

# Physical Item Processing

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# Physical item request that originated as "RESOURCE SHARING PHYSICAL SHIPMENT" requests

## Resource Sharing Physical Shipment Item Requests through Alma

The SCF has started to fill a new type of request. Initially, these requests will assist some of our partners (AU, GW, MU) fill "Resource Sharing" requests from libraries outside of our consortium. These requests will come into SCF's Alma as "Patron Physical Item Request" but will (currently) not have any associated patron information or request notes. This makes it a bit trickier to determine the process to follow.

To help with identification of these requests, the pull slip will be printed and have \* **Resource Sharing - Check** \* at the top where a Name would normally be. At this time the only partners that would send these types of requests would be American University, George Washington University, and Marymount University.

Unfortunately, there are other types of requests that do not have patron information or request notes. Staff will need to check to see what type of request is being made. (One example is a move request for boxes for GW.) Unless it is obvious that the request is not a new "Resource Sharing" request, you will have to check the owning/destination library to see what type of request it is.

Log into the owning IZ with the new SCFStaff account.

Search for the requested item under:

Fulfillment ? Resource Requests ? Monitor Requests & Item Processes

You will note that the Request Type is "Ship physically".

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If this is the case, then you would follow the procedures below.

**New Request type will have:**

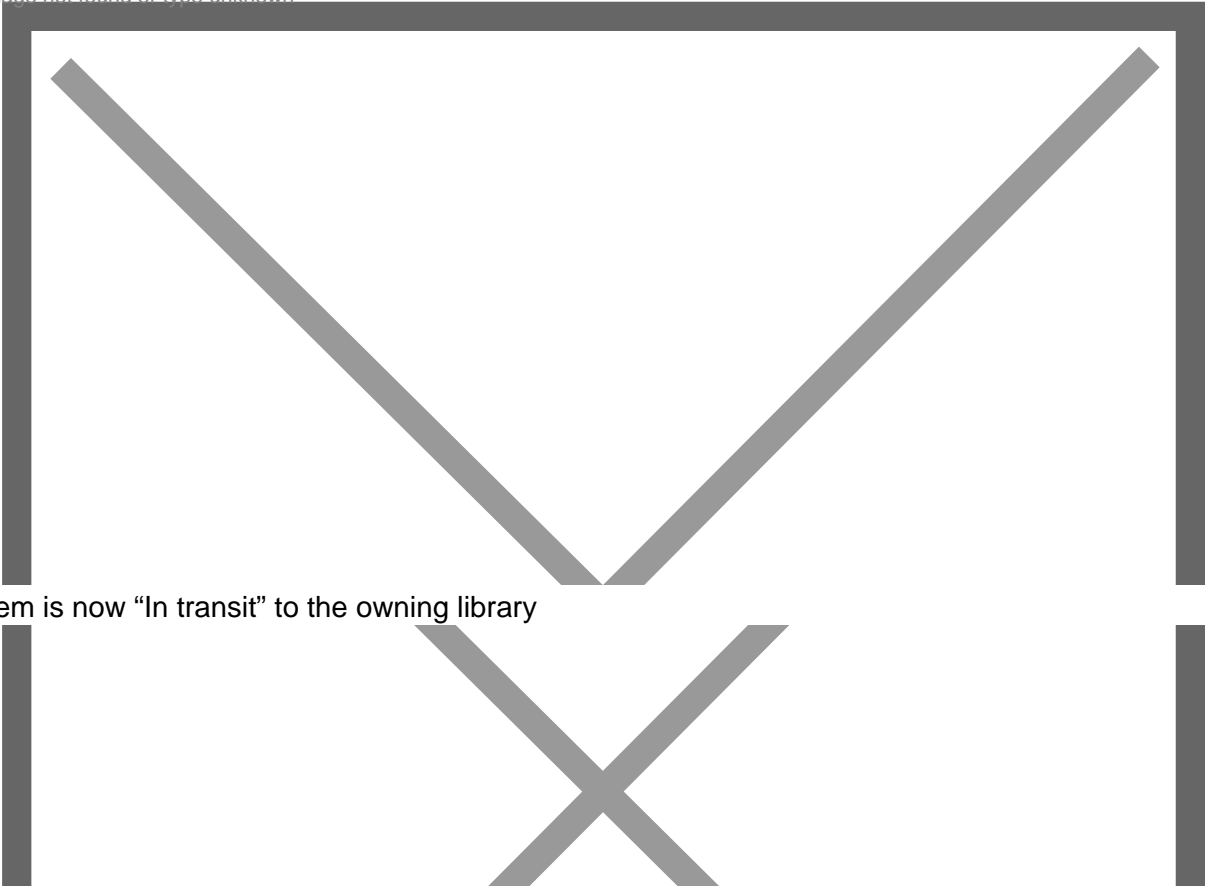
1. **Pull slip with \* Resource Sharing - Check \*.**
2. **Owning library will be either AU, GW, or MU.**
3. **Request Type will be “Ship physically” in the owning library’s IZ.**

