Shared Collections Facility (SCF) Institution Zone

UNDER CONSTRUCTION

Information on how the Shared Collections Facility Institution Zone (a.k.a. the SCF IZ) is configured, how to accession items to the SCF in Alma, and how SCF items in an owning Institution Zone (IZ) are copied to, requested from, etc. the SCF IZ.

- Workflows for items at the SCF

  - Accessioning new items to SCF
  - Requesting SCF Items
  - Returning SCF items

- SCF Publishing App
- Metadata Infrastructure in the SCF IZ

Workflows for items at the SCF

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

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.
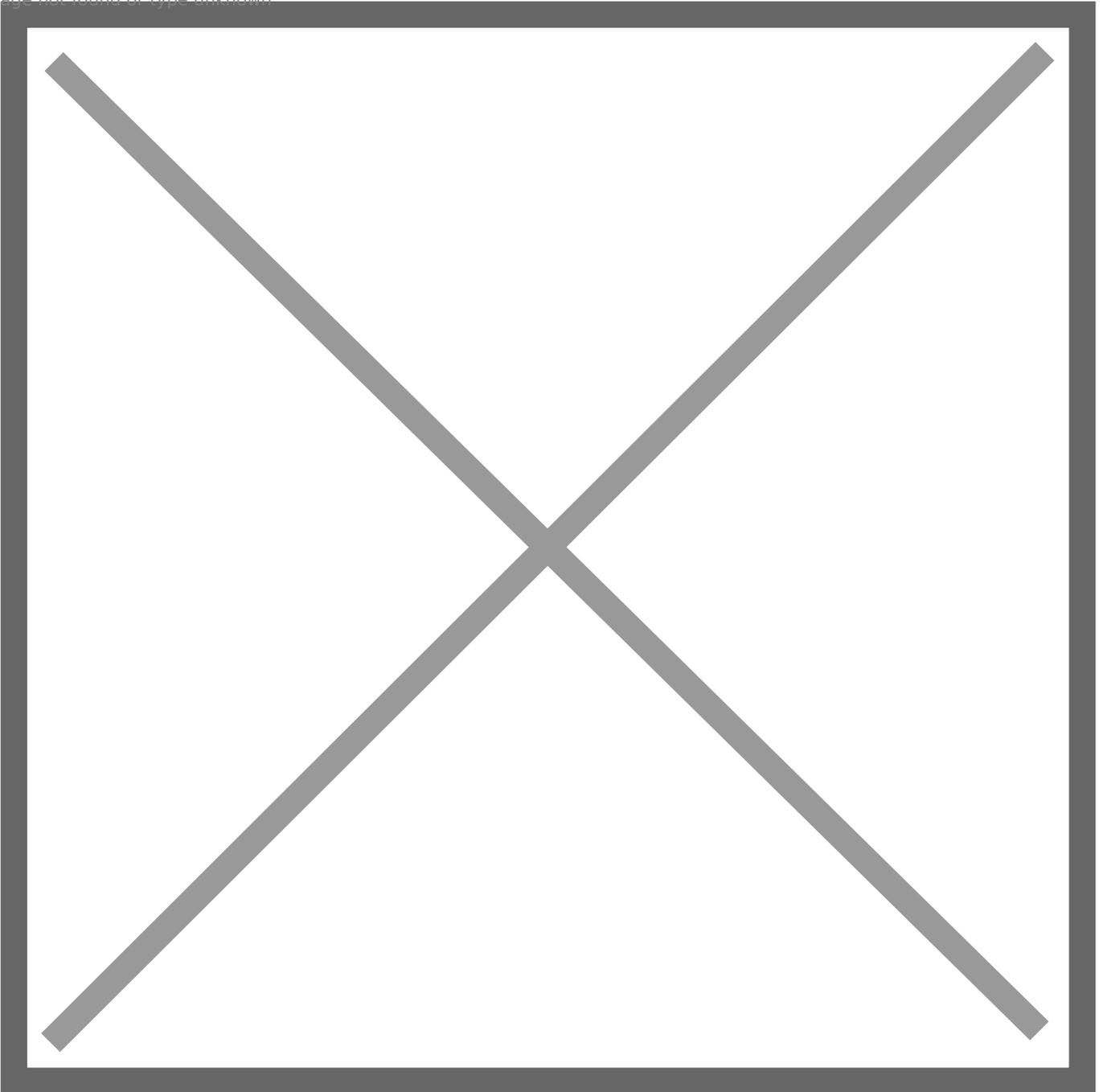
2. Edit the items and give them a temporary location with the type "Remote Storage". You should be familiar with this list and it includes location codes like "wrlc stor" and "wrlc stnc". For the full list or if you aren't certain, you can check the physical locations list as shown below.
