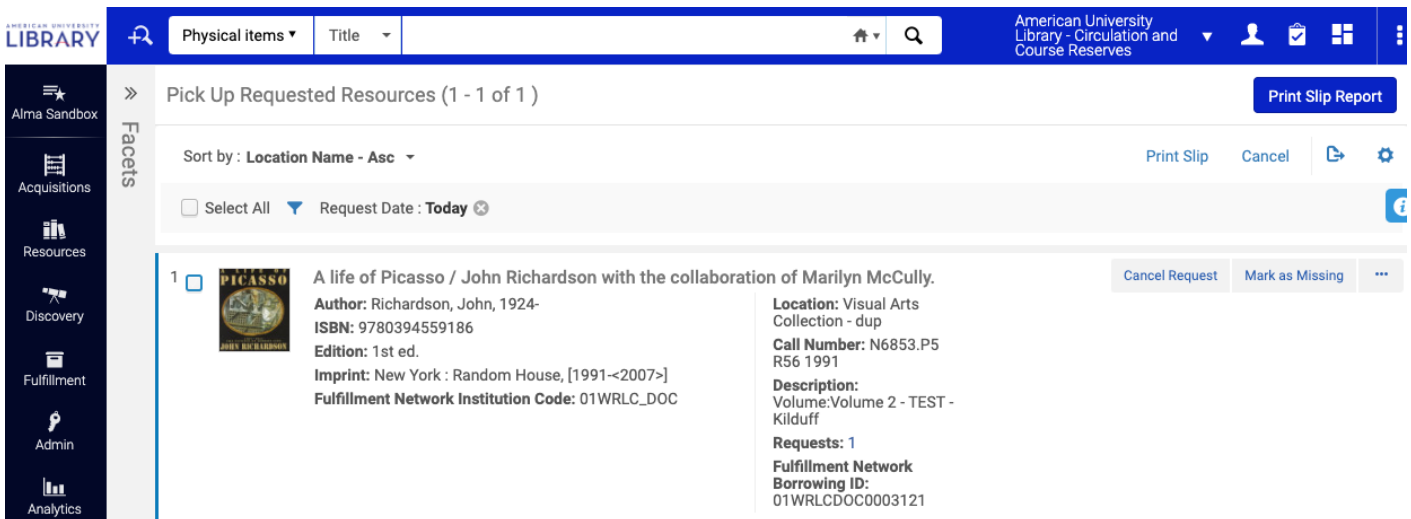


Filling a Title Level Request

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.

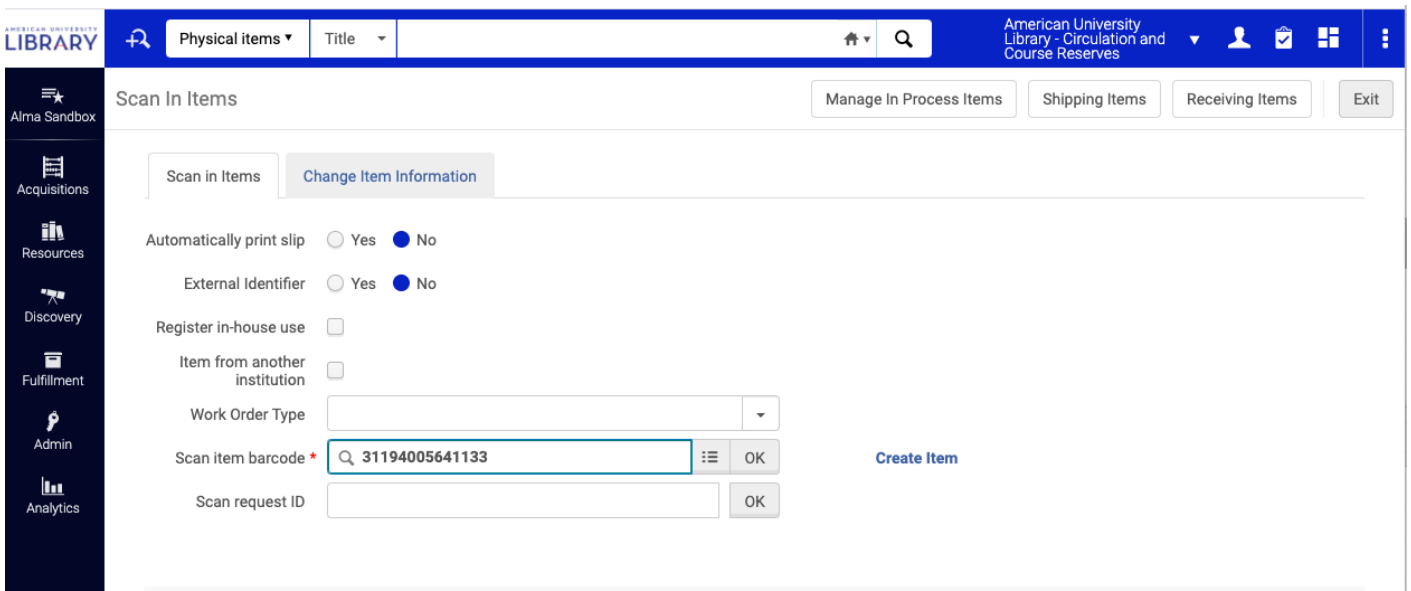
Requested Item:



The screenshot shows the 'Pick Up Requested Resources' page in the American University Library system. The page displays a single item for pickup. The item details are as follows:

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 form is used to scan in an item to fulfill a request. The form fields and options are as follows:

<input type="radio"/> Scan in Items	<input type="radio"/> Change Item Information
Automatically print slip	<input type="radio"/> Yes <input checked="" type="radio"/> No
External Identifier	<input type="radio"/> Yes <input checked="" type="radio"/> No
Register in-house use	<input type="checkbox"/>
Item from another institution	<input type="checkbox"/>
Work Order Type	<input type="text"/>
Scan item barcode *	<input type="text" value="31194005641133"/> <input type="button" value="OK"/>
Scan request ID	<input type="text"/> <input type="button" value="OK"/>
<input type="button" value="Create Item"/>	

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

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

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

American University Library - Circulation and Course Reserves

Alma Sandbox

Scan In Items

Clear List 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

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

American University Library - Circulation and Course Reserves

Alma Sandbox

Scan In Items

Clear List 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

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	

Manual Description

Title	Manual Description
A life of Picasso / John Richardson with the collaboration of Marilyn McCully.	Volume:Volume 2 - TEST - Kilduff

Cancel Attach

ExLibris © Ex Libris, a F

Request is filled and now In Transit to patron:

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:

No records were found.

Item now On Hold shelf for patron:

UNIVERSITY OF DISTRICT OF COLUMBIA

Requests ▾ Title ▾

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

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
1 A 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

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