטנר ועכשיו הספר הגיע.

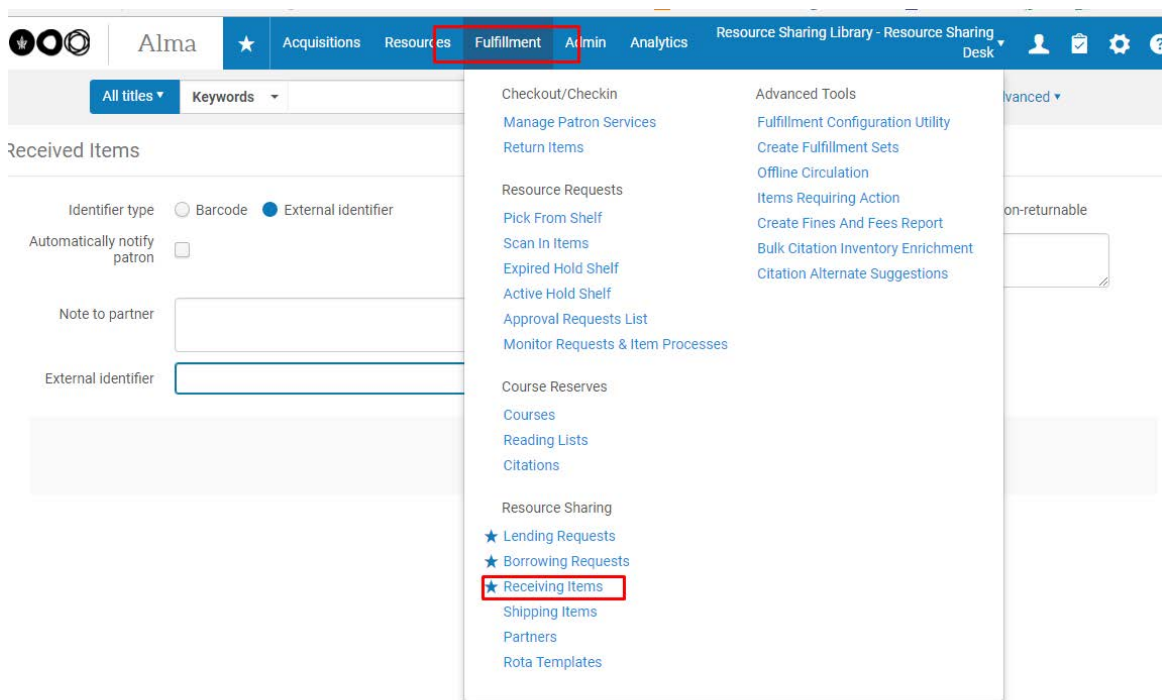
Currently at: **Resource Sharing Library** •

The screenshot displays the Alma library system interface. At the top, the navigation bar includes 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. A red box highlights the 'Resource Sharing Library - Resource Sharing Desk' menu item. Below the navigation bar, the page title is 'Resource Sharing Borrowing Requests (1 - 20 of 55)'. The interface is divided into several sections:

- Facets:** A sidebar on the left with expandable sections for 'Status' (Cancelled By Patron (3), Cancelled by staff (1), Created borrowing r... (29), Loaned item to patron (1), + More (4)), 'Active Partner' (AAC (1), ANIT TEST (9), BAR - Bar Ilan Univers... (2), HAI (1), + More (10)), and 'Creation Date' (Older (4), Today (2), Up to a month ago (44), Up to a week ago (2), + More (2)).
- Filters and Actions:** A central area with tabs for 'Assigned to Me', 'Unassigned', and 'Assigned to Others'. Below these are search fields for 'Author' and 'Activity Status' (set to 'Active'). Action buttons include 'Remove Requests' and 'Change Status'.
- Request Details:** A table showing a single request for '1001 math problems.'. The details include:
 - Title:** 1001 math problems.
 - Type:** Book (LearningExpress c2004.)
 - ISBN:** 1576855120 (pbk. : alk. paper)
 - LCCN:** ^^2003027069
 - MMS ID:** 9932738320004146
 - External identifier:** 972TAU0000010
 - Internal Identifier:** 1621723850004146
 - Barcode:** RS-972TAU0000020
 - Request Status:** Physically received by library
 - Partner:** שרעבי יוסי
 - Requested Media:** Any
 - Requester:** שריג, יוליה
 - Pickup At:** Resource Sharing Library
 - Requested Format:** Physical
 - Creation Date:** 15/02/2018
 - Update Date:** 05/03/2018

