

# User Accounts in the SCF IZ

## User Groups

Below are the active user groups in the Shared Collections Facility (SCF) Institution Zone (IZ)

<b>User Group</b>	<b>User Group Code</b>	<b>Type</b>	<b>Notes</b>
Library pickup locations	<i>wrlclib</i>	Internal	<p>Patron accounts that represent each library pickup location. When SCF items owned by one of our partner institutions are requested, they are checked out to these patron accounts in the SCF IZ.</p> <p>For more information about these accounts, please see the <a href="#">Patron Accounts for Libraries page</a> on the Alma Wiki.</p> <p>For more information on the workflow of SCF requests, please see the <a href="#">Requests in the Remote Storage App page</a> on the Alma Wiki.</p>
WRLC HQ Staff	<i>db wrlc</i>	Internal	Accounts for staff who work at WRLC headquarters.
Trinity Faculty	<i>tr fac</i>	External	<p>Accounts for Trinity University faculty. Imported via SIS.</p> <p>For more information on circulation workflows for Trinity, see the <a href="#">How to Bring up a Patron and Check Items Out page</a> on the Alma Wiki.</p>

Trinity Student	<i>tr stud</i>	External	<p>Accounts for Trinity University students. Imported via SIS.</p> <p>For more information on circulation workflows for Trinity, see the <a href="#">How to Bring up a Patron and Check Items Out page</a> on the Alma Wiki.</p>
Trinity Staff	<i>tr staf</i>	Internal	<p>Accounts for Trinity University staff. Manually created by staff at WRLC headquarters.</p> <p>For more information on circulation workflows for Trinity, see the <a href="#">How to Bring up a Patron and Check Items Out page</a> on the Alma Wiki.</p>
National Geographic Patron	<i>natgeo</i>	Internal	<p>Accounts for staff at our affiliate library, National Geographic.</p> <p>For more information on configuring affiliate libraries, see the <a href="#">Affiliate Library Configuration page</a> on the Alma Wiki.</p> <p>For more information on Affiliate Libraries at the WRLC, see the <a href="#">Affiliate Libraries page</a> on the Alma Wiki.</p>
wrlc user	<i>wrlcuser</i>	External (Linked)	<p>Accounts for patrons from our partner libraries who have requested items owned by WRLC (primarily WRLC Shared Monographs) from the SCF IZ.</p>
AU Staff	<i>au staf</i>	Internal	<p>User group used by Ex Libris account (unable to delete or edit the account)</p>

## Scheduled Jobs for Trinity Patron Accounts

<b>System</b>	<b>Set</b>	<b>Updates</b>	<b>Description</b>	<b>Frequency</b>
Alma Scheduled Jobs	Patron accounts where user group = empty AND job category = empty	User Group changed from empty to 'tri stud'	Students accounts are not given a user group when they are first imported to the SCF IZ; a job is scheduled to run every week (Mondays at 2am) that adds the 'tr stud' user group to a logical set containing new users where user group = empty, and job category = empty.	Weekly Monday at 2am
LibOW	Patron accounts where user group = ( <i>tr stud</i> OR <i>tr fac</i> ) AND expiration date AFTER current date	Purge Date changed to expiration date + 18 months	Trinity faculty and student accounts are given an expiration date, but are not given a purge date when they are imported to the SCF IZ. This job adds or updates the purge date (expiration date + 18 months) for accounts who have an expiration date after the current date.	Every 4 Months on Day 1 at 5:30am

Revision #5

Created 12 December 2025 14:00:09 by Jackie Saavedra

Updated 16 December 2025 20:46:17 by Jackie Saavedra