

Resource Sharing Form (Delivery Fields)

The Delivery Fields section of the Resource Sharing Form configuration determines which (if any) pickup locations are displayed to patrons when they request items in Primo VE.

The following are the recommended configurations for WRLC institutions participating in our AFN network.

Keep in mind that our [NZ Terms of Use for requesting](#) are configured to be Pick up Anywhere. This allows staff members to choose any pickup location for patrons when they request items **in Alma**. Our consortia uses the Discovery configuration below to only show IZ-only locations for patrons when they request items in **Primo**.

1. Go to **Configuration > Discovery > GetIt Configuration > Resource Sharing Request**. Scroll down to the **Delivery Fields** section

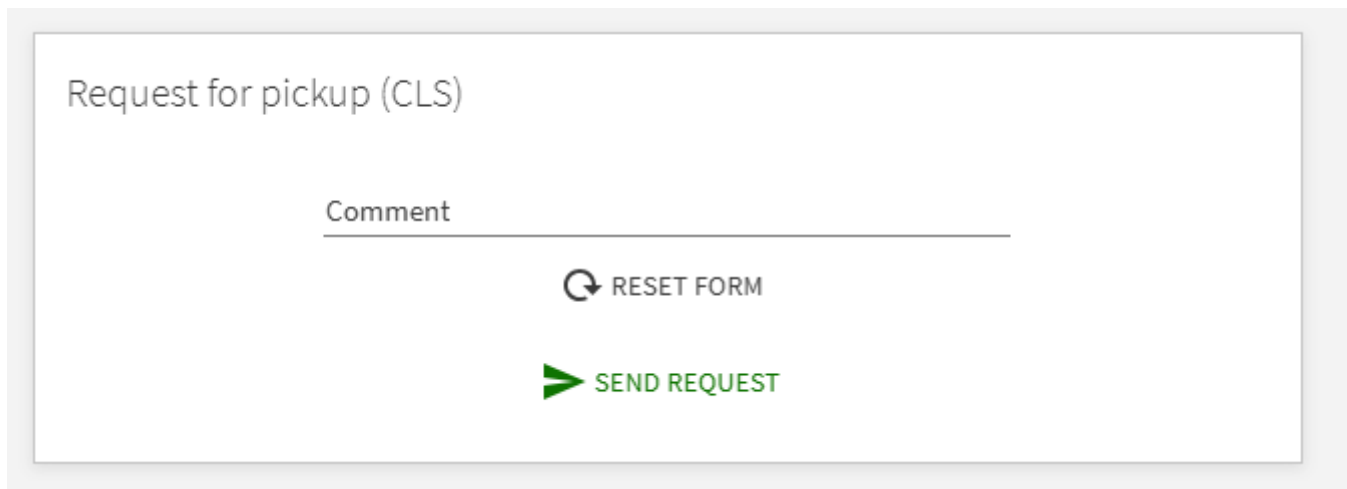
IF your institution only has only **one pickup location**, then you can configure the following:

	Field Name	Mandatory	Visible	Default
1	Format	<input type="checkbox"/>	<input type="checkbox"/>	Physical
2	Requested Media	<input type="checkbox"/>	<input type="checkbox"/>	Any
3	Alternative Location Address	<input type="checkbox"/>	<input type="checkbox"/>	
4	Alternative Location E-mail	<input type="checkbox"/>	<input type="checkbox"/>	
5	Preferred Pickup Institution	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
6	Preferred Pickup Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
7	Not Need After	<input type="checkbox"/>	<input type="checkbox"/>	
8	Comment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
9	Allow Other Library	<input type="checkbox"/>	<input type="checkbox"/>	
10	Preferred Local Pickup Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
11	Maximum Fee	<input type="checkbox"/>	<input type="checkbox"/>	
12	Level Of Service	<input type="checkbox"/>	<input type="checkbox"/>	
13	Copyrights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
14	Language	<input type="checkbox"/>	<input type="checkbox"/>	
15	Willing To Pay	<input type="checkbox"/>	<input type="checkbox"/>	
16	Generic Field	<input type="checkbox"/>	<input type="checkbox"/>	

Leave the following options **blank** (no checkmarks):

- Preferred Pickup Institution (if checked, this will list all institutions in our NZ)
- Preferred Pickup Location (if checked this will list all libraries in our NZ)
- Preferred Local Pickup Location

The Primo request form will then not display a pickup location option for patrons.



