

# Workflows for items at the SCF

Workflows on accessioning new items to the SCF, requesting SCF items, returning SCF items, etc.

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# Accessioning new items to SCF

Now that we have new architecture in which the owning IZ's item record is used for fulfillment, there are new procedures for preparing items to be sent to the SCF for accessions. Prior to taking any of the steps below, please contact the SCF Supervisor to arrange transport and ensure there is space in the processing areas. Creation of the SCF version of the record will be done automatically by a special script created by Ex Libris. To trigger the script, you will need to do the following:

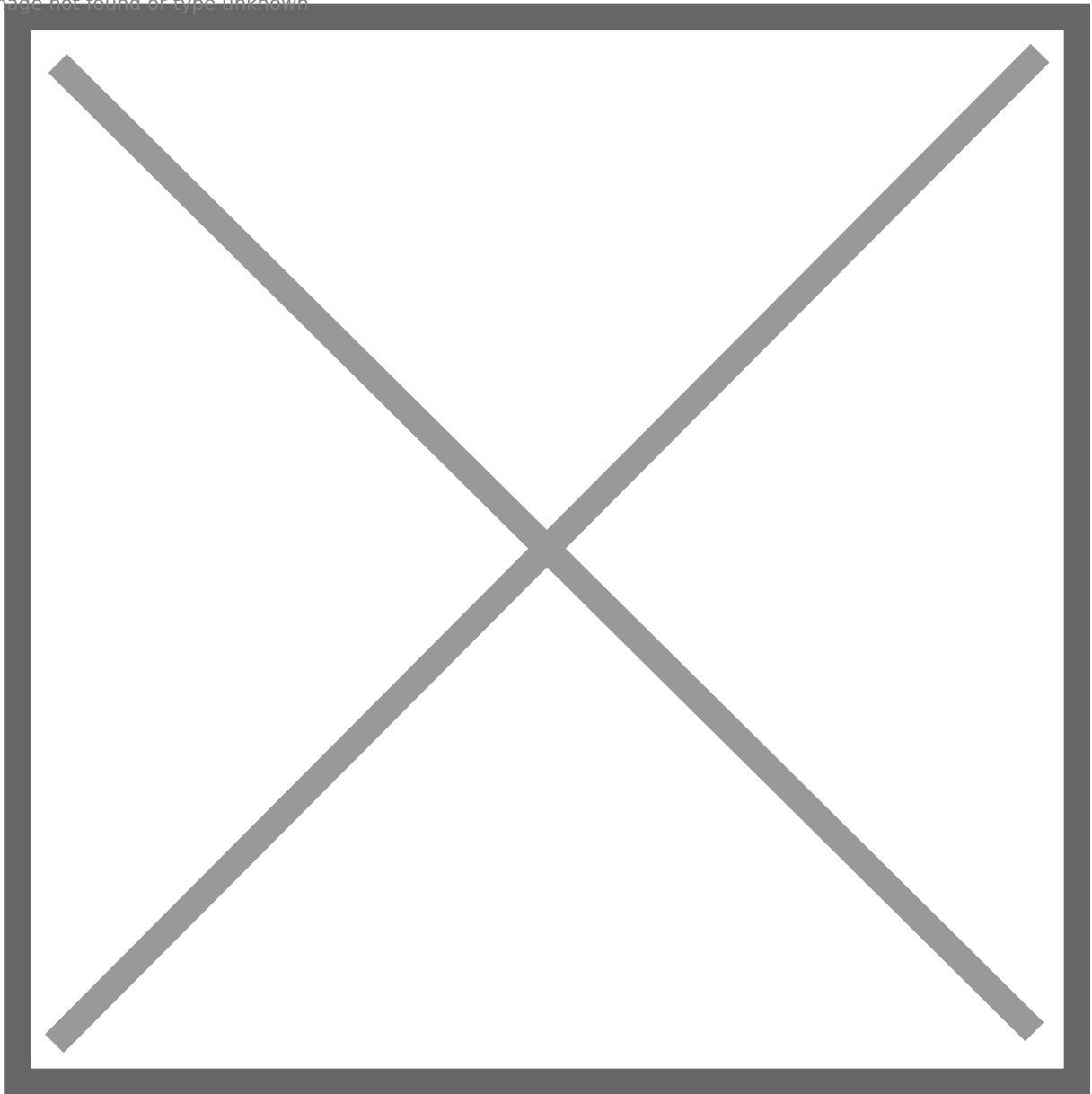
1. Identify item(s) in the owning IZ that you would like to send to the SCF via weeding or other selection process.

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2. Edit the items and give them a temporary location with the type “Remote Storage”. You should be familiar with this list and it includes location codes like “wrlc stor” and “wrlc stnc”. For the full list or if you aren’t certain, you can check the physical locations list as shown below.

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3. Editing the locations can be done to individual records during the weeding/selection process as shown below or as part of a batch change physical items job on a list of barcodes.

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4. Scan in the item(s) barcode – this causes the item to be put in transit or in process so that the item does not appear as available while in transit to SCF and being processed by SCF staff.

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5. Notify the Director of Library and User Services at WRLC and we will run the “**SCF publishing profile**” publishing profile job for your owning IZ. Note: do not edit the publishing profile in any way. This publishing profile uses a logical set of all items with a remote storage location. By running this job we will publish any new additions to this set and your items will automatically have an identical item record created in the SCF IZ.

# Requesting SCF Items

Below are resources for different requesting workflows:

- [Requesting Special Collections materials in the George Washington Institution Zone](#)
- [Requesting Booth Special Collections materials in the Georgetown Institution Zone](#)
- [Affiliate Libraries](#)
  - [Requesting in the Shared Collections Facility \(SCF\) Institution Zone](#)
  - [Requesting in Primo](#)

# Updating SCF items (barcodes, bibliographic records, etc.)

As detailed in the [Metadata Infrastructure in the SCF IZ](#) page, every item that resides in the WRLC's Shared Collections Facility (SCF) has two records in our Network Zone; one copy that resides in the owning Institution's IZ, and a second copy that resides in the SCF IZ.

Because of this, certain updates made to an SCF item in the owning Institution Zone are NOT automatically pushed out to the SCF catalog. Because of this discrepancy, the WRLC needs to be notified if certain changes are made to an SCF item.

## Barcode

**If the barcode of an SCF item is changed**, please open a WRLC Service Desk ticket ( [servicedesk@wrlc.org](mailto:servicedesk@wrlc.org)) so that the SCF copy can be updated.

Without this necessary step, the SCF publishing app will create a separate item record in the SCF IZ containing the new barcode. This will result in two item records in the SCF IZ for the same item ; one with the old barcode, and one with the new barcode. WRLC must be notified of a barcode change in order to prevent this.

## Bibliographic Record

**If an SCF item is moved to a different bibliographic record**, please open a WRLC Service Desk ticket ([servicedesk@wrlc.org](mailto:servicedesk@wrlc.org)) so that the SCF copy can be updated.

Without this necessary step, requests for this item may fail. WRLC must be notified of a bib record change in order to prevent this. Please keep in mind, this policy applies to both items attached to an NZ record AND items attached to an IZ-only record.