This procedure outlines basic Transfers within your library. This does not cover transfers from one library to another. You can either change the PERMANENT LOCATION or the TEMPORARY LOCATION.

1. Search for the physical item that you want to update. For more information, see Searching in Alma.

You must be searching for a physical item—not title—for this procedure to have the outcomes described below.

Results for your search are returned in brief form.

2. Click Edit Item for the item you want to update (you can use the Barcode to identify the item in hand). The Physical Item Editor page opens to the item you selected.

**PERMANENT LOCATION**

**LOCATION INFORMATION**

| Permanent Location | The library and sublocation that permanently houses the item. To change the location, click the down arrow and follow the menu prompts to locate the location you’d like to move the item to. |

If there is only ONE item on the holding, you will get a CONFIRMATION MESSAGE

Click **CONFIRM**

If there are ADDITIONAL items on the holding, you will get a CONFIRMATION MESSAGE
If you are moving items for a multi-volume you will need to update the holdings so the HOLDINGS RECORD IS ACCURATE. IF YOU DO NOT HAVE PERMISSIONS FOR HOLDINGS UPDATES YOU WILL NEED TO TALK TO METADATA SERVICES.

**Confirmation Message**

Please note the following:

- You requested to move this item. Note there are other items in the same location.

Are you sure you want to perform this action?

Click CONFIRM

**TEMPORARY LOCATION**

<table>
<thead>
<tr>
<th>Item is in Temporary Location (yes/no)</th>
<th>NOTE: setting this to NO does NOT clear the item’s temporary library and location values.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Location YES</td>
<td>The item’s temporary library and location.</td>
</tr>
<tr>
<td>Temporary Location NO</td>
<td>Toggles off the temp location; information remains in box, but it isn’t active.</td>
</tr>
</tbody>
</table>

**CLEAR a TEMPORARY LOCATION**

If the temporary location is no longer in use, you must clear it.

Click on the down arrow, scroll all the way to the bottom of the list (past ZUnavailable) and select the blank location.

SAVE before exiting the record.