Alma Resource Sharing - Lending Workflow

1. BOOK LOAN (receive by Email)

1a. Create a request

Currently at: **Circ_desk**

Fulfillment > Lending request >> Unassigned >Activity Status is **Active**

Add>From Search>**Find:** Title > choose > **Select**

Supplied To: Lending Partner code>**Owner**: The Open University of Israel Library>**External Identifier**: Order Number> **Format**: Physical >> **Request media** >> Book **>> SAVE**

Check that the status is now: **Created lending request**

1b. Ship item

Fulfillment > Lending request >> Activity Status is **Created lending request**
[… More actions]>> **Ship item**
Shipping format: **physical** >   Due date > fill in > Scan request ID > fill in automatically > automatically print slip > **YES**> Location > **RS-LEND** > Scan Barcodes > **OK**.

Print   slip from Alma PRINT in Outlook, and place it in the book.
Check that the status is now: **Shipped physically**

- ניתן לראות שהספר הושאל בפרימו להב"ס

Book Return

We have to return the book from >

Fulfillment > Return items > Fill in – barcode> O.K

The request status will close automatically, and the book's next step is automatically changed to: Reshelving

Request Status: Request Completed

2. Scan Article / Book chapter (receive by Email)

2a. Create a request

Fulfillment > Lending request >> Unassigned >Activity Status is **Active**

Add>From Search>**Find:** Title > choose > **Select**

Supplied To: Lending Partner code>**Owner**: The Open University of Israel

Library>**External Identifier**: Order Number> **Format**: Digital >> **Requested Media >>**

article / photocopy of part **>> SAVE**

Check that the status is now: **Created lending request**

2b. Fill request

Created lending request>> **Digital**

Edit request: fill in the request details from the mail. (Vol. pages etc.) >> **SAVE**

2c. Create and send a copy

Scan or Save the Article /Photocopy to   S:_GROUP\Library\ill_files\prod\lending.

RUN：OCTOPUS

Facets>> **Created lending request**>> **Digital**

[… More actions] >> General Message. Add the LINK from OCTOPUS

Mail sent to patron and copy sent to: ILL-FOLLOW-UP

Change manually request status: **Request Completed**