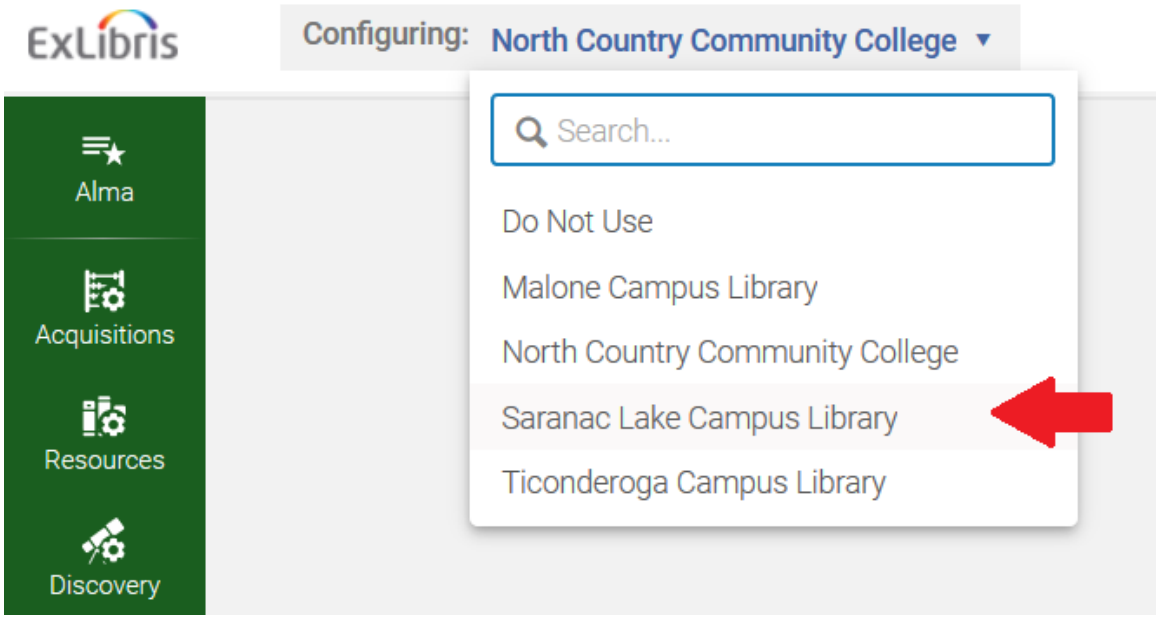
Closing Lending and Borrowing in Alma

Roles Needed

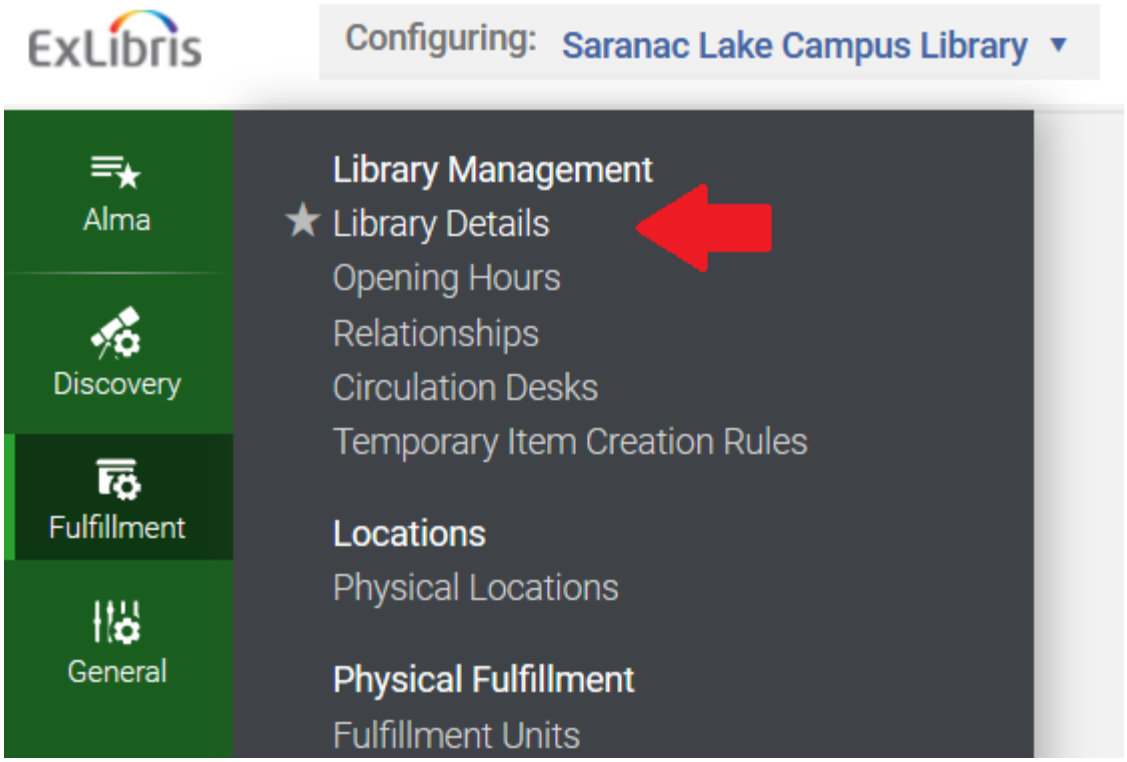
You need to have either the **General System Administrator** or **Fulfillment Administrator** role to turn resource sharing on or off.

