

# SCF Physical Item Requests

All things related to SCF processing of physical item request from the SCFapp.

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# Physical Item Delivery

Information associated with delivery.

# Delivery locations with Codes

## Partners with Library Names, Pull Slip Codes and Courier Slip Code

| <b>Institution Name (IZ)</b>           | <b>Library name</b>          | <b>Location Code (Pull Slip)</b> | <b>Courier Slip Code</b> |
|--|------------------------------|----------------------------------|--------------------------|
| American University                    | American University Library  | AU                               | AU                       |
| AU, Washington College of Law Library  | Pence Law Library            | AULAW                            | AU-WCL                   |
| Catholic University of America         | Mullen Library               | CU                               | CU                       |
| CUA, Columbus School of Law *          | Law Library                  | (CU LAW) *                       | CU LAW                   |
| University of the District of Columbia | Main Library                 | DC                               | DC/UDC                   |
| UDC, Law School                        | UDC Law Library              | DCL                              | ?                        |
| Gallaudet University                   | Gallaudet University Library | GA                               | GA                       |
| George Mason University Libraries      | Fenwick Library              | GM                               | GM                       |
|  | Mason Square Library         | GMA                              | GM-A                     |
|  | Mercer Library               | GMP                              |                          |
|  | Law Library                  | GMA                              | GML                      |

|   |                                      |              |         |
|---|--------------------------------------|--------------|---------|
| Georgetown University                   | Lauinger Library                     | GT, GT-OD    | GT      |
|   | Bioethics Research Library           | GT-Bioethics | (GT)    |
|   | Blommer Science Library              | GTB          | (GT)    |
|   | School of Continuing Studies Library | GT-SCS       | (GT)    |
|   | Woodstock Theological Library        | GT-WTL       | (GT)    |
| GU, Law Library                         | Georgetown Law Library               | GTL          | GTL     |
| George Washington University            |                                      |              |         |
|   | Gelman Library                       | GW           | GW      |
|   | Eckles Library                       | GWE          | MTV     |
|   | Virginia Science & Technology Campus | GWN          | GW-NVCL |
|   | GW Online-Only Community             | GWOC         | (GW)    |
| GWU, Himmelfarb Health Sciences Library | Himmelfarb Health Science Library    | HI           | HI      |
| GWU, Jacob Burns Law Library            | Jacob Burns Law Library              | JB           | GW-JB   |
| Howard University                       | Founders Library                     | HU           | HU      |
|   | Louis Stokes Health Sciences Library | HU-HS        | HU-HS   |
|   | Law Library                          | HUWC         | HU LAW  |

|                                 |                                       |        |      |
|---------------------------------|---------------------------------------|--------|------|
| Marymount University            | Reinsch Library                       | MU     | MU   |
|                                 | Ballston Coakley Library Extension    | MUB    | MU-B |
| Shared storage institution      | WRLC - Shared Collections Facility    | WR     |      |
|                                 | Trinity Library (for Trinity Patrons) | TR     | TR   |
| Trinity University Washington * | Trinity Main                          | (TR) * | TR   |

