ALMA Exit Checks

FOR POSTCATALOGING STAFF

- Books should be placed on the Exit Check shelf as instructed (either for Area Studies or for Central Cataloging).
- ALL items placed on the Exit Check shelf MUST have a Work Order attached for the appropriate department (if there is no work order attached the item will be returned to PostCat)

Work Order

Process Type = Exit Checks
Do not pick from shelf = ☐
Note = text to describe reason for exit check followed by your initials [this replaces writing on the blue routing slip]
Managing Department as appropriate:

- Central Cataloging – Exit Checks
- Chinese Cataloging – Exit Checks
- Hebraica Cataloging – Exit Checks
- Japanese/Korean Cataloging – Exit Checks
- Middle East Cataloging – Exit Checks
- Slavic Cataloging – Exit Checks
- South Asian Cataloging – Exit Checks

- Insert a blue slip
- Place item on appropriate Exit Check shelf.
FOR CATALOGING STAFF

1. Retrieve items from Exit Checks in G133
2. In Alma, ensure that your “currently at” is [Managing Dept. name] – Exit Checks (e.g., Central Cataloging – Exit Checks)
3a. Go to Fulfillment – Scan in Items

3b. Select the appropriate status in the drop down box and scan in barcode
   Automatically print slip: No
   Set Status To: In Process
   Done: No
4. Click , select “Edit Item” to open the item in Physical Item Editor, and correct errors

5. If errors were found in bib or holding, follow the links and make corrections as needed (e.g. overlaying bib, updating call number, etc.)

6. Change Process Type to “Bindery and Repair” and At to “Postcat Department”

7. Save

Katia Strieck, 9/14/17; rev. by Eun Lee, 3/12/2018
8. Release record(s) if any changes were made to bib and/or holding
9. Go to Fulfillment – Scan in Items
10. Select “Done” and scan in barcode to remove the Exit Checks work order
    Automatically print slip: No
    Done: Yes

11. Check the Destination column and the Request/Process Type column for the next step in the workflow(s)

12. Place on the drop off shelf for Postcat with the blue slip retained