A. How to Turn Off Lending

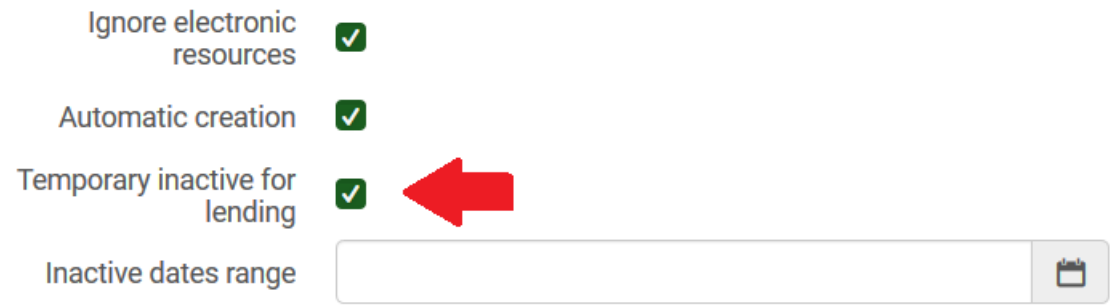
1. Navigate to Configuration and then select your resource sharing library from the Configuring dropdown



2. Click the Fulfillment tab and then click the **Library Details** link.

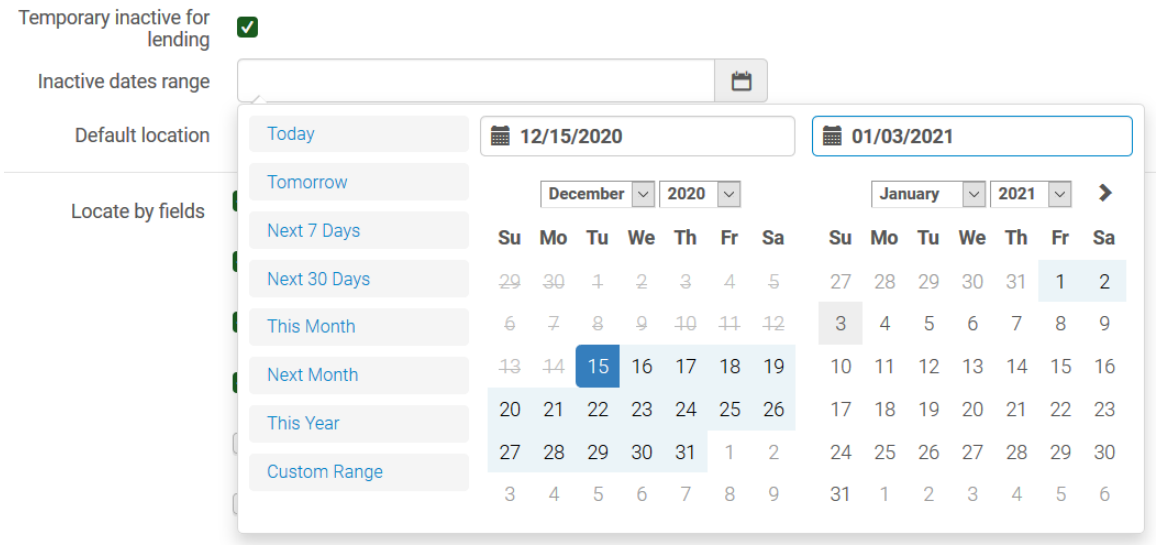


3. Scroll down to the **Lending Setup** section of the Details tab and check the **Temporary inactive for lending** box. An Inactive date ranges field will then appear. If you would like to turn your lending off for an indefinite period, skip ahead to step 5. If you'd like to turn your lending off for a specific period of time, move on to step 4.



