



Aleph Basics

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AGENDA

- Background
- Aleph Client
- Permissions
- Circulation
 - Check out an item
 - Check in an item
 - Patron Records
 - Item Records
- Interlibrary Loan
 - Suppliers
 - Borrowing
 - Lending
- ODIN Home Page
 - Ufind
 - ODIN Classic
 - Library Staff
 - Databases

ODIN since 1989:

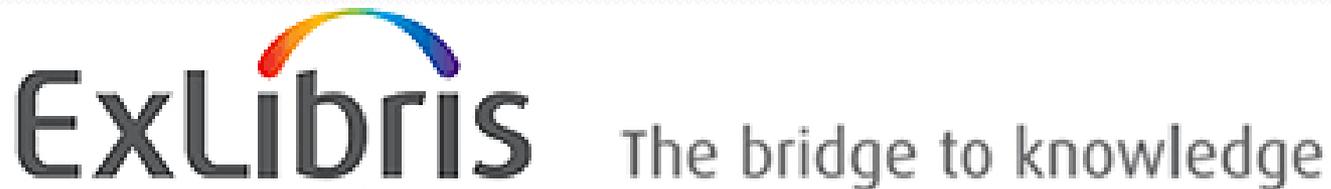
Online Dakota Information Network

- Consortia of North Dakota libraries using or used Aleph software
 - In June 2013, NDSU is scheduled to begin using *Alma* (the next generation ILS from Ex Libris)
 - *Alma* is not yet consortia-ready
 - Prior to Aleph, ODIN used *PALS*
- **Aleph** is the integrated library system that library staff currently uses
 - Modules include:
 - Circulation
 - Interlibrary Loan
 - Cataloging
 - Acquisitions/Serials
 - AlephADM - administrative
- **OPAC** – is the online public access catalog that the public uses
 - UFind – discovery interface separate from Ex Libris
 - Soon to be replaced by Primo, a discovery interface from Ex Libris
 - Classic – discovery interface from Ex Libris



Ex Libris products in ND - 2013

- Aleph – integrated library system
- SFX – link resolver
- Primo – discovery interface
- Alma – next gen integrated library system



User Groups

- IGeLU – International Group of Ex Libris Users
 - <http://www.igelu.org>
- ELUNA – Ex Libris Users Group of North America
 - <http://www.el-una.org>
- UMWUG – Upper MidWest Users Group
 - <http://umwug.odin.nodak.edu> - held every two years
 - Iowa, Minnesota, North Dakota, South Dakota
 - **Oct 28-29, 2013 in Roseville, MN**
- ODIN User Groups
 - <http://www.odin.nodak.edu>

Library (Database) Types

<u>RANGE</u>	<u>CODE</u>	<u>LIBRARY TYPE</u>	<u>ODIN examples</u>
• xxx01-09	– BIB	– BIBliographic library	odn01
• xxx10-19	– AUT	– AUThority library	odn10, odn11, odn12, odn19
• xxx50-59	– ADM	– ADMinistrative library	nds50
• xxx60-69	– HOL	– Holdings library	odn60
• xxx30-39	– COURSE	– Course Reserve library	nds30
• xxx40-49	– ILL	– ILL library	nds4
• USR library			odnoo

