Alma

In-House Use and Alma Analytics Reports for In-House Use
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How To...

Work with In-House Use and Analytics Reports for In-House Use

Introduction and Overview
Workflow
Returning and In-House Use
Retrieving and Viewing in Analytics
Introduction and Overview

- In-house use is a method to know which items are in use even if they were not actually loaned.
- This may include items that are loanable, as well as those that are not loanable.
- Items may have been used in the library and not registered to a specific patron as a loan.
- Thus checking only “regular” loans is not enough to know which items in inventory were actually used.
Introduction and Overview

• It is important for libraries to know which items are and are not being used
  A. To implement a weeding process.
  B. To purchase additional copies of high demand items

http://livingcolorgardencenter.net/wordpress/
http://iconfu.com/v_collection/icons/?icon=purchase_order_cart
Introduction and Overview

These items were (probably) used in-house today.
Patrons used them and left them on the table

http://www.flickr.com/photos/ericejohnson/4117596207/
Introduction and Overview

These items were (probably) not used in-house today. They are still neatly on the shelf.

http://camelshump.files.wordpress.com/2012/02/library.jpg
Workflow

• In many libraries the flow includes the following:

• At the end of the day (or periodically throughout the day) items are removed from the tables and study carrels of the library

• Before the items are physically returned to their location they are “returned” (scanned in) in Alma

• The items are “returned” even though they are not actually on loan in order to trigger an associated “in-house use”
Workflow

1. Take off tables and study carrels
2. Bring to circulation desk
3. Scan in as return
4. Place in permanent location
Workflow


http://camelshump.files.wordpress.com/2012/02/library.jpg
Returning and In-House Use

- The return is made on the item that does not have a loan:

  - Alma indicates that the item is not on loan
  - This item was likely taken off a table or misplaced with other items that were returned with a loan.
Returning and In-House Use

- We will now be able to see that this item has an “in-house use” in three ways:

  1. **More Info** link from physical item repository search

  2. **History** tab and **Fulfillment Activities** radio button in Physical Item Editor

  3. Alma Analytics using the In-House Loan Indicator
Returning and In-House Use

Each time the return is made for the item that does not have a loan, an in-house use is registered:
Returning and In-House Use

- The in-house use is also visible via Physical Item Editor History tab, Fulfillment activities.

[Operator and borrower details erased from screenshot for privacy reasons.]
Retrieving and Viewing in Analytics

- It is possible to retrieve the information pertaining to the in-house use via Alma Analytics.
- The key indicator is in the Fulfillment subject area under Loan Details and is called **In House Loan Indicator**.
- The possible values are Y or N.
Retrieving and Viewing in Analytics
Retrieving and Viewing in Analytics

• Here is a report that retrieves all items (barcodes) and number of in-house use transactions for items with six or more in-house use transactions since Jan. 01, 2013

Will display barcode and number of loans

Filters only for
• items with in-house indicator = Y
• retuned after or on Jan. 01 2013
• 6 or more times
Here are the results of the Analytics report.

All of these items were used in-house six or more times since Jan. 01, 2013.

This is an indication that they should not be removed from the collection, or perhaps more copies should be purchased.

We will now go look at the first example here.
Retrieving and Viewing in Analytics

- Here is first item from the list: barcode 00607630
- Physical Item Editor History tab, Fulfillment activities

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<thead>
<tr>
<th>Action type</th>
<th>Desk name</th>
<th>Operator</th>
<th>Date</th>
</tr>
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<tbody>
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<td>Circulation Desk</td>
<td>Self Check</td>
<td>25/11/2013 15:27:59 GMT</td>
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<td>Self Check</td>
<td>25/11/2013 15:12:13 GMT</td>
</tr>
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<td>Self Check</td>
<td>21/11/2013 12:23:34 GMT</td>
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