4. Click anywhere in the **Inactive dates range** field. A calendar will appear. Select the start and end day of your desired inactive period. The calendar will close once you select the end day, and the inactive date range you selected will appear in the Inactive date ranges field.

Note: Once the end date passes, your lending will automatically be turned back on. However, the Temporary Inactive for Lending box will not be automatically unchecked, and you'll still see the inactive dates you selected in the Inactive Date Ranges field.



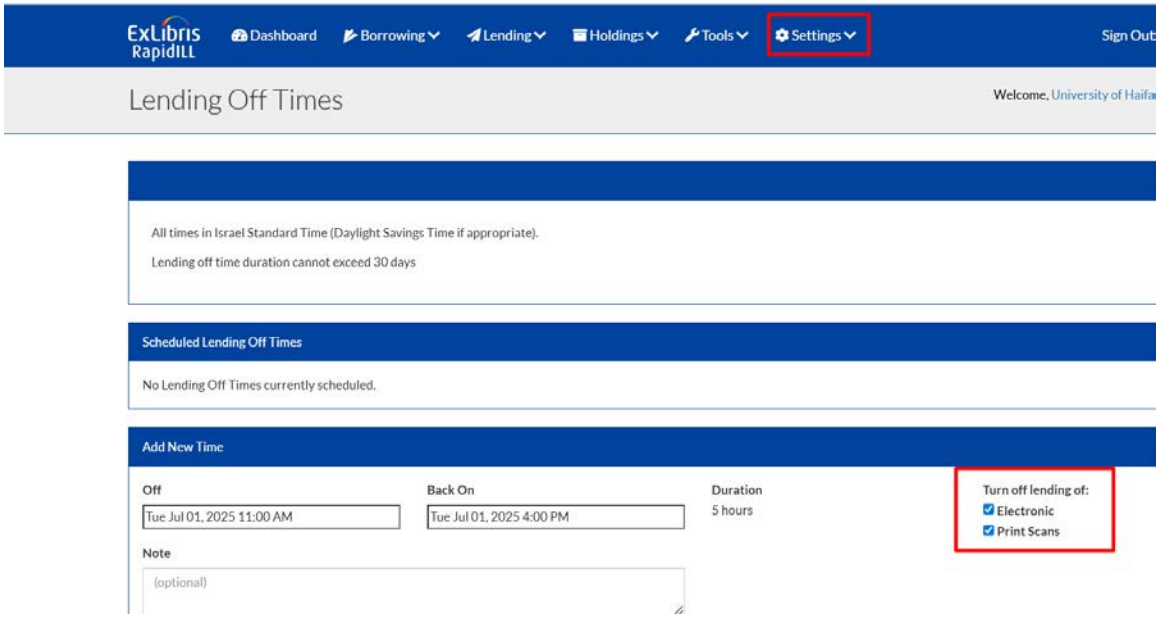
5. Click the Save button.

Please Note: Closing will prevent all ISO Lending requests from being sent.

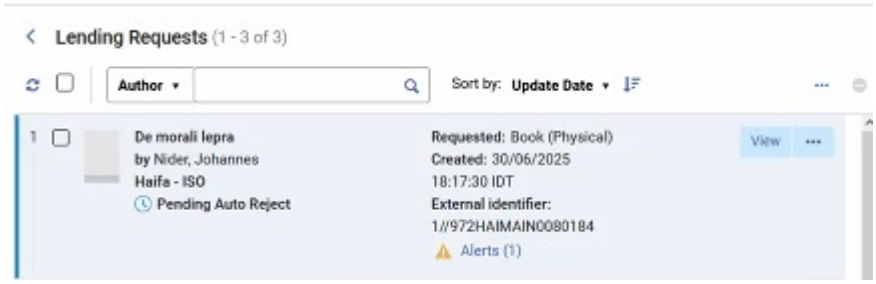
Including book loans/book chapter/ article scans/articles from ejournals and etheses.

It will not prevent Rapid requests from arriving in Alma Lending (especially if your institution is the only source).

