

Shared Collections Facility (SCF) Institution Zone

Information on how the Shared Collections Facility Institution Zone (a.k.a. the SCF IZ) is configured, how to accession items to the SCF in Alma, and how SCF items in an owning Institution Zone (IZ) are copied to, requested from, etc. the SCF IZ.

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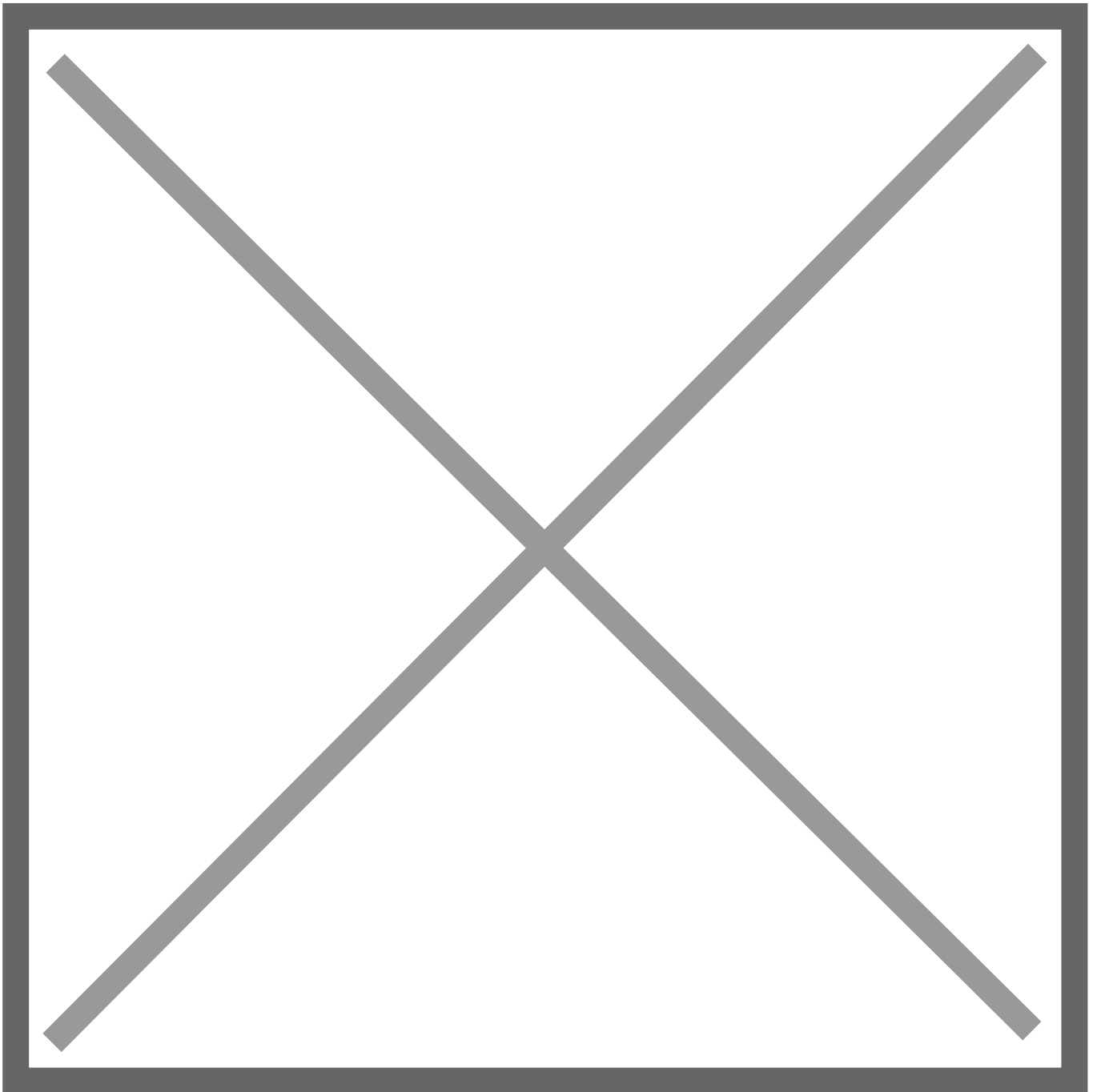
Workflows for items at the SCF

Workflows on accessioning new items to the SCF, requesting SCF items, returning SCF items, etc.

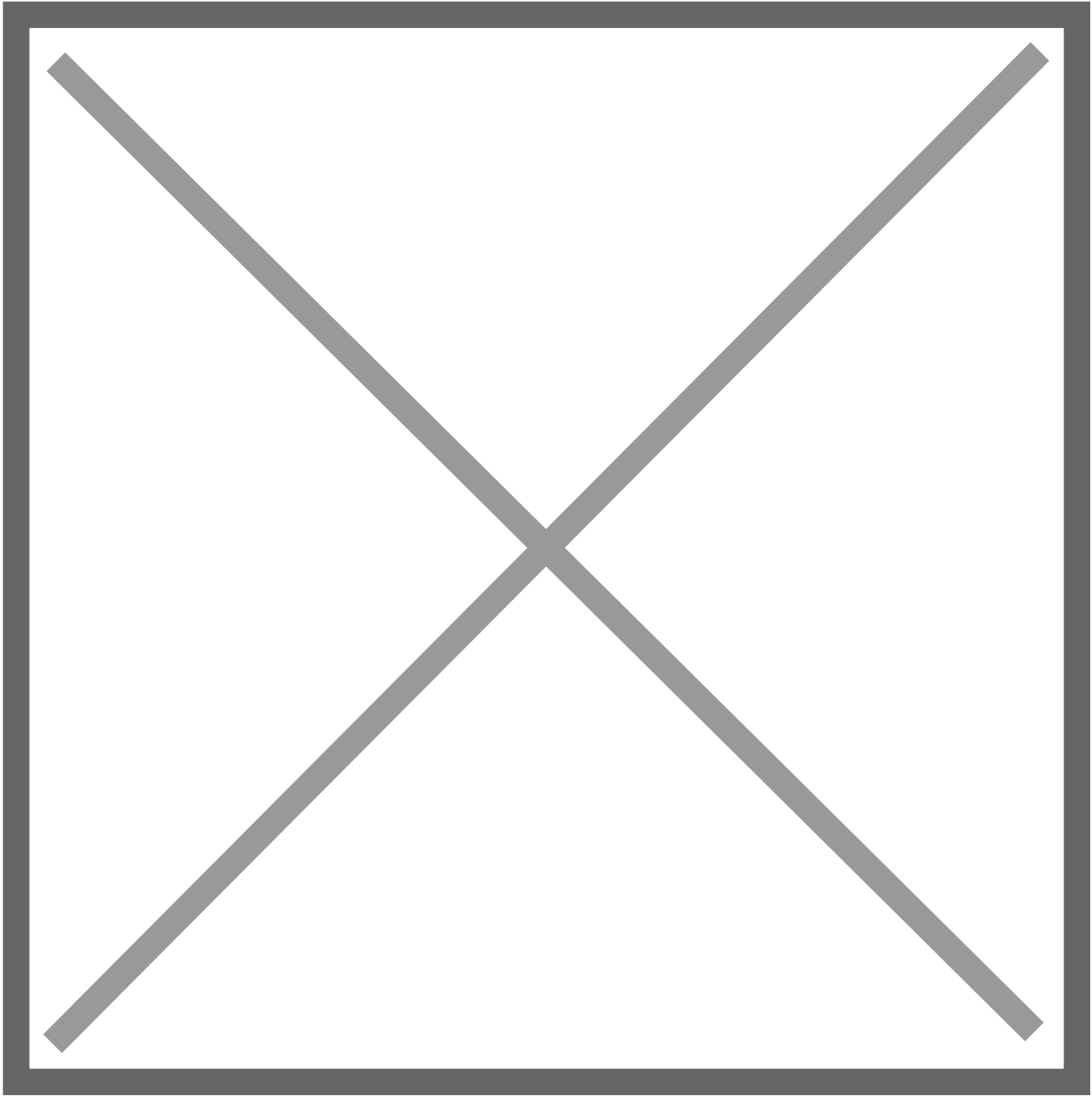
Accessioning new items to SCF

Now that we have new architecture in which the owning IZ's item record is used for fulfillment, there are new procedures for preparing items to be sent to the SCF for accessions. Prior to taking any of the steps below, please contact the SCF Supervisor to arrange transport and ensure there is space in the processing areas. Creation of the SCF version of the record will be done automatically by a special script created by Ex Libris. To trigger the script, you will need to do the following:

