

Lending Requests

How are lending requests from other institutions handled?

The lending request process in Alma starts with a registration of the request in Alma – Resource Sharing -> Lending Requests. The requested item is located, and request attributes are filled in:

Request Attribute

Supplied To: National Technical University

Owner: Resource Sharing Library

Request Status: Created lending request

External Identifier: ABXX

Format: Physical

Requested Media: Any

Allow Other Format:

Language: [dropdown]

Shipping Cost: [input] USD

Date Needed By: [input]

Requester Email: [input]

Level of Service: [dropdown]

Request note: [text area]

Once the request has been saved, staff can then manage fulfillment options – i.e. request that the item be transferred to the Resource Sharing (RS) library. An example of the print slip for the requests is shown following:

Resource Sharing Lending Slip Letter 15/05/2016

Supplied To: Auto-Graphics

External Identifier: 5707

Format: PHYSICAL

Date Needed By: 07/09/2015

Requester Email:

Title: Fast food nation : the dark side of the all-American meal / Eric Schlosser : [with a new afterword].

ISBN: 0000938455 (pbk.)

Training and Integration

5707

The owning library receives and processes the request, and sends it to the Resource Sharing Library to send to the Resource Sharing Partner. When the item is returned, staff will once again scan in the request ID or the barcode, and the item will then be moved back to the owning library.

What is the workflow for rejecting a lending request?

You can reject a resource sharing lending request for a variety of reasons. For example, if an item is already on loan or is not found in the library, you can reject the patron request.

To reject a lending request:

1. On the Resource Sharing Lending Requests Task List page (**Fulfillment > Resource Sharing > Lending Requests**), click **Reject** for a request. The Reject Request dialog box opens.
2. Select a reason for the rejection in the **Reject reason** field.
3. Optionally, add a note for the rejection in the **Internal note** and **Note to Partner** fields.

Reject Request

Reject reason	<input type="text" value="Look-up or select"/>
Internal note	At bindery
	Charges
	Cost exceeds limit
Note to partner	Expiry not supported
	In process
	In use on loan
	Lacking
	Lacks copyright compliance
	Locations not found
	Lost
	Mandatory messaging not supported
	Non circulating
	Not found as cited
	Not on shelf
	Not owned
	On hold

Knopf 1995
ISBN: 0679
others
OCLC Num
LCCN: AAA9
Subject: Fa
Fiction. – B
Fiction. – P
others
MMS ID: 95
Alerts

How is copyright and access control supported for resource sharing?

See under: [General - How is copyright...](#)

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