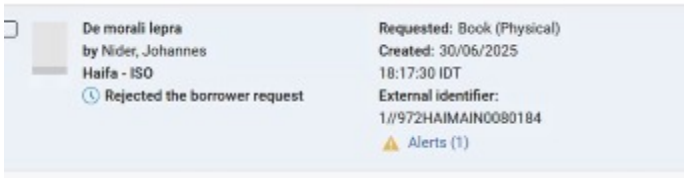
In Rapid, you need to go into Settings > Lending Off, Turn off lending of: Electronic or Print Scans or both:



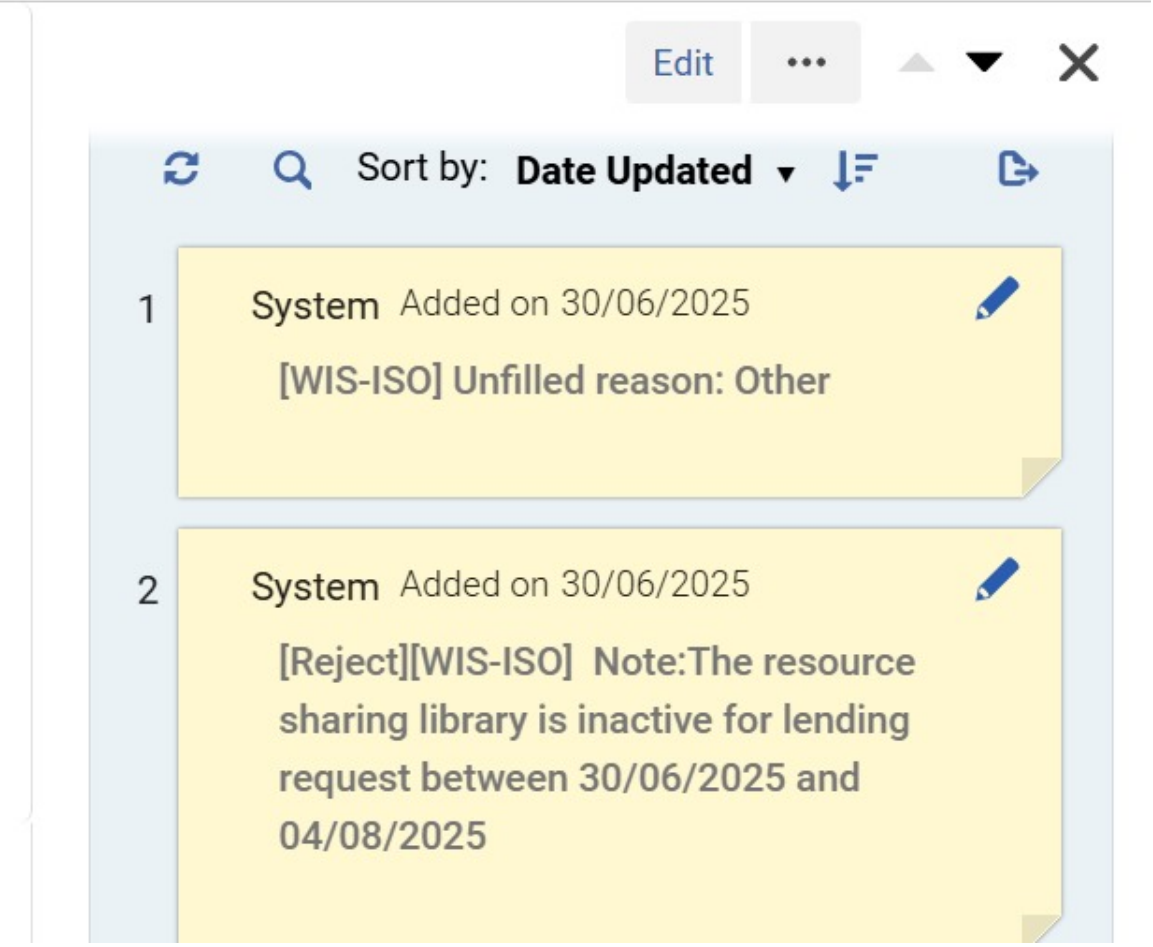
Once an ISO request is received in Alma Lending its status will be "Pending Auto Reject":



After Refreshing the screen the request will become inactive, and its status will be "Rejected the borrower request":