קבלת פריט – אופציה ראשונה (מומלצת פחות)

- דרך התפריט הראשי – receiving items



מסך קבלת פריט

Received Items

Identifier type

Barcode External identifier

Received format

Physical Digital Physical non-returnable

Automatically notify patron

Internal note

Note to partner

External identifier

972TAU0000042

OK

972TAU0000042



No records were found.

מילוי פרטים במסך קבלת הפריט – הסבר יגיע מיד

Receive Items

Title	Pediatrics	Automatically print slip	<input type="radio"/> Yes <input checked="" type="radio"/> No
External identifier	972TAU0000042	Location	Borrowing Resource Sharing Re
Item policy	<input type="text"/>	Internal note	<input type="text"/>
Fulfillment note	<input type="text"/>	Shipping cost	0.00 ILS
Due date	<input type="text"/>	Patron Receive Cost	15.00 ILS
Fund	<input type="text"/>	Patron Request Cost	15.00 ILS
For Reading-Room Use Only	<input type="checkbox"/>		
Multiple items	<input type="checkbox"/>		
Temporary barcode *	RS-972TAU0000042		

No records were found.

דרכים אחרות למצוא את ההזמנה המתאימה לספר:

- מס הזמנה חיצוני, כותר / מחבר, facets:
Request Sent to Partner>Physical

The screenshot displays the Alma Resource Sharing Library interface. The top navigation bar includes 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. The main content area shows a search for 'Resource Sharing Borrowing Requests (1 - 20 of 55)'. The left sidebar contains facets for 'Status' and 'Active Partner'. The 'Status' facet is expanded, showing 'Request sent to par...' (15) selected. The 'Active Partner' facet is also expanded, showing 'AAC (1)'. The search results table displays details for two requests, including 'External identifier', 'Internal Identifier', 'Request Status', 'Partner', 'Requested Media', 'Requester', 'Pickup At', 'Requested Format', 'Creation Date', and 'Update Date'.

External identifier	Internal Identifier	Request Status	Partner	Requested Media	Requester	Pickup At	Requested Format	Creation Date	Update Date
972TAU0000010	1621723850004146	Physically received by library	שרעבי יוסי	Any	שיריג, יוליה	Resource Sharing Library	Physical	15/02/2018	05/03/2018
972TAU0000008	1595030360004146	Created borrowing request							

קבלת הפריט ושליחת הודעות

מסמנים את הפריט, לוחצים על שלוש נקודות
receive - I

The screenshot displays a library catalog interface. On the left, there is a sidebar with filters for 'Update Date', 'Requested Format', 'Supplied Format', 'Due date', and 'Last Interest Date'. The main area shows a list of items. The first item is 'Pediatrics' (ID 3), which is checked. A context menu is open for this item, showing options like 'Duplicate', 'Send', 'Send query to patron', 'Receive', 'Edit \$Receive Cost', 'Recall', 'Reject', 'Locate Resource', 'Recalculate Rota Assignment', 'General Message', and 'Reassign'. The 'Receive' option is highlighted. The second item is also 'Pediatrics' (ID 4), which is not checked.