\* Not configured as part of the CLS/AFN Fulfillment Network

# Physical Item Processing

# 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.**

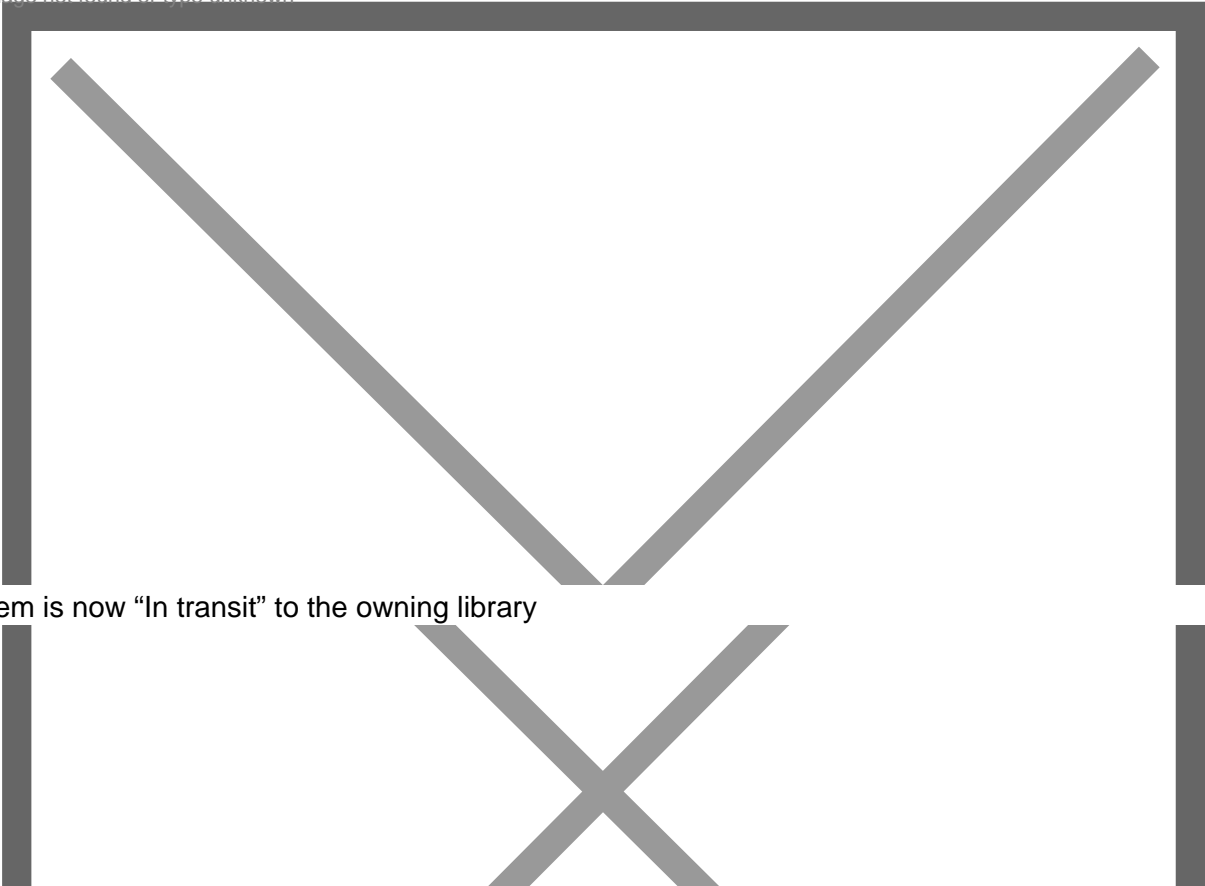
Once you have determined that this is the new type of request, you will need to check the temporary location of the item in the owning IZ. If a temporary location is present, add this information to the SCF item record under Internal note 3. If there is only a permanent location you do not need to record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

Pull the item and scan in as normal.

"Scan In Item"



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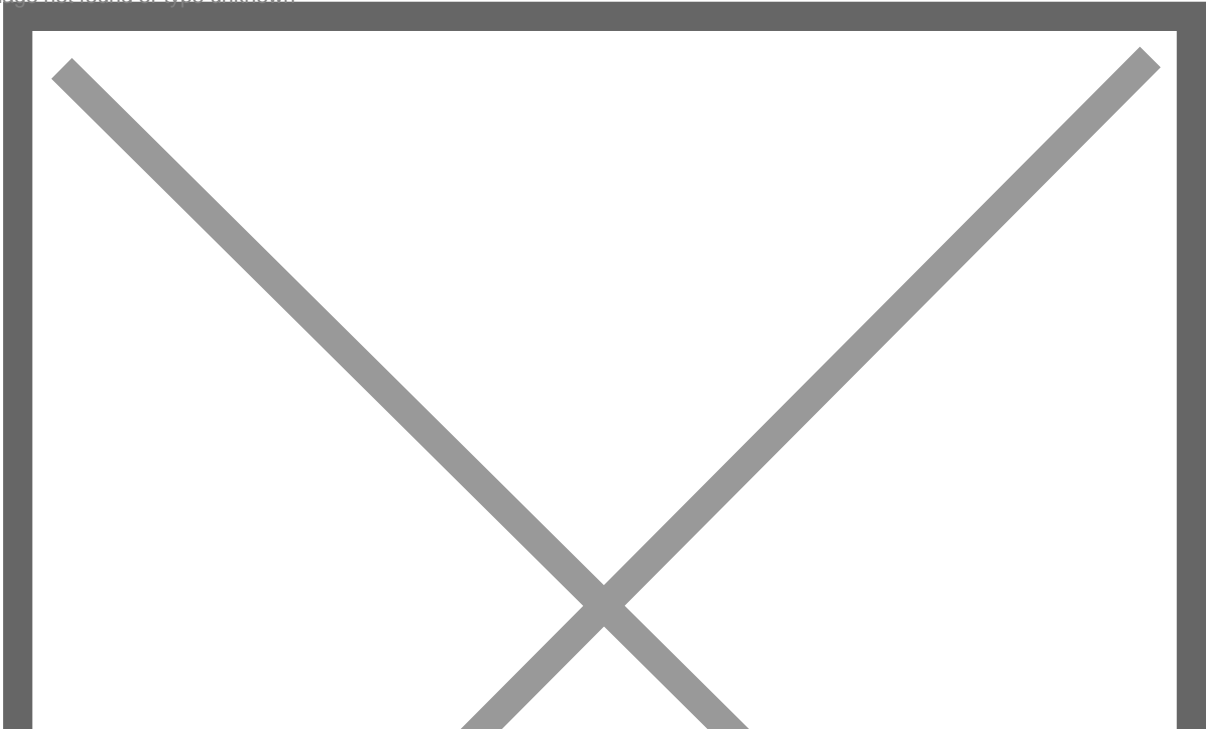