Aleph Client

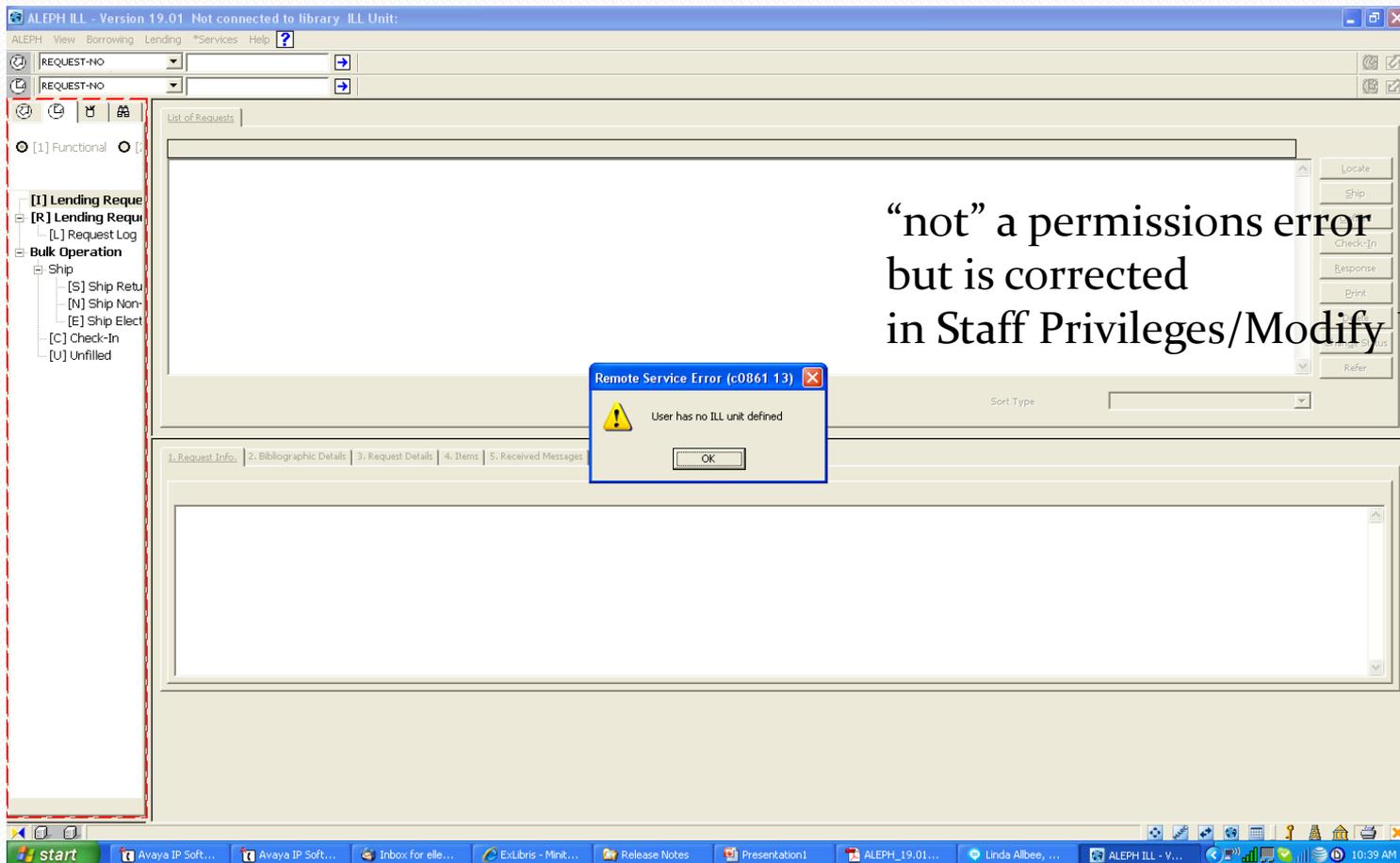
- Software on your PC that connects you to the server for the consortia
- Some files are PC specific (print files, configuration files, etc) but most are on the server
- Security is through login and/or station identifier
- Data is backed up at server level
- Currently on v20 Aleph (v21 scheduled for summer 2013)

Permissions

- How Aleph controls which staff may do which functions
- Controlled by System Librarian and/or ODIN Office
- If you are unable to perform a task, note any error messages that appear
- Report to your system librarian or an ODIN Help Desk ticket

Remote Service Error (co861 13) – error wording can be found in the file -
/aleph/error_eng/pc_ill_co861 – error 0013

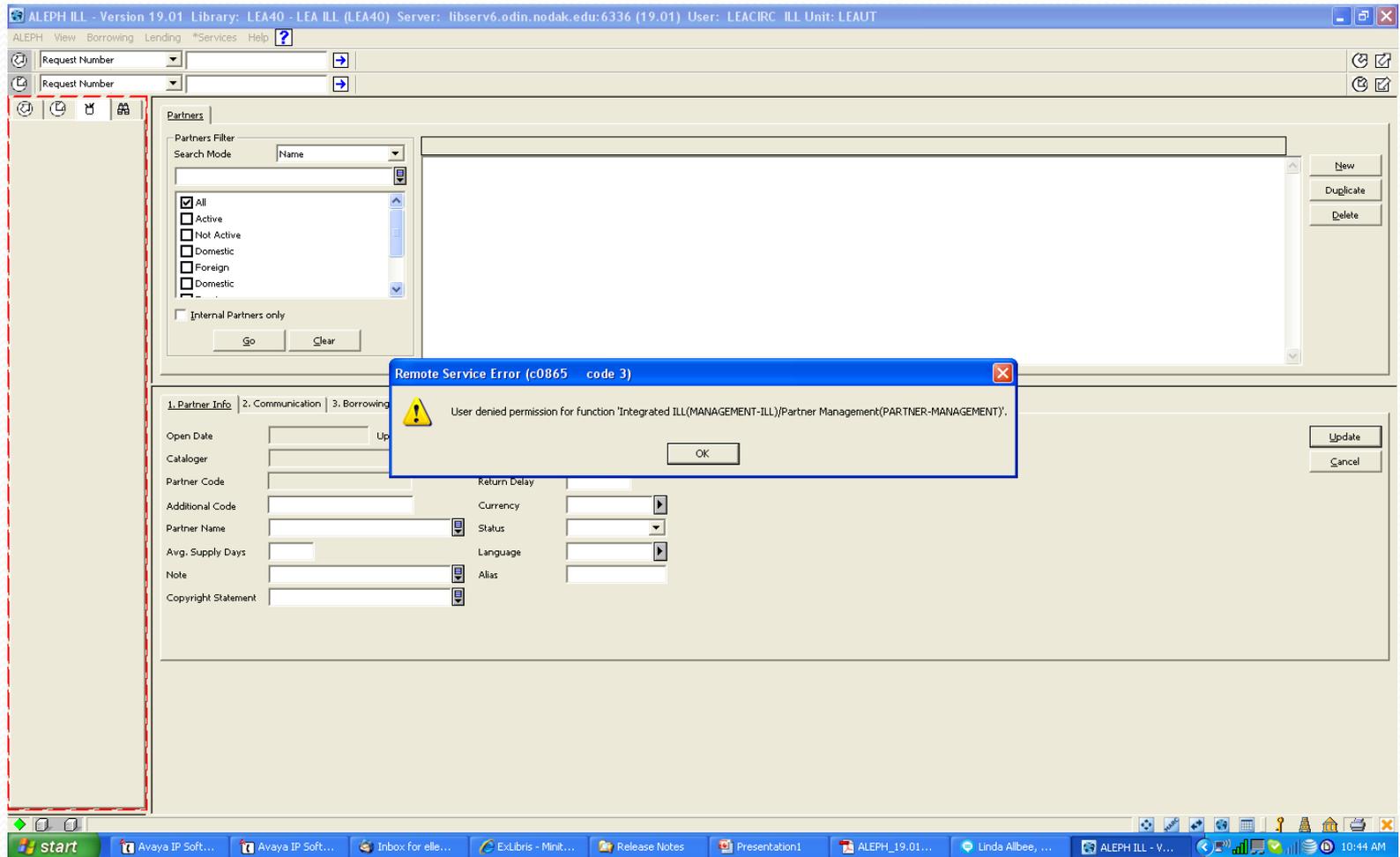
User has no ILL unit defined – username not associated with an ILL unit
Notify your system librarian or consortia office



