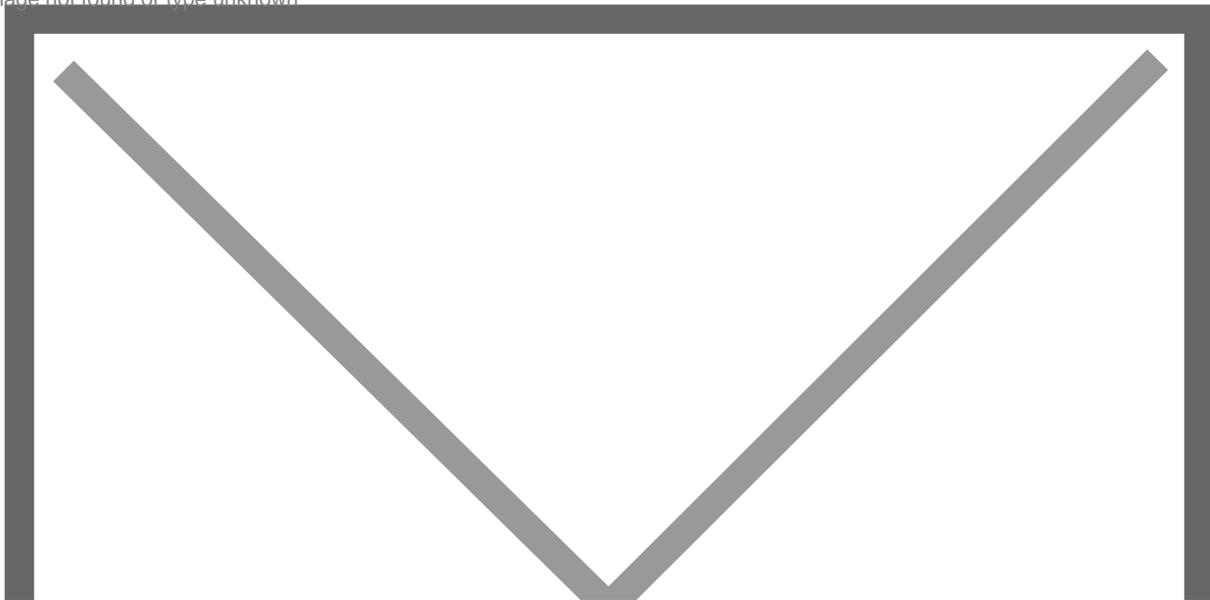


ILL Staff Addon Instructions for Physical Item Requests

ILL Staff Addon Instructions

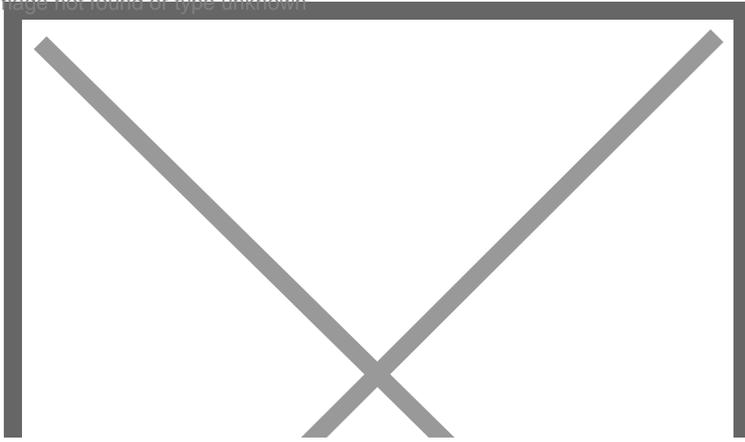
1. Once a request has been received in ILLiad for a physical item that is located at the SCF you will need certain item information. You will need to get the item's "Item ID" and "MMS ID". This can be accomplished using an Alma Physical item search.

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2. These two ID numbers need to be inserted into the ILLiad transaction form. The MMS ID goes in the "Call Number" field, and the Item ID goes under the "Reference Number" field (Reference number is used instead of item number because ILLiad truncated item number to 10 characters, but Alma's Item IDs can be longer than 10 digits).

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Note: You could also enter the MMS ID and Item ID on the ILLiad Physical Item Request form that is loaded in a following step.

