
Using Campuses to Designate Pickup and Non-Pickup Locations

- **Article Type:** General
 - **Product:** Alma
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Desired Outcome Goal:

To prevent non-pickup/closed locations from appearing as pickup options in the discovery interface

Procedure:

1. Create separate campuses for pickup and non-pickup locations, using PICKUP and NOPICKUP as codes

-The name for the pickup campus should be the text to be shown in the Primo request box above the list of libraries

-To create a campus, while logged in at the institution level, go to Alma > General > General Configuration Menu >

Libraries > Campuses

-Click on Add Campus to create new campuses

2. Next, change the Request TOUs

-Go to Alma > Fulfillment > Fulfillment Configuration Menu > Physical Fulfillment > Terms of Use and Policies

-Filter to Request TOU

-Edit the Pickup Locations option to "Pickup in Campus" (to use the item's campus) or "Pickup in Patron Affiliated Campus" (if using the campus field on the patron's user record to control request options)

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