Item is now “In transit” to the owning library

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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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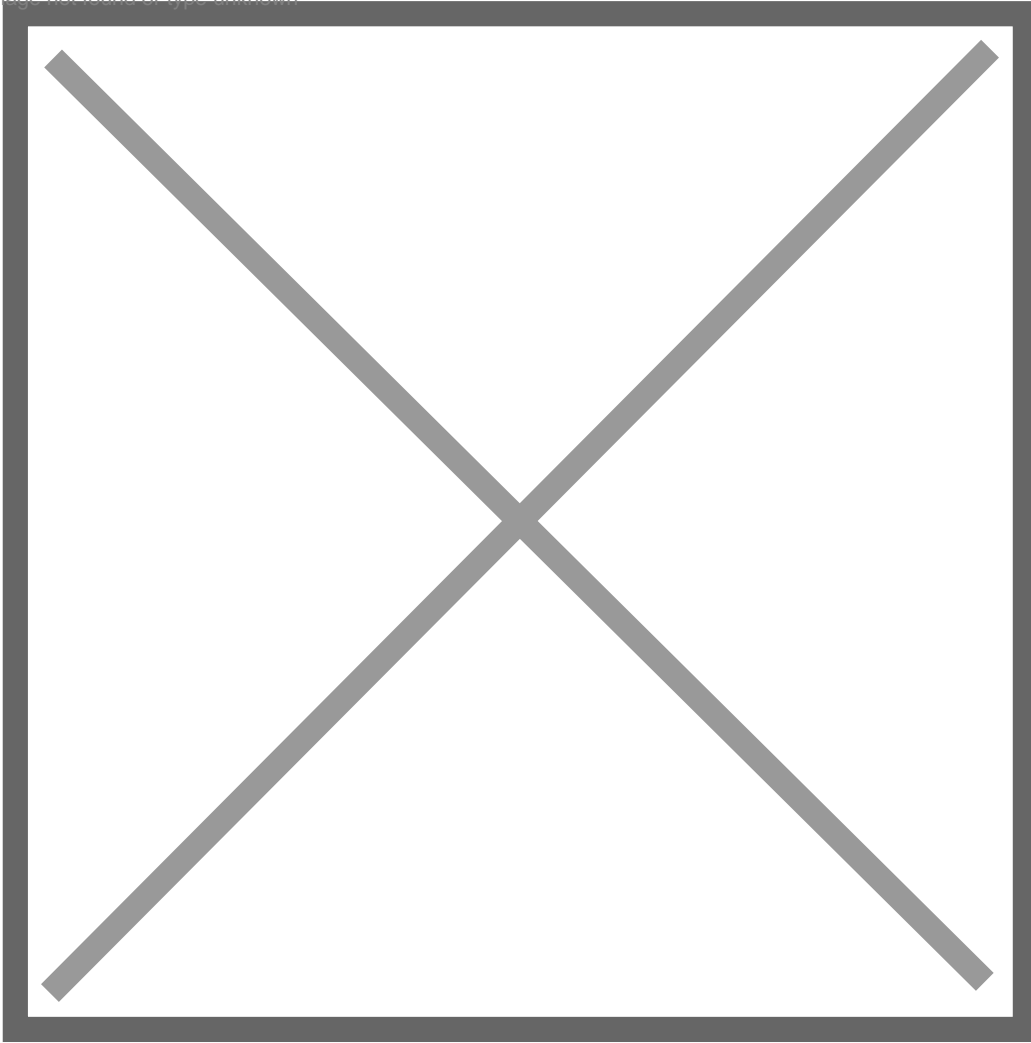


# Physical item request that originated as an ILLiad physical item request

## **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

Remote Stg App

RequestHandler Errors

# Does not exist in SCF

| Barcode        | Institution  | Message   |
|----------------|--------------|---|
| 32884000767490 | 01WRLC_GUNIV | Create Request Failed. Barcode: 32884000767490X Does not exist in SCF |

The item belongs to GA. (Barcode prefix.)

