

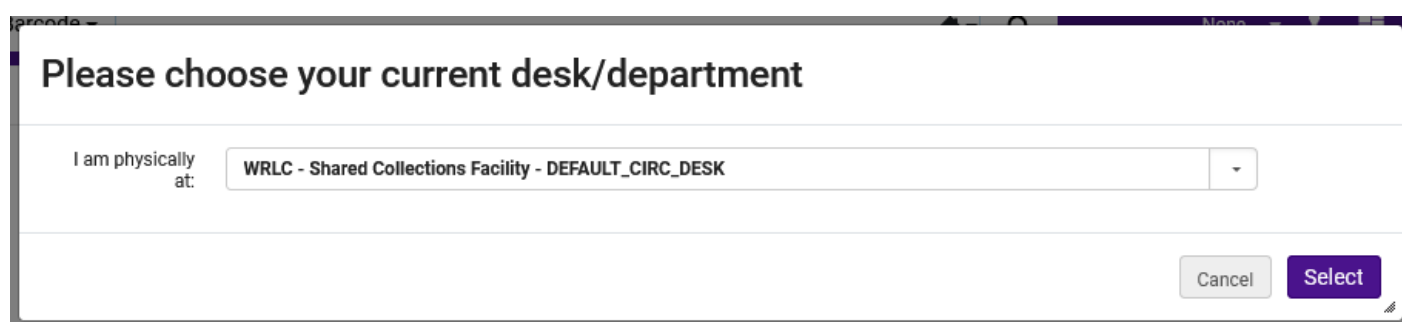
# Alma AFN & Email Requests

## AFN Requests (books, articles and boxes)

AFN requests come through at 12 am & 12 pm daily and will be automatically printed.

Sign into the [SCF IZ of Alma](#)

Select WRLC - Shared Collections Facility - DEFAULT\_CIRC\_DESK as the current desk/department.



The screenshot shows a modal dialog box with the title "Please choose your current desk/department". On the left, it says "I am physically at:". To the right of this text is a dropdown menu that currently displays "WRLC - Shared Collections Facility - DEFAULT\_CIRC\_DESK". At the bottom right of the dialog, there are two buttons: a grey "Cancel" button and a purple "Select" button.

Click on "Other Requests" then "Pickup from shelf" to view the material requests.

Separate box requests from book and article requests.

AFN box requests:

- GA Archives (Gallaudet Archives)
- GW Special Collections (George Washington Special Collections)
- GW Global Resources Center (George Washington Global Resources Center)
- GT Booth (Georgetown Special Collections)

Organize slips in order of row, module and shelf location so they are easier to pull.

### **AFN Book Requests**

If a slip has Internal Note 3 of "SCF Hold Shelf", grab the book off the hold shelf in the processing area and delete the note. Then scan the item in and place it on the table (steps are described later below).

It is optional to write the tray location on the book slips at the top right if it helps.

When pulling items check that the barcode and title match what is printed on the slip. If there is a discrepancy, give the item to Tammy.

For books going out via courier, fold the slip and place it in the book with the school code sticking out of the book.

Place a WRLC sticker on the book near the barcode. Exception:

- Georgetown owned books
- George Mason owned books
- George Washington Special Collections owned books.

For **National Geographic Society** requests, please go to this link: [National Geographic Society AFN Requests](#)

In SCF IZ the books will need to be scanned in to place them in transit to the borrowing libraries.

Scan item barcode in the "Scan item barcode" field:

## Scan In Items

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Scan in Items Change Item Information

Place directly on hold shelf  Yes  No

Automatically print slip  Yes  No

External Identifier  Yes  No

Register in-house use

Item from another institution

Work Order Type

Scan item barcode \*

Scan request ID

In the "Requester" field it should say Deliver to: (school code). If it doesn't, click the three little dots then "attach request". If "attach request" doesn't show up, then manually place item in transit: Fulfillment > Manage Patron Services > Put in the school code and click on the school or library it is going to then scan the item barcode.

The only exception is for OUP (Oxford University Press) books owned by WRLC. These books do not have an X at the end of the barcode and when scanning them in, you have to remove the X at the end. After scanning in item barcode the "Requester" field will have the person's name who requested the item.

