Requesting Items from LIBRA Using Work Order

When items are needed for work reasons (e.g. catalog maintenance, or comparison of editions), staff should not create a LIBRA request from Franklin using their personal account. Rather, they should use the following process.

1) Physical Items search or from the List of items, select “Work order” from the menu
2) On the Place Item in Process screen, select your department name in the “Process Type” menu

3) Uncheck “Do not pick from shelf” and add a Note about why you need the item

4) Click “submit”; you will receive a request ID. To view/edit request, search item and click on the number next to Requests.
5) LIBRA staff will pull item, scan barcode (item status = Transit), and route to VP Circ

6) Circ. staff will receive and place on either the Metadata Services/On the Fly shelf OR the Cataloging/Area Studies shelf

7) The Cataloging Dept. student will check the Cataloging/Area Studies shelf regularly and deliver Area Studies books to their basement drop shelves

8) The item should be scanned into the requesting department to have the transit status cleared and have the work order status set in the requesting department
   - Check that your “Currently at” location is correct
   - Go to Fulfillment > Scan in items
     - Automatically print slip : No
     - Set Status to : select the work order status
     - Done : No
     - Scan barcode
   - Destination: Manage locally

9) After completing work on the item, be sure to DONE the work order:
   - Check that your “Currently at” location is correct
   - Go to Fulfillment > Scan in items
     - Automatically print slip : No
     - Done : Yes
     - Scan barcode

   - The item should show as process type = Transit for reshelving

10) Return item to Circ. to return to LIBRA.