Physical Fulfillment

Welcome to this training session on fulfilling physical citations in Alma.
In this training session we'll see different options for fulfilling physical citations.

First, from the Edit Reading List page, let's filter our reading list so we are only looking at the citations which require library review. choose citation status Not Complete. Now let's review steps for fulfilling them. This is a citation for physical book which you want to make available for students on the reading list. You can see from the citation's holdings that there are items available in the Main Library, and you can move the book temporarily to the reserves or high demand area in the library.
If you have physical access to the item, you can get it from the shelf and move it temporarily to the reserves area. From the citation's row actions list Print a Slip for an individual title or use the Print Slip button to print out a list of books that you need to get for filling citations.
"From the citation's row actions list, you can change the item information by clicking on items. Choose Edit from the item's row actions list, if you need to edit the location of the item.
If you need to move a physical item and you don't have physical access, or plan to pull the item later, place a move request for the item by clicking on the Manage Fulfillment options link from the citation's row actions list.
The Manage Resource Options page opens to the Resource Options tab. Scrolling down to the Physical Services section, you can see any physical holdings and items that are available, as well as any open requests for the title.
From the item's row actions list, you can request a specific copy by selecting the request option, or by clicking on Place Request you can place a title-level request or a request for multiple copies. [do the second]
The Create Request form opens. There are two move request options, move temporarily or move permanently. Choose the request type to temporarily move the item from the General collection to reserves. Complete the To field which is required and will indicate the library that the item will be moved to. And Fill in the Location information in the additional request attributes section below.
Complete other optional fields in the request form including the number of copies to be moved, and due back date, which is the date after which Alma will trigger the move back to the permanent location.
Once you have completed the Create Request details, Click Submit to initiate the Move request. Now we can go back to our list.

Here we can see a new alert. When the physical move request is completed, we will see a new alert here indicating the status. When the move request has been completed, an additional alert will display. When your work on this citation is complete, you can set the citation to complete.

Note, that from the Edit Reading List page, it is also possible to select multiple citations and place a physical move request in bulk.

This concludes our session on physical fulfillment in Alma.
Thank you for joining!