

Alma / Aleph Cheat Sheet

May 1, 2018

Alma term

Aleph term

institution

ADM library;

if single-ADM, local bib & authority records are also part of *the institution*;*
if multi-ADM, local bib & authority records can be in network zone *or* at the institution level*

library

sublibrary

inventory

holdings/items/electronic-resources/digital-objects

fulfillment

Circulation + ILL + NCIP + other full-text electronic delivery

metadata

management

Cataloging

physical location

collection

location type

item status

(see [Getting Ready for Alma and Discovery Implementation](#), Appendix A, Fulfillment Simplification, and article [How to define the call number type for a library location](#) and [Physical Locations List](#) screenshot)

*For more on this see [Introduction to Metadata Management](#).

Community Zone (CZ): a shared repository for *all* Alma users. It includes authority records, bibliographic metadata, and an electronic materials knowledge base*

Network Zone (NZ) – groups of institutions, such as in a consortium, who share the management of metadata records, acquisitions, and/or other Alma services, such as fulfillment, resource sharing, vendor information, or administration tables. *If there's just one institution, there's no Network Zone*

Institution Zone (IZ) – local institutions that contribute records to the NZ and share records previously contributed by other members

The **institution** is the basic level of data and workflow management in Alma; it also holds all of the institution, or local library, data. An institution manages the following, accessible to all institution operators with the proper role:

- User management
- Vendors
- Funds management
- Licenses
- Metadata management
- Configurations

In addition, an institution can make use of single Integrated external systems such as ERP or SIS

Some processes and configurations may be managed at the Library level.

An *Alma library* is comprised of one or more **physical locations**, each of which is normally housed in a single building or in several buildings in close physical proximity. A Location may have several processing departments/units within it, such as the circulation desk and digital archiving. Each *Alma Institution* can have multiple *Alma libraries*. The Acquisition Department can be configured for the Institution, or per library; it can be configured to serve more than one library.

P2E Physical to Electronic