“not” a permissions error
but is corrected
in Staff Privileges/Modify User section

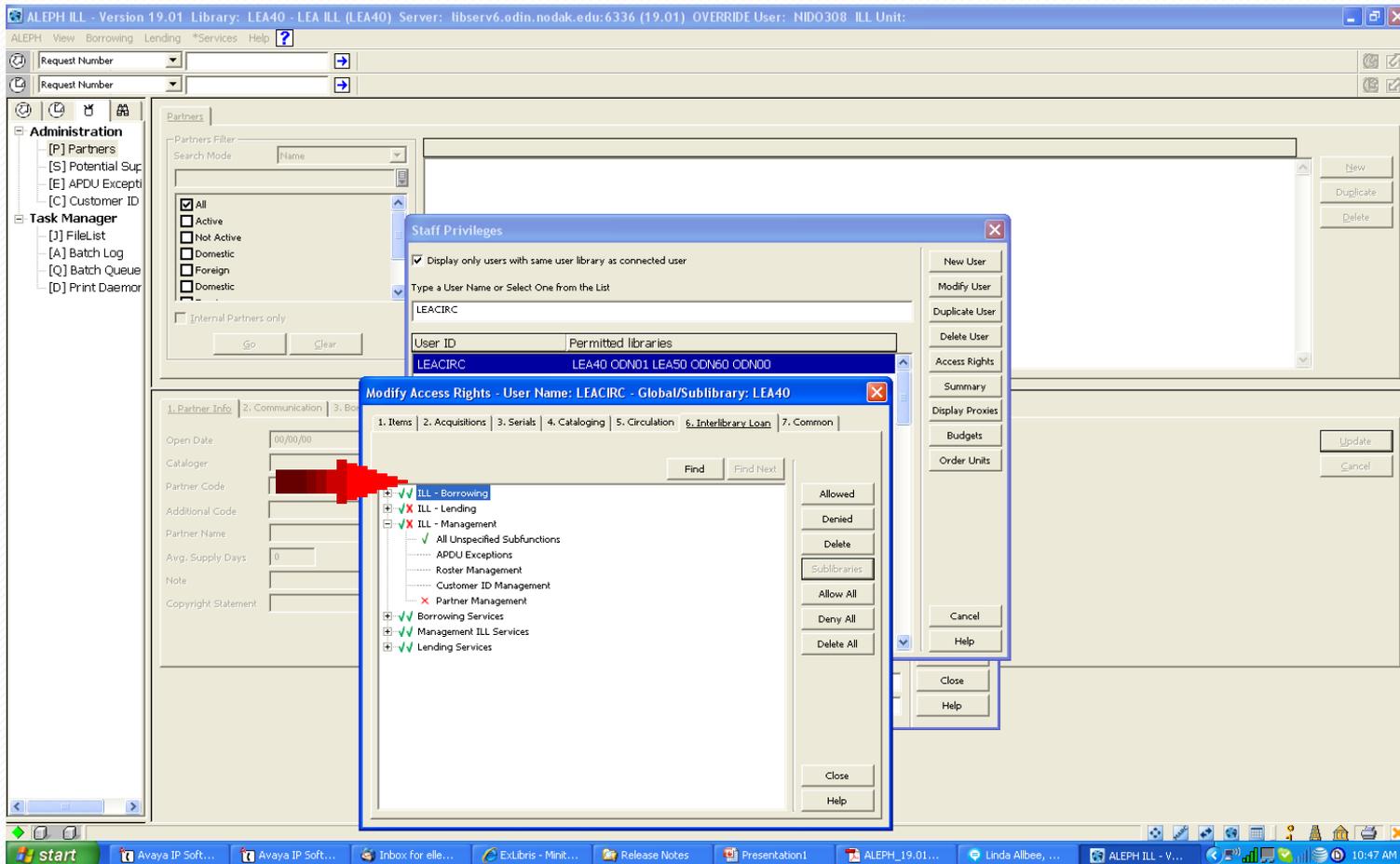
Remote Service Error (c0865 code 3) – indicates it's a permissions thing -

User denied permission for function... – record exact text of the “what” and notify your system librarian or consortia office



'Integrated ILL(MANAGEMENT-ILL)/Partner Management(PARNTER-MANAGEMENT)'

In this case, the function is denied – ODIN does not allow ILL staff to change Partner Management info



This permission is denied in both xxx40 and odnoo!