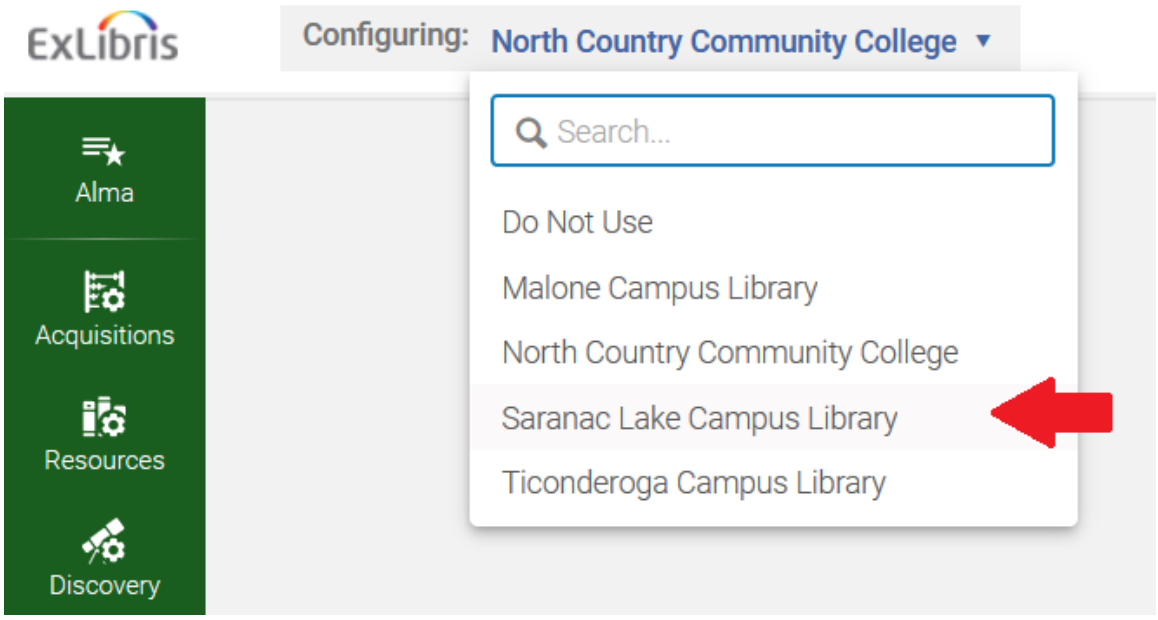
The Borrowing request status will be "Rejected by Partner" and there will be Notes with the reason:



