Outgoing Lending Requests in Alma

- Books Requested By Other Libraries in Alma
  - Shipping Items in Alma
  - Printing Shipping Slips

Books Requested By Other Libraries in Alma

- Pull requested items

Shipping Items in Alma

1. Go to the Fulfillment tab in Alma and click "Shipping Items" under Resource Sharing

2. On the Shipping Items screen:
   a. Click the Yes button next to "Automatically print slip"
   b. If there are multiple items (multivolume set) check the "Multiple items" box
   c. Scan in the item's barcode
      i. There will be a brief delay while the item is updated
   d. The completed request will now display at the bottom of the form
   e. Continue to scan in all requested items

Printing Shipping Slips

You will need to log in to the circulation@albany.edu email account to print shipping slips.

1. Click the Resource Sharing folder in the left menu
2. Double click the Resource Sharing Shipping Slip Letter email to open it in a new window
3. Click the ellipses (…)
4. Click the Print button
5. On the print screen, set the margins to Minimum
6. Verify that the entire slip prints on 1 page (you may need to adjust the scale if it doesn't fit on 1 page)
7. Click Print
8. Cut the slip in half and cut the shipping label from the bottom
9. Place the slip in the item, put the shipping label in the top of the item, and place the item on the outgoing mail truck