NOTE: most times an ILL user will not encounter this message as their work is mainly in the Borrowing and Lending tabs

Aleph keeps track of where you were when you exit the client so if you end your session in lending, when you come back into the client, you will come into lending

These values are kept in the GuiSys file within the Aleph GUI client and adjust as you use client!



Remote Service Error (c0125 replace 3) – it's a permissions thing -

User denied permission for function... – record exact text of the “what” and notify your system librarian or consortia office

The screenshot shows the ALEPH Circulation software interface. The main window displays a table of address information for a patron. A dialog box titled "Remote Service Error (c0125 replace 3)" is overlaid on the "Address Details" form, displaying the error message: "User denied permission for function 'Patrons, Global(PATRON-MANAGE)/Addresses - Update(ADDRESS-PUT)'".

Address Information Table:

Type	Address	Valid from	Valid to
01	ODIN, Office M	02/04/06	03/04/06
02	ODIN, Office M	-----	-----

Address Details Form:

Name: ODIN, Office M
Address: PO Box 7085
Grand Forks, ND
Zip Code:
E-mail: ellen.kotrba@und.nodak.edu
SMS Number:
Telephone (1):
Telephone (2):
Telephone (3):
Cell Phone(4):
Valid From: 00/00/0000 Valid To: 00/00/0000
Address Type: 02

Remote Service Error Dialog:

Remote Service Error (c0125 replace 3)
User denied permission for function 'Patrons, Global(PATRON-MANAGE)/Addresses - Update(ADDRESS-PUT)'.
OK

'Patrons, Global(PATRON-MANAGE)/Addresses-Update(ADDRESS-PUT)'

If staff can update addresses, highlight the line and then click Allowed

The screenshot displays the ALEPH Circulation software interface. The main window shows a table of address information for a patron:

Type	Address	Valid from	Valid to
01	ODIN, Office M	02/04/06	03/04/06
02	ODIN, Office M	-----	-----

The second row (Type 02) is highlighted in blue. A 'Staff Privileges' dialog box is open, showing a list of users with 'LEACIRC' selected. Below this, a 'Modify Access Rights' dialog box is open for user 'LEACIRC' at sublibrary 'LEA50'. The 'Circulation' tab is active, and the 'Addresses - Update' option is highlighted in the list of permissions. A red arrow points to the 'Addresses - Update' entry, and another red arrow points to the 'Allowed' button next to it. The 'Valid From' field in the background is also highlighted with a red arrow.

Patrons, Global(PATRON-MANAGE)/Addresses-Update(ADDRESS-PUT)

ALEPH Circulation - Version 19.01 Library: LEA50 - LEA Administrative (LEA50) Server: libserv6.odin.nodak.edu:6336 (19.01) User: LEACIRC

ALEPH View Patrons Items Circulation Requests Reports *Services Help ?

23132001122336 ODIN, Office M (ID37307/23132001122336)

Patron Activity

- [L] Loans (0)
- [C] Cash (0.00 in credit)
- [H] Hold Requests (0)
- [P] Photocopy Requests (0)
- [I] ILL Requests (0)
- [X] Proxies/Sponsor (0)
- [R] Reading Room
- [U] Routing Lists
- [S] Circulation Summary
- [Z] Circulation Log (-----)
- [K] Booking List (0)
- [A] Title Req (0)

Patron Registration

- [G] Global Patron Information
- [O] Local Patron Information
- [D] Address Information
- [T] Additional IDs

Address Information

Type	Address	Valid from	Valid to
01	ODIN, Office M	02/04/06	03/04/06
02	ODIN, Office M	-----	-----

Address Details

Name: ODIN, Office M
Address: PO B
Zip Code:
E-mail: ellen
SMS Number:
Telephone (1):
Telephone (2):
Telephone (3):
Cell Phone(4):
Valid From: 00/0
Address Type: 02

Staff Privileges

Display only users with same user library as connected user

Type a User Name or Select One from the List

LEACIRC

User ID: LEACIRC Permitted libraries: LEA40 ODN01 LEA50 ODN60 ODN00

Modify Access Rights - User Name: LEACIRC - Global/Sublibrary: LEA50

1. Items 2. Acquisitions 3. Serials 4. Cataloging 5. Circulation 6. Interlibrary Loan 7. Common

Find Find Next

- Patrons, Global
 - All Unspecified Subfunctions
 - Patron Record - Display
 - Patron Record - Update
 - Patron Record - Picture - Update/Add
 - Patron Record - Picture - Delete
 - Patron Record - Delete
 - Patron Record - prepare for delete (cir)
 - Addresses - Display
 - Addresses - Update
 - Addresses - Delete
 - IDs - Display list
 - ID - Display
 - ID - Update
 - ID - Delete
 - Patron, Local - Display
 - Patron, Local - Renew registration
 - Patron, Local - Update
 - Patron, Local - Delete
 - PATRON, Global - Display

