

# Letters managed in the NZ for Physical Item Requests

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

- [Pull Slip \(Full Resource Request Slip Letter\)](#)
- [On Hold Shelf Letter](#)

# 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.

# 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.