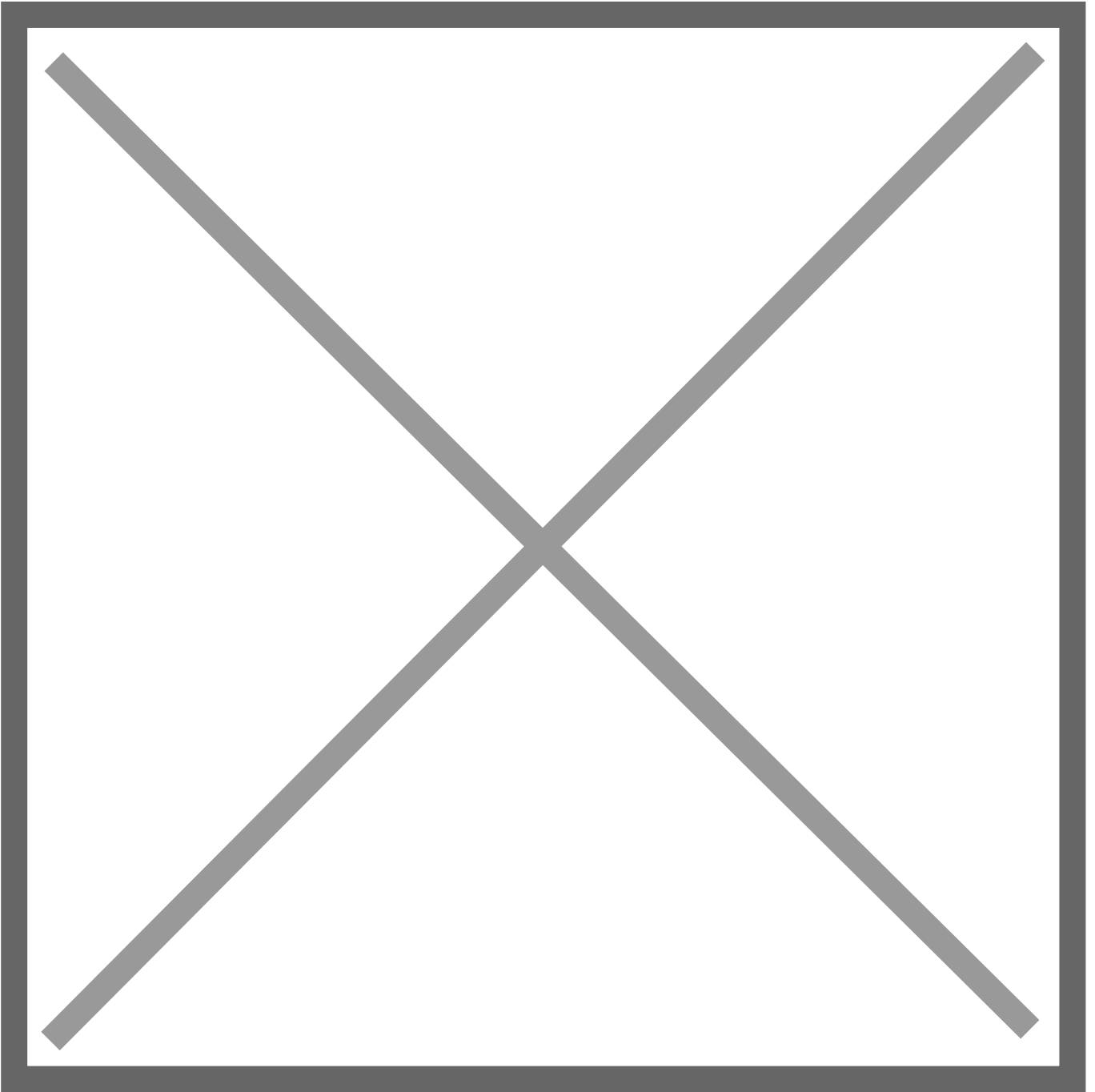
1. Identify item(s) in the owning IZ that you would like to send to the SCF via weeding or other selection process.



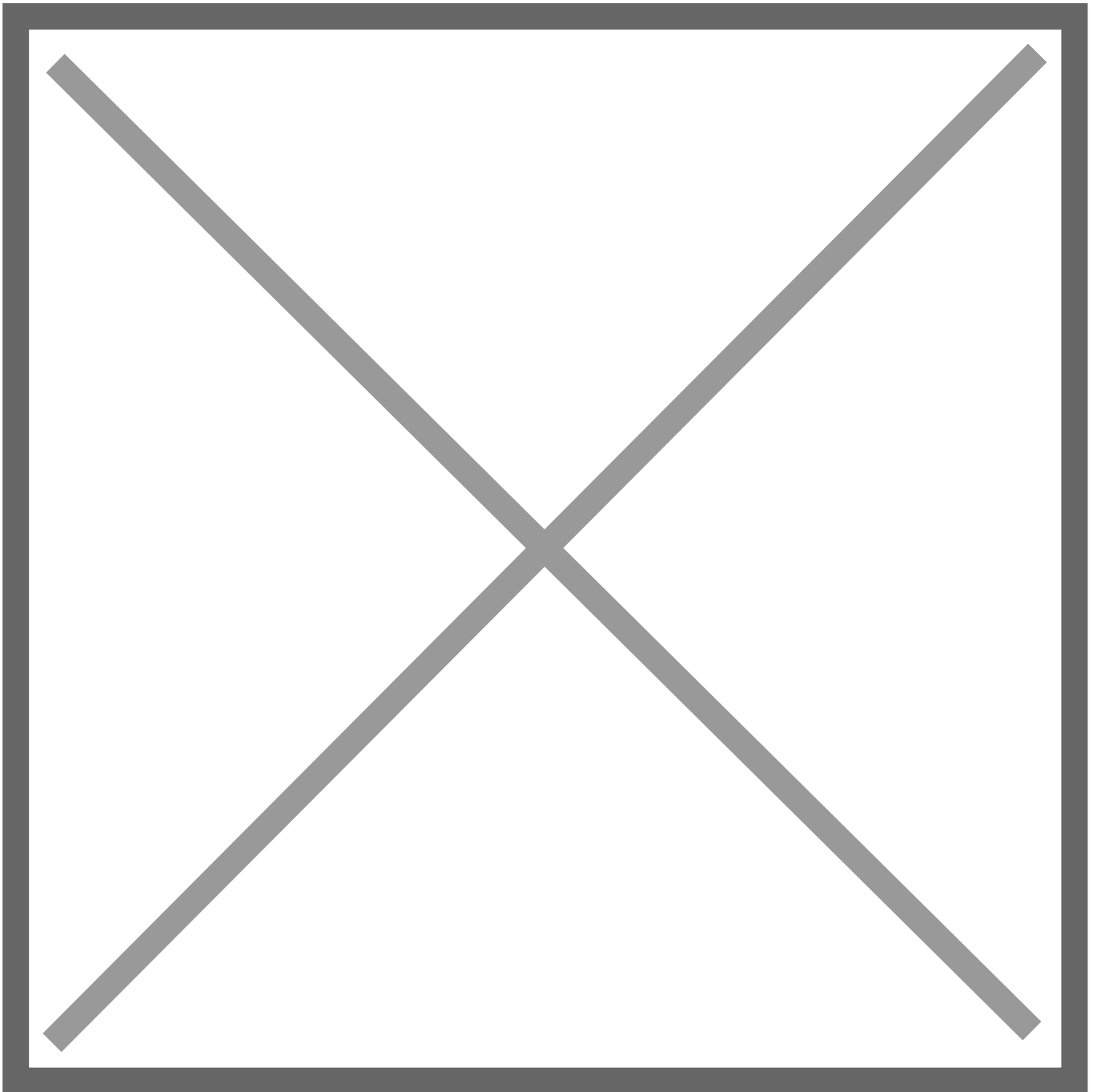
2. Edit the items and give them a temporary location with the type "Remote Storage". You should be familiar with this list and it includes location codes like "wrlc stor" and "wrlc stnc". For the full list or if you aren't certain, you can check the physical locations list as shown below.



3. Editing the locations can be done to individual records during the weeding/selection process as shown below or as part of a batch change physical items job on a list of barcodes.



4. Scan in the item(s) barcode - this causes the item to be put in transit or in process so that the item does not appear as available while in transit to SCF and being processed by SCF staff.



5. Notify the Director of Library and User Services at WRLC and we will run the “**SCF publishing profile**” publishing profile job for your owning IZ. Note: do not edit the publishing profile in any way. This publishing profile uses a logical set of all items with a remote storage location. By running this job we will publish any new additions to this set and your items will automatically have an identical item record created in the SCF IZ.

Workflows for items at the SCF

Requesting SCF Items

Below are resources for different requesting workflows:

- [Requesting Special Collections materials in the George Washington Institution Zone](#)
- [Requesting Booth Special Collections materials in the Georgetown Institution Zone](#)
- Affiliate Libraries
 - [Requesting in the Shared Collections Facility \(SCF\) Institution Zone](#)
 - [Requesting in Primo](#)

Updating SCF items (barcodes, bibliographic records, etc.)

As detailed in the [Metadata Infrastructure in the SCF IZ](#) page, every item that resides in the WRLC's Shared Collections Facility (SCF) has two records in our Network Zone; one copy that resides in the owning Institution's IZ, and a second copy that resides in the SCF IZ.