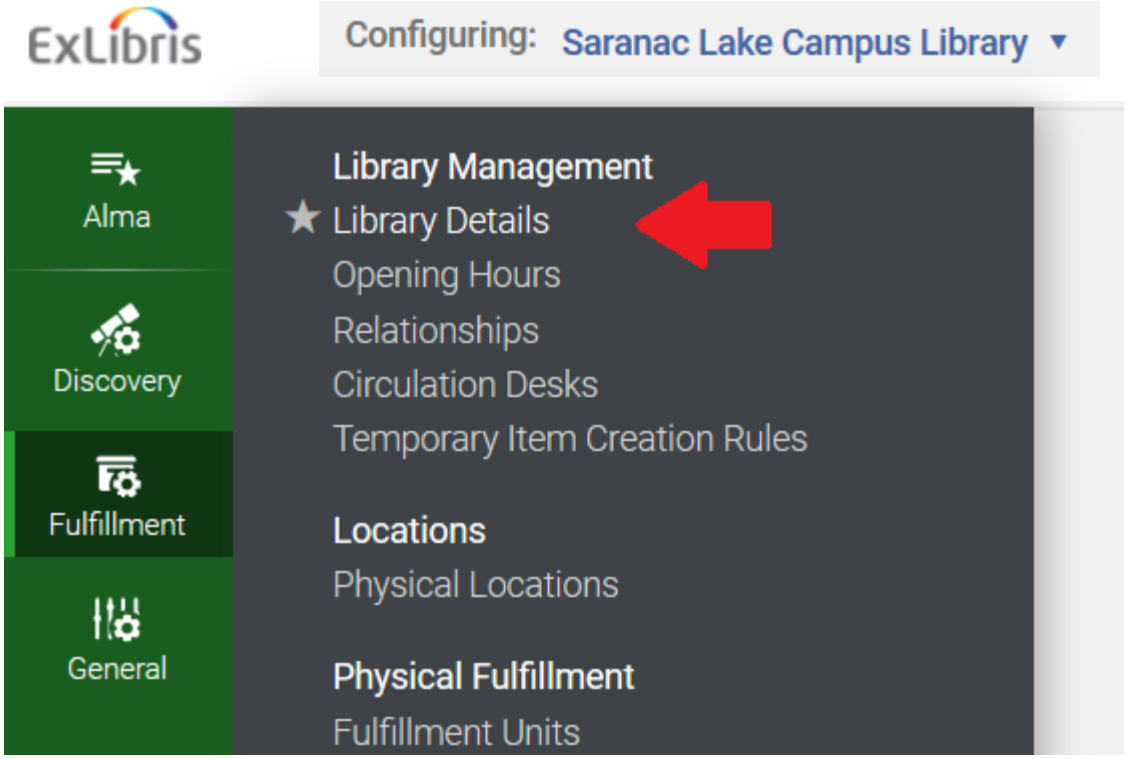
B. How to Turn Off Borrowing

Note: Turning off borrowing will turn off both book borrowing and article borrowing.

