



CARLI

# ALMA: OVERVIEW OF ALMA ANONYMIZATION

May 29, 2024

# Agenda

- Overview of Alma Anonymization
- Timeline
- Alma Configuration Settings
- Considerations for Library Staff
- Upcoming Webinars and Training



# 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.

# Overview of Alma Anonymization

- Alma supports the anonymization of patron data and fulfillment transactions with a wide range of options.
- 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.

# Timeline

- CARLI will enable Alma's anonymization of user data feature for all I-Share libraries on July 29, 2024.
- How do we prepare?
  - Review best practices for handling PII
  - Consider your institution's data needs
  - Review Alma Analytics reports for Anonymization effects
  - Modify Analysis as needed, or, prepare to export data



# Upcoming Webinars and Training

## [Alma How-To: Anonymization and Analytics](#) –

Thursday, June 6, 2024, 2:00 PM – 3:00 PM

- How to determine if you run a report that relies on data that will be anonymized
- How to set up a report to be auto-run/auto-exported

## [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)

# Alma Configurations

- CARLI staff will set and maintain these configurations in all I-Share IZs; there is no action required on the part of I-Share libraries to configure Anonymization.
- Reminder: I-Share Libraries should NOT make any edits to the Alma Configuration under Fulfillment > General > Fulfillment Jobs Configuration.
  - These settings are consortially determined and managed by CARLI Office Staff.







# Alma Configurations

Anonymization Job ▼

Status  Active  Inactive

<input checked="" type="checkbox"/> Anonymize item loans	<input checked="" type="checkbox"/> Anonymize item loans Notes	<a href="#">Loan Anonymization Rules</a>
<input checked="" type="checkbox"/> Anonymize fines and fees	<input checked="" type="checkbox"/> Anonymize fines and fees Notes	<a href="#">Fines and Fees Anonymization Rules</a>
<input checked="" type="checkbox"/> Anonymize requests	<input checked="" type="checkbox"/> Anonymize requests Notes	<a href="#">Request Anonymization Rules</a> ⓘ
<input checked="" type="checkbox"/> Anonymize resource sharing requests	<input checked="" type="checkbox"/> Anonymize resource sharing requests Notes	<a href="#">Borrowing Request Anonymization Rules</a>

Schedule  ▼

↑

Screenshot shows the Alma Configuration for the Anonymization Job, including how the job will be set after July 29, 2024.

# Alma Configurations

- The decision to retain most data for seven days after the transaction ends rather than implementing immediate anonymization allows for the ability to identify problematic transactions (e.g. damage to items, routing/printing errors) and the ability for I-Share libraries to tie patron activities to assessment goals and outcomes when needed.
- Except for I-Share libraries using one-way Bursar transfer with Alma, the Anonymization configurations will be standardized across all I-Share IZs for consistency of application and predictability.

# Alma Configurations

- Anonymize item loans
  - Parameter set: Days Since Loan Ended: 7
- Anonymize item loans Notes
  - Parameter set: Days Since Loan Ended: 7



# Alma Configurations

- Anonymize requests (local)
  - Parameter set: Days Since Request Ended: 7
- Anonymize request Notes (local)
  - Parameter set: Days Since Request Ended: 7
- Anonymize resource sharing requests (I-Share)
  - Parameter set: Days Since Request Ended: 7
- Anonymize resource sharing requests Notes (I-Share)
  - Parameter set: Days Since Request Ended: 7





# Alma Configurations

- Anonymize fines and fees
  - Parameter set: Days Since Fine/Fee Closed: 2,555 (7 years)
  - For I-Share libraries using one-way bursar transfer only: This setting may differ from consortial standard setting pending individual conversations with those libraries.
- Anonymize fines and fees Notes
  - Parameter set: Days Since Fine/Fee Closed: 2,555 (7 years)
  - For I-Share libraries using one-way bursar transfer only: this setting may differ from consortial standard setting pending individual conversations with those libraries.