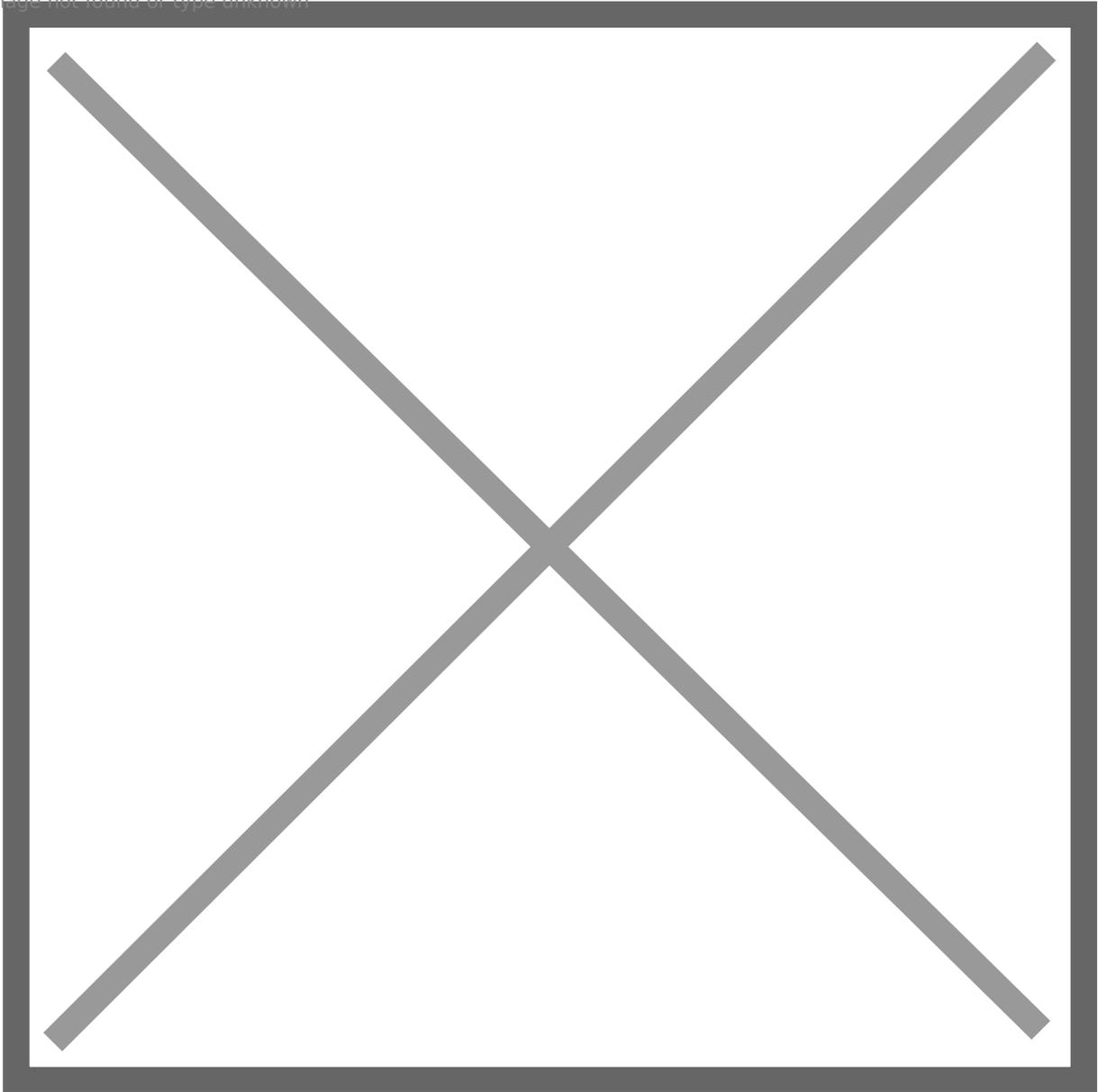
3. Editing the locations can be done to individual records during the weeding/selection process as shown below or as part of a batch change physical items job on a list of barcodes.
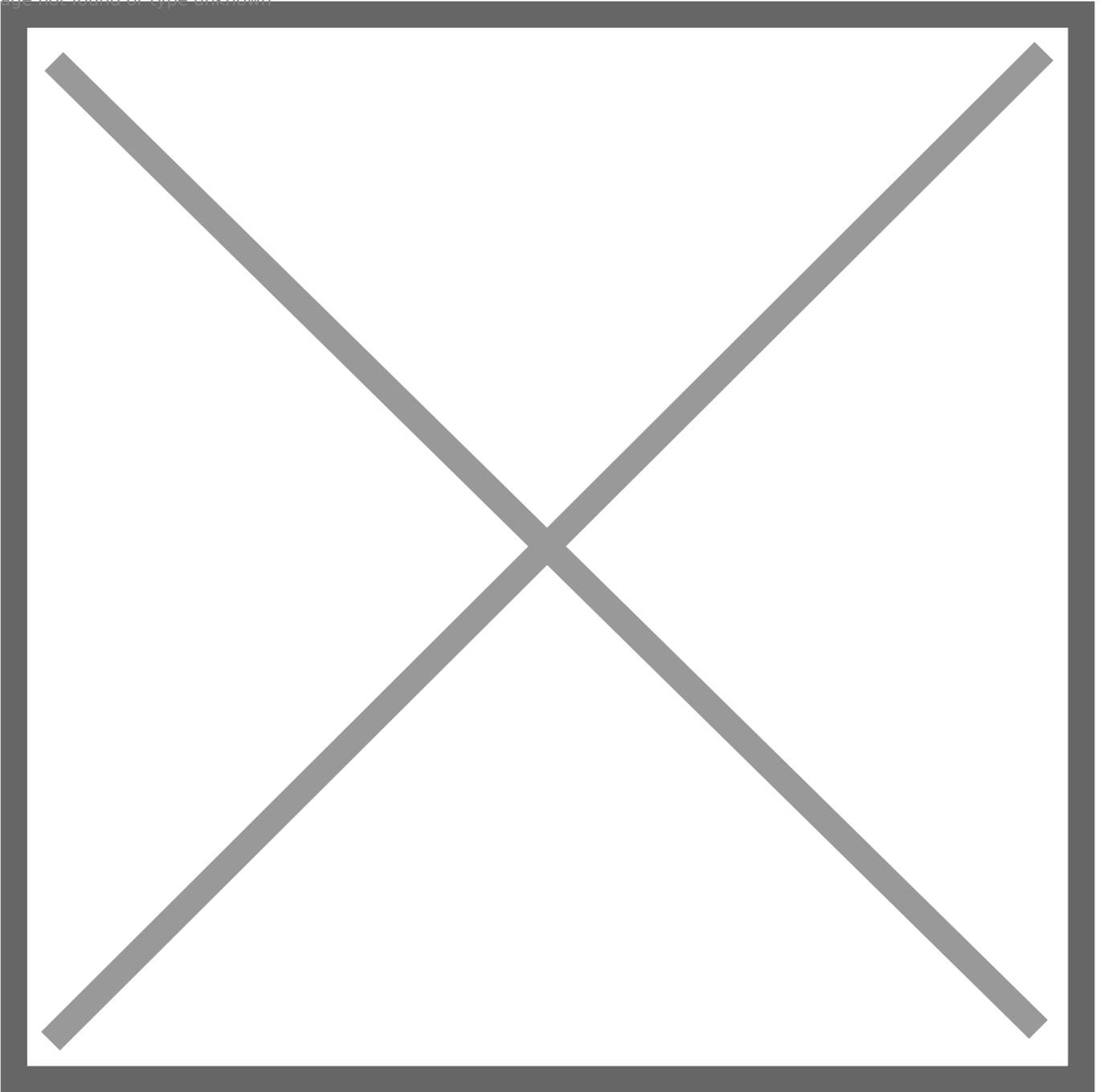
4. Scan in the item(s) barcode – this causes the item to be put in transit or in process so that the item does not appear as available while in transit to SCF and being processed by SCF staff.