Update Date ▾
Today (2)
Up to a month ago (11)
Up to three days a... (1)
Yesterday (1)

Requested Format ▾
Digital (1)
Physical (14)

Supplied Format ▾
Physical (1)
Undefined (14)

Due date ▾
Undefined (15)

Last Interest Date ▾
In the Future (2)
Older (1)
Undefined (10)

3 **Pediatrics**

Book By Rudolph (1987)
MMS ID: 9932738219504146

External identifier: 972TAU0000021
Internal Identifier: 1624539790004146
Request Status: Request sent to partner
Partner: TEST-MERAV
Requested Media: Any
Requester: שוחט, אנית

Pickup At: Exact Sciences and Engineering
Requested Format: Physical
Creation Date: 18/02/2018
Update Date: 18/02/2018

[Other details](#)

Edit View Local Resources

- Duplicate
- Send
- Send query to patron
- Receive**
- Edit \$Receive Cost
- Recall
- Reject
- Locate Resource
- Recalculate Rota Assignment
- General Message
- Reassign

4 **Pediatrics**

Book

External identifier: 972TAU0000042
Internal Identifier: 1762324240004146
Request Status: Request sent to partner

המשך – קבלת הפריט ושליחת הודעות

ns נסמן האם רוצים הדפסת סליפ Done

physical – נסמן physical
מאוד חשוב – משפיע על יצירת ברקוד

Pediatrics
External identifier 972TAU0000021

Received format Physical Digital Physical non-returnable

Item policy

Fulfillment note

Internal note

Shipping cost 0.00 ILS

Patron Receive Cost 17.00 ILS

Multiple items

Temporary barcode OK

Automatically print slip Yes No

Automatically notify patron

Location AS1 RS OUT

Due date

Note to partner

תלוי – ניתן להודיע אוטומטית (מכתב גנרי של השאלה) או דרך Query to Patron – מפורט וספציפי

מופיע על הסליפ. למשל – לא מתארך, פגום, וכולי.

המחיר שהסטודנט משלם

יסומן במקרה של קבלת יותר מכרך אחד

כרך אחד בלבד – לא נסמן דבר. יותר מכרך אחד – נסמן כ- a,b,c

הסליפים נשלחים להדפסה על פי המיקום שלנו

DUE DATE

- תלוי במדיניות של כל ספרייה – האם יש הארכה אוטומטית? האם משאילים מראש ל-8 שבועות? (מה שקובע את התאריך הוא ה item policy).
- במידה והפרטנר ביקש להחזיר לפני תום הזמן הקבוע – יש למלא את התאריך בשדה due date, במידה ולא – יש להשאיר ריק.

Query to Patron

- במידה ואנחנו לא רוצים להשתמש במכתב האוטומטי אלא לשלוח בעצמנו:

3 **Pediatrics**
Book
MMS ID: 9932740120304146

External identifier: 972TAU0000042 Barcode: **γ**
Internal Identifier: 1762324240004146
Request Status: Physically received by library
Partner: ANIT TEST
Requested Media: Any
Requester: מורטנפלד קלס, מירב
Pickup At: Resource Sharing Library
Requested Format: Physical
Creation Date: 06/03/2018
Update Date: 07/03/2018

Other details

Edit View Local Resources **...**

- Duplicate
- Send
- Send query to patron**
- Receive **Send query to patron**
- Edit Shipping Cost
- Recall
- Return
- General Message
- Reassign

