

Item Policies

Alma **item policies** are a tool used in the Alma Fulfillment module to create **exception rules** that override the standard circulation rules for specific items.

Configuring Item Policies

Item policies are configured via a **Code Table** at the institutional level. These steps define the policy codes that will later be used in the Fulfillment Rules engine.

1. **Navigate to the Configuration Menu:** Go to **Configuration Menu > Fulfillment > Physical Fulfillment > Item Policy**.
 2. **Define Institutional Context:** Ensure you are configuring within the context of your **institution**. Defining policies at the library level is strongly discouraged.
 3. **Add a New Policy:** Select the action to add a new item policy.
 4. **Enter Code and Description:** Enter a unique **Code** and a clear **Description** for the new policy (e.g., Code: `DISPLAY`, Description: `Display Only`).
 5. **Save the Code Table:** Select **Save** to implement the new or updated policies.
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Associating Item Policies with Terms of Use (TOU)

The item policies you define in the code table are activated by linking them to specific **Terms of Use (TOUs)** within your **Fulfillment Unit Rules**. This is how an item policy creates its exception.

The association takes place within a Fulfillment Unit's rule table, which dictates which TOU is applied to a transaction based on a set of criteria.

For instructions on how to create Fulfillment Rules, please see the WRLC Alma wiki page [Fulfillment Unit Rules](#).

Applying Item Policies to Item Records

The Item Policy acts as a flag on an item record that, when matched in a Fulfillment Rule, triggers an exception to the standard circulation rules by applying a specialized Terms of Use.

Item policies are added in the item record, in a drop down menu under the **General** tab.

General ENUM/CHRON Notes History

General Information

Barcode	31194013208644	Copy ID	
Material type	Book	Item policy	3 hour loan
Provenance		Is magnetic	
PO Line	POL-83992	Issue date	
Receiving date	10/14/2025	Expected receiving date	
Enumeration A		Enumeration B	
Chronology I		Chronology J	
Description		Pieces	
Pages		Receiving operator	
Replacement cost			
Physical condition			
Process type			

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