If there is a request for a Gallaudet-owned DVD you will need to remove the case and place a print out of the item record that has the barcode and title information on it in the case. The device that is used to remove the case is by the computer used for ILL requests. Place the DVD in a bubble mailer and tape the slip request to the front of the bubble mailer.

If the item is media (CD, VHS, DVD, Cassette, Microfilm, Vinyl), place it in a bubble mailer and tape the slip request to the front of the bubble mailer.

Place books on table under the school they are going to and separate them out if they books are going to different libraries within the same school. For example, GT (Georgetown Lauinger) vs GT-L (Georgetown Law).

When an AFN book slip mentions "In Library Use Only" under a library code on the left side of the slip, we will need to add a book strap saying, "IN LIBRARY USE ONLY" to the volume before sending it over to the requesting library. The book strap can be located next to the printer.

# ~MU~ In Library Use ONLY

## **AFN Article Requests**

For article/digitization requests write the tray location in the upper right or left corner of the slip (just not the middle of the paper), then pull requested items.

When pulling items check that the barcode, title, volume and year match what is printed on the slip. If there is a discrepancy, give the item to Tammy.

If an article cannot be found, double check the citation online. If the citation is still correct, cancel the request and leave a note for the patron asking them to double check the citation.

If an article request is over 50 pages, there are steps to filling this request which can be found by clicking on this > [SCF 50+ pages AFN digitization requests](#). Send the whole book to the school by attaching the "SCF Digitization Request" book strap to the front of the book. It is located next to the printer. Make a note in the Internal note 3 field:

- SCF in transit to AU for Digitization, today's date
- SCF in transit to CU for Digitization, today's date

- SCF in transit to GM for Digitization, today's date
- SCF in transit to GW for Digitization, today's date
- SCF in transit to GT for Digitization, today's date

## Resources Sharing Requests

The pull slip will be printed and have \* Physical Ship/RS - Check \* at the top where a name would normally be.


The owning library should be the destination “big letter” library code on the pull slip.

Log into the owning IZ with the SCFStaff user account.

Search for the requested item under:

Fulfillment → Resource Requests → Monitor Requests & Item Processes

You will note that the Request Type is “Ship physically”.

1		<b>Algorithms sequential and parallel : a unified approach / Russ Miller, Laurence Boxer.</b> <b>Request Type:</b> Ship physically <b>ID:</b> 19261789610004107 <b>Creator:</b> System <b>MMS ID:</b> 9963475203604107 <b>Pickup Location:</b> Gelman Library <b>Barcode:</b> 32882017863666 <b>External Identifier:</b> 19261789600004107	<b>Place in Queue:</b> 0 <b>Call Number:</b> QA76.9.A43 M55 2005 <b>Item Call Number:</b> R27M13S19T01 CC <b>Request Date:</b> 08/30/2022 <b>Note:</b> Title:Algorithms sequential and parallel : a unified approach /, Author:Miller, Russ., Publication date:©2005. <b>Material Type:</b> Book
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If this is the case, then you would follow the procedures below.

### Summary

A new request slip will have:

1. Pull slip with \* Physical Ship/RS - Check \*
2. Owing library will be either AU, GW, or MU.
3. Request Type will be “Ship physically” in the owning library’s IZ.

Once you have determined that this is the new type of request, you will need to check the temporary location of the item in the owning IZ. If a temporary location is present, add this information to the SCF item record under Internal note 3 in SCF IZ. If there is only a permanent location you do not need to record anything in the note.\*

Add this message to Internal note 3:

*When this item comes back, please update the temporary location in the owning IZ to xxx*

Example:

In GW IZ:

0000. -

**Permanent Location:** Stacks

**Temporary Location:** WRLC Storage Circulating

[Other details](#)

In SCF IZ:

Internal Notes	
Internal note 1	R27M13S19T01 CC
Internal note 2	RETENTION
Internal note 3	When this item comes back, please update the temporary location in the owning IZ to WRLC Storage Circulating

\*GW is going to move all of the WRLC locations from temporary to permanent. We are not sure when this project will be completed but when a book comes back here and if you do not see a WRLC location in the temporary location in GW IZ, let me know so I can check. AU already has all of the WRLC locations in the permanent location for the SCF items. MU still is still using the temporary location with the WRLC locations.

