Transfers within Library
(Updating Item-Level Information)

This procedure outlines basic Transfers within your library. This does not cover transfers from one library to another.

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

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.

If you are changing the PERMANENT LOCATION

LOCATION INFORMATION

<table>
<thead>
<tr>
<th>Permanent Library</th>
<th>The library that permanently houses the item. To change the library, click the Find magnifying glass and browse for a new holdings library, then select it as the permanent library.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent Location</td>
<td>The name of the item’s permanent location within the permanent library. To change the location, click the Find magnifying glass and browse for another location, then select it as the permanent location.</td>
</tr>
</tbody>
</table>

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

Click CONFIRM

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If there are ADDITIONAL items on the holding, you will get a CONFIRMATION MESSAGE

Click **CONFIRM**

If you are changing to a **TEMPORARY LOCATION**

| **Item is in Temporary Location (yes/no)** | **NOTE:** setting this to NO does NOT clear the item’s temporary library and location values. |
| **Temporary Library** | The item’s temporary library, selected from the Organizational Lists page. |
| **Permanent Location** | The item’s temporary location, selected from the Organizational Lists page. |

**How to CLEAR a TEMPORARY LOCATION**

Click on the “BROOM” (RESET) to clear the field.

SAVE before exiting the record.