Because of this, certain updates made to an SCF item in the owning Institution Zone are NOT automatically pushed out to the SCF catalog. Because of this discrepancy, the WRLC needs to be notified if certain changes are made to an SCF item.

Barcode

If the barcode of an SCF item is changed, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated.

Without this necessary step, the SCF publishing app will create a separate item record in the SCF IZ containing the new barcode. This will result in two item records in the SCF IZ for the same item ; one with the old barcode, and one with the new barcode. WRLC must be notified of a barcode change in order to prevent this.

Bibliographic Record

If an SCF item is moved to a different bibliographic record, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated.

Without this necessary step, requests for this item may fail. WRLC must be notified of a bib record change in order to prevent this. Please keep in mind, this policy applies to both items attached to an NZ record AND items attached to an IZ-only record.

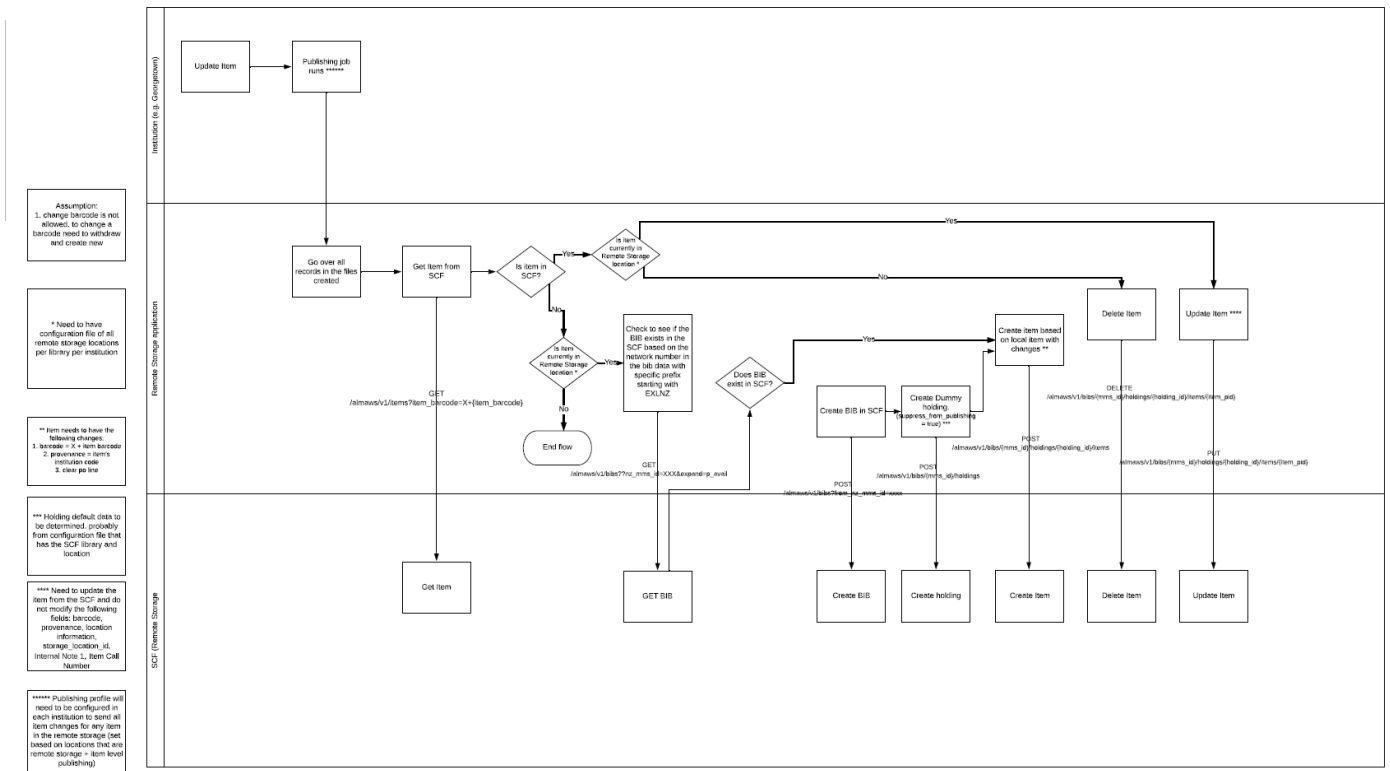
Remote Storage App

How the SCF remote storage app works for accessions, requests, loans, etc.

Accessions in the Remote Storage App

Accessions Workflow

The following accessions workflow is configured for all WRLC Institution Zones **except UDC Law and CU Law**.



1. Update item in owning IZ (location is changed from a regular location to an SCF location)
2. [Publishing job](#) runs in owning IZ (once a day, usually around midnight); the job sends a file of item information from an [Alma set](#) to a specific [SFTP folder](#)
3. The [Job Finish Webhook Integration Profile](#) in the owning IZ sends out a webhook when the publishing job finishes.
4. The Remote Storage app recognizes the webhook from the list of approved job webhooks in the [configuration file](#). The app then opens and processes the file from the SFTP folder.
5. The app first checks if the barcode exists in the SCF IZ. If it doesn't, it looks for a matching bibliographic record, then a holdings record (in that order). If found, those records are used; if not, they are created in the same order. Details on the metadata added to the bibliographic and holdings records are provided in the [Metadata changes in the SCF IZ](#) section below

6. Item is created. Details on the metadata added to the item records are provided in the [Metadata changes in the SCF IZ](#) section below

Assumptions made in the Accessions Workflow

- Change of barcode is not allowed
 - Need to have configuration file of all remote storage locations per library per institution
 - Item needs to have the following changes
 - Barcode = X + item barcode
 - Provenance = item's Institution Code
 - Clear PO Line
 - Holding default data is in configuration file (default is used if holdings/location is NOT found in configuration file)
 - Need to update the item from the SCF and do not modify the following fields : barcode, provenance, location, storage location id, Internal Note 1, Item Call Number
 - Publishing profile will need to be configured in each institution to send all item changes for any item in the remote storage (set based on locations that are remote storage + item level publishing)
-

Set for SCF Data Prep in Alma

Every participating WRLC Institution Zone has a Physical Items set that searches for all item records with either a temporary or permanent location at the Shared Collections Facility. Each set has an Internal Note stating DO NOT DELETE.

This set is used for the [SCF Data Preparation Profile](#).

SCF Data Preparation Publishing Profile in Alma

A publishing profile (called the "SCF Data Preparation Profile") in the owning IZ exports a MARC XML file containing new, deleted, and updated items found in a specific Alma set ("[Set for SCF Data Prep](#)").

The XML file names are :

Institution abbreviation + iz2scf + yyyyymmdd + two-digit number + Alma Process ID + *new* or *delete*

ex. au_iz2scf_2025060308_18906688690004102_new

The job is run daily, usually at night or early in the morning

A webhook is sent by the [SCF Job Finish Webhook Integration Profile](#) when the publishing job finishes. The job ID is listed in the [config file for the app](#), letting the app know that this is a job that it should look out for. When the app recognizes the job id for the publishing profile, the app examines the file of items published and goes to work creating or updating the items in the SCF IZ.

Do not edit this profile without communicating with WRLC Central staff. If you save edits, it will change the Job ID, which is what the Remote Storage App looks for in the [Job Finish Webhook](#). Editing this profile requires finding the new Job ID, and then updating the configuration JSON file with the new information.

SFTP for SCF App

The S/FTP Definition configured in Alma is named "**SFTP for SCF App**". This is the destination where the publishing profile exports the daily item information file and where the Requests file is also sent.

In this Integration Profile, the specified subdirectory is "**Alma**" (or "**AlmaRSA-PSB**" for sandbox environments).

Each [Publishing Profile](#) for accessions uses a subdirectory in the format:
[Institution Code]/items

ex. 01WRLC_AMU/items

“ After each sandbox refresh, the sandbox environment must be updated with the correct subdirectory.

Additionally, the SFTP server information in the [app configuration file](#) must exactly match the details specified in the S/FTP Definition.

Webhook Integration Profiles

There are two Webhook integration profiles important to the SCF accessions workflow.

1. **SCF Job Finish Webhook Integration Profile** in the owning Institution Zone
 1. Sends out a webhook for every job that finishes running in the Institution Zone. The SCF app searches for the job id (publishing_job_id) in the [conf.json file](#) and the institution is selected according to it.
2. **SCF Loans Webhooks Integration Profile** in the SCF IZ
 1. Sends out a webhook for requests and loans in the SCF IZ. The SCFapp changes the status of the owning institution's item record based on the changes made in the SCF IZ. For more information, see the [Loans page](#) and the [Requests page](#).

You can see a list of Webhook logs in Alma (Ellipsis button, View Log), and can also see the publishing job id in the Webhooks log for the publishing profile. Webhook secret in integration profile should be the same as that listed in the [config file](#).

Loans for published items

When an item is published to the SCF IZ, a loan is automatically created for the item. It is loaned to a dummy patron account with a patron type of *Library pickup locations*.

The name of the account will often be *Deliver to : [IZ abbreviation]*, for example *Deliver to: CU*.

