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".

Image not found or type unknown

If this is the case, then you would follow the procedures below.
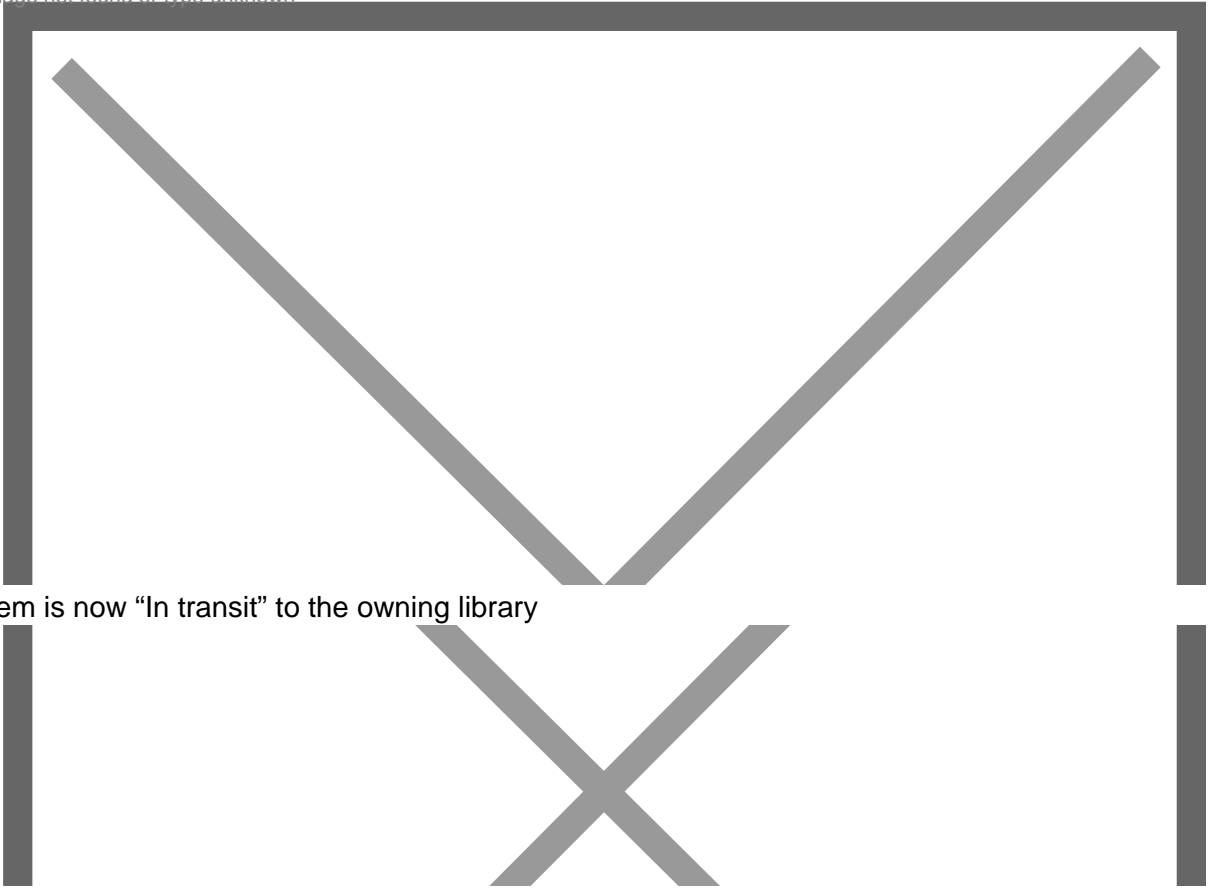
New Request type will have:

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.

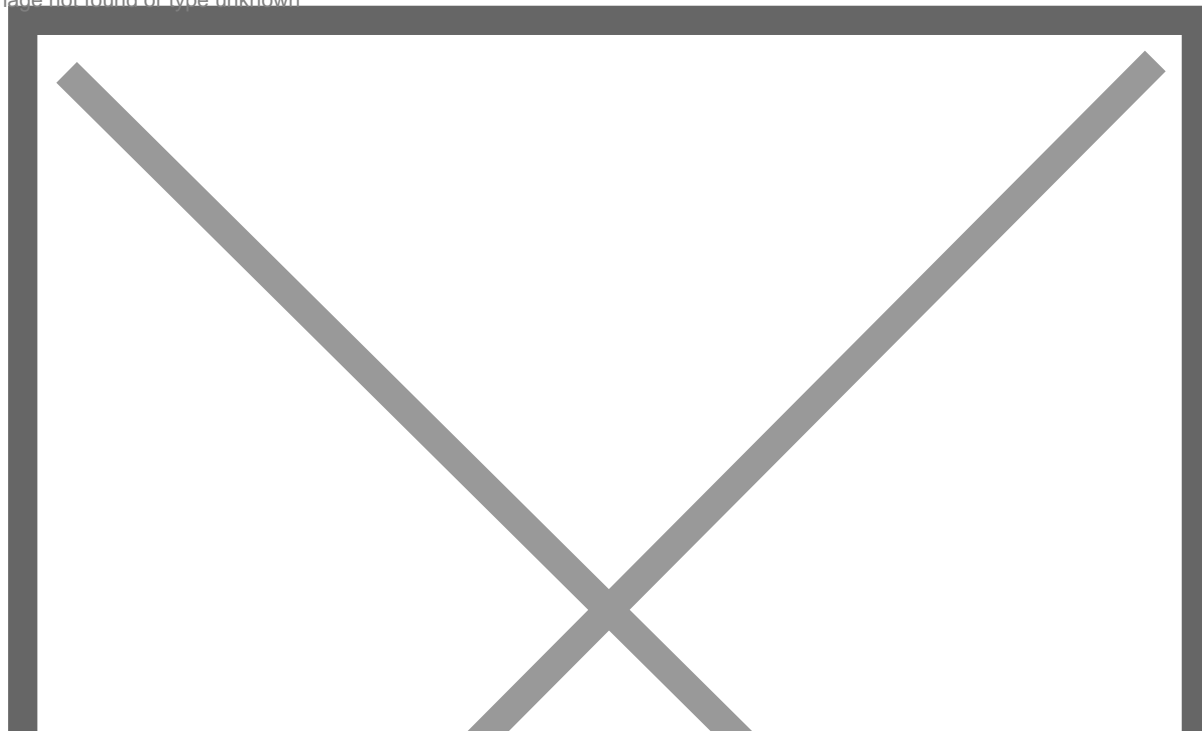Pull the item and scan in as normal.

"Scan In Item"

Item is now "In transit" to the owning library

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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