Allowed Denied Delete Sublibraries Allow All Deny All Delete All Close Help

start 2 Avaya IP ... Inbox for elle... ExLibris - Minit... Release Notes Presentation1 ALEPH_19.01... Linda Albee, ... ALEPH ILL - V... ALEPH Circula... 11:07 AM

Circulation

Uses Patron Records

- Global Information
 - Barcode Verification
 - Home Library
 - Profile
 - ILL Library – must match home library
 - Letters
- Local Information
 - Expiration Date
 - Checkout permissions
 - Patron status
 - Blocks
- Address
 - Type 2 is default
- Additional IDs - unique

Uses Item Records

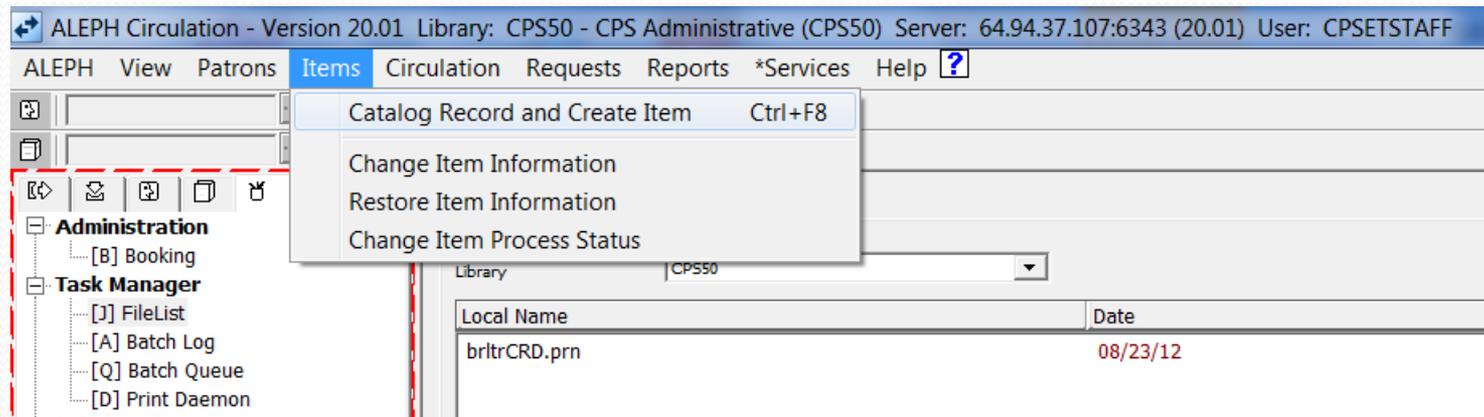
- History available
- Connected to BIB record
- Connected to HOL record
 - Sublibrary
 - Collection
 - Call #
 - `$$kREF$$hGV56o$$i.H674 198o$$mDVD`
 - k=pre-stamp
 - h=call number
 - i=call number
 - m=post-stamp

Load a New Patron

- Normal Patron Registration
 - Complete patron workform
 - Assign Local Patron Information
 - Patron status
 - Patron type
 - Click default
 - Needs valid expiration date
- Fast Patron Registration - *.../circ/tab/circ.ini*
 - [Patron]
 - PictureDirectory=C:\Temp
 - **FastPatronRegistration=Y**
 - FilterProfileByLibrary=Y

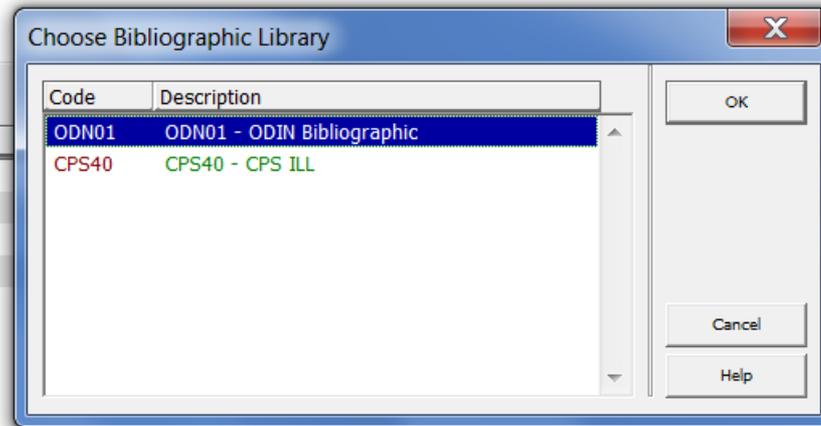
Load a Circ Item “on the fly”

- In Circ module, choose Items from the menu and then click Catalog Record & Create Item



Circ Item “on the fly”

- A pop-box will appear so you can choose where the record will go – since ODIN shares a bib, you would choose **ODN01**



Circ Item “on the fly”

