



CARLI

ALMA HOW-TO: ALMA ANONYMIZATION AND
ANALYTICS

June 6, 2024

Agenda

- Overview
- Alma fields that will be changed
- Alma fields where data moves
- How to determine if you run a report that relies on data that will be anonymized
- How to schedule a report to run and export automatically
- How to download a report and verify that an exported report is working

Alma Anonymization Implementation

- CARLI staff and the CARLI Resource Sharing Committee have tested and decided upon several [consortial policies for I-Share](#) that optimize the privacy of patron data while balancing the needs of library staff to access these data.
 - These configurations have been approved by the CARLI Governance Board.
- CARLI will enable Alma's anonymization of user data feature for all I-Share libraries on July 29, 2024.

Overview of Alma Anonymization

- Anonymization in Alma removes personal user information from fulfillment transactions (loans, fines/fees, requests) after that information is no longer required for a current transaction and is considered “complete” in the system.
- Anonymization in Alma leaves non-patron-identifiable information such as user group and affiliated I-Share institution reportable through Alma Analytics.

Evaluation Process

- CARLI Staff Investigation
 - Review of Ex Libris [documentation](#) and specifications
 - Testing transactions in a mini-AFN
 - Reports before and after anonymization
- Alma anonymization removes patron data from transactions
 - Rows that contained user data still exist with empty fields
 - Details about what, where, and when remain



Fields That Are Anonymized: Fulfillment

- Borrowing Details
 - PII fields changed to null values
 - User Linked From Institution fields nullified
 - User Linked from Other Institution changed to “No”
 - User Primary Identifier changed to None
- Patron Details at Time of Loan
 - Patron ID changed to “-1”
 - Patron Job Title changed to internal job category code
- Preferred Contact Information
 - All fields nullified, per transaction



Fields That Are Anonymized: Fines and Fees

- User Details (per transaction)
 - PII fields changed to null values
 - User Linked From Institution fields nullified
 - User Linked from Other Institution changed to “No”
 - User ID changed to “-1”
 - User Primary Identifier changed to "None"
- Preferred Contact Information
 - All fields nullified, per transaction



Fields That Are Anonymized: Borrowing Requests

- Requester
 - PII fields changed to null values
 - User Linked from Other Institution changed to “No”
 - User Primary Identifier changed to None
- Borrowing Request Details
 - Borrowing Request Status updated to "Deleted"
 - Is Filled value is changed to “No” if previously “Yes”



Fields That Are Anonymized: Requests

- Requester
 - PII fields changed to null values
 - User ID is changed to -1
 - User Primary Identifier changed to None
- More to come...



Alma fields that need to be updated in reports

What are the fields that need to be changed?

Fulfillment > Borrower Details >

- User - Linked From Institution Code
- User - Linked From Institution Name
- User - Linked From Other Institution (Yes/No)

These fields:

- Contain borrowing institution data
- Will be anonymized
- Need to be updated to different fields in your Alma Analytics reports



Alma fields that need to be updated in reports

What are the fields that I should use instead?

Fulfillment > Loan Details >

- Loans - Linked From Institution Code
- Loans - Linked From Institution Name
- Loans - Linked From Other Institution (Yes/No)

These fields:

- Contain borrowing institution data
- Will **not** be anonymized
- Use these fields in your Alma Analytics reports to ensure accurate data



Alma fields that need to be updated in reports

What do I need to do?

Before anonymization is turned on:

- Check for these fields in any reports that use the Fulfillment subject area
- Update the fields if needed



Alma fields that need to be updated in reports

Important notes about these fields

For the “User – Linked from” fields:

- After anonymization, fulfillment reports with these fields requesting data between June 24, 2020 - March 6, 2021 will appear to be local transactions when they are not

For the “Loans – Linked from” fields:

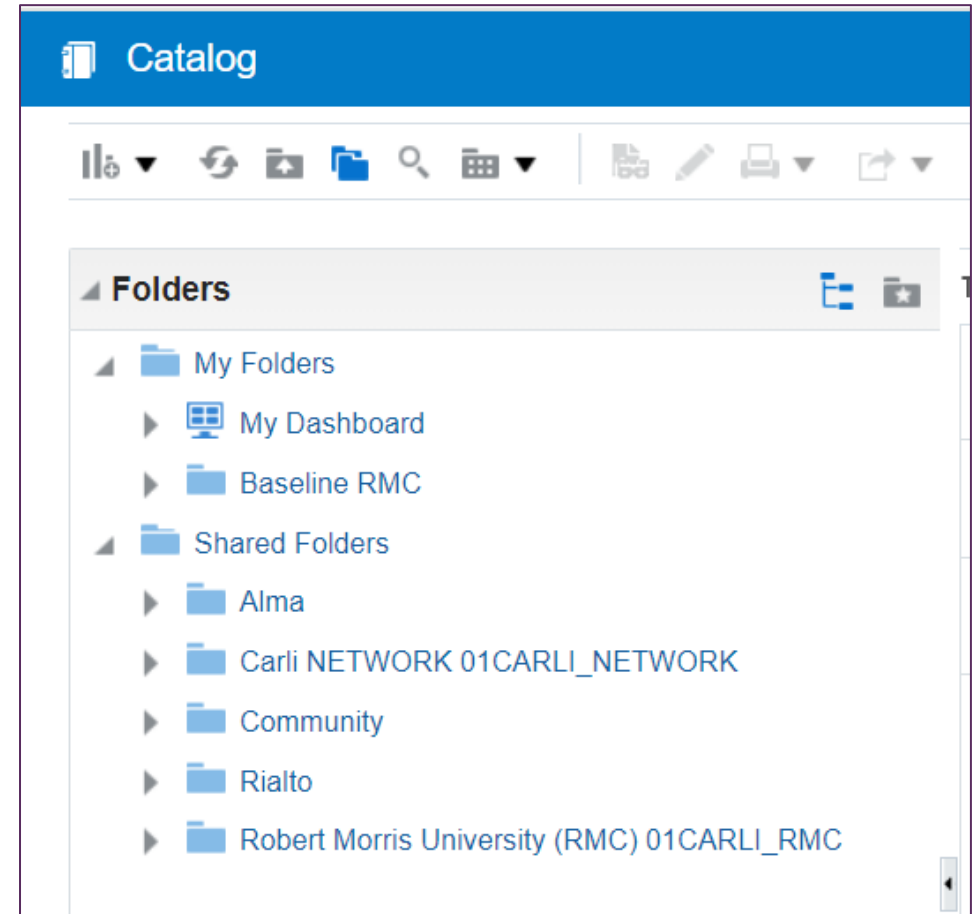
- Due to analytics limitations, transactions between June 24, 2020 - March 6, 2021 will have no data reported
- You can contact CARLI support if you need this data in the future.

How to determine if you run a report that relies on data that will be anonymized?

- CARLI Office staff are responsible for updating the reports that we provide to member libraries as part of the Annual Statistics Package.
 - Consortial statistics posted to the CARLI website each fiscal year.
<https://www.carli.illinois.edu/products-services/i-share/stats>
 - Individual statistics provided to each Institution.
<https://www.carli.illinois.edu/products-services/i-share/stats/almastatpck>

How to determine if you run a report that relies on data that will be anonymized?

- Compile a list of the Analytics reports in use:
 - Depending on your responsibility, this may be those reports that are:
 - Used as part of your workflows and data reporting.
 - Used by colleagues as part of their workflows and data reporting.



Alma Analytics folder navigation menu

How to determine if you run a report that relies on data that will be anonymized?

- Remember that Anonymization will affect only “complete” transactions:
 - Those where the loaned item is returned.
 - The fine/fee is waived or paid.
 - The request has finished its process.
- Anonymization will not affect transactions that are NOT YET complete.
 - Examples:
 - Overdue and lost items (these are still on loan, so not yet “complete”).
 - Fines/fees that are still owed by the patron.



How to determine if you run a report that relies on data that will be anonymized?

- Remember that Anonymization removes patron identifiable information related to loan transactions, fines and fees, and both internal/local requests and I-Share requests.
 - This data is located in these Alma Analytics Subject Areas:
 - Fulfillment
 - Fines and Fees
 - Requests (includes all types of requests placed on your library's items where a user record is recorded)
 - Borrowing Requests
- If your report does not include these data, it should be unaffected by Anonymization.