Pull the item and scan in as normal in SCF IZ.

Washington Research Library Consortium

Physical items Barcode

### Scan In Items

Scan in Items Change Item Information

Place directly on hold shelf  Yes  No

Automatically print slip  Yes  No

External Identifier  Yes  No

Register in-house use

Item from another institution

Work Order Type

Scan item barcode  OK

Scan request ID  OK

Item is now "In Transit" to owning library

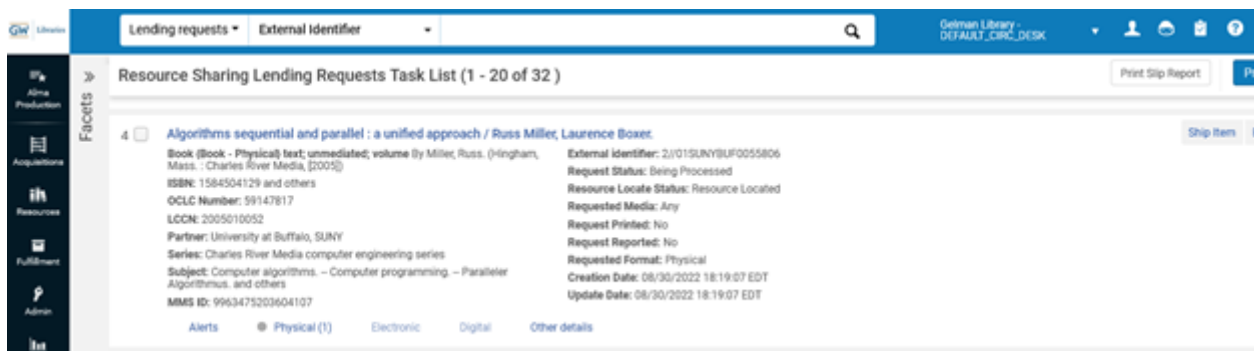
Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
Algorithms sequential and parallel : a unified approach / Russ Miller, Laurence Boxer.	Deliver To: GW : Home Address	32882017863666X	Patron physical item request	Deliver To: GW 	01WRPLC_GWA-geiman	0	

Next you will go back to the owning IZ with the login of SCFStaff account

Go to Fulfillment → Resource Sharing → Lending Requests

Find the title of the item that you are working on.

Select “Ship Item”.



Make sure that “Automatically print slip” is set to YES. Enter barcode WITHOUT the “X”.

