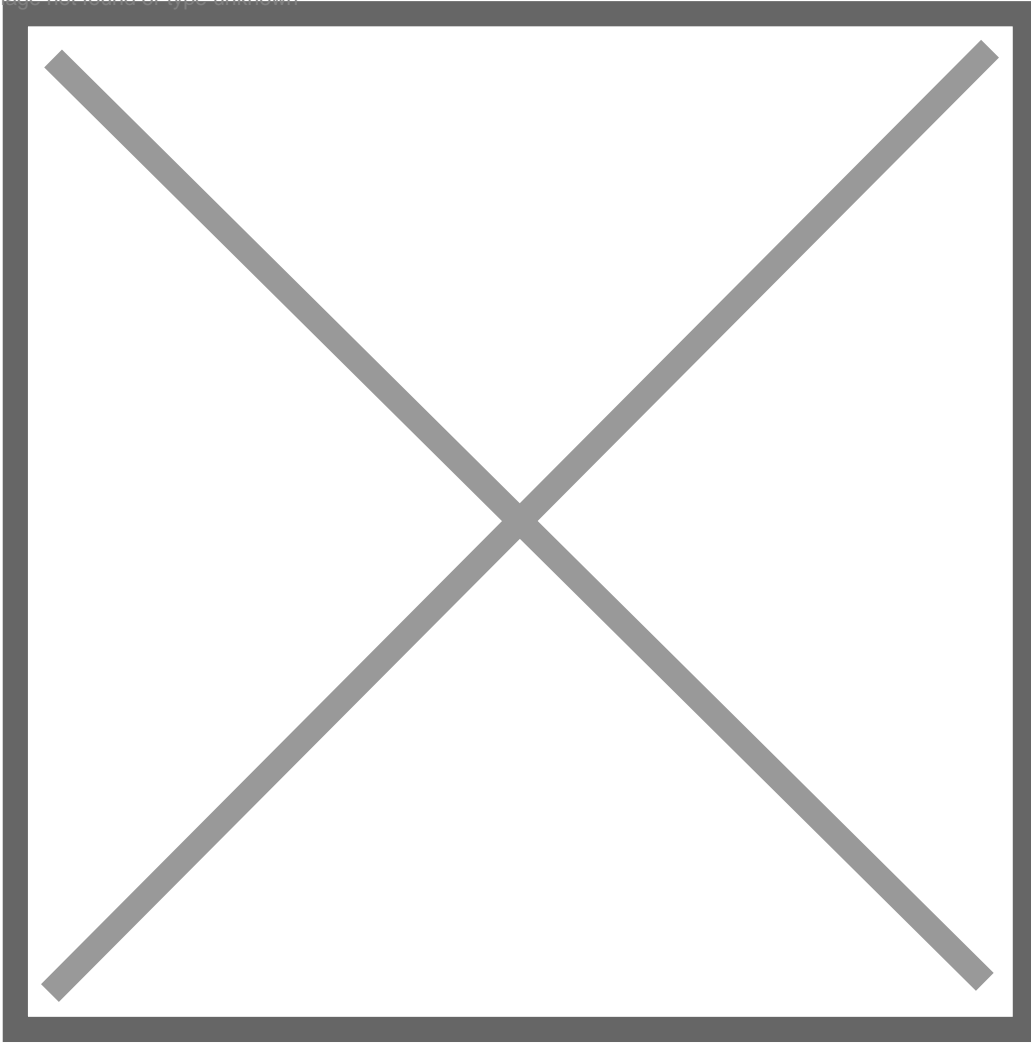# Physical item request that originated as an ILLiad physical item request

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:

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.