- Populate tab 1 (Document Information) with the fields you want

Catalog Record and Create Item

1. Document Information

2. Item Information

Record Format	FMT			
Author	1001	a	Kotrba, Ellen	
Title (mandatory)	2451	a	ODIN Work Day Fun 2013	
Publisher	260	b		
Date	260	c		
ISBN	020	a		
Series	440	a		
Note	500	a		

OK

Cancel

Help

Circ Item “on the fly”

- Populate tab 2 (Item Information)
- Sublibrary, then Collection, then Material Type, then Item Status
- Circulation Note, finally the barcode

The screenshot shows a software window titled "Catalog Record and Create Item" with two tabs: "1. Document Information" and "2. Item Information". The "2. Item Information" tab is active. The form contains the following fields and values:

Field	Value
Open Date:	04/05/13
Item Barcode:	33146093420981
Sublibrary:	CPSEL
Item Status:	36
Call Number Type:	
2nd Call Number Type:	
Description:	
OPAC Note:	
Internal Note:	
Circulation Note:	needs cataloging
Copy Number:	02
Sequence Number:	000000
Material Type:	BOOK
Collection:	FICT
Item Process Status:	

Buttons on the right side of the form include "OK", "Save Def.", "Cancel", and "Help".

Circ Item “on the fly”

- A completion screen appears

The image shows a screenshot of a library catalog software interface. The main window is titled "Catalog Record and Create Item" and has two tabs: "1. Document Information" and "2. Item Information". The "1. Document Information" tab is active, showing a list of fields on the left: Record Format, Author, Title (mandatory), Publisher, Date, ISBN, Series, and Note. The "Barcode and Record Number" dialog box is open in the foreground, containing the following information:

Bibliographic Info

Kotrba, Ellen:
ODIN Work Day Fun 2013.

Barcode: 33146093420981

ADM Record No./Sequence No.: 007236992 000010

Buttons: OK, Cancel, Help

Item is now ready to circulate!

ALEPH Circulation - Version 20.01 Library: CPS50 - CPS Administrative (CPS50) Server: 64.94.37.107:6343 (20.01) User: CPSETSTAFF

ALEPH View Patrons Items Circulation Requests Reports *Services Help ?

33146093420981 BIB= 7236992 ADM= 7236992 - ODIN Work Day Fun 2013 (Kolrba, Ellen) Year: 2009.

[1] Functional [2] Overview

[M] List of Items (0/1)
[E] All Items History

[I] Item (33146093420981)
[H] Hold Requests (0, 0)
[P] Photocopy Requests (0, 0)
[L] Loan (0)
[O] History (Last updated -----)
[Z] Circulation Log (-----)
[S] Circulation Summary
[K] Booking (0, 0)
[R] Maintenance Record (0)

[B] Bibliographic Info.
[T] Trigger List
[N] Maintenance Profile

Items List

Loan Filter

Sublibrary	Collection	Status	Due Date	Item Barcode	Requests	Loans	Last Return	Patron ID
Carrington Elementary School	Fiction	Three Week Loan		33146093420981				