IF your institution has **multiple pickup locations** for patrons, you can configure the following:

Delivery fields					
		Field Name	Mandatory	Visible	Default
1		Format	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Physical
2	▲	Requested Media	<input type="checkbox"/>	<input type="checkbox"/>	
3	▲	Alternative Location Address	<input type="checkbox"/>	<input type="checkbox"/>	
4	▲	Alternative Location E-mail	<input type="checkbox"/>	<input type="checkbox"/>	
5	▲	Preferred Pickup Institution	<input type="checkbox"/>	<input type="checkbox"/>	
6	▲	Preferred Pickup Location	<input type="checkbox"/>	<input type="checkbox"/>	
7	▲	Allow Other Library	<input type="checkbox"/>	<input type="checkbox"/>	
8	▲	Preferred Local Pickup Location	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
9	▲	Not Need After	<input type="checkbox"/>	<input type="checkbox"/>	
10	▲	Generic Field	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
11	▲	Comment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12	▲	Maximum Fee	<input type="checkbox"/>	<input type="checkbox"/>	
13	▲	Level Of Service	<input type="checkbox"/>	<input type="checkbox"/>	
14	▲	Copyrights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
15	▲	Language	<input type="checkbox"/>	<input type="checkbox"/>	
16	▲	Willing To Pay	<input type="checkbox"/>	<input type="checkbox"/>	

Leave the following options **blank** (no checkmarks):

- Preferred Pickup Institution (if checked, this will list all institutions in our NZ)
- Preferred Pickup Location (if checked this will list all libraries in our NZ)

Check **Mandatory** and **Visible** for the following option:

- Preferred Local Pickup Location

The Primo request form will then display a drop down menu of all pickup locations in your Institution Zone

Consortium Loan Service Request

Title

★ Crusaders : the epic history of the wars for the holy lands /

Author

Jones, Dan,

Edition

ISBN

9780525428312

Publisher

Viking,


Publication year

[2019]

★ Pickup/Delivery option ▼

Please check box if we should try closest libraries only.
Leave unchecked to allow time for wider search

Comment

 RESET FORM

 SEND REQUEST

Consortium Loan Service Request

Title

★ Crusaders : the epic history of the wars for the holy lands /

Author

Jones, Dan,

Edition

ISBN

9780525428312

Publisher

Viking,

Publication year

[2019]

Temporary Pickup Location GW Law Library (Summer 2025)

GW Online-Only Community

Virginia Science & Technology Campus Library

Comment

 RESET FORM

 SEND REQUEST

A note about Rapido Institutions

For Rapido institutions, the Request TOU setting (specifically the "Pickup at Institution" value) controls the pickup options that appear in both Alma AND Primo. When you set the TOU to "Pickup at Institution" Rapido will only show the patron's own institution as a valid pickup option, and other institutions in your network won't appear on the list.

For non-Rapido institutions, however, Primo does NOT use the TOU settings when displaying pickup locations in the Primo request form; it uses the Resource Sharing Form configuration (described above) instead. Unlike Rapido institutions, TOU settings for non-Rapido institutions pertains to staff-side requests in Alma, not to patron-side requests in Primo. In this case, the list of AFN partner institutions will still appear in Primo regardless of the request TOUs unless you explicitly restrict

them using the Resource Sharing Request Form configuration.

Please see Salesforce case #08203423 for more details.

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