

## Moving Items

---

### Note

This page describes how to move items to a new location. For a full overview of the requests workflow starting from the different ways a request can enter into the Alma system through to scanning and final processing, see [Resource Requests Workflow](#).

For links to all the main fulfillment documentation pages see [Fulfillment](#).

---

To move an item, you must have the following role:

- Requests Operator

Staff users can request for items in the repository to be moved either permanently or temporarily from one location/library to another.

For more information, see [Move and Create Requests](#). (3:17 min)

The Requests Operator sends the item to the requested location, where the barcode is scanned to document its new location.

See [Relinking Items to Another Bibliographic Record](#) for related information.

### To move an item:

1. Create a request to move an item permanently or temporarily (see [Creating a Request](#)).
2. Follow the typical [Resource Requests Workflow](#):
  1. Locate the item (see [Managing Requests and Work Orders](#))
  2. Take the item from its location (see [Pickup at Shelf](#))
  3. Scan the barcode (see [Scanning Items](#))
  4. Move the item to its new location, and scan its barcode again (see [Scanning Items](#))

If additional information about the moved item (such as its location) must be changed, select the **Change Item Information** tab (see [Changing Item Information](#)).

For a video on how to manage move requests and monitor their processes in Alma, see [Move Request Management](#). (2:46 min)