In the GA IZ: - Temporary Location: WRLC Shared Collections Facility (wrlc stor)

**Possible reasons:**

The item has not yet been processed at the SCF.



# Letters managed in the NZ for Physical Item Requests

There are two letters managed in the network zone for our partners.

# Pull Slip (Full Resource Request Slip Letter)

The Pull Slip is managed for our partners to provide consistency for the displayed location codes. These codes are used to direct the physical items to the patron's selected pickup location.

## Notes:

- The SCF's Pull Slip has further modifications to allow the letter to be used for ILLiad physical item requests that come to the SCF via the ILLiad Addon. Currently, only GW is using the ILLiad Addon for this purpose.
- The SCF's Pull Slip has further logic modifications to try to determine if a request created by the SCFapp is of request\_type "MOVE\_TO\_TEMPORARY" or "RESOURCE\_SHARING\_PHYSICAL\_SHIPMENT". (We are hopeful that Ex Libris will provide this information if/when they update the SCFapp for integration with Rapido(GM).)
- The SCF's Pull Slip is not managed in the Network Zone.

Letters managed in the NZ for Physical Item Requests

# On Hold Shelf Letter

The On Hold Shelf Letter is managed in the Network Zone so that specific library instructions can be provided to the patron on when and how material can be picked up. The original format of the letter only provided instructions from the owning library. These instruction were not specific to the pickup location that the patron selected.

# Remote Storage Location Configuration

## Configuring a Physical Location as a Remote Storage Location

This configuration enables requests for items in the location to be exported to the Remote Storage Application. These instructions assume you are creating a new location, but they can be used to configure an existing location as well.

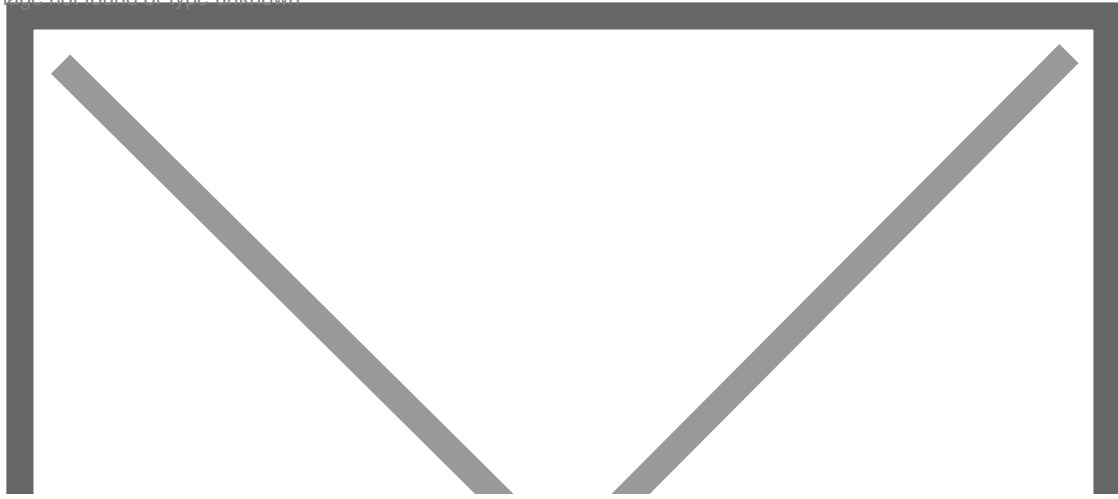
### Prerequisites

Prerequisites should already be configured in your IZ.

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An [integration profile](#) of “remote storage” type that is connected to the S/FTP site for the remote storage app.

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A [Remote Storage Facility](#) at the IZ level connected to the remote storage integration profile.