The Primary ID of these user profiles is the IZ code, followed by a dash (no spaces), and then the code for the library, for example *01WRLC_GWA-SCRC*.

The Primary ID for the dummy accounts cannot be edited, they are integral to the remote storage app code.

When an item is scanned in at the SCF IZ for initial processing, the remote storage app sees the Remove Loan webhook sent from the SCF IZ by the [SCF Loans Webhooks Integration Profile](#), and the app removes any in transit status's on the item in the owning IZ.

Metadata changes in the SCF IZ

Bib records

The bibliographic records not linked to the NZ will be given an 035 field with the prefix of the IZ code (ex. 01WRLC_AMU) followed by the owning IZ's MMS ID

Holdings records

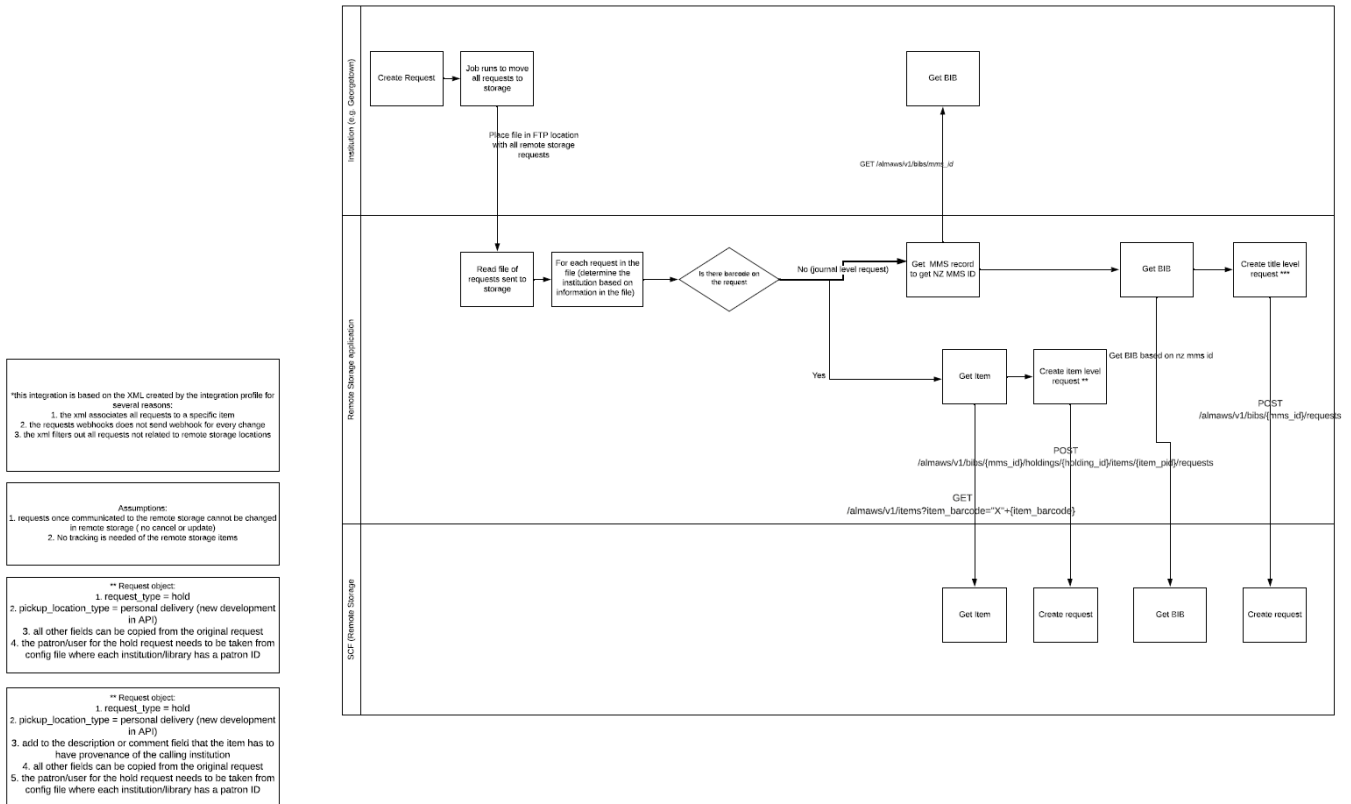
A new holdings record will be created for the item in the SCF IZ if there isn't a pre existing holdings record attached to the bib with the same location code.

Item records

- A provenance Code is added that corresponds to the owning IZ
- An X is added to the end of the barcode
- The PO Line is cleared

Requests in the Remote Storage App

Requests Workflow



1. [Shared Collections Facility Integration Profile](#) runs and places file of requests in the [SCF SFTP folder](#).
2. Remote Storage app searches for the item in the SCF IZ using the barcode; if found, an item-level request is created
3. If a barcode is not a part of the request metadata (because the request is for an article), then the app searches for the title using the NZ MMS Id; if found, a title-level request is created

Assumptions made in the Requests Workflow

1. XML associates all requests to a specific item
2. Requests webhook does not send webhook for every change

3. XML file filters out all requests not related to remote storage locations
 4. Requests once communicated to the SCF IZ cannot be changed
 5. No tracking is needed of the remote storage items
 6. The request type is a Hold
 7. The pickup location type is a personal delivery
 8. All other fields can be copied from the original request
 9. The patron/user for the hold request needs to be taken from the config file where each institution/library has a Patron ID
 10. Item in the SCF IZ must have provenance of the calling institution
-

Integration Profile

The Integration Profile used for Requests is configured in every participating Institution Zone in the WRLC Network

1. **Shared Collections Facility Integration Profile :**

1. This is a Remote Storage type integration profile. It runs twice daily (at noon and at midnight) and sends a file of all requests made to items with a Remote Storage location to an SFTP server for the remote storage app to process. The app searches for the job id (publishing_job_id) in the [conf.json file](#).

Do not edit this profile without communicating with WRLC Central staff. If you save edits, it will change the Job ID, which is what the Remote Storage App looks for in the Job Finish Webhook. Editing this profile requires finding the new Job ID, and then updating the configuration JSON file with the new information.

SFTP for SCF App

The S/FTP Definition configured in Alma is named "**SFTP for SCF App**". This is the destination where the publishing profile exports the daily item information file and where the Requests file is also sent.

In this Integration Profile, the specified subdirectory is "**Alma**" (or "**AlmaRSA-PSB**" for sandbox environments).

Each Integration Profile for requests uses a subdirectory in the format:

[Institution Code]/requests

ex. 01WRLC_AMU/requests

After each sandbox refresh, the sandbox environment must be updated with the correct subdirectory.

Additionally, the SFTP server information in the [app configuration file](#) must exactly match the details specified in the S/FTP Definition.

Requests Process

When a patron makes a request for an item at the SCF, the item is given a status of *Waiting for Remote Storage* in the owning Institution's IZ. The item in the owning IZ also has a process type of *Requested*.

If the requester is from a different Institution than the Institution that owns the item, the request will appear under both the *Monitor Requests & Item Processes* page (without a workflow assigned) and the *Borrowing Requests* page in the IZ of the requester, with a status of *Request sent to Partner*; the partner that is listed is the owning IZ, not the SCF IZ.

The [Shared Collections Facility Integration Profile](#) in each owning Institution Zone runs twice daily (once at noon, and again at midnight), and transfers requests to the SCF IZ. In the SCF IZ, the item is given a status of *Pick from shelf*; it is "requested" by the patron account associated with the pickup location.

Once the request has successfully transferred to the SCF IZ, the status of the item in the owning IZ is changed to *Request Communicated to Storage*, until the item is scanned at the requester's IZ; then the item is placed on their Hold Shelf. The item record will have a process type of *Hold Shelf*, even if the Hold Shelf is at another Institution other than the owning Institution.

When the item is scanned in the SCF IZ (after being picked up from the shelf by the SCF specialists), it is automatically loaned to the patron account associated with the requesting library (Deliver To : [Pickup IZ]). This is because all of the Library pickup patron accounts in the SCF IZ are governed by the Library Delivery fulfillment rule that is configured under the Limited Request fulfillment unit for Library pickup patron accounts. The SCF copy of the item remains on loan until the item is returned to the SCF.

When item is scanned in at the non-SCF Institution Zone, the item is given a status of *Transit for Reshelving*.

When the returned item is scanned in at the SCF, not only is the Loan in the SCF IZ removed, but the *In Transit* status in the owning IZ is also removed due to the webhook sent via the SCF Loans Webhooks Profile Integration Profile, and processing done by the SCF app. For more information on Loans and the remote storage app, see the [Loans page](#).

Remote Storage App Configuration

Configuration Files

There are two configuration files found on the scfapp@sftp.wrlc.org :

- Live production environment (***home/SCFApp/Alma/conf.json***)
- Sandbox (***home/SCFApp/AlmaRSA-PSB/conf.json***)

This JSON file gives the remote storage app important information regarding institution, library, and location codes, as well as API keys, publishing profile IDs, etc.