Sort Options: Sublibrary/ItemSeq

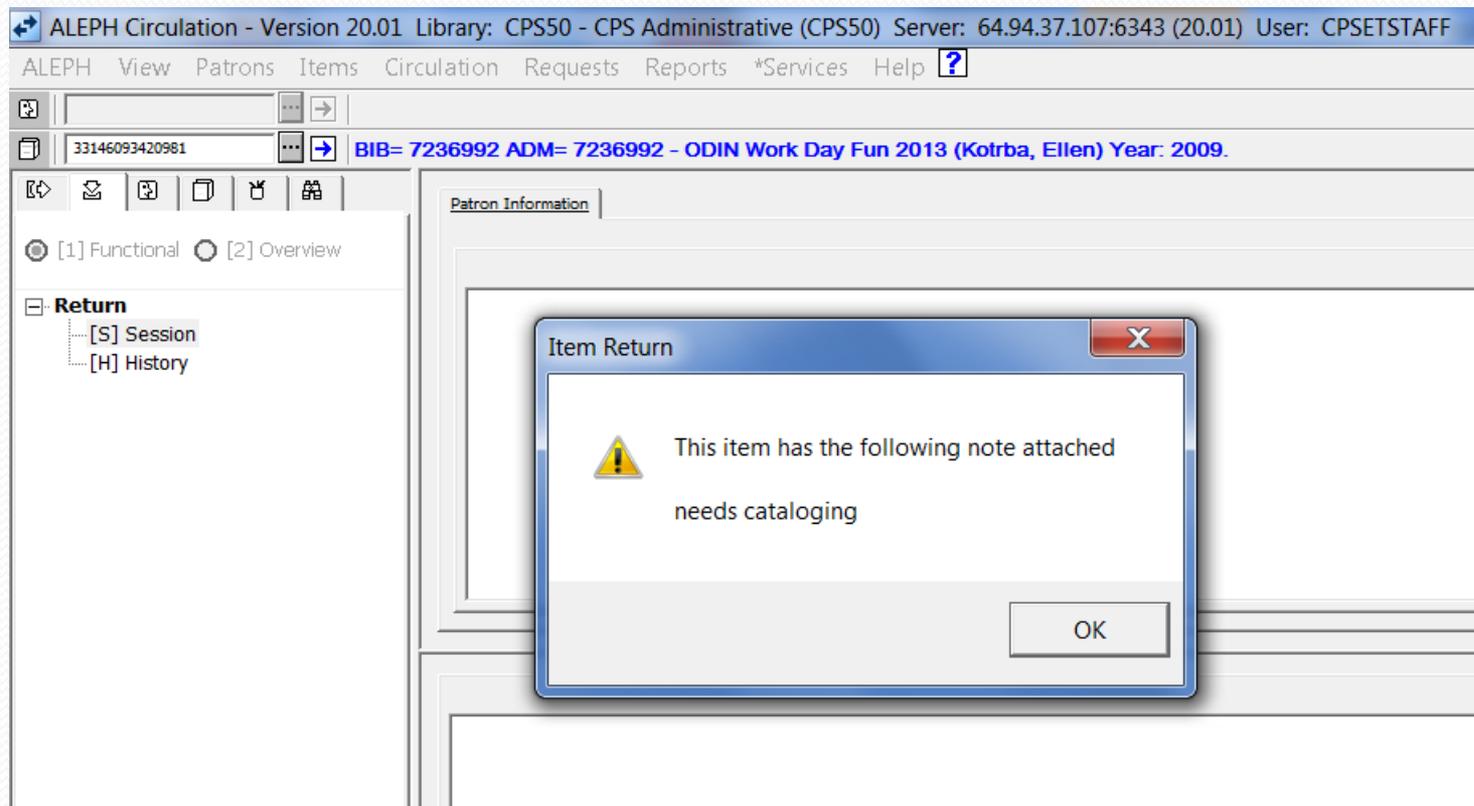
Item Details

Item Bib Info

Doc Number (Item Sequence) 7236992 10
Item Sublibrary Carrington Elementary School
Item Collection Fiction
Item Description
Item Status Three Week Loan
Item Process Status Not in process
Item Barcode 33146093420981
Item Copy No. 2
Last return date
Last return hour
Last return station
Circulation note needs cataloging

Booking Req
Photo Request
Hold Request
Claim Return
Lost
Print Slip
Push to Items
Refresh

When item is returned, a note will pop up because you had put in a circulation note!



The note comes up because of choices you made in “Set Up Return Options”

ALEPH Circulation - Version 20.01 Library: CPS50 - CPS Administrative (CPS50) Server: 64.94.37.107:6343 (20.01) User: CPSETSTAFF

ALEPH View Patrons Items Circulation Requests Reports *Services Help ?

Connect to... (CPS000000740/23146000099923)

Dates

Show PC/Server Transaction Log

Retrieve Triggers

Print History

Reporting Center

Options

Switch Application

Version Check

Exit

Set Up Loan Options

Set Up Return Options

Customize...

Expire Date 05/15/2015

Set Up Return Options

- Print Return Receipt
- Print Return Receipt - Transfer
- Display List of Hold Requests
- Print Photocopy Request Slips Automatically Upon Return
- Display "Item is not on loan" Message
- Display Circulation Note
- Display Item Process Status

Late Return Message

- No Message
- Per Each Loan
- At the End of Session with Current Patron (F4)

OK

Cancel

Help

Circulation

Check out an item

- **Loan Node**
 - Scan in patron
 - Scan in item
 - Watch to ensure due date is assigned
- Patron must have a valid expiration date
 - Global blocks may come into play
- Override is up to staff
 - Even if patron has fines
 - Even if patron normally is not allowed to use the item
 - etc.

Check in an item

- **Return Node**
 - Scan in item
 - Watch for notes, holds, etc.

More CIRC information available @

http://www.odin.nodak.edu/sites/default/files/Circulation_GinnyMillette.pdf

2012 ODIN Work Day Circulation session

Interlibrary Loan - SUPPLIERS

- Suppliers are libraries who can supply/lend items via Interlibrary Loan
- Need to know what media type you are after
 - Printed (Loan) or Serial (Copy) etc.
- Sometimes suppliers are inactive
 - School breaks, closed for summer, etc.
- Need a supplier per media type

Interlibrary Loan

Borrowing

- Locate an item using Search
- Click ILL Request
 - Attach to patron
 - need by date
- Locate
 - Re-arrange suppliers (opt.)
 - Add Supplier (opt.)
- Send
- Item comes in
- Receive
 - Check out to patron
 - Automatic checkout to patron is available
- Return

Lending

- Watch for items in Review node
- Locate
 - List of barcodes appear
 - Print slip to take to stacks
- Find item (or not!) – Decide to ship (or not!)
- Ship
 - Returnable or not
 - Make sure Expected Return Date is right
- Send out item to library (or patron if requested from NDSUT)
 - Include return label and print slip
- Check-in when item is returned

Interlibrary Loan

Lending - UNFILLED

- If locate goes to Mediated, that usually means item is checked out – click Unfilled button
- Choose a reason
- Request goes on to next library