Once you have determined that this is the new type of request, you will need to check the temporary location of the item in the owning IZ. If a temporary location is present, add this information to the SCF item record under Internal note 3. If there is only a permanent location you do not need to record anything in the note.

Pull the item and scan in as normal.

"Scan In Item"

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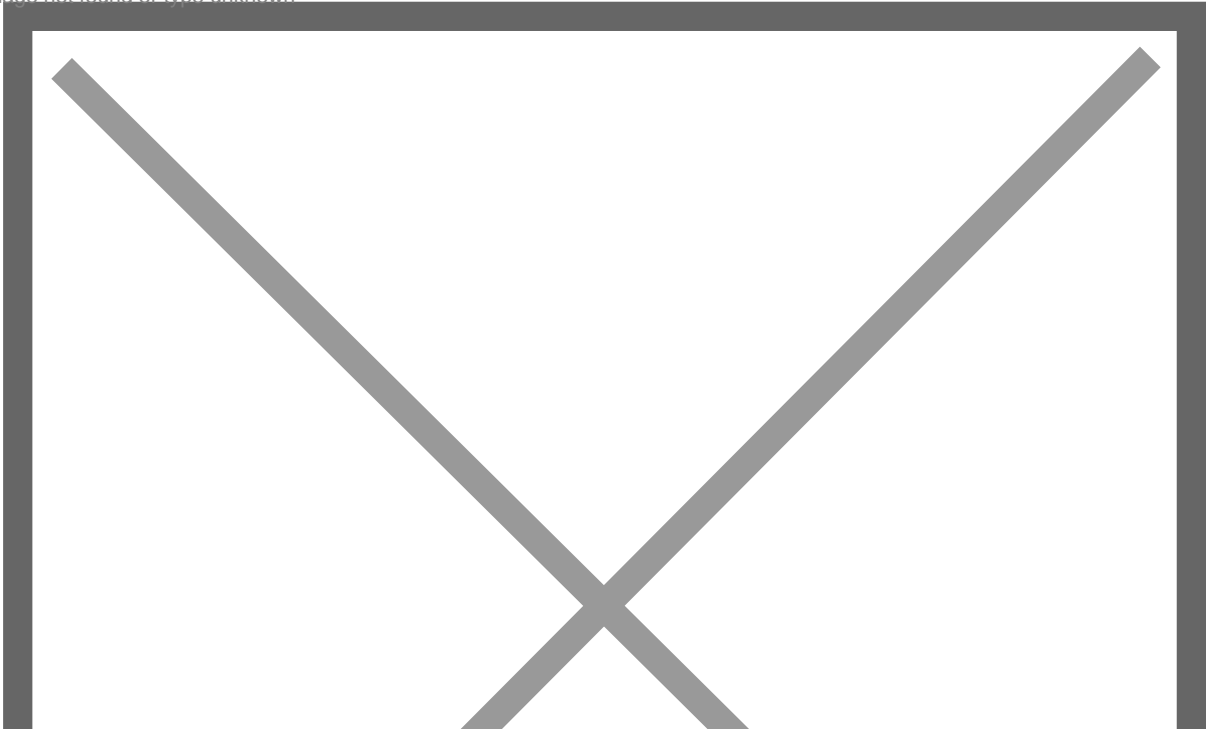


Item is now “In transit” to the owning library

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Next you will log into the owning IZ with the SCFStaff account (if you are not already logged on):  
The owning library should be the destination “big letter” library code on the pull slip.

