

## Changing a library name in Alma / Primo

### Pework

1. Coordinate timing with the Alliance to change names in the mapping tables in both the premium sandbox and production with a deploy done in each case.
2. Coordinate timing with the Alliance to change names on the paging slip server so errors don't result from Summit requests.
3. Name changes in #2 affect Spine-o-Matic, if you use it. It uses the Organization Unit field to populate the top line of the label not the code. Before implementing let collection services know the changes and coordinate timing.
4. Names changes in #2 affect the fines and fees feed to Banner, if you use it. Coordinate timing with fines and fees people by contacting Access Services.

### Work in Alma

5. Make changes in Alma to description field and organizational unit field in General Configuration > Libraries > Add a Library or Edit Library Information > Libraries Tab. Click Actions, Edit.
  - a. Note: Don't change any codes. Those are joined to Primo elsewhere.
6. Make a Physical Titles Set (either logical or itemized) where Physical items (current library equals "name of library") – Current Search Results looks like:  
**Current Search: Physical Titles where Physical items (Current library equals "X Library")**
7. Republish the Library Name to Primo.
  - a. Go to Administration > Manage Jobs > Run a Job > **Mark records to be republished by NZ** job (if you want to sort by Type to find the job faster, Type = Publishing)
  - b. Choose the set created in #4, and run the job. The only choice for running the job is "As soon as possible."
  - c. Note: There's also a job in there called "Mark records to be republished by NZ (Impl) – that job is for publishing records to the Primo Premium sandboxes, not production.
  - d. The NZ job runs around 7:00 pm so you won't see any results until after that.

### Work in Primo

8. Changes made in Primo Back Office–
  - a. Change names in the Delivery Code Tables > Library Names > Description Field.
  - b. Change names in the Ongoing Configurations Wizard > Institution List > Edit > Libraries Table > Primo Library Name.

### Testing

9. Check facets, RTA, and iframe for accuracy.
10. Repeat republishing if necessary.