Resource Sharing/Interlibrary Loan

Mail Processing

- Mail Between the University Libraries
- Mail From Other Libraries
- Request Processing Workflow & General Guidelines
- Empire Library Delivery (ELD) Tracking System

Borrowing Processing

Incoming Borrowing

- Processing ILLiad Borrowing from Other Libraries
  - Processing ILLiad Borrowing with Multiple Volumes in Alma
- Processing Alma Borrowing from Other Libraries
  - Borrowing Requests without an External ID
- Personal Delivery

Borrowing Returns

- ILLiad Borrowing Returns
- Alma Borrowing Returns

Lending Processing

Outgoing Lending

- Printing Requests in ILLiad
  - ILLiad-Caiasoft Processing (in ILLiad)
  - ILLiad-Caiasoft Processing (in Caiasoft)
- Printing the Pick List in Alma - DRAFT
- Completing Patron Hold Requests in Alma
  - Personal Delivery
- Completing Outgoing Lending Requests in Alma
  - Outgoing Lending - Incorrect Processing
- Completing Outgoing Lending Requests in ILLiad

- Scanning Articles and Book Chapters (TO DO)
  - Articles in the Mail (TO DO)
  - Article Scanning in Adobe (To Do)
- ILLiad Article Delivery - Awaiting Online Request Processing
- Alma Article Delivery

- Not On Shelf Requests, Citation & Copyright Problems, etc.
- Fixing ILLiad Processing Mistakes

Lending Returns

- ILLiad Lending Returns
- Alma Lending Returns

Changing Hold Pickup Location in Alma

- Change Hold Pickup Location - NEEDS TO BE EDITED

Restore Item in Alma

- Restore Item in Alma