### ← Shipping Items

2//01SUNYBUF0055806

Ship to

Automatically print slip  No  Yes

Shipping format  Physical  Digital  Physical non-returnable

Shipping cost  USD

Due date

Location

Internal note

Note to partner

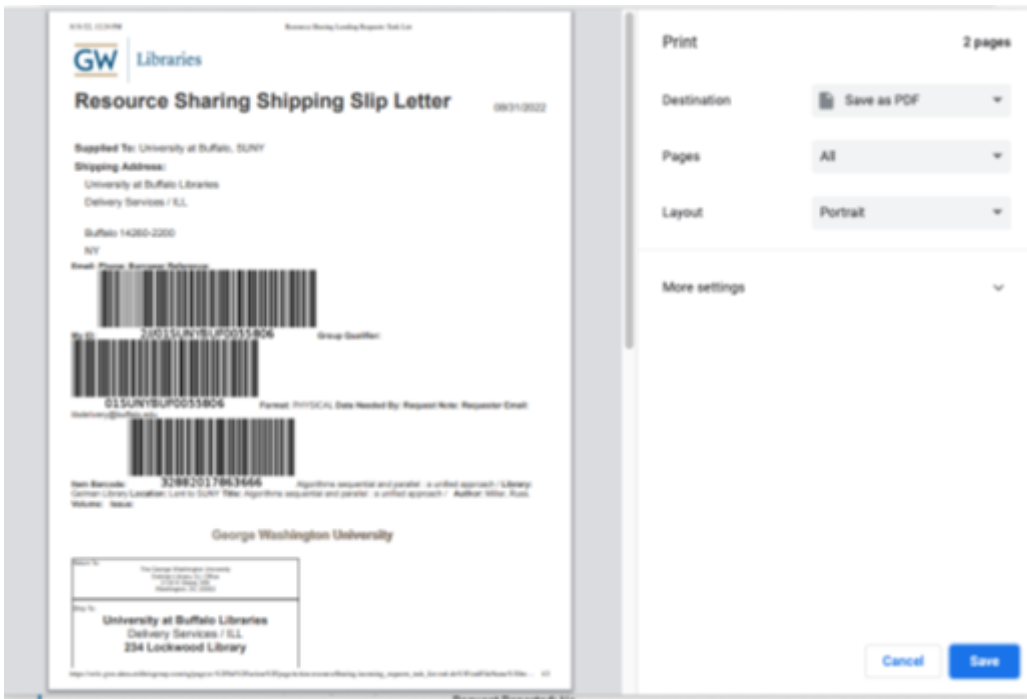
Partner

Scan request ID

Multiple items

Scan item barcode

You should get a popup window with the shipping slip. You may have to select the Destination (Save as PDF). Save (button on bottom). Then you can print it locally. The shipping slip will be included in the book being sent.



The item is now “Shipped Physically” (next to **Request Status**) in Alma.

4  **Algorithms sequential and parallel : a unified approach / Russ Miller, Laurence Boxer.**

Book (Book - Physical) text; unmediated; volume By Miller, Russ. (Hingham, Mass. : Charles River Media, [2005])

ISBN: 1584504129 and others

OCLC Number: 59147817

LCCN: 2005010052

Partner: University at Buffalo, SUNY

Series: Charles River Media computer engineering series

Subject: Computer algorithms. -- Computer programming. -- Paralleler Algorithmus, and others

MMS ID: 9963475203604107

External identifier: 2//01SUNYBU0055806

Request Status: Shipped Physically

Resource Locate Status: Resource Located

Requested Media: Any

Due Date: 10/26/2022

Request Printed: Yes

Print Date: 08/31/2022

Request Reported: No

Requested Format: Physical

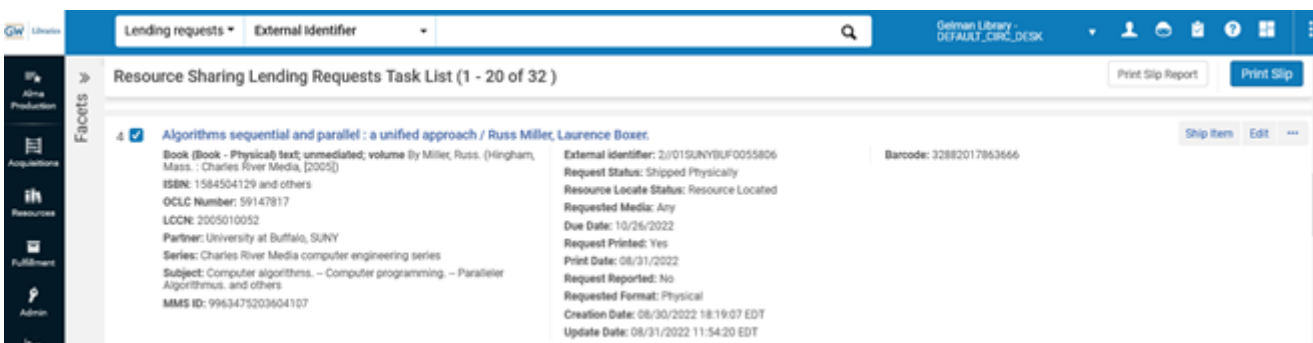
Creation Date: 08/30/2022 18:19:07 EDT

Update Date: 08/31/2022 11:54:20 EDT

Barcode: 32882017863666

Alerts  Physical (2)  Electronic  Digital  Other details

If the slip did not pop-up, you will need to check the item you are working on and “Print Slip” manually (upper right corner).



