

# 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 resources with checkboxes for selection. A 'Print Slip' button is visible in the top right corner of the main area. On the right side, there is a 'Location' dropdown menu showing 'Gelman Library - DEFAULT\_CIRC\_DESK'.

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

The screenshot shows the Alma interface for 'Pick Up Requested Resources (1 - 14 of 14)'. The 'Select All' checkbox is checked and highlighted with a red box. A red arrow points to the 'Print Slip' button, which is also highlighted with a red box. The interface shows a list of resources with checkboxes for selection. The 'Print Slip Report' button is visible in the top right corner of the main area.

**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.

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Revision #3

Created 4 December 2025 21:59:42 by Angelique Carson

Updated 10 December 2025 22:13:01 by Angelique Carson