

# Alma Quick Guide to Reserve

## Reserve

### **Place a physical item on reserve**

Select [your library] Circ Desk location

1. From fulfillment, go to Resource Requests/Scan in items
2. Select the “change item information” tab. Change type should be set by default to Temporary
3. Select the appropriate reserve type (for example, resc) from the location dropdown
4. Select the reserve item policy
5. Scan the item barcode

Note: If an item belongs to another location and is checked out to an account in Alma, do not scan it in first, but put it directly on reserve. If you scan it in, the item will then have a transit which needs to be cleared before it can be updated and placed on reserve.

### **Remove a physical item from reserve (restore)**

Select your library Circ Desk location

1. From fulfillment, go to Resource Requests/Scan in items
2. Select the “change item information” tab.
3. Select “restore” from the change type dropdown
4. Scan the item barcode

Note: If an item is restored in Alma, but belongs to a different location, the temporary status lingers until the item is scanned in at the home library. Once the item reaches the home library and is scanned in, the temporary location is cleared and it is ready to go back to the shelf.

## Full scans for figgy (no longer in effect)

### **Create a work order in Alma after an item is pulled**

1. Select the Digitization Department location
2. From “fulfillment” go to Resource Requests/Scan in items
3. Set status to should be “Preparing for Digitization”
4. Scan item barcode. The item is now in “intake” status and is accounted for while the scanning process takes place

### **Update item status in Alma after it is scanned\***

1. Select the Digitization Department location
2. From “fulfillment” go to Resource Requests/Scan in items
3. Set status to should be “Sequestered”
4. Scan item barcode. The item is now in “held” status and the PDF in figgy should be available to view through Blacklight

### **How to revert item status when no longer needed**

1. Select the Digitization Department location
2. From “fulfillment” go to Resource Requests/Scan in items
3. Click on “done”
4. Scan item barcode

\* PDFs for figgy should be saved to: \\Lib-illsql.princeton.edu\cdl\_scans\figgy\_ingest