Email Message

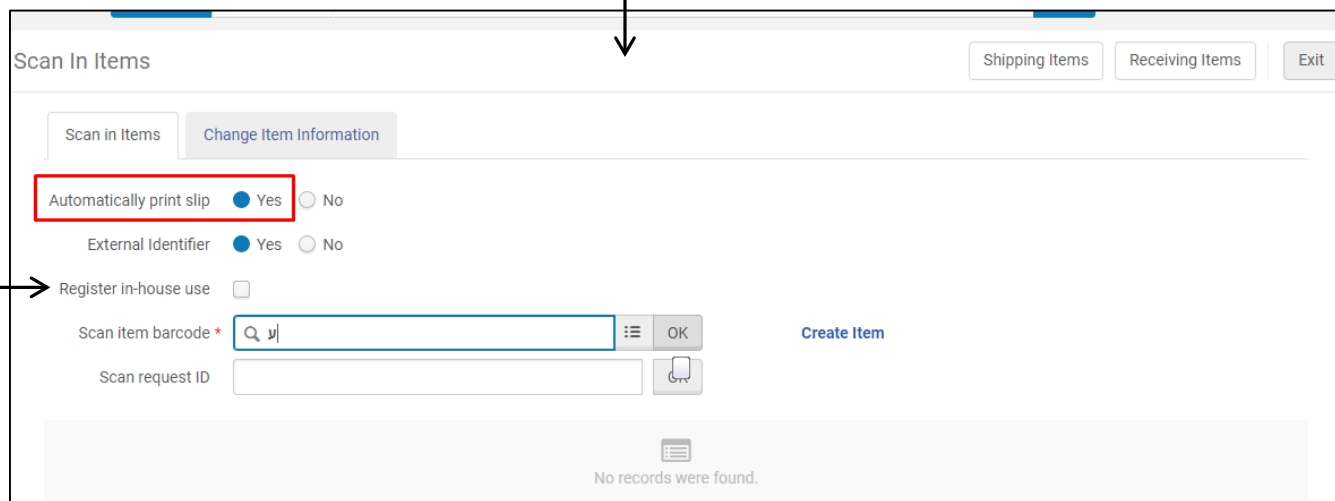
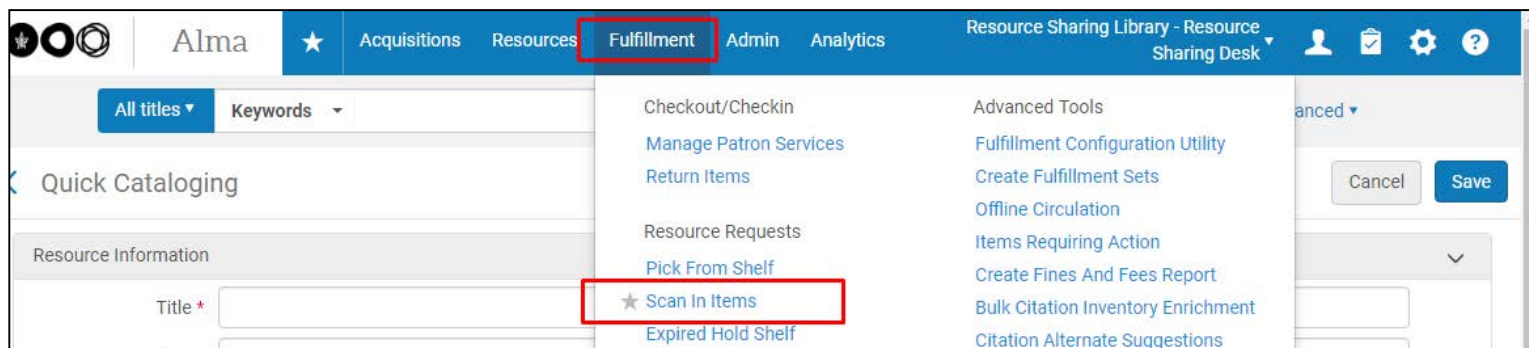
Select email template Regarding your request

Note to patron

Cancel Send Email

הדפסת סליפ חוזרת

- במידה וצריך להדפיס את הסליפ שוב (שני עותקים לתיוק, איבודו את המקורי, נגמר הדיו וכולי)



להשאיר ריק.

בשלב הזה כדאי לבדוק האם יש לחייב סעיף

מחקר / האם יש סבסוד אחר

- כל ספרייה לפי המדיניות שלה ולפי הדרך שבה היא נוהגת.

- כדאי למצוא שדה פנוי (ושאינו נראה לסטודנט/פרטנר) לצורך הערות כגון אלו.