How to determine if you run a report that relies on data that will be anonymized?

- Of the reports that you compile, narrow your list to those that include “complete” transactions in the analytics report results.
 - Examples:
 - Count of physical library materials each individually-identifiable patron checked out during the fiscal year.
(count includes returned items; count is for an identifiable individual and not in aggregate)
 - List of patron names who have checked out materials from the Special Collections for in-house use.
(results include returned items; results tie patron to borrowed titles)
 - List of purchase requests placed by an individual patron, after the request is complete; the material is received and cataloged.

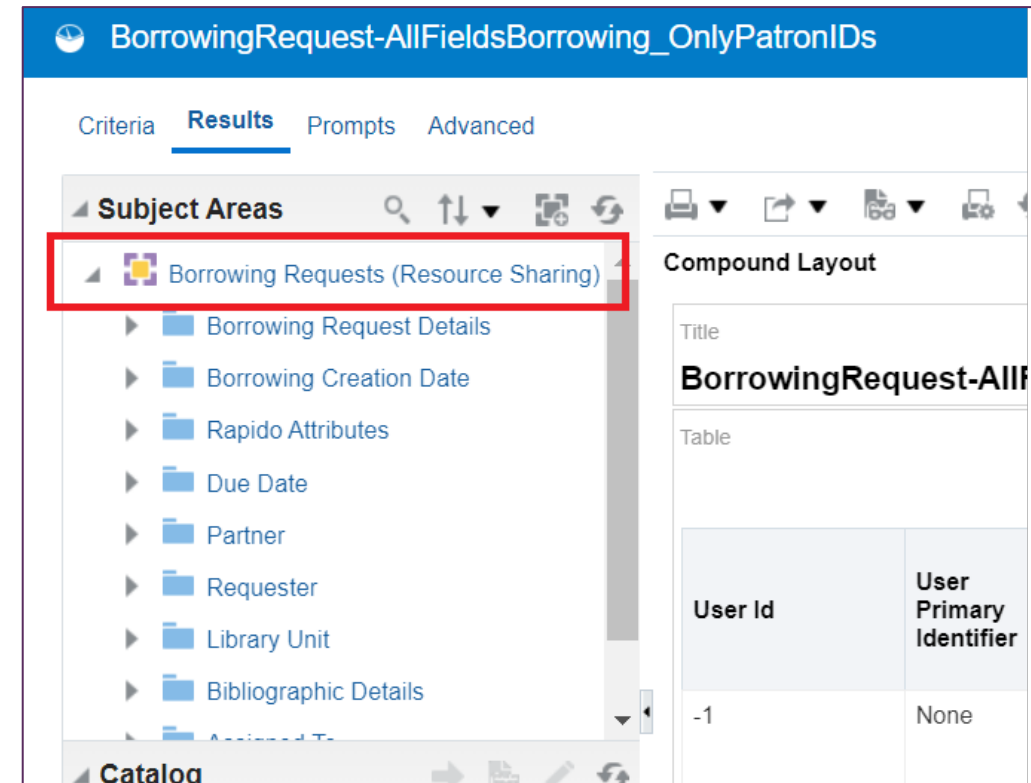
How to determine if you run a report that relies on data that will be anonymized?

- Of the reports that include “complete” transactions in the analytics report results, do you need to collect and maintain this data?



How to determine if you run a report that relies on data that will be anonymized?

- The majority of Analytics reports use only one Analytics Subject Area.
 - (It is possible someone at your institution wrote a complex Analysis that uses a subquery to provide additional details pulled from within a second subject area; in this case, you would want to review both the main query and the subquery.)
- Selecting to Edit the report in Analytics will display which Subject Area the report uses for its data.



Alma Analytics Subject Area navigation menu

How to determine if you run a report that relies on data that will be anonymized?

- To determine if the fields used in the report will be affected by anonymization, compare the “**Alma Anonymization: List of Fields Modified by Anonymization**”

https://www.carli.illinois.edu/products-services/i-share/alma-fulfillment/anonymization/Anonymization_Analytics_Fields



How to determine if you run a report that relies on data that will be anonymized?

