MyUAlbany & ALMA Blocks (Service Indicators)

- Add/Remove MyUAlbany Block (PeopleSoft)
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Prior to July 1, 2019, the library used two different blocks, 12 and 13, to facilitate collection of funds for lost material, and associated overdue fines and fees. Moving forward from July 1, 2019 the library is using only 1 block, 13. The 12 blocks preceding July 1 remain in both Alma and PeopleSoft, so when invoices are satisfied, there may be two blocks to remove.

Add/Remove MyUAlbany Block (PeopleSoft)

- A block is added to a library users PeopleSoft record as a result of an invoice being manually or automatically transferred to Student Accounts.
- Blocks are removed when a patrons satisfy their outstanding debt.

Adding a Block (Service Indicator)

- Log into PeopleSoft, and select Campus Community from the menu on the left, then select Service Indicators from the center of the screen, and then Manage Service Indicators.
- Enter the users Albany ID number into the ID field, or their last and first name into the designated fields.
- Select Add Service Indicator, next to the small + sign.
- Select the magnifying glass next to Service Indicator Code. Click on All Administrative Services from the menu, and field will populate.
- Select the magnifying glass next to Service Ind Reason Code. Click on Library-Financials, and the field will populate.
- Select OK, located at the bottom of the screen, and the block is added.

Removing a Block (Service Indicator)

- Log into PeopleSoft, and select Campus Community from the menu on the left, then select Service Indicators from the center of the screen, and then Manage Service Indicators.
- Enter the users Albany ID number into the ID field, or their last and first name into the designated fields.
- Click on the Hold Code, ADM, with a Reason Description of University Library for a 12 Block, or Library Financials for a 13 Block.
- Select Release from the top right of the screen, and then select OK from the bottom left of the screen.

Add/Remove Alma Block

A block is added to Alma when Faculty, Staff, and Courtesy borrowers are invoiced for lost material, or fines exceed $50. Blocks are not added to PeopleSoft, except for Alumni borrowers. (Alumni borrowers are blocked in both ALMA and PeopleSoft).

- Select Users from the search choices and All. Enter the patron’s name, barcode, Albany ID or NetID in the search string, and press enter.
- Select the patron from the list that appears.
- After the user record loads, select the Blocks tab, and then the Add Block choice on the right of the screen.
- Select the down arrow next to Blocks Description, and choose Student Accounts (Local) from the list.
- Select Add and Close from the bottom of the pop-up box, and the block is than successfully added.