What exactly is found in the configuration file?

- SCF SFTP server information
- Default location code for items in the SCF IZ (*wrlc stor*)
- API keys for all WRLC Institution Zones
- Publishing Profile IDs and Job IDs for each IZ (information on how to find these can be found on the [How to find Job IDs for the Remote Storage App](#) page)
- Institution and Library codes for each IZ
- Remote Storage Location codes for each IZ

If any changes are made to anything listed above, the configuration file must be updated. Changes made to this file requires a reloading of the Remote Storage App

Logs

Logs for both the production and sandbox environment are found on WRLC's Azure site (

<https://aladin-sp.wrlc.org/login?service=webappvfs>)

- Live production environment (***alma-remote-storage-app/AlmaRSA/logs***)
- Sandbox (***alma-remote-storage-app-psb/AlmaRSA-PSB/logs***)

The file name denotes the type of log file; logs with a file name beginning with PSB-application are for the sandbox, and logs with a file name beginning with application are for the production

environment.

Log files starts around 11pm of the previous day and end at 11pm the day of.

The log will have thread numbers - each request/action is given a specific thread number. if there are many requests at once, the thread numbers are an easy way to keep track of one request

SCFTP for SCF App S/FTP Definition

The S/FTP Definition configured in Alma is named "**SFTP for SCF App**". This is the destination where the publishing profile exports the daily item information file and where the Requests file is also sent.

The specified subdirectory is "**Alma**" (or "**AlmaRSA-PSB**" for sandbox environments).

[The SCF Data Preparation Publishing Profile](#) for accessions uses a subdirectory in the format:

[Institution Code]/items

ex. 01WRLC_AMU/items

[The Shared Collections Facility Integration Profile](#) for requests uses a subdirectory in the format:

[Institution Code]/requests

ex. 01WRLC_AMU/requests

After each sandbox refresh, the sandbox environment must be updated with the correct subdirectory.

Integration Profiles

There are three Integration Profiles used for the Remote Storage App.

The two listed below are in each participating Institution's IZ

- **Shared Collections Facility Integration Profile**
 - Profile Type : Remote Storage
 - It runs twice daily (at noon and at midnight) and sends a file of all requests made to items with a Remote Storage location to an SFTP server for the remote storage app to process. The app searches for the job id (publishing_job_id) in the config.json file
 - Relevant Workflows
 - [Requests](#)
-

Do not edit this profile without communicating with WRLC Central staff. If you save edits, it will change the Job ID, which is what the Remote Storage App looks for in the [Job Finish Webhook](#). Editing this profile requires finding the new Job ID, and then updating the configuration JSON file with the new information.

- **SCF Job Finish Webhook Integration Profile**

- Profile Type: Webhook
- Sends out a webhook for every job that finishes running in the Institution Zone. The remote storage app searches for the job id (publishing_job_id) in the conf.json file and the institution is selected according to it.
- Relevant Workflows:
 - [Accessions](#)

The profile listed below is in the SCF IZ

- **SCF Loans Webhooks Integration Profile**

- Profile Type: Webhook
- Sends out a webhook for loans in the SCF IZ. The SCFapp changes the status of the owning institution's item record based on the changes made in the SCF IZ.
- Relevant Workflows
 - [Accessions](#)
 - [Loans](#)

Set for SCF Item records

Every participating WRLC Institution Zone has a Physical Items set that searches for all item records with either a temporary or permanent location at the Shared Collections Facility. Each set has an Internal Note stating DO NOT DELETE.

This set is used for the [SCF Data Preparation Profile](#).

Publishing Profile

A publishing profile (called the "SCF Data Preparation Profile") in the owning IZ exports a MARC XML file containing new, deleted, and updated items found in a specific Alma set ("[Set for SCF Data Prep](#)").

The XML file names are :

Institution abbreviation + iz2scf + yyyymmdd + two-digit number + Alma Process ID + *new* or *delete*

ex. au_iz2scf_2025060308_18906688690004102_new

The job is run daily, usually at night or early in the morning

A webhook is sent by the [SCF Job Finish Webhook Integration Profile](#) when the publishing job finishes. The job ID is listed in the [config file for the app](#), letting the app know that this is a job that it should look out for. When the app recognizes the job id for the publishing profile, the app examines the file of items published and goes to work creating or updating the items in the SCF IZ.

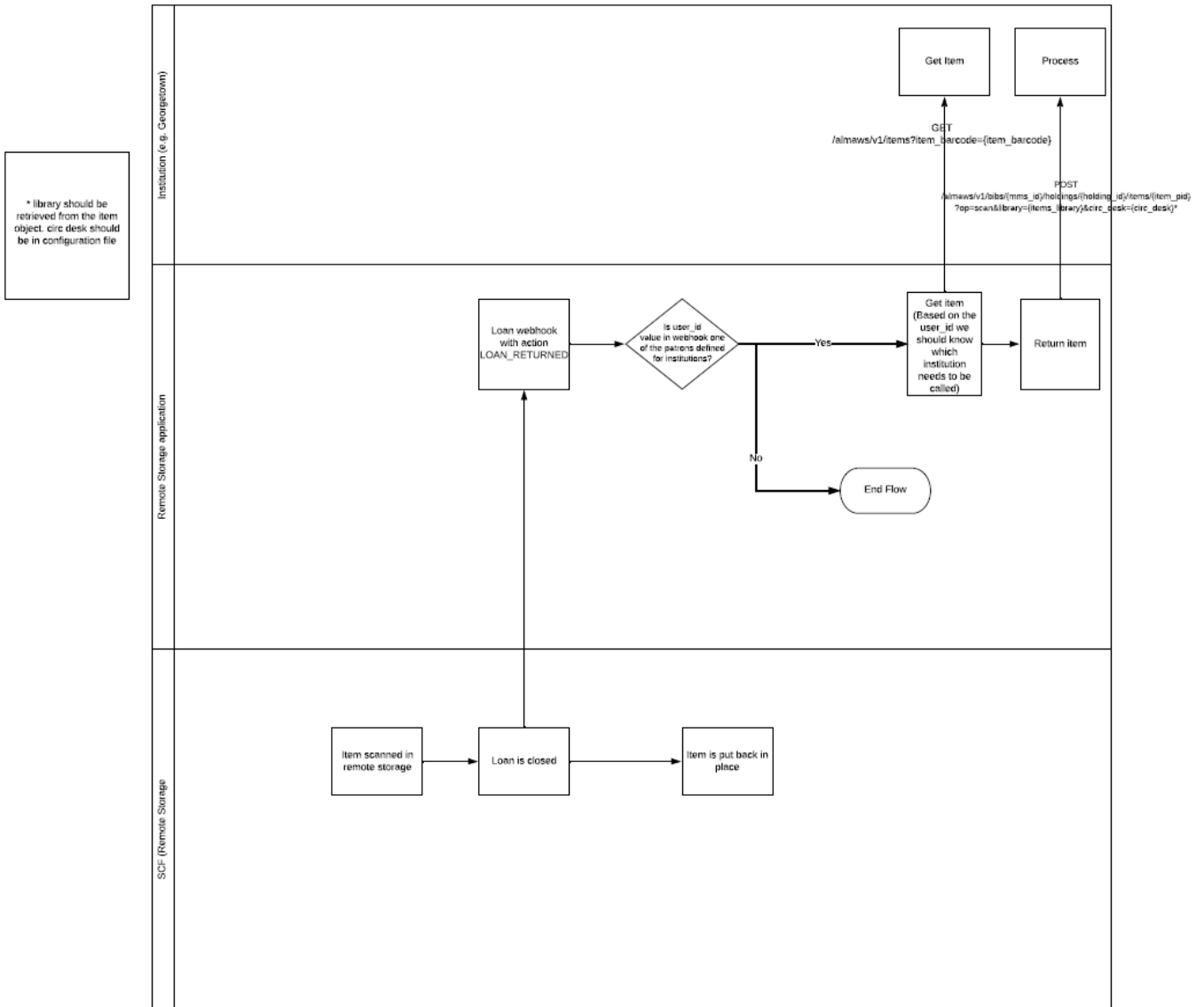
Do not edit this profile without communicating with WRLC Central staff. If you save edits, it will change the Job ID, which is what the Remote Storage App looks for in the [Job Finish Webhook](#). Editing this profile requires finding the new Job ID, and then updating the configuration JSON file with the new information.

Loans in the Remote Storage App

Loans Workflow

Changes in Loan status made in the SCF IZ are directly communicated to the owning IZ through a [Webhook Integration Profile](#) configured in the SCF IZ.

Changes in Loan status made in the owning IZ are NOT communicated to the SCF IZ. The process only runs one way : from SCF IZ to owning IZ.



1. Item scanned in SCF IZ, loan is closed
 2. Webhook for the Loan Returned action is sent out
 3. If the *user_id* value in the webhook equals the Primary ID of the dummy library account in the SCF IZ. If the institution code and library code in the Primary ID exist in the [configuration file](#), the remote storage app will process the return
 4. The remote storage app finds the item in the owning IZ (based on the information in the Primary ID of the patron account, the app knows which institution needs to be called), and returns the item
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Webhook Integration Profile

The webhook profile used for Loans is configured in the SCF IZ.