- You can do the comparison visually from the “Criteria” tab:



The screenshot displays the Alma Analytics interface for a report titled "BorrowingRequest-AllFieldsBorrowing_OnlyPatronIDs". The "Criteria" tab is highlighted with a red box. Below the tabs, the "Subject Areas" section is expanded to show "Borrowing Requests (Resource Sharing)", which includes sub-areas like "Borrowing Request Details", "Borrowing Creation Date", "Rapido Attributes", and "Due Date". The "Selected Columns" section is also highlighted with a red box and contains a table of columns:

Requester				Borrowing Request Details	
User Id	User Primary Identifier	Identifier 1	Identifier 2	Locate Status	C

Alma Analytics Criteria tab and Selected Columns

How to determine if you run a report that relies on data that will be anonymized?

- You can also do the comparison using the SQL on the Advanced tab:

The screenshot shows the Alma Analytics interface for a report titled "BorrowingRequest-AllFieldsBorrowing_OnlyPatronIDs". The "Advanced" tab is selected and highlighted with a red box. Below the tab, there are options for "Bypass Oracle Analytics Presentation Services Cache" (unchecked) and "Partial Update" set to "Default". An "Apply XML" button is visible on the right. The "SQL Issued" section is highlighted with a red border and contains the following SQL code:

```
SELECT
  0 s_0,
  "Borrowing Requests"."Borrowing Request Details"."Agree Copyright" s_1,
  "Borrowing Requests"."Borrowing Request Details"."BL Customer Id" s_2,
  "Borrowing Requests"."Borrowing Request Details"."BL Request Targets" s_3,
  "Borrowing Requests"."Borrowing Request Details"."BL Requested Actions" s_4,
  "Borrowing Requests"."Borrowing Request Details"."BL Requested Delivery
Terms" s_5,
  "Borrowing Requests"."Borrowing Request Details"."Borrowing Request Status"
s_6,
  "Borrowing Requests"."Borrowing Request Details"."Citation Type" s_7,
  "Borrowing Requests"."Borrowing Request Details"."Copyrights Status" s_8,
  "Borrowing Requests"."Borrowing Request Details"."Citation" s_9
```

Below the SQL code, there is a warning icon and the text: "Important: If you create a new analysis using this SQL, any hierarchical columns, member selection, groups or formatting will be stripped." A "New Analysis" button is located at the bottom left of the interface.

How to determine if you run a report that relies on data that will be anonymized?

- You can contact CARLI support and set up a meeting where we'll review any Analytics reports you have questions about together via Zoom/Teams.
- Send an email to support@carli.illinois.edu to schedule a meeting.

Scheduling a report to run and export automatically

Background:

- Capture the number of items that local students have checked out from your collection before the data is anonymized in 7 days;
- This may be useful to determine if there is a correlation between library material use and academic performance.

Forthcoming demonstration:

- Create an Analytics object to schedule a daily report that captures the total number of loans for local patrons who checked out a local item 3 days ago
 - Three-day time period is necessary due to the delay in transferring of data from Alma to Analytics.

Scheduling a report to run and export automatically (continued)

Some things to note:

- The properly configured query/analysis should already be created in Alma Analytics and available for use. The demonstration will focus on how to schedule a report in the Alma Analytics Object list and will not include how to create the underlying Alma query/analysis.
- The report scheduled from the Alma Analytics Object list will be sent via FTP to the CARLI Files server for your institution.
 - Note: The CARLI Files server only keeps files for 60 days before they are automatically deleted – so regular downloading of the exported report files is necessary.
 - Recommendation: download the files once a month (~30 days).

Downloading and verifying the exported reports are working

Forthcoming demonstration:

- How to download the exported Analytics Object reports from the CARLI files / FTP server
- How to verify that a delivered report contains data.

Link to the CARLI documentation page that explains how to schedule a report as an automated export, how to download the exported report from the FTP server, and how to verify that an exported report is working:

<https://www.carli.illinois.edu/products-services/i-share/alma-fulfillment/anonymization-schedule-report-autorun-autoexported-download-verify>

Upcoming Webinars and Training

[Alma How-To: Reporting and Anonymization](#) –
Monday, June 10, 2024, 11:00 AM – 12:00 PM

- CARLI staff and Dennis Krieb from Lewis and Clark Community College will discuss using reporting data for institutional purposes (and in light of Anonymization)





Q & A

