

Damaged SCF Items — Handling & Workflows

Scope. This guide covers SCF items that are (A) damaged but still usable, and (B) damaged beyond use and headed for discard/withdrawal.

Quick decision

- **Usable?** Pages intact enough to fulfill requests or digitize → **Follow A.**
 - **Unusable?** Missing critical content, severe mold/water, unsafe to handle → **Follow B.**
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A. Mark items that can still circulate and/or be digitized

1. Find the item

- In Alma, set the search scope to **Physical items** and search by **Barcode** (preferred) or other identifier.

[scf-damaged-1.PNG](#)

- Open the item record and click **Edit**.

[scf-damaged-2.PNG](#)

2. Add the on-scan warning

- Go to the **Notes** tab.

[scf-damaged-3.PNG](#)

- In **Fulfillment note**, enter one of the following:

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- **Examples**

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- DAMAGED – missing back cover
- If there's already text in the Fulfillment note, **append**: ; DAMAGED (or ; DAMAGED – <detail>).
- Example: Stay at SCF; DAMAGED – spine split [scf-damaged-4.PNG](#)

3. Save

- Click **Save** (top-right).

4. What staff will see

- When the item is scanned in Alma, a **pop-up** displays the Fulfillment note.

[scf-damaged-5.PNG](#)

- The note also prints on the **Pull Slip** (lower-left corner).

[scf-damaged-6.PNG](#)

B. Mark items to be discarded (withdrawal workflow)

UNDER CONSTRUCTION

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