3. Select the WRLC Physical Request plugin tab.

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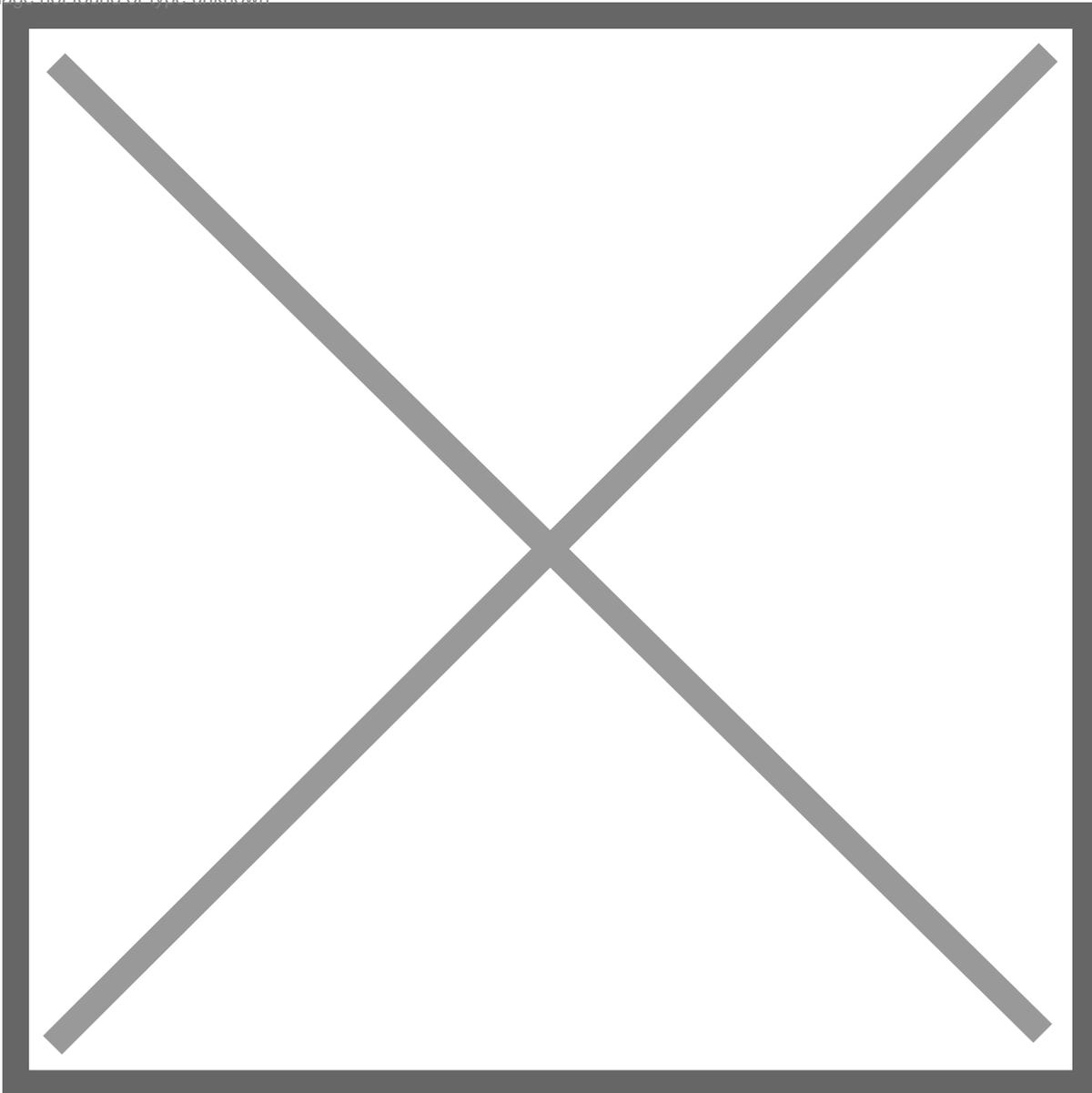
4. Once on the plugin tab, select the Load Request Page button for the WRLC Physical Request form. This will load the form with information pre-populated from ILLiad. You will still need to enter some data.

