

Filling a Title Level Request

Once in a while we will receive an AFN slip with no barcode or tray location on it, we can attempt attaching the item to the request.

Requested Item:

The screenshot shows the 'Physical items' section of the American University Library system. The header includes the library logo, navigation tabs, and a search bar. The main content area is titled 'Pick Up Requested Resources (1 - 1 of 1)' and features a 'Print Slip Report' button. Below this, there are sorting options ('Sort by: Location Name - Asc') and a 'Select All' checkbox. A list of requested items is displayed, with the first item being 'A life of Picasso / John Richardson with the collaboration of Marilyn McCully'. The item details include the author, ISBN, edition, imprint, and fulfillment network institution code. To the right of the item details, there are buttons for 'Cancel Request' and 'Mark as Missing'.

Physical items ▾ Title ▾

American University Library - Circulation and Course Reserves

Alma Sandbox

Facets

Pick Up Requested Resources (1 - 1 of 1)

Print Slip Report

Sort by: Location Name - Asc ▾

Print Slip Cancel

Select All ▾ Request Date: Today ✕

1  A life of Picasso / John Richardson with the collaboration of Marilyn McCully.

Author: Richardson, John, 1924-
ISBN: 9780394559186
Edition: 1st ed.
Imprint: New York : Random House, [1991-<2007>]
Fulfillment Network Institution Code: 01WRLC_DOC

Location: Visual Arts Collection - dup
Call Number: N6853.P5 R56 1991
Description: Volume:Volume 2 - TEST - Kilduff
Requests: 1
Fulfillment Network Borrowing ID: 01WRLCDOC0003121

Cancel Request Mark as Missing

Identified correct volume, barcode. Scan In to fill:

The screenshot shows the 'Scan In Items' form in the American University Library system. The header includes the library logo, navigation tabs, and a search bar. The main content area is titled 'Scan In Items' and features buttons for 'Manage In Process Items', 'Shipping Items', 'Receiving Items', and 'Exit'. Below this, there are tabs for 'Scan in Items' and 'Change Item Information'. The form includes several input fields and checkboxes: 'Automatically print slip' (Yes/No), 'External Identifier' (Yes/No), 'Register in-house use' (checkbox), 'Item from another institution' (checkbox), 'Work Order Type' (dropdown), 'Scan item barcode' (text input with a search icon and 'OK' button), and 'Scan request ID' (text input with an 'OK' button). A 'Create Item' button is also present.

Physical items ▾ Title ▾

American University Library - Circulation and Course Reserves

Alma Sandbox

Scan In Items

Manage In Process Items Shipping Items Receiving Items Exit

Scan in Items Change Item Information

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

Create Item

Result of scanning in. Item is recognized as an item to fill a request:

AMERICAN UNIVERSITY
LIBRARY

Physical items ▾Title ▾

⌂ ▾ 🔍

American University
Library - Circulation and
Course Reserves ▾

👤 📋 🏠 ⋮

Alma Sandbox

Acquisitions
Resources
Discovery
Fulfillment
Admin
Analytics

< Scan In Items

Clear ListManage In Process ItemsShipping ItemsReceiving ItemsExit

Scan in ItemsChange Item Information

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

Create Item

Existing holdings requests may be fulfillable by scanned in item. Use action button in list to choose requests to attach.

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In	
1 A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	Reshelve to Visual Arts Collection - dup	31194005641133	-	-	-	0		...

Select action “Attach to request”:

AMERICAN UNIVERSITY

LIBRARY

Physical items

Title

Home

Search

American University Library - Circulation and Course Reserves

Alma Sandbox

Acquisitions

Resources

Discovery

Fulfillment

Admin

Analytics

Scan In Items

Change Item Information

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

Create Item

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	Reshelve to Visual Arts Collection - dup	31194005641133	-	-	-	0	

Edit Item

Print Slip

Work Order

Cancel Request

Attach to request

View hidden

ExLibris

© Ex Libris, a F

https://wrlc-amu-psb.alma.exlibrisgroup.com/#

Select request to attach item to:

AMERICAN UNIVERSITY

LIBRARY

Physical items

Title

Home

Search

American University Library - Circulation and Course Reserves

Alma Sandbox

Acquisitions

Resources

Discovery

Fulfillment

Admin

Analytics

Scan In Items

Change Item Information

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

Create Item

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In
1 A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	Reshelve to Visual Arts Collection - dup	31194005641133	-	-	-	0	

Edit Item

Print Slip

Work Order

Cancel Request

Attach to request

View hidden

ExLibris

© Ex Libris, a F

https://wrlc-amu-psb.alma.exlibrisgroup.com/#

Title

Manual Description

A life of Picasso / John Richardson with the collaboration of Marilyn McCully.

Volume:Volume 2 - TEST - Kilduff

Cancel

Attach

Request is filled and now In Transit to patron:

AMERICAN UNIVERSITY
LIBRARY

Physical itemsTitle

American University
Library - Circulation and
Course Reserves

Alma Sandbox

AcquisitionsResourcesDiscoveryFulfillmentAdminAnalytics

Scan In Items

Clear ListManage In Process ItemsShipping ItemsReceiving ItemsExit

Scan In ItemsChange Item Information

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 IDOK

Create Item

1 - 2 of 2

	Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In	
1	A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	University of the District of Columbia - Main Library	31194005641133	⚠ Patron physical item request	Kilduff, Katherine	507643936...	1		...
2	A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	Reshelve to Visual Arts Collection - dup	31194005641133	-	-	-	0		...

Item scanned in at borrowing library:

UNIVERSITY OF THE DISTRICT OF COLUMBIA

RequestsTitle

Alma

AcquisitionsResourcesDiscoveryFulfillmentAdminAnalytics

Scan In Items

Manage In Process ItemsShipping ItemsReceiving ItemsExit

Scan In ItemsChange Item Information

Item from another institution☒

Institution *

Scan item barcode *OK

No records were found.

Item now On Hold shelf for patron:

UNIVERSITY OF
DISTRICT OF
COLUMBIA

RequestsTitle

Q

37

Alma

Acquisitions

Resources

Discovery

Fulfillment

Admin

Analytics

< Scan In Items

Clear List

Manage In Process Items

Shipping Items

Receiving Items

Exit

Scan in Items

Change Item Information

Item from another institution

Item from another institution

✓

Institution *

American University

Scan item barcode *

OK

1 - 1 of 1

Title	Destination	Barcode	Request/Process Type	Requester	Requester ID	Place in Queue	Checked In	
1A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	On Hold Shelf	31194005641133	Patron physical item request	Katherine Kilduff	507643936...	0		...

Item can now be checked out to the patron. Return is the normal process.

Revision #2
Created 20 March 2024 18:58:07 by Tammy Hennig
Updated 20 March 2024 19:01:16 by Tammy Hennig