Lending - RESPONSE

- Used to message library, answer RENEW requests among other things

More ILL information available @

http://www.odin.nodak.edu/sites/default/files/Interlibrary_Loan_EllenKotrba.pdf

2012 ODIN Work Day Interlibrary Loan session

DYK : Locate in Progress

- <http://www.odin.nodak.edu/node/181>
- Different way to say: **LOCATE FAILED**
 - No isbn (020); No issn (022); No lc-number (010)
 - No available items
 - No available libraries (closed, not doing ILL, etc)
- Request needs further processing
- Within binoculars search – note availability line
- Remember you may Add Supplier manually
 - ND State Library, MN libraries & Minitex go outside ODIN network or use the OCLC Direct Request process

Ufind – more involved discovery interface



Search Site :

ARIES DATABASES

UFind Catalog
ODIN Classic Catalog
Unified Search

Search By **All Fields**

Library **University of North Dakota Chester Fritz Library**

Home Advanced Classic ODIN My Account Language:



CHESTER FRITZ LIBRARY
UNIVERSITY OF NORTH DAKOTA LIBRARIES

purple mouse **All Fields** Limit to Years from to

University of North Dakota Chester Fritz Library

Refine your search

Topic

- Candy--Juvenile fiction (1)
- Easter--Juvenile fiction (1)
- Marshmallow--Juvenile fiction (1)
- Research--history (1)
- Stern Cell Transplantation (1)
- more...

Publication Date

2000-2009 (2)

Format

- Book (2)
- Electronic Book (1)
- Electronic Resource (1)
- Fiction (1)
- Nonfiction (1)
- more...

Sub-Library

UND Chester Fritz Book Stacks (2)

Collection

- CFL Floor 3 Childrens Collection (1)
- Online Books (1)

Availability

Available (2)

Author

show...

Language

show...

Genre

Showing 1 - 2 of 2 results for **purple mouse**

Sort by: **Relevance**



Owen's marshmallow chick

Author/Creator **Henkes, Kevin.**
Published **Greenwillow Books, 2002**
Located **UND Chester Fritz Book Stacks CFL Floor 3 Childrens Collection**
Call No. **F H513owm**

Format

The Proteus effect stem cells and their promise for medicine

Author/Creator **Parson, Ann B.**
Published **Joseph Henry Press, 2004**
Located **UND Chester Fritz Book Stacks Online Books**
Call No. **QH588 .S83 P37 2004eb**
Online Access : **Bibliographic record display An electronic book accessible through the World Wide Web; click for information <http://ezproxy.library.und.edu/login?url=http://www.netLibrary.com/urlapi.asp?action=summary&v=1&bookid=121274>**

Format

Search Tools:

ODIN Classic – basic discovery interface

From Ex Libris



DATABASES

- UFind Catalog
- ODIN Classic Catalog
- Unified Search

Search By Title Keyword(s) Search

Library University of North Dakota Chester Fritz Library



- Sign-in
 - End Session
 - My Account
 - Preferences
 - Libraries
 - Feedback
 - Help
- Browse
 - Search
 - Results List
 - Previous Searches
 - My e-Shelf

Selected records: [View Selected](#) | [E-Mail/Save](#) | [Create Subset](#) | [Add to e-Shelf](#)

Whole set: [Select All](#) | [Deselect](#) | [Refine](#) | [Filter](#)

Connected to: [University of ND Library](#)

2 Results (displaying 1 - 2 max 2000) [List View](#) | [Table View](#)

Words - general= purple mouse; Sorted by: Title/Year (ascending)

Sort options: [Author/Year\(d\)](#) | [Author/Year\(a\)](#) | [Year\(d\)/Author](#) | [Author/Title](#) | [Title/Year\(d\)](#) | [Title/Year\(a\)](#) | [Year\(d\)/Title](#) | [Format/Title](#) | [Year\(a\)/Format](#)

[Jump to Text](#) [Jump to #](#) [Previous Page](#) [Next Page](#)

#	Author	Format	Title	Year	Location
1-view	<input type="checkbox"/> Henkes, Kevin.	Book	Owen's marshmallow chick /	2002	**UND Chester Fritz Book Stacks CFL Floor 3 Childrens Collection : F H513owm
2-view	<input type="checkbox"/> Parson, Ann B.	Online Book	The Proteus effect : stem cells and their promise for medicine /	2004	**UND Chester Fritz Book Stacks Online Books : QH588.S83 P37 2004eb

[Previous Page](#) [Next Page](#)

Retry Search: [Basic](#) | [Advanced](#) | [Expert](#)

WRD = (purple mouse) [Search](#)

ODIN Home Page – logged in

For Library Staff

- YOUR LIBRARY section
 - Downloads
 - Posting My Library News/Events
 - Library File Upload
- MY FAVORITES section
- LIBRARY STAFF section
 - Work Group Information
 - Training Documents
 - Library Directory
- Training Documents

Databases

- Initially you need to create an account using the ODIN barcode
- Databases appear for your IP or login



ODIN Help Desk ticket

- <http://www.odin.nodak.edu/webticket>
 - One issue per ticket
 - Reaches all ODIN Office staff
- Follow up on tickets if no answer or resolution is received in a timely manner
- You should receive email after you initially submit ticket
- You might receive email as your ticket is being worked on
- You will see an email when ticket is resolved and should come with a resolution answer

OPEN DISCUSSION