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5. The WRLC Physical Request Addon Form

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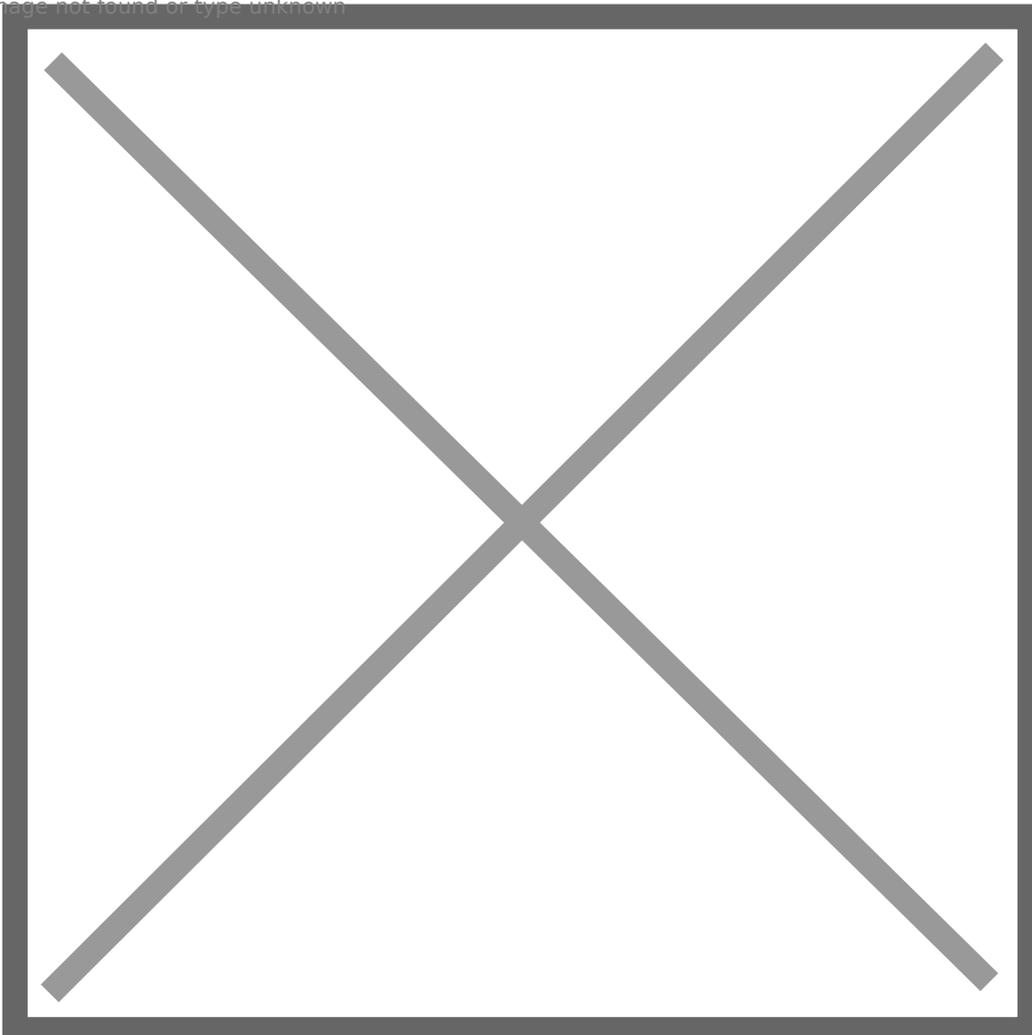
6. You must complete the “WRLC mails item (Y or N)” field.

- Yes
 - WRLC will mail the item if the address information is complete. (We may contact you if there are any questions.)
 - We will insert a pull slip similar to this in the book (see below).
 - We will scan the item in the SCF to put it “in transit” and then scan the item into the owning IZ. (This should put the item on the hold shelf for the requesting ILL patron. This will allow you to see when the item was pulled and sent to the requestor.)
- No
 - WRLC will scan the item “in transit” and send it to the owning library via the courier.

7. If you did not enter the Item ID and MMS ID in the “Transaction form, then you must do so now. Be sure that both IDs are correct and one or both are not numbers from the original request.

8. All items will have instructions on the Pull Slip to return the item to the owning library. (See example below.)

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Revision #8

Created 18 October 2023 19:19:31 by Kathy Kilduff

Updated 19 October 2023 16:26:01 by Kathy Kilduff