ההבדל בין note לבין request note

General Information Audit Rota Parameters General Messages Notes Received Items Attachments

Resource Information

Title *	1001 math problems.	Author initials	
Author		ISBN	1576855120 (pbk. : alk. paper)
Edition		System Control Number	
LCGN	**2003027069	Barcode	
Other standard ID		Publisher	LearningExpress
Remote record ID		Place of publication	New York :
Publication date	c2004.	Source	
Additional person name		Call number	
Series title number		Volume	
Note		Chapter number	
Part		Start Page	
Pages		Chapter author	
End Page		Editor	
Chapter title			

רק אנונימיות היא = note

Request Attribute

Title	1001 math problems.	Internal Identifier	1621723850004146
Specific Edition Only	<input checked="" type="checkbox"/>	Partner	הספרייה
Requester *	ד"ר, אריאל	External Identifier	972TAU0000010
Owner *	Resource Sharing Library	Requested Media	Any
Request Status	Recalled by partner	Supplied Format	Physical
Requested Format	Physical	Language	
Allow Other Format	<input type="checkbox"/>	Delivery Location	<input checked="" type="radio"/> Deliver to library <input type="radio"/> Alternative address
Preferred Send Method		Patron Receive Cost	
Date Needed By		Due date	08/03/2018
Requested Pickup Location *	No Campus: Resource Sharing Library	Level of Service	
For Reading-Room Use Only	<input type="checkbox"/>		
Shipping Cost	15.00 ILS		
Fund			
Patron Request Cost			
Willing to Pay	<input type="checkbox"/>		
Agree to Copyright terms	<input type="checkbox"/>		
Needs patron information	<input type="checkbox"/>		
Maximum Fee			
Request Note			

גם הפרטות הוא = request note

השאלה לסטודנט

- על-פי מדיניות הספרייה – בדלפק ההשאלה או במחלקת השב"ס.
- הארכות על-פי מדיניות הספרייה.
- יש לשים לב למיקום שלנו בזמן ההשאלה:

The screenshot displays the Alma library system interface. At the top, the navigation bar includes 'Alma' and several menu items: 'Acquisitions', 'Resources', 'Fulfillment', 'Admin', and 'Analytics'. The current page is titled 'Resource Sharing Library - Resource Sharing Desk'. A dropdown menu is open, showing a search bar with the text 'Look-up or select' and a list of options. The options are: 'None of these', 'CIRCULATION', 'Digitization Department For Institution', 'Exact Sciences and Engineering - AS1_RS_DESK', 'Resource Sharing Library - Resource Sharing Desk', and 'Sourasky Central Library - AC1_CIRC_DESK'. The 'CIRCULATION' and 'Resource Sharing Library - Resource Sharing Desk' options are highlighted with red boxes. Below the dropdown, there are input fields for 'Title *' and 'Author' under the heading 'Resource Information'. The interface also includes a 'Quick Cataloging' section and a 'Save' button.

החזרת הפריט מהסטודנט חזרה לפרטנר

• מציאת הפריט – בכמה דרכים (לא ניתן דרך ברקוד או ת"ז):

Facets

Status

- Cancelled By Patron (3)
- Cancelled by staff (1)
- Created borrowing r... (29)
- Loaned item to patron (1)**
- Physically received b... (1)
- Ready to be sent (4)
- Received - not for loan (1)
- Request sent to par... (14)
- Less

Active Partner

- AAC (1)
- ANIT TEST (8)
- BAR - Bar Ilan Univers... (2)
- HAI (1)
- + More (10)

Creation Date

- Older (4)
- Up to a month ago (46)
- Up to three days ago (3)
- Yesterday (1)

Update Date

- Older (2)
- Up to a month ago (46)
- Up to three days ago (5)
- Yesterday (1)

Requested Format

Resource Sharing Borrowing Requests (1 - 2 of 2)