# Considerations for Library Staff

- Changes within Alma



# Considerations for Library Staff- Alma Views

- Loans- Screenshot before Anonymization

Physical Item Editor Cancel Save

The big boys : power and position in American business / Ralph Nader and William Taylor. Nader, Ralph, author. Pantheon Books, New Y... i >

General ENUM/CHRON Notes History

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2   🔗 ⚙️

	Action type	Desk name	Operator	Date	Borrower name	Borrower id
1	Return	Testing Zone 3 RMC- Chicago	-	05/08/2024 11:33:58 CDT	Notpatron, Michael	mnotpatron
2	Loan	Testing Zone 3 RMC- Chicago	carli_tschwitz	04/29/2024 15:13:50 CDT	Notpatron, Michael	mnotpatron

# Considerations for Library Staff- Alma Views

- Loans- Screenshot after Anonymization

Physical Item Editor Cancel Save

The big boys : power and position in American business / Ralph Nader and William Taylor. Nader, Ralph, author. Pantheon Books, New York : 1986 I9780394533384 i >

General ENUM/CHRON Notes History

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2    🔗 ⚙️

Action type	Desk name	Operator	Date	Borrower name	Borrower id
1 Return	Testing Zone 3 RMC- Chicago	-	05/08/2024 11:33:58 CDT	-	-
2 Loan	Testing Zone 3 RMC- Chicago	carli_tschwitz	04/29/2024 15:13:50 CDT	-	-



# Considerations for Library Staff- Alma Views

- Example of an “In house use” transaction

Physical Item Editor Cancel Save

Boat of Car 2022 i >

General ENUM/CHRON Notes History

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2    🔗 ⚙️

	Action type	Desk name	Operator	Date	Borrower name	Borrower id
1	In house use	Testing Zone 3 RMC- Chicago	carli_tschwitz	05/08/2024 12:03:25 CDT	-	-
2	In house use	Testing Zone 3 RMC- Chicago	carli_tschwitz	09/01/2023 14:03:11 CDT	-	-

# Considerations for Library Staff- Alma Views

- Fines/fees-  
Screenshot  
before  
Anonymization

User Details Toggle Account Type Cancel Save

Notfaculty, Reggie i v

ID rnotfaculty Account Type Internal Identity Service Not Used  
Record type Public User group Employee  
[Manage fulfillment activities](#)

General Information Contact Information Identifiers Notes Blocks Fines/Fees Statistics Attachments Proxy For History

Active balance 0.00 USD Disputed balance 0.00 USD Transferred balance 0.00 USD  
Currently filtered balance 0.00 USD Currently filtered disputed balance 0.00 USD Accrued fines 0.00 USD

1 - 2 of 2 Title - Q 0 rows selected Waive All Waive Selected + Add Fine or Fee

Fine/Fee types : All Status : All Fee Owner : All

<input type="checkbox"/>	Creation Date	Fine/Fee types	Status	Status Date	Comment	Fee Owner	Title	Item Barcode	Original Amount	Remaining Balance	
1 <input type="checkbox"/>	05/08/...	Credit	Closed	05/08/...	-	Testing Zone 3 RMC-Chicago	A guide to MLA documentation : with appendix on APA style / Joseph F. Trimmer.	RMCC10...	-20.00 USD	-20.00 USD	...
2 <input type="checkbox"/>	05/07/...	Lost item replacement fee	Closed	05/07/...	-	Testing Zone 3 RMC-Chicago	A guide to MLA documentation : with appendix on APA style / Joseph F. Trimmer.	RMCC10...	20.00 USD	20.00 USD	...

# Considerations for Library Staff- Alma Views

- Fines/fees-  
Screenshot  
after  
Anonymization

**User Details** Toggle Account Type Cancel Save

**Notfaculty, Reggie** i ▼

ID	mnotfaculty	Account Type	Internal	Identity Service	Not Used
Record type	Public	User group	Employee		

[Manage fulfillment activities](#)

**General Information** | **Contact Information** | Identifiers | Notes | Blocks | **Fines/Fees** | Statistics | Attachments | Proxy For

**History**

<b>Active balance</b>	0.00 USD	<b>Disputed balance</b>	0.00 USD	<b>Transferred balance</b>	0.00 USD
<b>Currently filtered balance</b>	0.00 USD	<b>Currently filtered disputed balance</b>	0.00 USD	<b>Accrued fines</b>	0.00 USD

Title   + Add Fine or Fee

Fine/Fee types : All | Status : All | Fee Owner : All

No records were found.

