SCF - Publish Items to the SCF IZ via File Upload

At a glance

- **Status:** Active
- **Environment / Tags:** Live; SCF Workflow
- **Applies consortium-wide?:** Yes
- **Runs on:** SCF Institution Zone, with source records retrieved from selected WRLC member Institution Zones
- **Trigger:** Staff submit a LibOW form with a barcode text file, owning Institution Zone, and email address
- **Primary outcome:** Copies eligible item records from a selected member Institution Zone into the SCF Institution Zone.
- **Who receives results:** The email address entered on the form receives a completion report.

Why this exists

This workflow supports SCF processing by giving staff a structured way to publish batches of member-library items into the SCF Institution Zone when the remote storage app has failed to publish them. Instead of processing items one at a time, staff can upload a text file of barcodes and let the workflow check, copy, and report on the results.

What it does

- Presents a form titled **Import Items to the SCF IZ via File Upload**.
- Requires a `.txt` barcode file, an owning Institution Zone, and an email address.
- Reads the uploaded file and counts the submitted barcodes.
- Shows a confirmation page before processing begins.
- Converts the selected institution name into the corresponding Alma institution code using the LibOW data table 'WRLC Institution Information'.
- Checks whether each item already exists in the SCF IZ.
- For items not already in SCF, retrieves the item and bib data from the owning Institution Zone.
- Maps owning locations to SCF locations when needed.
- Calls the **Subworkflow: Create Items in SCF IZ** to create eligible items in SCF.

- Sends a completion email with counts for submitted, imported, already-existing, and errored items.

Where it runs

- **Alma IZ(s):**
  - SCF Institution Zone
  - Selected WRLC member Institution Zones, including American University, Catholic University, Gallaudet University, George Mason University, Georgetown University, George Washington University, Howard University, Marymount University, University of the District of Columbia, and related law libraries.
- **Systems touched:**
  - LibOW / n8n form
  - 'WRLC Institution Information' data table in LibOW
  - Alma APIs
  - Alma Network node
  - Gmail
  - Subworkflow: Create Items in SCF IZ
- **Reports / queries used:** None listed as Alma Analytics reports or saved queries in the workflow export.

How it works

Logic overview

- **If the item already exists in the SCF IZ:**
  The workflow marks it as already found in SCF and does not attempt to recreate it.
- **If the item does not exist in the SCF IZ:**
  The workflow retrieves the item by barcode from the selected owning Institution Zone, retrieves the related bib record, gathers the fields needed for SCF creation, maps the location, and sends the prepared record to the SCF item-creation subworkflow.
- **If the barcode is not found in the owning Institution Zone:**
  The workflow records an error for that barcode and includes it in the final report.
- **If other errors occur:**
  The workflow uses the configured workflow-level error workflow.

Artifacts produced

- **User-facing completion page:** Confirms that processing has started and that a job report will be emailed.
- **Email report:** Sent to the address entered on the form.
  - **Email subject pattern:** `Publish Items to the SCF IZ Workflow Complete YYYY-MM-DD`
  - **Email contents:** Summary counts for submitted barcodes, imported items, items already in SCF, and errors or skipped items. If errors exist, the email includes barcode-level details.

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