Assigned to Me Unassigned Assigned to Others

Title pediatrics

Author TITLE

DOI

External Request ID

ISBN\ISSN 1987

Internal Identifier 219504146

Journal Title

LCCN

Notes

OCLC Number

Other Standard ID

PMID

Remote Record ID

Requester

Title 20304146

User Identifier

External identifier: 972TAU0000021

Internal Identifier: 16245397900041

Request Status: Request sent to part

Partner: TEST-MERAV

Requested Media: Any

Requester: שוחט, אנית

Pickup At: Exact Sciences and Engin

Requested Format: Physical

Creation Date: 18/02/2018

Update Date: 18/02/2018

External identifier: 972TAU0000042

Internal Identifier: 17623242400041

Request Status: Request Completed

Partner: ANIT TEST


אופציה נוספת: דרך החזרת הברקוד – currently at circulation

*** כל דרך שנבחר משפיעה על הסטטוס של הפריט ועל הדרך שבה הוא יופיע בfacets.

המשך - החזרת הפריט מהסטודנט חזרה לפרטנר

1 **Photography : history and theory /** Edit View Local Resources ...

Book By Emerling, Jae
(Routledge c2012)
ISBN: 0415778549 (hardback)
OCLC Number: 690084901
MMS ID: 9932738518204146

External identifier: 972TAU0000024
Internal Identifier: 1626381920004146
Request Status: Loaned item to patron
Partner: MIRA BEN ARI
Requested Media: Any
Requester: בן ארי, מירה 
Pickup At: Resource Sharing Library
Notes: מס מערכת
Requested Format: Physical
Creation Date: 20/02/2018
Update Date: 25/02/2018

Barcode: RS-972TAU0000024


- Duplicate
- Send
- Send query to patron
- Receive
- Edit Shipping Cost
- Recall
- Return**
- Generate Return message
- Reassign

[Other details](#)

המשך - החזרת הפריט מהסטודנט חזרה לפרטנר

Return

Automatically print slip Yes No

Return to MIRA BEN ARI 

Internal note

Note to partner

Cancel

MMS ID: 9932738518204146 Requested Media: Any

המשך - החזרת הפריט מהסטודנט חזרה לפרטנר

Completed (1)
Format (1)
Language (1)
Material (1)

Assigned to Me Unassigned Assigned to Others

Title photography Search Actions Remove Requests Change Status

Select All Activity Status: Completed

1 Photography : history and theory / View View Local Resource

Book By Emerling, Jae (Routledge c2012)
ISBN: 0415778549 (hardback)
OCLC Number: 690084901
MMS ID: 9932738518204146

External identifier: 972TAU0000024
Internal Identifier: 1626381920004146
Request Status: Request Completed
Partner: MIRA BEN ARI
Requested Media: Any
Requester: בן ארי, מירה

Pickup At: Resource Sharing Library
Notes: מס מערכת
Requested Format: Physical
Creation Date: 20/02/2018

דילול העומס בפרטים מיותרים

Customize view •

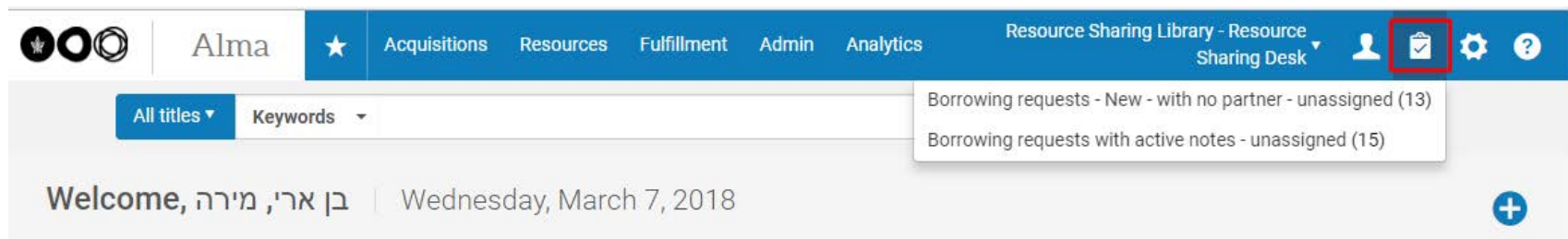
The screenshot displays the 'Customize view' configuration page in Alma. The interface is divided into several sections:

