

Temporarily removing partner from CLS

In the case of an emergency, it is possible to temporarily remove a partner Institution Zone from the Consortium Loan Service (CLS / Automated Fulfillment Network (AFN) rota, in order to prevent their school's items from being requestable.

The following steps are done on the Alma Network Zone.

1. Go to **Fulfillment > Resource Sharing > Partners**
2. Find the Institution in the list of partners. Specifically search for Profile Type of Fulfillment Network. Once found, click on the ellipsis button, then **Edit**
3. Under the **General Information** tab, choose **Inactive** from the **Status** drop down menu. Then press **Save**.

[Resource Sharing Partner](#) Cancel

General Information | Contact Information | Parameters | Notes | Attachments

Code * **HI**

Name * **GWU Himmelfarb Library**

Profile Type * **Fulfillment Network**

Status **Inactive**

System Type * **Alma**

Average Supply Time **0**

Delivery Delay (days) **0**

Alternate Account Number

Alternate Symbol

Currency

Institution Code **01WRLC_GWAHLTH**

Locate Profile **HI - GWU Himmelfarb Library**

Borrowing Workflow **CLS Borrowing RS**

Holdings Code

Supports Borrowing ☒

Supports Lending ☐

Override ignore lender due date **Default: Use lender due date**

New Request Alert ☐

Send Communications Allowed ☐

4. Then go to **Fulfillment > Resource Sharing > Rota Templates**
5. Click on the ellipsis button, then **Edit** for the **Consortium Book Borrowing** rota template
6. Go to the **Template Members** tab

7. Find the Institution in the member list, click on the ellipsis button, then choose **Remove**. Click **Save**.

Template Members

Cancel

General Information

Template Members

Notes

Add Partners

	Name	Code	Profile Type	Status	More actions
1	American University	AU	Fulfillment Network	Active	...
2	Catholic University	CU	Fulfillment Network	Active	Remove
3	University of DC	DC	Fulfillment Network	Active	...
4	Gallaudet University	GA	Fulfillment Network	Active	...
5	George Mason University	GM	Fulfillment Network	Active	...
6	Georgetown University	GT	Fulfillment Network	Active	...
7	George Washington University	GW	Fulfillment Network	Active	...
8	Howard University	HU	Fulfillment Network	Active	...
9	Shared Collection Facility	SCF	Fulfillment Network	Active	...

8. In order to distribute these changes to the Network partners, go to **Fulfillment >Advanced Tools - General > Distribute Resource Sharing Network Configuration**. When the pop-up appears, click the **Confirm** button.