# Considerations for Library Staff- Alma Views

- Request by a local patron in item history- Screenshot before Anonymization

Physical Item Editor Cancel Save

The other 90% : how to unlock your vast untapped potential for leadership and life / Robert K. Cooper. Cooper, Robert K. Crown Business, New York : ... i >

General ENUM/CHRON Notes **History**

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2   🔗 ⚙️

	Action type	Desk name	Operator	Date	Borrower name	Borrower id
1	Return	-	System#####0...	04/12/2024 15:33:59 CDT	Request2, CARLI	1197152320005879
2	Loan	[CARLI Testing Zone 1 (LNC)] - CARLI Testing Zone 1- Circulation Desk	System#####0...	04/12/2024 15:33:45 CDT	Request2, CARLI	1197152320005879



# Considerations for Library Staff- Alma Views

- Request by a local patron in item history- Screenshot after Anonymization

Physical Item Editor Cancel Save

The other 90% : how to unlock your vast untapped potential for leadership and life / Robert K. Cooper. Cooper, Robert K. Crown Business, New York : ©2001. I9780609808801 i >

General ENUM/CHRON Notes **History**

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2   🔗 ⚙️

Action type	Desk name	Operator	Date	Borrower name	Borrower id
1 Return	-	System#####...	04/12/2024 15:33:59 CDT	-	-
2 Loan	[CARLI Testing Zone 1 (LNC)] - CARLI Testing Zone 1- Circulation Desk	System#####...	04/12/2024 15:33:45 CDT	-	-

# Considerations for Library Staff- Alma Views

- I-Share Borrowing Request- Screenshot before Anonymization

The screenshot displays the Alma Borrowing Requests interface. At the top, there is a navigation bar with "Borrowing requests" and "External Identifier" dropdown menus, a search icon, and user information for "Testing Zone 3 RMC-Chicago - Testing Zone 3 RMC-Chicago" with a notification badge showing "47".

The main content area is titled "Borrowing Requests (1 - 4 of 4)". It includes a "Facets" sidebar on the left, a search bar with "Author" selected, and a "Sort by: Update Date" dropdown. Action buttons include "Create Request", "Print Slip", and "Actions".

Two borrowing requests are listed:

Request ID	Title	Author	Status	Requested	ISBN	Requester	Created	External Identifier	Actions
1	Doing it /	Witton, Hannah,	Cancelled by staff	Book (Physical)	9781492665038	CARLI, Request1	04/16/2024 12:57:51 CDT		View ...
2	Poorcraft : wish you were here : the tightwads guide to travel /	Estrada, Ryan, FN_University of Illinois at Urbana-Champaign	Request sent to partner	Book (Physical)	9780970873156	Radzvickas (CARLI Account), Ad...	04/29/2024 12:37:22 CDT	01CARLIRMC0000159	Edit ...



# Considerations for Library Staff- Alma Views

- I-Share Borrowing Request- Screenshot after Anonymization

< Borrowing Requests (1 - 4 of 4)

Author   Sort by: Update Date

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1	<input type="checkbox"/>	 <p>Doing it / by Witton, Hannah, 🕒 Cancelled by staff</p>	Requested: Book (Physical) ISBN: 9781492665038 Created: 04/16/2024 12:57:51 CDT	<input type="button" value="View"/> <input type="button" value="⋮"/>
2	<input type="checkbox"/>	 <p>Poorcraft : wish you were here : the tightwads guide to travel / by Estrada, Ryan, FN_University of Illinois at Urbana-Champaign 🕒 Request sent to partner</p>	Requested: Book (Physical) ISBN: 9780970873156 Requester: 👤 Radzvickas (CARLI Account...) Created: 04/29/2024 12:37:22 CDT External identifier: 01CARLIRMC0000159	<input type="button" value="Edit"/> <input type="button" value="⋮"/>

# Considerations for Library Staff- Alma Views

- Request by an I-Share patron in item history- Screenshot before Anonymization

The screenshot shows the 'Physical Item Editor' interface. At the top, there is a breadcrumb navigation with a back arrow and the text 'Physical Item Editor'. On the right side of this bar are 'Cancel' and 'Save' buttons. Below this is a header for the item: 'The origins of exceptional abilities / Michael J.A. Howe. Howe, Michael J. A., 1940- B Blackwell, Oxford, UK ; Cambridge, Mass., USA : 1990. [978063...'. Below the header are four tabs: 'General', 'ENUM/CHRON', 'Notes', and 'History'. The 'History' tab is active. Under the tabs, there are radio buttons for 'Report type': 'Item changes', 'Holdings changes', and 'Fulfillment activities' (which is selected). Below the radio buttons is a search bar with '1 - 2 of 2' on the left, a dropdown menu for 'Circulation desk name', and a search icon. To the right of the search bar are share and settings icons. The main content is a table with the following data:

	Action type	Desk name	Operator	Date	Borrower name	Borrower id
1	Return	Peoria	carli_dmcmpbll	04/12/2024 15:31:01 CDT	Request2, CARLI	1197152320005879
2	Loan	Peoria	carli_dmcmpbll	04/12/2024 15:30:53 CDT	Request2, CARLI	1197152320005879