1. **SCF Loans Webhooks Integration Profile** in the SCF IZ
 1. Sends out a webhook for requests and loans originating in the SCF IZ. The remote storage app changes the status of the owning institution's item record based on the changes made in the SCF IZ.

For the Webhook profiles, you can see list of Webhook logs in Alma (Ellipsis, View Log), and can also see the publishing job id in the Webhooks log for the publishing profile. Webhook secret in integration profile the same as that listed in the config file.

Loans for recently accessioned items

When an item is published to the SCF IZ, a loan is automatically created for the item. It is loaned to a dummy patron account with a patron type of *Library pickup locations*.

The name of the account will often be *Deliver to : [IZ abbreviation]*, for example *Deliver to: CU*.

The Primary ID of these user profiles is the IZ code, followed by a dash (no spaces), and then the code for the library, for example *01WRLC_GWA-SCRC*.

The Primary ID for the dummy accounts cannot be edited, they are integral to the remote storage app code.

When an item is scanned in at the SCF IZ for initial processing, the remote storage app sees the Remove Loan webhook sent from the SCF IZ by the [SCF Loans Webhooks Integration Profile](#), and the app removes any in transit status's on the item in the owning IZ.

Loans for requested SCF items

Requests made for SCF items are transferred to the SCF IZ by the remote storage app (for a full description of this workflow, please see the [Requests page](#)).

In the transfer process, the SCF copy of the item is requested in the SCF IZ by the dummy patron account associated with each library in the WRLC. The account used takes into consideration both the Primo/ Alma instance where the request originated, and the pickup location of the requested item.

For example, if an item was requested from GW's IZ for pickup at Gelman, the item in the SCF IZ would be requested by the dummy library account with the code *01WRLC_GWA-gelman*

When the requested item is scanned at the SCF IZ, the item is automatically loaned to the dummy library account, and the loan webhooks are sent to the remote storage app via the [SCF Loans Webhooks Profile](#) in the SCF IZ.

How to find Job IDs for the Remote Storage App

The **SCF Job Finish Webhook Integration Profile** sends out a webhook every time a job finishes running in the Institution Zone. The Remote Storage App receives all of the webhooks and specifically looks for the webhooks with a Job ID that is listed in the configuration JSON file.

The specific Job IDs the app is looking for are for the **Shared Collections Facility Integration Profile** (exports a file of requests to an SCF SFTP folder) and for the **SCF Data Preparation Publishing Profile** (exports a file of new SCF items).

It is important to keep these Job IDs accurate and up-to-date; Request and Accession workflows are reliant on them.

If either the Integration Profile or the Publishing Profile are edited in Alma, the Job ID changes. It is essential to communicate with WRLC Staff before editing any of these two profiles.

Follow the workflows detailed below to find the correct Job ID used in the Remote Storage App's configuration file.

Publishing Profile Job ID

- Go to Alma > Resources > Publishing > Publishing Profiles
- Find the **SCF Data Preparation Profile**, then choose Edit
- Copy the Profile ID (found on the top line next to the Profile Name)
- Copy the API key for this Institution Zone listed in the configuration JSON file
- Create a URL following this formula:

```
https://api-na.hosted.exlibrisgroup.com/almaws/v1/conf/jobs?  
+ apikey=[insert API key here]  
+ &profile_id=[insert Profile ID here]
```

EXAMPLE:

```
https://api-na.hosted.exlibrisgroup.com/almaws/v1/conf/jobs?apikey=l8xx3ddc6c7128a144e8aa27a8faf383d199&pr
```

ofile_id=7750084200004102

- In the resulting XML code, find the value for the **id element** (it is usually the letter S followed by a 17 digit number). That is the Job ID for the publishing profile

For more information, see the Google spreadsheet [Publishing Profile info](#)

Request Integration Profile Job ID

- Copy the API key for this Institution Zone listed in the configuration JSON file
- Create a URL following this formula:

```
https://api-na.hosted.exlibrisgroup.com/almaws/v1/conf/integration-profiles?  
+ apikey=[insert API key here]  
+ &type=REMOTE_STORAGE
```

EXAMPLE:

```
https://api-na.hosted.exlibrisgroup.com/almaws/v1/conf/integration-  
profiles?apikey=l8xxdd61599bea484b8d8b7d84a722da788e&type=REMOTE_STORAGE
```

- In the resulting XML code, find and copy the value for the **id element** (it is usually a 16 digit number)
- Using the id number, create a URL following this formula:

```
https://api-na.hosted.exlibrisgroup.com/almaws/v1/conf/jobs?  
+ apikey=[insert API key here]  
+ &profile_id=[insert Profile ID here]
```

EXAMPLE:

```
https://api-  
na.hosted.exlibrisgroup.com/almaws/v1/conf/jobs?apikey=l8xxdd61599bea484b8d8b7d84a722da788e&pr  
ofile_id=10385500680004107
```

- In the resulting XML code, find the value for the **id element** (it is usually the letter S followed by a 17 digit number). That is the Job ID for the publishing profile

Metadata Infrastructure in the SCF IZ

Every item that resides in the WRLC's Shared Collections Facility (SCF) has two records in our Network Zone; a copy that resides in the owning Institution's IZ, and a second copy that resides in the SCF IZ. The second SCF copy is primarily used for shelf and workflow control at the SCF. Because of this, the SCF copy is suppressed from discovery in the patron-facing catalog (Primo). The record that patrons view in Primo is the record in the owning Institution's IZ.

When a patron requests an item located at the SCF, the request is attached to the owning institution's copy of the item record (the unsuppressed record). Then the SCF publishing app automatically transfers that request to the SCF copy of the item record (the suppressed record).

Bibliographic Records

If the owning Institution's item record is attached to a Network Zone bibliographic record, the SCF copy of the item record will also be attached to the same NZ bib record. The SCF holding and item records are suppressed from discovery in Primo.

The screenshot shows a Primo catalog record for the book "The theatre of Bertolt Brecht: a study from eight aspects." The record is displayed in a table with one row. The table has columns for selection, image, title, description, and metadata. The record is held by two institutions: "My Institution" and "Shared storage institution".

	Institution	Network	Community
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select All Sort by: Rank Secondary Sort by: Rank 0 rows selected Expand: All

1 <input type="checkbox"/>		The theatre of Bertolt Brecht: a study from eight aspects. Book (Book - Physical) text; unmediated; volume By Willett, John. (London, Methuen, 1967.) Subject: Brecht, Bertolt,--1898-1956. Edition: 3rd ed. revised.	Language: English MMS ID: 9911620768604101 Creation Date: 07/11/2018 05:09 AM EDT Modification Date: 09/14/2023 02:55 PM EDT Record number: (OCoLC)02616710	Edit Record Order ...
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Held by (2)

[My Institution](#) [Shared storage institution](#)

If the owning Institution's item record is NOT attached to a Network Zone bibliographic record (if it is attached to an IZ-only record), then the SCF copy of the item record will be attached to a suppressed copy of the IZ-only bibliographic record.

MMS ID: 99186047751004617
 Creation Date: 08/27/2020 14:58:03 EDT
 Modification Date: 08/27/2020 14:58:03 EDT
 Record number: (<DAU>)576761-wrlcdb

● Physical (1) Electronic Digital Other details

The SCF copy of the bib record will have the MMS Id of the owning Institution's record in the 035 field; the inclusion of the MMS Id allows for requests of non-NZ linked items to occur.

LDR	00370dam a22001215 4500
001	99186047751004617
005	20200827145803.0
008	970731
035	__ 9 BF44741AU
035	__ a (<DAU>)576761-wrlcdb
035	__ a (01WRLC_AMU)995767613604102
245	00 a Great american speeches
ITM	__ l auscfgen n R15M15S27T12 AA b 31194005202944 c UNIV_LIB t R15M15S27T12 AA

Any updates made to the owning Institution's bib record will NOT be transferred to the SCF copy of the bib record.

If an SCF item is moved to a different bib record, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated. Without this necessary step, requests for this item may fail. For more policies like this, see the [Updating SCF items \(barcodes, bibliographic records, etc.\)](#) page.

Holding Records

All SCF holding record copies are suppressed from Discovery.

Any updates made to the owning Institution's holding record will NOT be transferred to the SCF copy of the holding record.

Item Records

The SCF copy of the item record has a few key differences from the original owning Institution item record.

The barcode will have an 'X' appended to the end. In addition, a provenance code is added to keep track of which Institution owns the item.