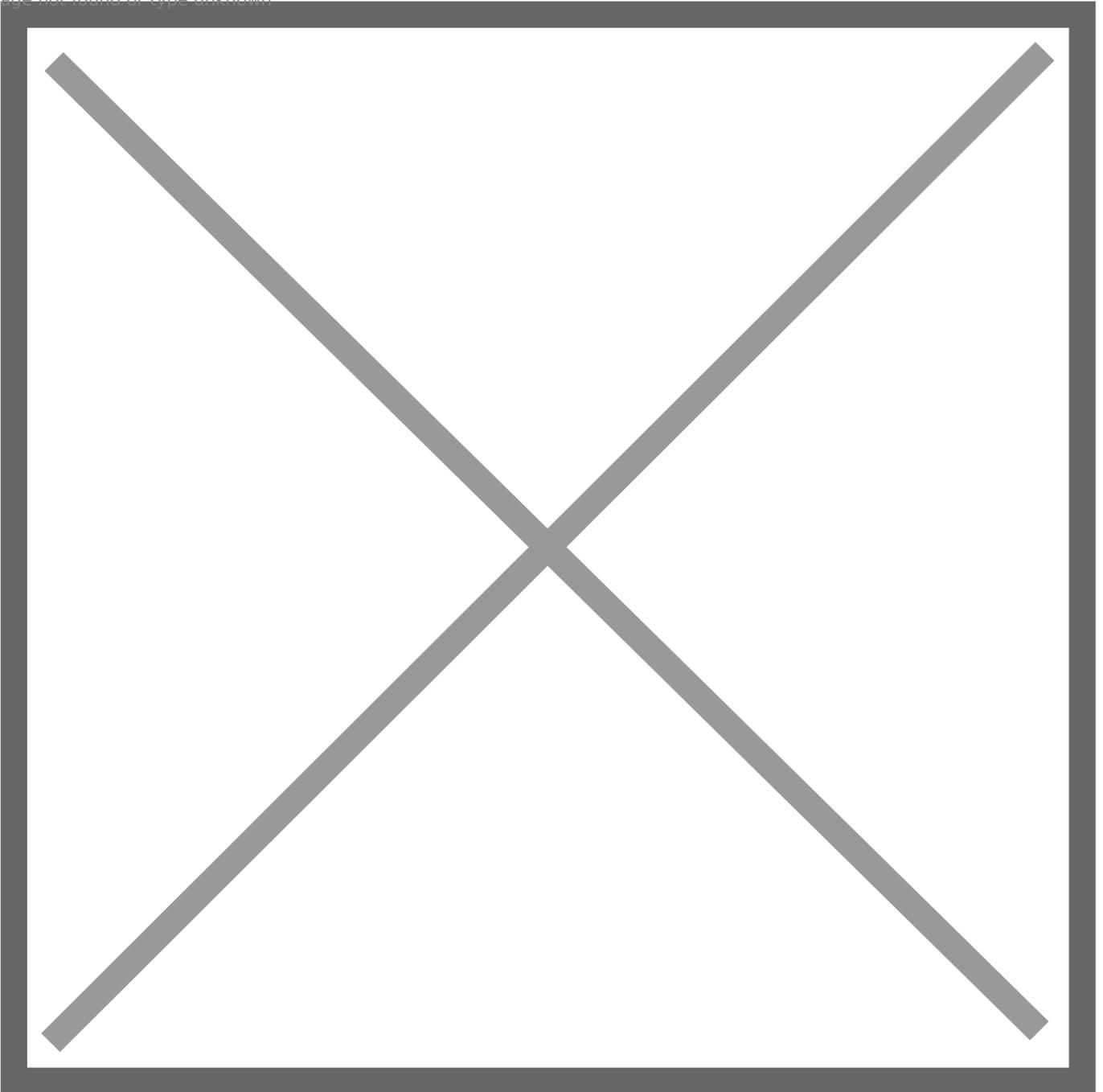
5. Notify the Director of Library and User Services at WRLC and we will run the "**SCF publishing profile**" publishing profile job for your owning IZ. Note: do not edit the publishing profile in any way. This publishing profile uses a logical set of all items with a remote storage location. By running 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