1. Navigate to Configuration and then select your resource sharing library from the Configuring dropdown.

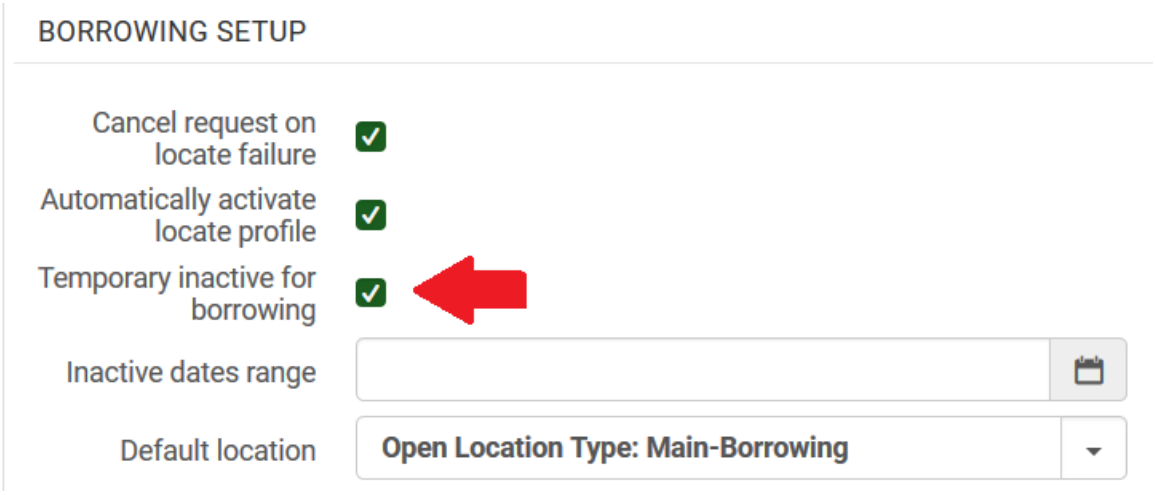


2. Click the Fulfillment tab and then click the **Library Details** link.

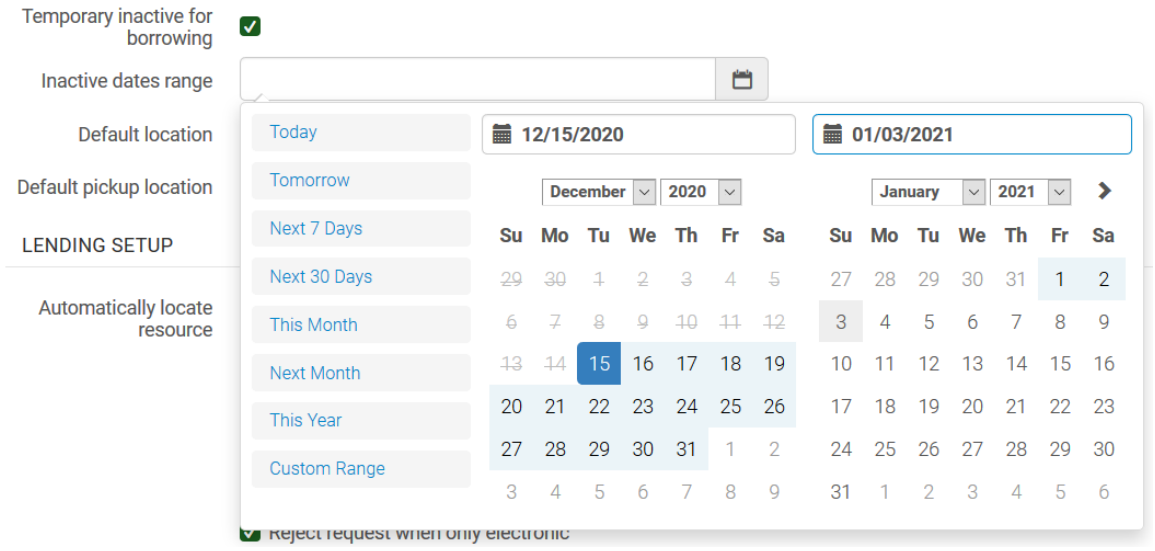


3. Scroll down to the **Borrowing** **Setup** section of the Details tab and check the **Temporary inactive for** **Borrowing** box. An Inactive date ranges field will then

appear. If you would like to turn your borrowing off for an indefinite period, skip ahead to step 5. If you'd like to turn your borrowing off for a specific period of time, move on to step 4.



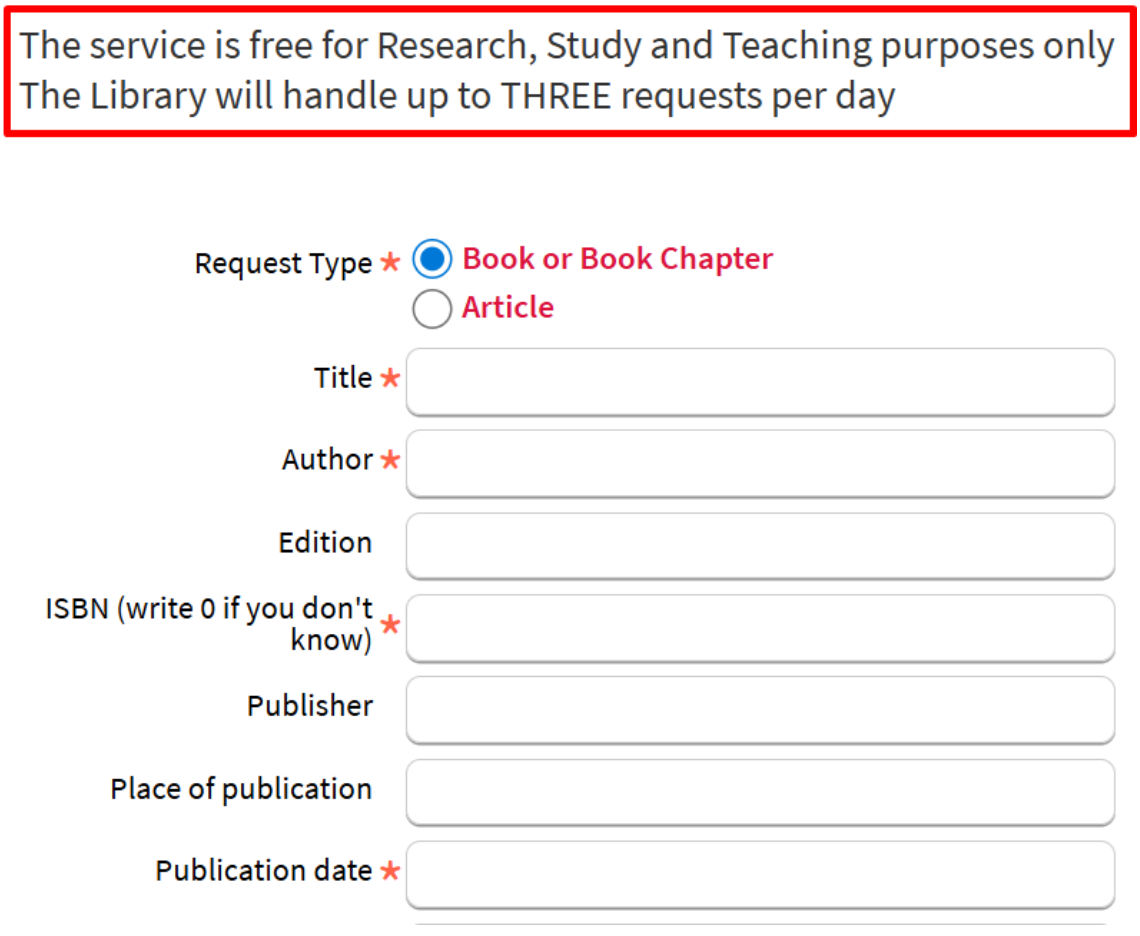
4. Click anywhere in the **Inactive** dates range field. A calendar will appear. Select the start and end day of your desired inactive period. The calendar will close once you select the end day, and the inactive date range you selected will appear in the Inactive date ranges field.



