Charging Books in ALMA

ALMA is software that the library uses to check books out to its patrons. When you take a book to the circulation desk for check-out, the library employee will look up your barcode in ALMA and then scan the book’s barcode to add it to your account.

Similarly, when Loyola sends its books to other libraries (ILL lending), we must check the books out in ALMA. After you find books in the main stacks and have them updated in ILLiad, they will be placed in a pile next to the computer at the back workstation. Before the books can be banded and put into ILDS bags, they will be updated in ALMA.

*Note: ALMA uses the term "LOAN" rather than "check-out." Similarly, "RETURN" means to check a book back in.*

**ALMA INSTRUCTIONS:**

1. Open ALMA at [https://na01.alma.exlibrisgroup.com/mng/login?institute=01LUC_INST&auth=local](https://na01.alma.exlibrisgroup.com/mng/login?institute=01LUC_INST&auth=local)

2. Locate the orange, laminated index card located in the black organizer. On one side of the card, you will find a user name and password; on the other, a barcode. Log into ALMA using the username and password. Be sure to verify your location; “Currently at: Cudahy Library – Cudahy Circulation Desk”.

3. Click on ALMA and from the drop-down menu select “Manage Patron Services”

4. Interlibrary Loan has its own patron record; you will find it by scanning the barcode on the back of the orange index card.
5. Place your cursor inside the barcode field under "Enter Patron’s ID" and run the barcode under the scanner; under "Name," it should say INTER-LIBRARY LOAN. Click on “Go”.

![Image of the ExLibris Alma interface with the patron identification section highlighted.]

6. Under “Loans” tab → “Scan Item Barcode”

Pick up the first book from the pile. Locate the book's barcode, typically located inside the back cover. Place your cursor inside the “Scan Item Barcode” field under "Loans." Run the book's barcode under the scanner.

Click OK

![Image of the ExLibris Alma interface with the loans section highlighted.]

If successful, the book's name and circulation info should appear under the Loans tab.

![Image of the ExLibris Alma interface with the loans section and a highlighted record.]

**NOTE:** If you step away from ALMA for more than a minute or two, the charge screen will close itself. If it suddenly disappears, you will need to grab the orange card, and look up the ILL patron account again.
7. Repeat Step 6 for all books in the pile. Be sure that each book title is added to the list; just because the barcode beeps doesn't mean it properly registered the book.

8. When all the books are charged out, you may close ALMA.