Borrowing Requests without an External ID

1. If you receive an incoming Alma Borrowing request and the paperwork does not include an External ID:

   ![Image of the current desk selection screen in Alma]

   In Alma, select Resource Sharing Library - Resource Sharing Circulation Desk as your current desk.

   ![Image of the search and receive screen in Alma]

   3. In the search bar, select Borrowing requests and perform a Title search for the book.
   4. Locate the correct book by verifying the Partner name.
   5. Click the ellipses (…) and click Receive.

   6. Scan in the barcode in the Temporary barcode field.
      a. Check the Multiple items box if there is more than one volume.

   7. The request will automatically process and a transfer receipt will print in LI-125.