Pack item for shipping like the ILL requests to be mailed out. Be sure to include the shipping slip in the package with the item. You can use the address from the shipping slip as the destination when creating a label using the Stamps.com software.

## Common issues with AFN requests (books & articles)

1) No barcode or location printed on slip.

- Either look up the Request ID and then do a “View Title in Search” and get the barcode and location this way
- Or go to the Pick From Shelf, locate the request and do a “View Title in Search”

Then try to attach the item to the request...the instructions can be found here: [Filling a Title Level Request](#)

If it does not work, manually place the item in transit: Fulfillment > Manage Patron Services > Put in the school code and click on the school or library it is going to then scan the item barcode.

2) Physical Item Request that has article information in the description and no barcode or location printed on the slip.

- Cancel request and let the patron know they need to resubmit the request as an article/digitization request.

3) Item not in tray

- Double check, ask another SCF Specialist to double check
- If item still can't be located, let Tammy know.

4) Bad cites and missing pages

- If the citation is bad or the pages are missing, we will need to cancel the request with a note explaining the reason why the request is being canceled.

## AFN Box Requests

Box requests:

- GA Archives (Gallaudet Archives)
- GW Special Collections (George Washington Special Collections)
- GW Global Resources Center (George Washington Global Resources Center)
- GT Booth (Georgetown Special Collections)

Organize slips in order of row and shelf location so they are easier to pull. You can also organize the slips by schools.

Put boxes on large gray cart(s) and put boxes belonging to the same university together.

After the boxes are pulled, another SCF Specialist will need to double check them to ensure that correct ones are pulled.

Put [routing slips](#) on top of the boxes. There are specific colors for two departments:

- George Washington Special Collections - blue
- Georgetown Special Collections - yellow

In the SCF IZ of Alma, the boxes will need to be scanned in to place them in transit to the owning libraries.

Scan item barcode in the "Scan item barcode" field:

## Scan In Items

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Place directly on hold shelf  Yes  No

Automatically print slip  Yes  No

External Identifier  Yes  No

Register in-house use

Item from another institution

Work Order Type

Scan item barcode \*

Scan request ID

Place slips (either paper clipped or stapled) on the pile next to the printer.

Fill out Runners delivery orders online for the following departments:

- Georgetown Special Collections
- George Washington Special Collections
- George Washington-Global Resources Center

Move the large gray cart(s) over to the exit in front of the microfilm cabinets so the special delivery driver from Runners can pick them up in the morning. This is for the following departments:

- Georgetown Special Collections
- George Washington Special Collections
- George Washington-Global Resources Center

Place the following department boxes on the table with the books for the regular courier to pick up:

- Gallaudet Archives

# Email Requests

- Email: requests@wrlc.org

Types of requests that come through email

- Interlibrary Loan (ILL) requests
- Article requests
- Box requests

## Interlibrary Loan and Article Requests

Search in Alma for the location (if no location is given) and make sure the volume and year match what is on the request. If it doesn't, check the volume and year listed.

Search using whatever information the request provides:

Barcode, Journal or Book tile, ISSN, or ISBN

Physical items ▾	Barcode ▾	
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Physical titles ▾	Title ▾	
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Physical titles ▾	ISSN ▾	
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Physical titles ▾	ISBN ▾	
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Write the tray location in the upper right or left corner of the page.

Organize slips in order of row and shelf location so they are easier to pull.

Once article requests have been pulled, place them on the table next to the scanner.

If an article request is over 50 pages, send it to the school by attaching the printed request slip inside the book. To check out a book being mail go to Fulfillment > Manage Patron Services in Alma

Put in the school code and click on the school or library it is going to then scan the item barcode.

- American - AU ILL
- Catholic - CU ILL

- George Mason - GM
- George Washington - ILL Staff, Gelman
- Georgetown - GT ILL
- Marymount - MU ILL

If an article can not be located, reply to the original email letting them know that the article could not be found and if they could get a different citation.