- Facets:** A sidebar on the left with expandable categories: Status (Cancelled By Patron (3), Cancelled by staff (1), Created borrowing r... (29), Physically received b... (1), + More (3)), Active Partner (AAC (1), ANIT TEST (8), BAR -Bar Ilan Univers... (2), HAI (1), + More (10)), Creation Date (Older (4), Up to a month ago (45), Up to three days ago (3), Yesterday (1)), Update Date (Older (2), Up to a month ago (45), Up to three days ago (5), Yesterday (1)), Requested Format (Digital (6), Physical (47)), Supplied Format (Physical (2), Undefined (51)), and Due date.
- Customize view:** The main area is titled 'Customize view' and includes 'Restore list defaults', 'Cancel', and 'Save' buttons.
- Title information order:** A section for configuring the order of fields in the title information. It features three columns (Column 1, Column 2, Column 3) and a 'Columns' indicator. Fields include: Creator/Publisher, ISBN, ISSN, OCLC Number, LCCN, Volume (book), Volume (article), Pages, Issue, Series, Subject, MMS ID, External identifier, Internal Identifier, Request Status, Partner, Event Type, Additional Info, Requested Media, Requester, Needs patron info..., Due date, Pickup At, Notes, Level of Service, Requested Format, Creation Date, and Update Date.
- Action order:** A section for configuring the order of actions. It includes buttons like Edit, View, View Local Resources, View Network Resources, Remove, Cancel, Duplicate, Send, Send (external system), Externally Obtained, Send query to patron, Renew, Request renew, Receive, Edit Shipping Cost, Recall, Return, Reject, Locate Resource, and Recalculate Rota Assign... Each action has a checkbox to enable it.

<https://tau.alma.exlibrisgroup.com/mng/action/home.do>

קיצור דרך - איך יודעים מה צריך לעשות?

tasks requiring your attention •



The screenshot shows the Alma library system interface. The top navigation bar is blue and contains the Alma logo, a star icon, and menu items: Acquisitions, Resources, Fulfillment, Admin, and Analytics. On the right side of the navigation bar, there is a user profile icon, a notification icon (a square with a checkmark) highlighted with a red box, a gear icon for settings, and a question mark icon. Below the navigation bar, there is a search bar with "All titles" and "Keywords" dropdown menus. A dropdown menu is open from the notification icon, showing two items: "Borrowing requests - New - with no partner - unassigned (13)" and "Borrowing requests with active notes - unassigned (15)". Below the search bar, there is a welcome message: "Welcome, בן ארי, מירה" and the date "Wednesday, March 7, 2018". A plus sign icon is visible in the bottom right corner of the interface.

משימות נוספות שאפשר לראות דרך ה-tasks:

- Borrowing requests - New - with no partner
- Borrowing requests - Overdue
- Borrowing requests cancelled by partner
- Borrowing requests recalled
- Borrowing requests returned by patron
- Borrowing requests with active general messages
- Borrowing requests with active notes
- Lending requests - New - assigned to you
- Lending requests - New - unassigned
- Lending requests - Overdue - assigned to you
- Lending requests - Overdue - unassigned
- Lending requests - Recalled - assigned to you
- Lending requests - Recalled - unassigned
- Lending requests failed locate - assigned to you
- Lending requests failed locate - unassigned
- Lending requests with active general messages - assigned to you
- Lending requests with active general messages - unassigned
- Lending requests with active notes - assigned to you
- Lending requests with active notes - unassigned

מה עושים אם לא יודעים מה לעשות? מה עושים כשרוצים לעשות משהו שאי אפשר?