UNDER CONSTRUCTION

Returning SCF items

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SCF Publishing App

Behind the scenes look at how the SCF publishing app works for accessions, requests, returns, etc.

Metadata Infrastructure in the SCF IZ

Every item that resides in the WRLC's Shared Collections Facility (SCF) has two records in our Network Zone; a copy that resides in the owning Institution's IZ, and a second copy that resides in the SCF IZ. The second SCF copy is primarily used for shelf and workflow control at the SCF. Because of this, the SCF copy is suppressed from discovery in the patron-facing catalog (Primo). The record that patrons view in Primo is the record in the owning Institution's IZ.

When a patron requests an item located at the SCF, the request is attached to the owning institution's copy of the item record (the unsuppressed record). Then the SCF publishing app automatically transfers that request to the SCF copy of the item record (the suppressed record).

Bibliographic Records

If the owning Institution's item record is attached to a Network Zone bibliographic record, the SCF copy of the item record will also be attached to the same NZ bib record. The SCF holding and item records are suppressed from discovery in Primo.

If the owning Institution's item record is NOT attached to a Network Zone bibliographic record (if it is attached to an IZ-only record), then the SCF copy of the item record will be attached to a suppressed copy of the IZ-only bibliographic record.

Great american speeches

MMS ID: 99186047751004617
Creation Date: 08/27/2020 14:58:03 EDT
Modification Date: 08/27/2020 14:58:03 EDT
Record number: (<DAU>)576761-wrlcdb ⌄

● Physical (1)   Electronic   Digital   Other details

The SCF copy of the bib record will have the MMS Id of the owning Institution's record in the 035 field; the inclusion of the MMS Id allows for requests of non-NZ linked items to occur.

LDR	00370dam a22001215 4500
001	99186047751004617
005	20200827145803.0
008	970731||||||||||||||||||||||||||||||||||
035	__ |9 BF44741AU
035	__ |a (<DAU>)576761-wrlcdb
035	__ |a (01WRLC_AMU)995767613604102
245	00 |a Great american speeches
ITM	__ |l auscfgen |n R15M15S27T12 AA |b 31194005202944 |c UNIV_LIB |t R15M15S27T12 AA

Any updates made to the owning Institution's bib record will NOT be transferred to the SCF copy of the bib record.

> If an SCF item is moved to a different bib record, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated. Without this necessary step, requests for this item may fail.

Holding Records

All SCF holding record copies are suppressed from Discovery.

Any updates made to the owning Institution's holding record will NOT be transferred to the SCF copy of the holding record.

Item Records

The SCF copy of the item record has a few key differences from the original owning Institution item record.

The barcode will have an 'X' appended to the end. In addition, a provenance code is added to keep track of which Institution owns the item.

Unlike the bib and holding records, updates made in the following fields to the owning Institution's copy of the item record will be transferred to the SCF copy:

- Material type
- Description
- Enumeration A
- Enumeration B
- Enumeration C
- Enumeration D
- Chronology I
- Chronology J
- Chronology K

Item Locations

The permanent or temporary WRLC location in the owning Institution IZ is transferred to the SCF IZ as a permanent location.

If the item location in the owning IZ has one of the following location codes, the item in the SCF IZ will have the exact same location.

auba
brl box
da per
da pernc
dcpl box
gal arch
gtda
gtlaw
gtmed
gtwn
gtwn box
gw cq
gw nea
gw nsas
mu arch
mu av
udc jazz
wral
wr aumc
wr aumr
wrlc
wrlc almon
wrlc alper
wrlc cgrc
wrlc cunc
wrlccunc
wrlc danc
wrlc dism
wrlc disp
wrlc gtdp

wrlc gtkib
wrlc gtkip
wrlc gtmo
wrlc gtnc
wrlc gtsp
wrlc gtspe
wrlc gtthe
wrlc gtv
wrlc gtvc
wrlc hida
wrlc himm
wrlc micro
wrlcscfrs
wrlc sgrc
wrlc_shrd
wrlc shrm
wrlc shrp
wrlc snsa
wrlc stnc
wrlcstndup
wrlcstnret
wrlcstodup
wrlc stor
wrlcstoret
wrlcstrret
wrlc stru
wrlc_stru
wrlc wood
wrlc woodc

Any SCF location in the owning IZ that is NOT listed above will be given the default location of *wrlc stor* in the SCF IZ.

Primo VE

Although there are two record copies for each item, the patron only sees one item in Primo because all SCF records are suppressed.

For example, this bib record has both American University and SCF holdings attached.

In Primo, only the American University holdings are visible to the patron.