# Considerations for Library Staff- Alma Views

- Request by an I-Share patron in item history- Screenshot after Anonymization

Physical Item Editor Cancel Save

The origins of exceptional abilities / Michael J.A. Howe. Howe, Michael J. A., 1940- B Blackwell, Oxford, UK ; Cambridge, Mass., USA : 199 0. I9780631185611 i >

General ENUM/CHRON Notes **History**

Report type  Item changes  Holdings changes  Fulfillment activities

1 - 2 of 2    📄 ⚙️

Action type	Desk name	Operator	Date	Borrower name	Borrower id
1 Return	Peoria	carli_dmcmpbll	04/12/2024 15:31:01 CDT	-	-
2 Loan	Peoria	carli_dmcmpbll	04/12/2024 15:30:53 CDT	-	-

# Considerations for Library Staff- Alma Views

- Letters retained for 60 days.

**Attachments** Toggle Account Type Cancel Save

**Notfaculty, Reggie** i ▼

ID **rnotfaculty** Account Type **Internal** Identity Service **Not Used**  
Record type **Public** User group **Employee**  
[Manage fulfillment activities](#)

[General Information](#) [Contact Information](#) [Identifiers](#) [Notes](#) [Blocks](#) [Fines/Fees](#) [Statistics](#) [Attachments](#) [Proxy For](#) [History](#)

1 - 7 of 7   + Add Attachment 📄 ⚙️

File name	Type	Size	Attached By	Attached On	URL	Notes	Upload Status
1 FulReturnReceipt...	NOTIFICATION_EMAIL	5.3kb	carli_tschwitz	05/08/2024 11:59:29 CDT	-	-	Uploaded <span>⋮</span>
2 FulLostRefundFe...	NOTIFICATION_EMAIL	5.5kb	carli_tschwitz	05/08/2024 11:59:29 CDT	-	-	Uploaded <span>⋮</span>
3 FulReturnReceipt...	NOTIFICATION_EMAIL	5.3kb	carli_tschwitz	05/08/2024 11:36:18 CDT	-	-	Uploaded <span>⋮</span>
4 FulLostLoanLett...	NOTIFICATION_EMAIL	5.1kb	carli_tschwitz	05/07/2024 14:43:34 CDT	-	-	Uploaded <span>⋮</span>

# Considerations for Library Staff- Reporting Changes

- Note that some of your local practices regarding the use of fulfillment data may not be known by CARLI staff, therefore you will need to review the following:
  - Look at your existing Alma Analytics reports that obtain fulfillment data
  - Think about the fulfillment data that you obtain directly from Alma that will be anonymized going forward.
    - APIs
    - Webhooks



# Considerations for Library Staff- Reporting Changes

- Forthcoming:
  - CARLI Webpage with a list of fields affected by Anonymization.
    - An Ex Libris support ticket was opened by CARLI at the end of March asking for a complete list of fields affected by Alma anonymization. We are currently still waiting for a response.



# Considerations for Library Staff- Reporting Changes

- Example #1 of Alma Fulfillment data use:
  - Damaged laptop that was returned more than 7 days ago but you realized that it is damaged now.
    - Since anonymization occurs 7 days after the item is returned, the patron's identifier will no longer be connected to the item that was loaned. Within Alma and/or Alma Analytics, you will not be able to determine who damaged the laptop.



# Considerations for Library Staff- Reporting Changes

- Example #2 of Alma Fulfillment data use:
  - Your library helps the institution gather academic performance data tied to library resource use.
    - An Alma Analytics Object emails monthly reports of aggregate numbers of items checked out by a patron for reporting purposes.
    - Since anonymization occurs 7 days after the item is returned, the report could return inaccurate data. The patron's identifier will no longer be connected to items that were returned more than 7 days ago. Items returned less than 7 days ago will be reported.



# Considerations for Library Staff- Reporting Changes

- The reports from the I-Share Annual Statistical Package for Alma Data will be updated by CARLI staff
  - The fiscal year 2023-2024 reports will not be affected by anonymization
  - CARLI staff will modify the Annual Statistics Package reports as needed to ensure continuity of data in forthcoming fiscal years once anonymization is enabled.



# Upcoming Webinars and Training

## [Alma How-To: Anonymization and Analytics](#) –

Thursday, June 6, 2024, 2:00 PM – 3:00 PM

- How to determine if you run a report that relies on data that will be anonymized
- How to set up a report to be auto-run/auto-exported

## [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**

