



Booking Overview

March 30, 2017

Agenda

1

Introduction

2

Policies & Terms of Use

3

Resources

Booking Introduction

- A booking request reserves an item for a patron, so he or she can use the item during a specified timeframe.
- Control of short term loans
- Can be used for high-demand items with a limited number of copies

Booking Introduction

- Items reserved in a booking request cannot be borrowed by another requester during the booking request time frame
- Items with running processes cannot be booked during the duration of the process' running time
- The number of booking requests that are permitted can be limited per User Group (Patron Limits)

Booking Introduction

- **Primo (GetIt → Request)**

Go!

Dexter Gordon 1923-1990. Sonny Clark; Butch Warren; Billy Higgins
Hollywood, Calif : Blue Note/Capitol Records p1999

● Click **Find it in Library** for availability O'Neill Library Media 7 day (M 2.1 .G68 G6 1999)

Find it in Library Details Reviews & Tags Virtual Browse

Boston College Libraries

Details of title you requested:

Request Type:

Hold Booking

Material Type:

Pickup Location:*

Check availability

Start Time:

End Time:

Comment:

Cancel

Place Request

Booking Introduction

- Alma (Request → Booking request)

Create Request

Create Request

Title Go!

Institution Boston College

Request Type * Booking request

Requester *

Override Booking Policies

Note

Start time * End time *

Pickup At *

Additional Request Attributes

No records were found.

Add Request Attributes

Material Type Refresh Values > Book Add Request Attribute

Availability

1 Day Week

		2015	Tue, Apr 21	Wed, Apr 22	Thu, Apr 23	Fri, Apr 24
	12 am					
	1 am					

Agenda

1

Introduction

2

Policies & Terms of Use

3

Pick from Shelf

Booking TOU & Policies

 **Terms of Use Details**

You are configuring: Boston College

Terms of Use Details

Name *	Default terms of use
Description	Default Booking Terms

Booking release time	No Booking Release Time (Default Booking Release Time)
Is item bookable	Item is not bookable (Item is not bookable)
Maximum allowed booking length	No Maximum Booking Length (Default Maximum Booking Length)
Preview period	No Preview Period (Default Preview Period)
Pickup Locations	Pickup only in owning library (Must pickup in owning library)
Future limit	No Future Limit (Default Future Limit)
Back to back booking	No limit (Default Booking Back To Back Time)

Booking TOU & Policies

- **Is item bookable:**
Indicates whether booking is allowed for the specified item.
- **Maximum allowed booking length:**
Indicates the maximum permitted duration of the booking request.
- **Pickup Locations:**
Indicates from where the item can be picked up.

- **Preview period:**

Indicates the amount of time prior to the booking period that the patron can borrow the item.

- **Booking release time:**

Amount of time after the booking request takes effect that the institution holds the resource for the patron.

- **Back to back booking:**
Indicates the minimum amount of time required between consecutive bookings.
- **Future limit:**
Indicates how far in advance an item can be reserved through a booking request.

Agenda

1

Introduction

2

Policies & Terms of Use

3

Pick from Shelf

Resources

- Documentation & Training
- https://knowledge.exlibrisgroup.com/Alma/Training/Alma_Essentials/F_Fulfillment/04_Booking_Requests
- https://knowledge.exlibrisgroup.com/Alma/Training/Extended_Training/Booking_in_Alma
- [https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_\(English\)/Fulfillment/030Booking/010Booking_Workflow](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_(English)/Fulfillment/030Booking/010Booking_Workflow)
- [http://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_\(English\)/Fulfillment/030Booking/020Creating_Booking_Requests](http://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_(English)/Fulfillment/030Booking/020Creating_Booking_Requests)

Resources continued

- Documentation & Training
- [https://knowledge.exlibrisgroup.com/Alma/Product Materials/Alma FAQs/Fulfillment/Booking, Reading Room](https://knowledge.exlibrisgroup.com/Alma/Product_Materials/Alma_FAQs/Fulfillment/Booking,_Reading_Room)
- [https://knowledge.exlibrisgroup.com/Alma/Product Documentation/Alma Online Help \(English\)/Fulfillment/010Introduction to Fulfillment/Requests in Alma](https://knowledge.exlibrisgroup.com/Alma/Product_Documentation/Alma_Online_Help_(English)/Fulfillment/010Introduction_to_Fulfillment/Requests_in_Alma)
- [https://knowledge.exlibrisgroup.com/Alma/Product Materials/Alma FAQs/Fulfillment/Request Management](https://knowledge.exlibrisgroup.com/Alma/Product_Materials/Alma_FAQs/Fulfillment/Request_Management)

Development Roadmap

- What's on the Roadmap?

Idea Exchange - Booking calendar - hourly

- <http://ideas.exlibrisgroup.com/forums/308173-alma/suggestions/1142054>
- Plans are to make it possible to set up a booking policy that will determine allowed resolution of the start and end times - by Minutes/By Hours/By Days.

Idea Exchange

- Idea Exchange – Add Booking Type
- This has not been added to the development roadmap and remains open for voting.
- <http://ideas.exlibrisgroup.com/forums/308173-alma/suggestions/13759458-add-booking-type>

We need to have a "booking type" so that we can categorize types of bookings. For instance, we have bookings that require use of equipment (such as our streaming media server). We'd like to be able to make categories to organize bookings (so a booking can be created in Alma with the category "streaming" for instance. We'd need to be able to create our own categories and then select them from the booking request screen.



THANK YOU