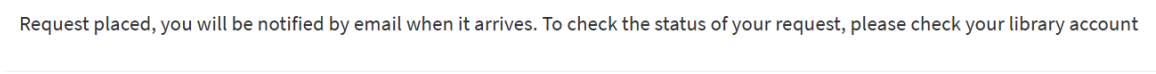
5. Click the **Save** button.

If you don't want to close Borrowing completely, there are several other options for dealing with Borrowing requests:

1. Add text to the Primo ILL request form (such as in the example below):



2. Change text on the Primo form pop-up confirmation



3. Change text on the Alma Resource Sharing Confirmation Letter.

Scan / Interlibrary Loan Request Confirmation 02/07/2025

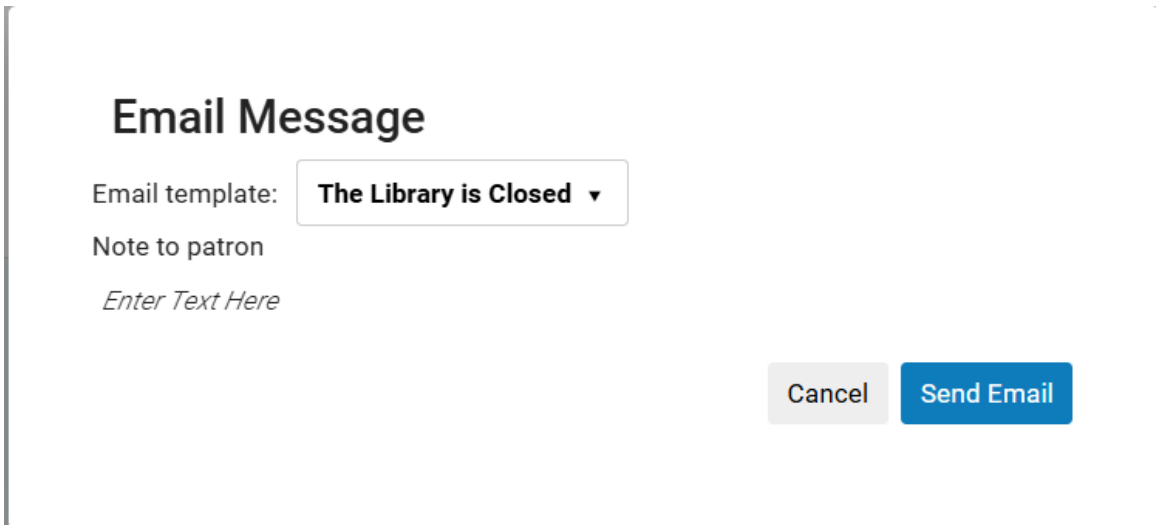
Dear Sir/Madam,

We would like to inform you that your request has been created and is now being processed by the library. Please see details below:

Title: New explorations for instructional leaders : how principals can promote teaching and learning effectively
Author: Shaked, Haim Yehuda
Pages: 0
Publication Date: 2023

If you have any questions, please contact the Interlibrary Loan Department: ill@univ.haifa.ac.il

4. Create a Patron Query Template that explains the reason for the automatic rejection.



Hello,

The library is closed. Your request will be processed when the library opens.

Format: Book
Title: New explorations for instructional leaders : how principals can promote teaching and learning effectively
Author: Shaked, Haim Yehuda
Publication Date: 2023
ISBN: 9781475868746
Pages: 0
Request Format: Physical

C. How to Turn Borrowing and Lending Back On

If you entered dates into the **Inactive Dates Range** field, your borrowing/lending will automatically be turned back on once the end date passes. However, the Temporary Inactive for Borrowing/Lending box will not be automatically unchecked, and you'll still see the inactive dates you selected in the Inactive Date Ranges field.

If you did not enter dates into the Inactive Date Range field, you will need to manually uncheck the Temporary Inactive for Borrowing/Lending box to turn your borrowing/lending back on.