Physical Item Editor Save and toggle missing Relink to another bibliographic record Cancel

General ENUM/CHRON Notes History

General Information

Barcode	31194004185082X	Copy ID	0
Material type	Book	Item policy	-
Provenance	Property of American University	Is magnetic	No
PO Line		Issue date	-
Receiving date	10/31/2014	Expected receiving date	-
Enumeration A	-	Enumeration B	-
Chronology I	-	Chronology J	-
Description	-		
Pages	-	Pieces	1
Replacement cost	-	Receiving operator	import
Physical condition	-		
Process type			

Unlike the bib and holding records, updates made in the following fields to the owning Institution's copy of the item record will be transferred to the SCF copy:

- Material type
- Description
- Enumeration A
- Enumeration B
- Enumeration C
- Enumeration D
- Chronology I
- Chronology J
- Chronology K

If the barcode of an SCF item is changed, please open a WRLC Service Desk ticket (servicedesk@wrlc.org) so that the SCF copy can be updated. For more policies like this, see the [Updating SCF items \(barcodes, bibliographic records, etc.\)](#) page.

Item Locations

The permanent or temporary WRLC location in the owning Institution IZ is transferred to the SCF IZ as a permanent location.

If the item location in the owning IZ has one of the following location codes, the item in the SCF IZ will have the exact same location.

aub

brl box

da per

da pernc

dcpl box

gal arch

gtda

gtlaw

gtmed

gtwn

gtwn box

gw cq

gw nea

gw nsas

mu arch

mu av

udc jazz

wral

wr aumc

wr aumr

wrlc

wrlc almon

wrlc alper

wrlc cgrc

wrlc cunc

wrlccunc

wrlc danc

wrlc dism
wrlc disp
wrlc gtdp
wrlc gtkib
wrlc gtkip
wrlc gtmo
wrlc gtnc
wrlc gtsp
wrlc gtspe
wrlc gtthe
wrlc gtv
wrlc gtvc
wrlc hida
wrlc himm
wrlc micro
wrlcscfrs
wrlc sgrc
wrlc_shrd
wrlc shrm
wrlc shrp
wrlc sns
wrlc stnc
wrlcstndup
wrlcstnret
wrlcstodup
wrlc stor
wrlcstoret
wrlcstrret
wrlc stru
wrlc_stru
wrlc wood

wrlc woodc

Any SCF location in the owning IZ that is NOT listed above will be given the default location of *wrlc stor* in the SCF IZ.

Primo VE

Although there are two record copies for each item, the patron only sees one item in Primo because all SCF records are suppressed.

For example, this bib record has both American University and SCF holdings attached.

The screenshot shows the Primo VE interface. At the top, there are tabs for 'Institution', 'Network', and 'Community'. Below the tabs, there are search filters: 'Select All', 'Sort by: Rank', and 'Secondary Sort by: Rank'. On the right, it says '0 rows selected' and 'Expand: All'. The main content area shows a single record for 'The theatre of Bertolt Brecht: a study from eight aspects.' by Willett, John. The record includes a thumbnail image of the book cover, a small 'Held by (2)' indicator, and a list of institutions: 'My Institution' and 'Shared storage institution'. To the right of the record, there are details: 'Language: English', 'MMS ID: 9911620768604101', 'Creation Date: 07/11/2018 05:09 AM EDT', 'Modification Date: 09/14/2023 02:55 PM EDT', and 'Record number: (OCoLC)02616710'. There are also buttons for 'Edit Record', 'Order', and a menu icon.

In Primo, only the American University holdings are visible to the patron.

The screenshot shows the detailed record for 'The theatre of Bertolt Brecht: a study from eight aspects.' by Willett, John. The record includes a thumbnail image of the book cover, the title, author, and year (1967). Below the title, it says 'Available at American University Library Shared Collection Facility (PT2603.R397 Z9 1967)'. There are several sections: 'TOP', 'AVAILABILITY' (Availability), 'SEND TO' (REQUEST: Request for pickup / Chapter Request), 'DETAILED RECORD' (BACK TO LOCATIONS), 'VIRTUAL BROWSE' (AVAILABILITY AT LIBRARY), and 'RELATED LINKS' (American University Library Available, Shared Collection Facility; PT2603.R397 Z9 1967 (1 copy, 1 available, 0 requests)). There is a pushpin icon in the top right corner and a menu icon in the bottom right corner.

Patron Accounts for Libraries

When SCF items are requested and sent to neighboring libraries, they are checked out to patron accounts in the SCF IZ that represent each library pickup location.

These user accounts have the following characteristics

- **First & Last Name** : the name of the library
- **Preferred First & Last Name**: Deliver To: [Library abbreviation]
 - This is the name that is printed on the SCF Pull slips
- **Primary identifier**: [Institution code]-[Library code]
 - The Primary identifier is used by the Remote Storage App to create requests and loans. This should never be edited!
- **User Group** : Library Pickup Locations
 - The Library Pickup Locations user group is configured for all requests to be personal home delivery.

< User Details Toggle Account Type Cancel Save

General Information Contact Information Identifiers Notes Blocks Fines/Fees Statistics Attachments Proxy For History

User Information

First name *	<input type="text" value="Bender"/>	Middle name	<input type="text"/>
Last name *	<input type="text" value="Library"/>	Preferred first name	<input type="text" value="Deliver To:"/>
Preferred middle name	<input type="text"/>	Preferred last name	<input type="text" value="AU"/>
Primary identifier *	<input type="text" value="01WRLC_AMU-UNIV_LIB"/>	Title	<input type="text"/>
PIN number	<input type="text" value="****"/> <input type="button" value="Generate"/>	Job category	<input type="text" value="Please select a value"/>
Job description	<input type="text"/>	Gender	<input type="text"/>
User group	<input type="text" value="Library pickup locations"/>	Campus	<input type="text"/>
Website URL	<input type="text"/>	Preferred language	<input type="text" value="English"/>
Status	<input type="text" value="Active"/>	Status date	<input type="text" value="02/06/2020"/>
Birth date	<input type="text"/> <input type="button" value="📅"/>	Expiration date	<input type="text"/> <input type="button" value="📅"/>
Purge date	<input type="text"/> <input type="button" value="📅"/>	Last patron activity date	<input type="text" value="06/06/2025"/>
Resource sharing library	<input type="text"/>	Purchase request library	<input type="text"/>
Cataloger level	<input type="text" value="[00] Default Level"/>	Send message	<input type="text" value="General mail"/> <input type="button" value="Compose"/>

SCF Physical Locations

American University

Location Code in AU Institution Zone	Location Description in AU Institution Zone	Temporary or Permanent Location in AU Institution Zone	Library Name in AU Institution Zone	Equivalent Location in SCF IZ*
auscgen	Shared Collections Facility - General	Most are Permanent (a handful are Temporary)	American University Library	wrlc stor
auscfmus	Shared Collections Facility - Music	Permanent	Music Library (American University)	wrlc stor
auscfspec	Shared Collections Facility - Special	Permanent	University Archives and Special Collections (American University)	wrlc stor
wrlc stnc	WRLC Storage Non-Circulating	Temporary	American University Library	wrlc stnc
wrlc stor	WRLC Storage Circulating	Temporary	American University Library	wrlc stor
wrlc stru	WRLC Storage Restricted	Temporary	American University Library	wrlc stru
wrlcscfrs	WRLC SCF Remote Storage	Temporary	American University Library	wrlc stor

American University College of Law

Location Code in AU Law Institution Zone	Location Description in AU Law Institution Zone	Temporary or Permanent Location in AU Law Institution Zone	Library Name in AU Law Institution Zone	Equivalent Location in SCF IZ*
WRLC	WRLC Offsite Storage	Permanent	Pence Law Library	wrlc stor

Catholic University of America

Location Code in CU Institution Zone	Location Description in CU Institution Zone	Temporary or Permanent Location in CU Institution Zone	Library Name in CU Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Shared Collections Facility (wrlc stor)	Temporary AND Permanent	Mullen Library	wrlc stor
wrlc stnc	WRLC Shared Collections Facility (wrlc stnc)	Temporary	Mullen Library	wrlc stnc
wrlc shrp	WRLC Shared Collections Facility (wrlc shrp)	Temporary	Mullen Library	wrlc shrp
wrlc stru	WRLC Shared Collections Facility (wrlc stru)	Most are Temporary, a handful are Permanent	Mullen Library	wrlc stru
wrlc disp	WRLC Shared Collections Facility (wrlc disp)	Temporary	Mullen Library	wrlc disp
wrlc shrm	WRLC Shared Collections Facility (wrlc shrm)	Temporary	Mullen Library	wrlc shrm
wrlc dism	WRLC Shared Collections Facility (wrlc dism)	Temporary	Mullen Library	wrlc dism
wr aumc	WRLC Shared Collections Facility	Temporary	Mullen Library	wr aumc