★ Acquisitions Resources Fulfillment Admin Analytics Resource Sharing Library - Resource Sharing Desk

Resource Sharing Borrowing Requests (1 - 9 of 9)

Issue: 2	Internal Identifier: 1621742150004146
Volume (article): 12	Request Status: Request sent to partner
Pages: 123-128	Partner: ANIT TEST
MMS ID: 9932738219804146	Requested Media: Any
	Requester: טרנבליט, רונה ספרייה לרפואה
	Pickup At: Resource Sharing Library
	Notes: PH/708
	Requested Format: Physical
	Creation Date: 15/02/2018
	Update Date: 15/02/2018

Other details

3 Pediatrics

Book	External identifier: 972TAU0000042	Barcode: y
MMS ID: 9932740120304146	Internal Identifier: 1762324240004146	
	Request Status: Physically received by	

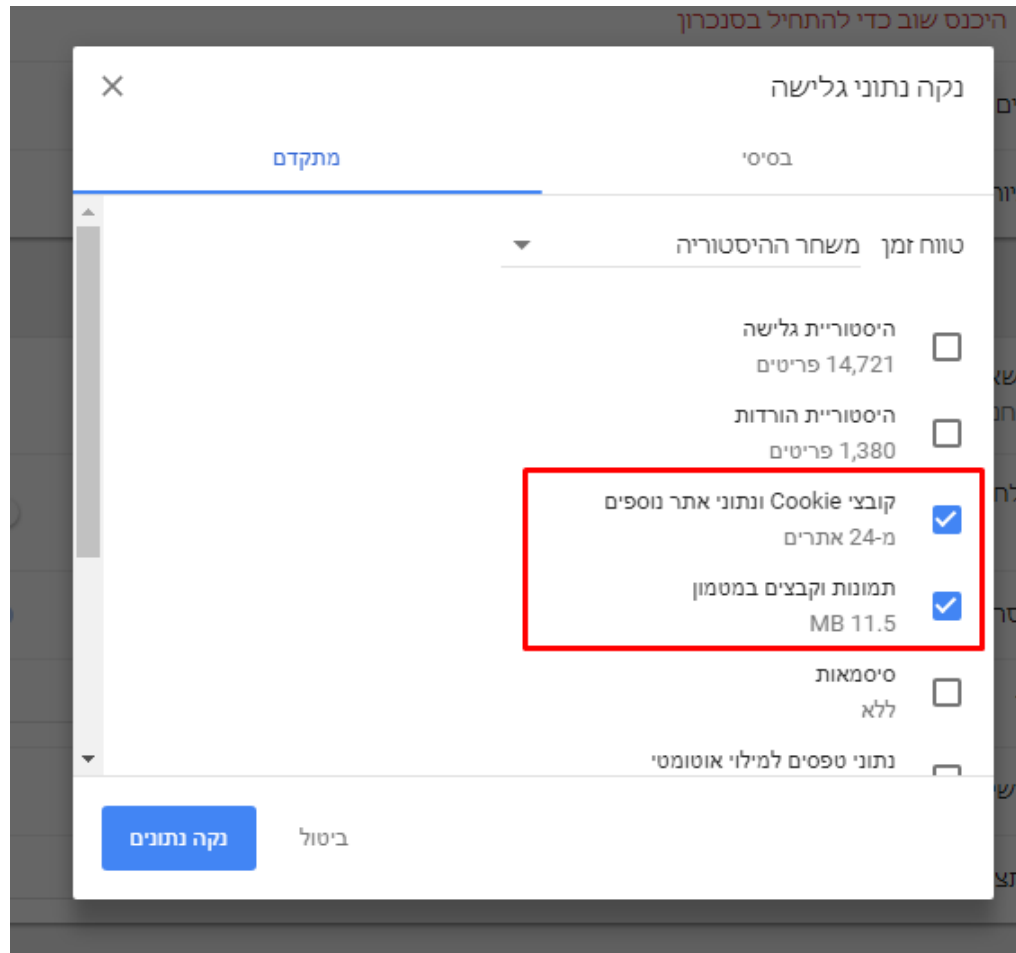
Help For This Page

Suggest an Idea

March 2018 Release Instance Name: EU02

Edit View Local Resources

כל פעם כשמשהו לא עובד כמו שעבד אתמול: Clear cache & cookies



זהו