
Faculty/staff delivery option for holds

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 20
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Desired Outcome Goal:

As part of allowing holds on available items, only faculty/staff should be given a delivery option for delivery to their office/department

How can this be set up?

Procedure:

* In \$alephe_tab/tab_sub_library.lng create a type 3 sublibrary (ie. 'OFFIC' - Deliver to Office):

Example \$alephe_tab/tab_sub_library.lng

OFFIC 3 xxx50 L Deliver to Office

* ./xxx50/tab/tab27 - setup '02' process option for delivery – where 'OFFIC' is the pickup location (col. 4).

Make sure this comes before other '01' process options that may be related:

Example ./xxx50/tab/tab27

H ##### 01 OFFIC 02

* ./xxx50/tab/tab37 - setup pick-up list where 'OFFIC' is one of the pickup/delivery locations followed by other locations

The list can also be limited, so only faculty/staff will see the 'OFFIC' option (col. 4):

Example for ./xxx50/tab/tab37

01 ## 30 #OFFIC XXXXX XXXXX etc.

After tables are set up:

* Faculty/staff member puts hold on item via OPAC (or staff can do via staff client) and they can select 'Deliver to Office' from the pickup/delivery drop-down

* Run util e/6, and services "Request reports (cir-07)" and "Call slips for Requests (cir-12)" to pull items with holds from the shelf

* If faculty/staff member selected 'Deliver to Office', when the item is checked in at the item home library, a letter will print (with the patron's z304_address) and the item will be automatically checked out to the faculty/staff member.

* Item will then need to be delivered to faculty/staff member.

Additional Information

This setup was suggested by Jennifer Murray (SUNY - Buffalo)

Category: Circulation (500)

Subject: Hold requests (500)

- **Article last edited:** 10/8/2013