Gallaudet University

Location Code in GA Institution Zone	Location Description in GA Institution Zone	Temporary or Permanent Location in GA Institution Zone	Library Name in GA Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Shared Collections Facility (wrlc stor)	Permanent AND Temporary	Gallaudet University Library	wrlc stor

wrlc stru	WRLC Shared Collections Facility (wrlc stru)	Permanent AND Temporary	Gallaudet University Library	wrlc stru
wrlc dfm	WRLC Shared Collections Facility (wrlc stor) Film	Most are Temporary, some are Permanent	Gallaudet University Library	wrlc stor
wrlc dfbk	WRLC Shared Collections Facility (wrlc stor) Deaf Books	Most are Temporary, some are Permanent	Gallaudet University Library	wrlc stor
WRLCDIG	WRLC Digital Collections	Permanent	Gallaudet University Library	wrlc stor
wrlcstoret	WRLC Shared Collections Facility (wrlcstoret)	Temporary	Gallaudet University Library	wrlcstoret
wrlc stnc	WRLC Shared Collections Facility (wrlc stnc)	Temporary	Gallaudet University Library	wrlc stnc
wrlc shrp	WRLC Shared Collections Facility (wrlc shrp)	Temporary	Gallaudet University Library	wrlc shrp
wrlc shrm	WRLC Shared Collections Facility (wrlc shrm)	Temporary	Gallaudet University Library	wrlc shrm
wrlc resv	WRLC Shared Collections Facility (wrlc stor) Reserves	Temporary	Gallaudet University Library	wrlc stor
wrlc dism	WRLC Shared Collections Facility (wrlc dism)	Temporary	Gallaudet University Library	wrlc dism
wrlc dfmd	WRLC Shared Collections Facility (wrlc stor) Deaf Media	Temporary	Gallaudet University Library	wrlc stor
wrlc cstk	WRLC Shared Collections Facility (wrlc stor) Closed Stacks	Temporary	Gallaudet University Library	wrlc stor

George Mason University

Location Code in GM Institution Zone	Location Description in GM Institution Zone	Temporary or Permanent Location in GM Institution Zone	Library Name in GM Institution Zone	Equivalent Location in SCF IZ*
wrlc_shrd	WRLC Shared Collections Facility	Most are Permanent, some are Temporary	Fenwick Library	wrlc stor
wrlc_rstcd	WRLC Center - Restricted Use	Most are Permanent, some are Temporary	Fenwick Library	wrlc stor
wrlc_cntr	WRLC Center	Permanent	Fenwick Library	wrlc stor

George Washington University

Location Code in GW Institution Zone	Location Description in GW Institution Zone	Temporary or Permanent Location in GW Institution Zone	Library Name in GW Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Storage Circulating	Most are Permanent, handful are Temporary	Gelman Library	wrlc stor
wrlc stnc	WRLC Storage Non-Circulating	Permanent	Gelman Library	wrlc stnc
wrlc sgrc	WRLC Storage Restricted - GRC	Most are Permanent, handful are Temporary	Gelman Library	wrlc sgrc
wrlc cgrc	WRLC Storage Circulating - GRC	Permanent	Gelman Library	wrlc cgrc
wrlc stru	WRLC Storage Restricted	Permanent	Gelman Library	wrlc stru
wrlc shrp	WRLC Shared periodical	Permanent	Gelman Library	wrlc shrp
wrlc disp	WRLC Shared Per. Discard	Permanent	Gelman Library	wrlc disp
wrlc dism	WRLC Shared Mono. Discard	Permanent	Gelman Library	wrlc dism
wrlc sns	WRLC Restricted National Security Archive	Permanent	Gelman Library	wrlc sns
wrlc_stru	WRLC Storage Restricted	Permanent	Special Collections Research Center	wrlc_stru

George Washington Himmelfarb University

Location Code in GW HS Institution Zone	Location Description in GW HS Institution Zone	Temporary or Permanent Location in GW HS Institution Zone	Library Name in GW HS Institution Zone	Equivalent Location in SCF IZ*
offs	Off-Site Storage	Permanent	Himmelfarb Health Sciences Library	wrlc stor

Georgetown University

Location Code in GT Institution Zone	Location Description in GT Institution Zone	Temporary or Permanent Location in GT Institution Zone	Library Name in GT Institution Zone	Equivalent Location in SCF IZ*
ocs	Off-Campus Shelving	Most are Permanent, handful are Temporary	Lauinger Library	wrlc stor
ocsp	Off-Campus Shelving - Periodicals	Permanent	Lauinger Library	wrlc stor
ocspw	Off-Campus Shelving - Woodstock Periodicals	Permanent	Lauinger Library	wrlc stor, wrlc wood, wrlc woodc
ocst	Off-Campus Shelving - Theses	Permanent	Lauinger Library	wrlc stor, wrlc gtthe
ocsv	Off-Campus Shelving - Media	Permanent	Lauinger Library	wrlc stor, wrlc gtv?
ocsvc	Off-Campus Shelving - Circulating	Permanent	Lauinger Library	wrlc stor, wrlc gtmo?
ocsmf	Off-Campus Shelving (Microform)	Permanent	Lauinger Library	wrlc stor
wrlc shrp	Off-Campus Shared Periodicals	Temporary	Lauinger Library	wrlc shrp
ocsmr	Off-Campus Shelving - Request in Special Collections	Permanent	Booth Family Center for Special Collections	wrlc stor, gtwn box, gtwn?

ocssc	Off-Campus Shelving - Archive/Manuscript Collections	Permanent	Booth Family Center for Special Collections	wrlc stor, wrlc gtspe?
ocskp	Off-Campus Shelving - Request in Bioethics Library	Permanent	Bioethics Research Library	wrlc stor, wrlc gtkib, wrlc gtkip
ocsk	Off-Campus Shelving - BRL	Permanent	Bioethics Research Library	wrlc stor, wrlc gtkib, wrlc gtkip
ocswd	Off-Campus Shelving - Request in Woodstock A	Currently no items with this location (configured as a Remote Storage location)	Woodstock Theological Library	wrlc stor, wrlc wood?, wrlc woodc?
ocwdc	Off-Campus Shelving - Request in Woodstock B	Currently no items with this location (configured as a Remote Storage location)	Woodstock Theological Library	wrlc stor, wrlc wood?, wrlc woodc?

Howard University

Location Code in HU Institution Zone	Location Description in HU Institution Zone	Temporary or Permanent Location in HU Institution Zone	Library Name in HU Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Storage Circulating	Most are Temporary, some are Permanent	Founders Library	wrlc stor
wrlcstoret	WRLC Storage Circulating Retention	Temporary	Founders Library	wrlcstoret
wrlc stnc	WRLC Storage Non-Circulating	Permanent and Temporary	Founders Library	wrlc stnc
wrlc shrp	WRLC Shared periodical	Permanent and Temporary	Founders Library	wrlc shrp
wrlc stru	WRLC Storage Restricted	Temporary	Founders Library	wrlc stru
wrlc disp	WRLC Shared Per. Discard	Permanent and Temporary	Founders Library	wrlc disp

wrlc dism	WRLC Shared Mono. Discard	Temporary	Founders Library	wrlc dism
wrlc micro	WRLC Shared Microforms	Permanent and Temporary	Founders Library	wrlc micro
wrlcscfrs	WRLC SCF Remote Storage	Most are Permanent, handful are Temporary	Founders Library	wrlcscfrs
wrlcstnret	WRLC Storage Non-Circulating Retention	Temporary	Founders Library	wrlcstnret
huwrlc	Stored at WRLC Shared Collections Facility (book)	Most are Permanent, handful are Temporary	Founders Library	wrlc stor
huwrlcdup	Stored at WRLC Shared Collections Facility (duplicate book)	Most are Permanent, handful are Temporary	Founders Library	wrlc stor
huwrlcret	Stored at WRLC Shared Collections Facility (retention book)	Most are Permanent, handful are Temporary	Founders Library	wrlc stor
huwrlcperm	Stored at WRLC Shared Collections Facility (permanent book)	Most are Permanent, handful are Temporary	Founders Library	wrlc stor
huwrlcper	Stored at WRLC Shared Collections Facility (print periodical)	Most are Permanent, handful are Temporary	Founders Library	wrlc stor
huwrlcmicr	Stored at WRLC Shared Collections Facility (microform/film/fiche)	Permanent	Founders Library	wrlc stor

Marymount University

Location Code in MU Institution Zone	Location Description in MU Institution Zone	Temporary or Permanent Location in MU Institution Zone	Library Name in MU Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Storage Circulating	Most are Temporary (a handful are Permanent)	Reinsch Library	wrlc stor

wrlc stnc	WRLC Storage Non-Circulating	Temporary	Reinsch Library	wrlc stnc
wrlc shrp	WRLC Shared Periodical	Temporary	Reinsch Library	wrlc shrp
wrlc stru	WRLC Storage Restricted	Temporary	Reinsch Library	wrlc stru

University of the District of Columbia

Location Code in DC Institution Zone	Location Description in DC Institution Zone	Temporary or Permanent Location in DC Institution Zone	Library Name in DC Institution Zone	Equivalent Location in SCF IZ*
wrlc stor	WRLC Shared Collections Facility	Temporary	Main Library	wrlc stor
wrlc stnc	WRLC Shared Collections Facility (non-circulating)	Temporary	Main Library	wrlc stnc

*** Items that do not have a matching location in the SCF Institution Zone are given the default location of *wrlc stor***

The following information was collected July 2025