If an article is in a foreign language and you are unsure about which article is correct, check with Tammy first before sending it to the requesting school and let them know you are sending it to them because you are unsure what is correct.

## **ILL Requests ONLY (Mail Outs)**

Check the shipping address on the printed forms. WRLC does not ship outside the US. If a book is going to be delivered outside the US, send the item to the school and reply to the original email letting them know you are sending the item to them.

To check out a book being mail go to Fulfillment > Manage Patron Services in Alma

Put in the school code and click on the school or library it is going to then scan the item barcode.

- American - AU ILL
- Catholic - CU ILL
- George Washington - ILL Staff, Gelman
- Georgetown - GT ILL

Once items are ready to be mailed, make a draft reply to the original emails that says "Mailed" and go over to the ILL station and use Stamps.com to prepare the shipping labels.

## **Microform Requests (microfilm, microfiche, etc.)**

Microform items that are not in Alma will be requested through emails. We have microform cabinets scattered around the SCF's processing area and microfilm reels in module 2.

Retrieve the microform items and fill out the details on the microform log form that is posted on cabinet 1 in the processing area. Send the microform items in a bubbled mailer or a box.

When the microform items come back from a library, go to the form and write down the return date.

## **Common issues with ILL and article requests**

1) Item is too large to mail out - we may need to use two bubble mailer and combine them together. If it is still too large, send it to the school and let them know we are unable to mail it out due to its size.

2) Mailing anything to the University of Maryland. Use the website version of stamps (the app version doesn't like UMD's address).

3) Media items (CD, VHS, DVD, Cassette) check with the owning library first to make sure it's okay to send out. Some schools don't want their media mailed out.

4) If you are having a difficult time locating anything ask a SCF Specialist before going to Tammy.

5) Bad cites and missing pages: if the citation is bad or the pages are missing, we will need to reply to the email we have received letting the library know why we are unable to fill the request.

## Email Box Requests

Email box requests will come from:

- American Archives
- Catholic Archives
- NSA (National Security Archive-located at GW)
- Gallaudet Archives
- George Mason
- George Washington Special Collections (occasionally)
- George Washington Global Resources Center (occasionally)
- Georgetown Special Collections (occasionally)
- Marymount Archives
- Washington College of Law

Print out the email (use the stamp next to the printer on the print out) and get the locations for the boxes. Usually this means looking up the collection title and then finding the box in the list of items.

Put boxes on large gray cart(s) and put boxes belonging to the same university together.

After the boxes are pulled, another SCF Specialist will need to double check them to ensure that correct ones are pulled.

Put [routing slips](#) on top of the boxes. There are specific colors for two departments:

- George Washington Special Collections - blue
- Georgetown Special Collections - yellow

Make a notepad of the barcodes and save it in the common drive: Common (S:) > SCF Boxes for outgoing materials> open the folder of the appropriate department > type the file name: today's date

Print the notepad and staple it to the printed request.

Use Patrons Service in Alma to check out the materials:

- American Archives: Deliver To: AU
- Catholic Archives: Deliver To: CU
- George Mason Special Collections: Deliver To: GM
- Marymount Archives: Deliver To: MU
- National Security Archives: Deliver to NSA
- UDC Jazz Archives: Deliver to DC
- Washington College of Law: Deliver To: AULAW

Email Runners and let them know that the driver will need to make a special stop for Catholic University Archives with the box break down and place boxes on the table with the books for the regular courier to pick up.

Fill out Runners delivery orders online for the following departments:

- American Archives
- Georgetown Special Collections
- George Washington Special Collections
- George Washington-Global Resources Center

Move the large gray cart(s) over to the exit in front of the microfilm cabinets so the special delivery driver from Runners can pick them up in the morning. This is for the following departments:

- American Archives
- Georgetown Special Collections
- George Washington Special Collections
- George Washington-Global Resources Center

Place the following department boxes on the table with the books for the regular courier to pick up:

- Catholic Archives
- Gallaudet Archives
- National Security Archive
- George Mason Special Collections
- Marymount Special Collections
- Washington College of Law

For American Archives boxes, they need to be strapped and should have new straps to any boxes without them.

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