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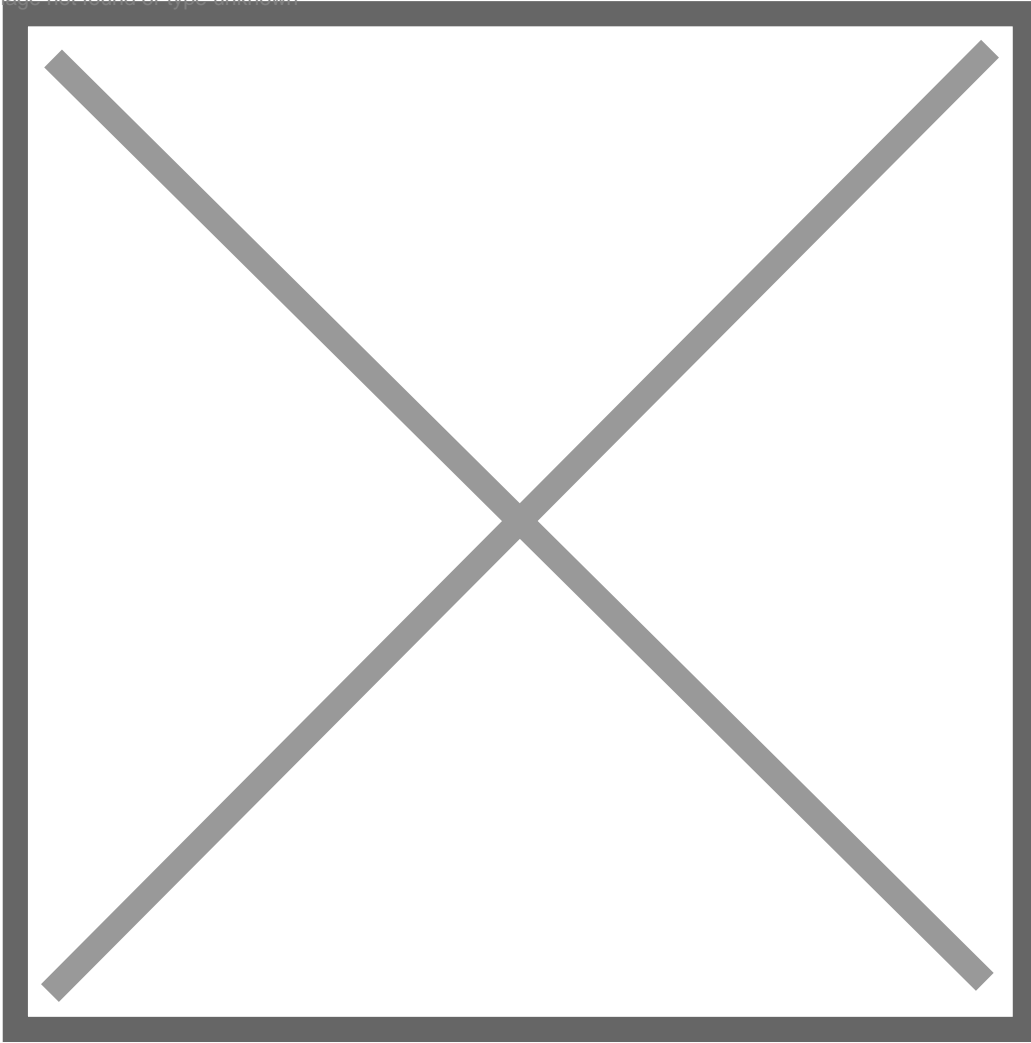


# Physical item request that originated as an ILLiad physical item request

## **ILLiad Physical Item Requests through Alma**

The SCF will start to transition to filling ILLiad physical item requests through Alma. Currently these requests are made via email. These new requests can be identified as ILLiad requests using the pull slip. The pull slip for these requests will have an ILL number, return address, and delivery information where you would expect the Hold line, the patron's name, and The Due Date line. See example below:

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These requests would be pulled as any normal physical item request coming into the SCF IZ via Alma. Use the information on the “Mailing:” line to determine if an item should be mailed or sent to the owning library (some form of Yes for mailing, some form of No to send the item to the owning IZ.) If you are not certain, contact the owning library’s staff for clarification. For the most part, we would expect that not mailing the item would be the exception. In either case, you will scan the item in the SCF IZ to put it “In Transit”.

#### Mailing: Yes

If the item is to be sent to the requesting institution, use the “Please deliver to:” address for mailing. Be sure to include the pull slip with the item. You will also need to logon to the owning IZ with the SCFStaff account. You will need to scan the barcode (without the X) using the Default\_Circ\_Desk. This will place the item on the owning library’s “On Hold” shelf and notify the ILL Staff patron that the item is being sent.

#### Mailing: No

If the item is not to be mailed to the ILL borrower, then follow standard procedure. Send to the owning library via the courier.

These loaned items will be returned to the owning libraries and come back to the SCF via the courier.

Physical item request that originated as a "MOVE TO TEMPORARY" request