

How to Process Loaned Peer to Peer (P2P) Items

This section covers how to process outgoing P2P lending requests: printing pull slips, retrieving items, and shipping them to the borrowing library. Alma relies on consistent slip printing, item scanning, and shipment processing to maintain the lending side of the Resource Sharing workflow.

Thank you to George Washington University for sharing their workflow processes.

Required Roles

- Fulfillment Operator
- Circulation Desk Manager

1: Print Pull Slips for Lending Requests Navigate to Fulfillment > Resource Requests> Pick From Shelf>

- Verify you are at the correct Circulation Desk location and that Quick Printing, if available, is enabled; Quick Printing functionality provides streamlined print-based workflows

The screenshot shows the Alma interface for 'Pick Up Requested Resources (1 - 14 of 14)'. On the left, there are facets for Request Date, Request/Process Type, Location, and Call Number. The main area displays a list of three items. The first item is 'Imprint: 2022'. The second item is 'The many faces of Murukan: the history and meaning of a South Indian god / Fred W. Clothey with the poem Prayers to Lord Murukan / by A.K. Ramanujan'. The third item is 'Interviewing as qualitative research: a guide for researchers in education and the social sciences / Irving Seidman'. On the right, there is a 'Location' dropdown menu set to 'Gelman Library - DEFAULT_CIRC_DESK'. A 'Print Slip' button is visible at the top right of the list area.

- From the top menu ribbon check <Select all> or individual requests; Click <Print Slip>

This screenshot is similar to the previous one but highlights the 'Select All' checkbox and the 'Print Slip' button. The 'Select All' checkbox is checked, and the 'Print Slip' button is highlighted with a red box and a red arrow pointing to it. The list of items is the same as in the previous screenshot.

2: Retrieve Items from the Shelves Use printed pulling slips to gather items.

Process Suny/P2P partner request(s)

Mail item to borrowing library

SUNYBUF Resource Sharing

Mail to: University at Buffalo, SUNY

gelman:HB139 .H453 2014
Stacks

Applied nonparametric econometrics /
By: Henderson, Daniel J.,
Requested: 03/28/2025

Due Date: _____

Request Note:
Title:APPLIED NONPARAMETRIC
ECONOMETRICS,
Author:Henderson, Daniel
J.;Parmeter, Christopher F.,
Chapter:Smoothing discrete variables,
Pages:187-204 , Publication date:2015

Request ID: 27771255780004107

Print 1 sheet of paper

Destination GWPrint on fb-papercut

Pages All

Copies 1

Layout Portrait

Color Color

More settings

3: Begin the Shipping Workflow Navigate to Fulfillment > Resource Sharing > Shipping Items

4: Configure Quick Printing for Shipping Slips Set Automatically print slip to Yes; Enable Quick Printing.

Shipping Items

Automatically print slip No Yes

Shipping cost _____ USD

Location _____

Internal note _____

Partner _____

Scan request ID _____

Multiple items

Scan item barcode _____

Shipping format Physical Digital Physical non-returnable

Due date _____

Note to partner _____

Location

I am physically at:
Gelman Library - DEFAULT_CIRC_DESK

Always show current location

Printer:
Alma Printout Queue

Enable quick printing

5: Prepare Item for Shipping Insert the Resource Sharing Shipping Slip Letter generated by Alma Shipping Slip; Follow your library's local workflow for mailing Resource Sharing items

Frequently Asked Questions

- *What is the External Identifier and why is it important?*
 - It links the borrowing request to the item; Ex Libris defines it as an essential Resource Sharing match point.
- *Why must the item barcode match the paperwork?*
 - Alma uses the barcode to create the temporary item record and maintain lending consistency.
- *What happens if I scan the wrong barcode when returning an item?*
 - Alma will fail to match the item to the correct P2P request; Rescanning and verifying identifiers can help ensure correct matches
- *Why is Quick Printing recommended?*
 - It minimizes misrouting, aligns with Ex Libris slip workflows, and ensures slips print automatically at each step.
- *Do we need to keep both borrowing and lending slips?*
 - No. Use only the slips generated *during the current Alma workflow step*.
- *What if Alma does not generate a slip?*
 - Verify Quick Printing is enabled and that a default printer is available. Check Fulfillment > Configuration > Printing>.
- *Can we reuse previous P2P pull slips?*
 - Discarding old slips because request data changes after each workflow stage.
- *Why is the Transit Destination message important?*
 - It confirms the item has moved to the correct stage in the Resource Sharing lifecycle.

Revision #3

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