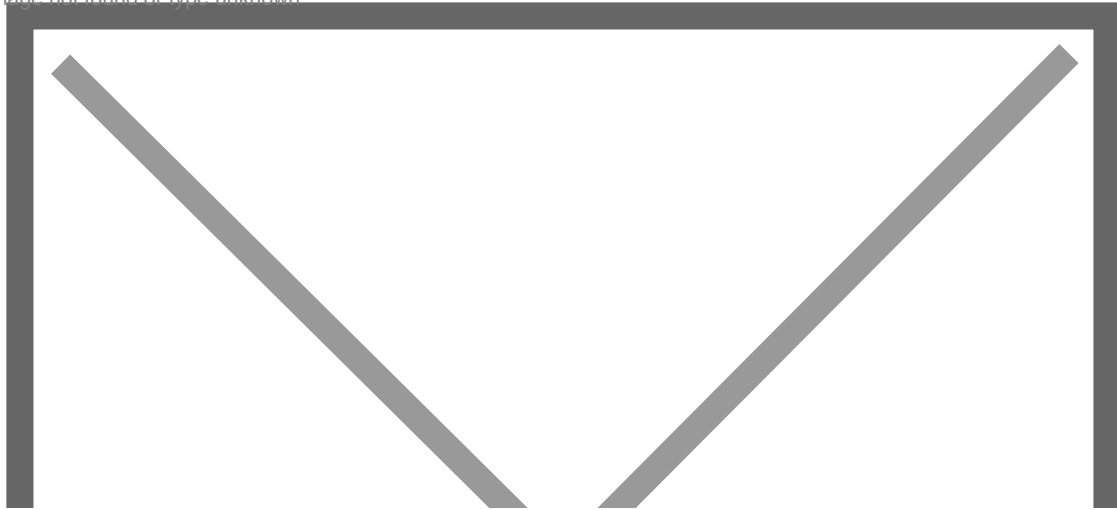
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A circulation desk representing the WRLC SCF storage where items are reshelfed.

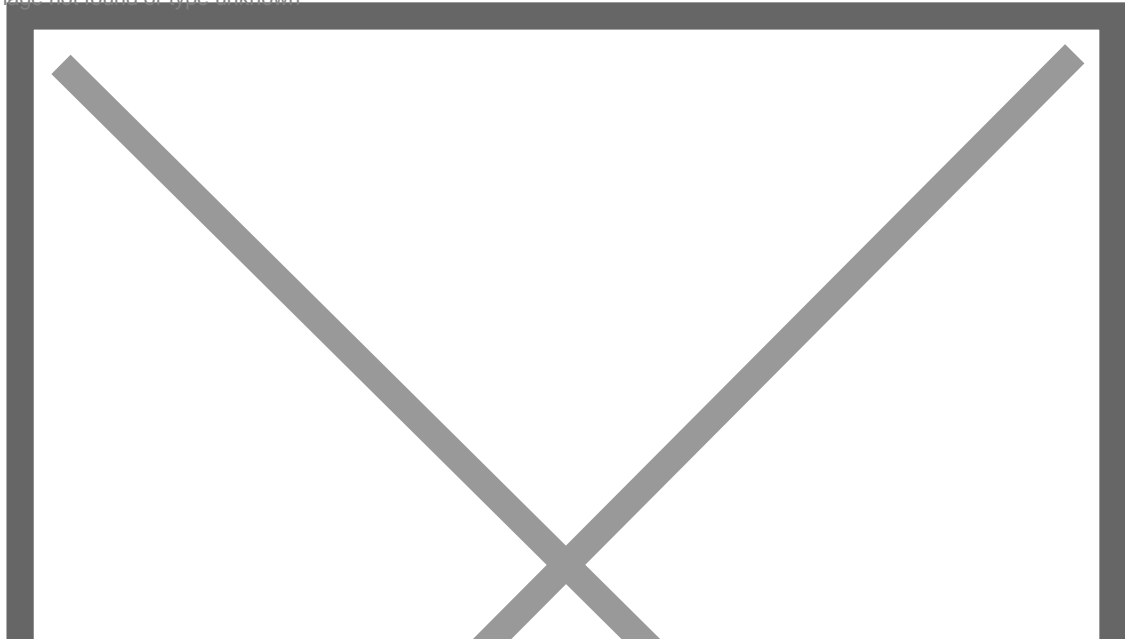
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## Creating/Editing the Location

At the Library level, go to Alma Configuration > Fulfillment > Locations > Physical Locations and “+ Add Location”. **Type** should be “Remote Storage” and **Remote Storage** is “Shared Collections Facility”. Next, edit the location to add circulations desks using the “Attach Existing Circulation Desk” menu. Attach two desks: One is the circ desk that your operators who process items at this location are assigned to; it should *not* have the option to reshelve items in the remote storage locations. The other is the “WRLC SCF Storage” desk; it does have “Reshelve” checked.

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## Integration with the SCF Remote Storage App

In order for the Remote Storage App to recognize this location, it must be added to the [app's configuration file](#), so let WRLC know what the location's code is.

If you want to publish new items added to this new location to accession them into the SCF, the location must be added to the logical set that is used by the Publishing Profile we set up for accessioning. Please coordinate this also with WRLC so we can be sure that it is done without causing the publishing job ID to change or to have existing items in the SCF re-published.