Campus Mail

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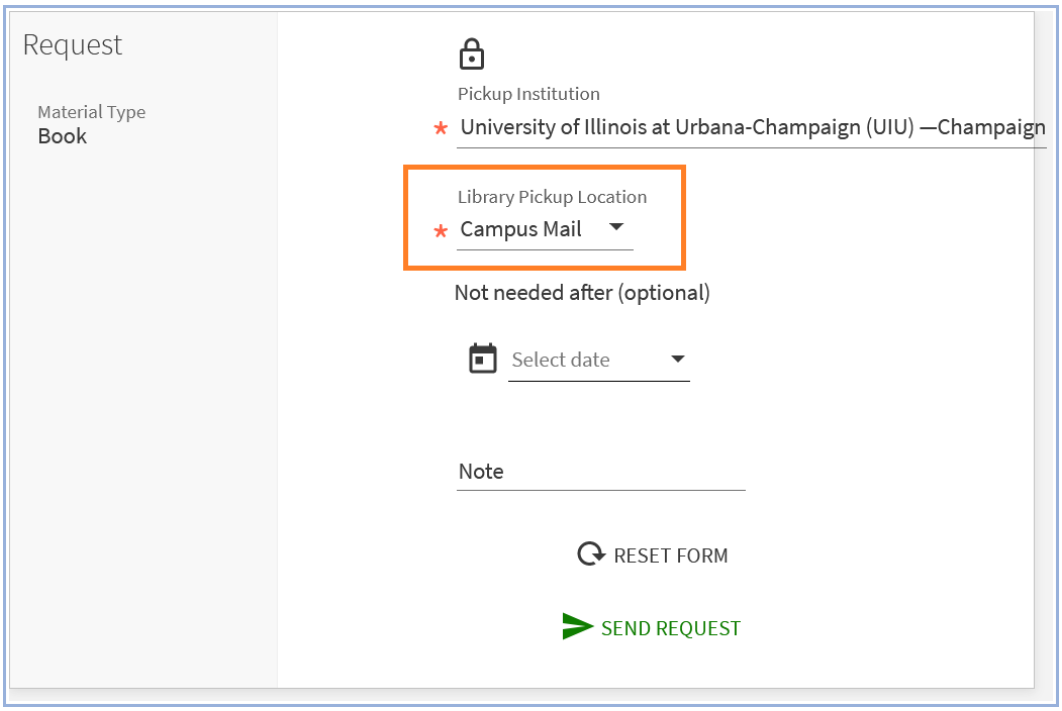
Patrons can choose Campus Mail as a “Library Pickup Location” when submitting a request in Primo.



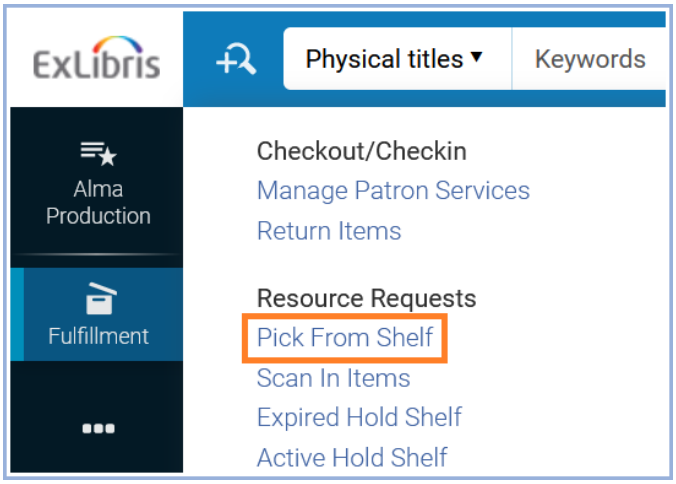
Processing items for delivery through Campus Mail using Alma should seem familiar to staff who have used Voyager. A Campus Mail request is handled much like any other request in the Pick From Shelf list.

Basic Steps:

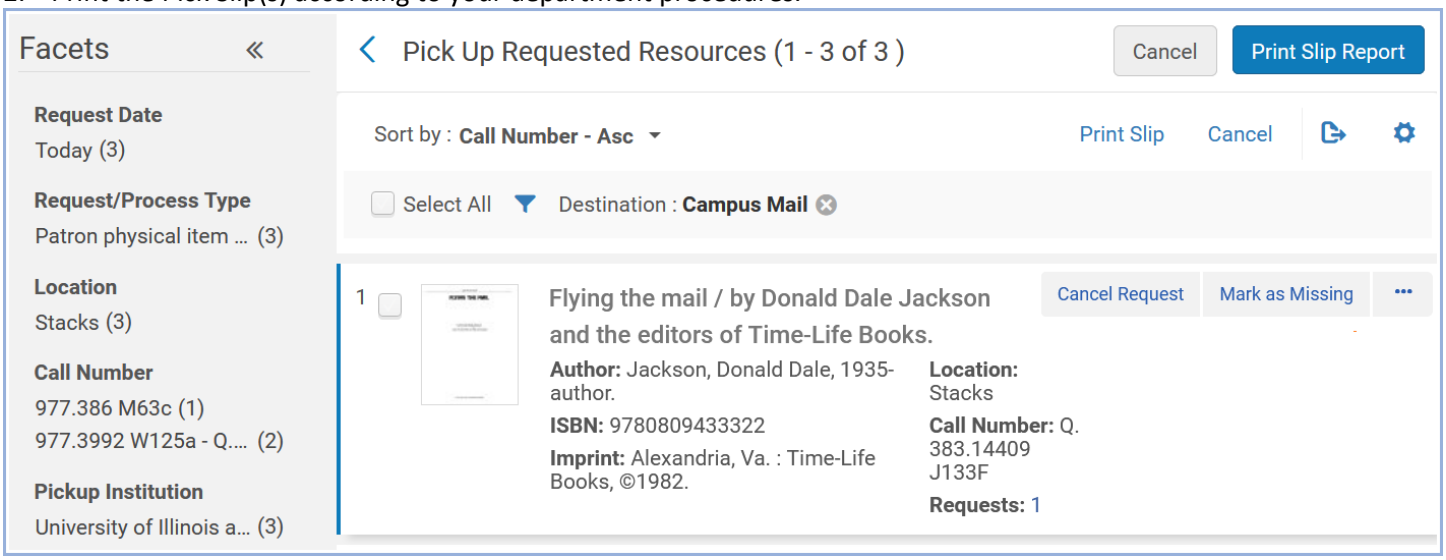
- Print the Pick Slip from the Pick From Shelf list.
- Retrieve the item.
- On the Scan In Items screen, select "Automatically print slip" and "Register in-house use".
- Scan the item's barcode. Cancel the Transit Slip print.
- Copy the Requester ID. Look up the patron from the Manage Patron Services screen.
- Check the User Notes for any notes about a Campus Mail address to use.
- To get the patron's library barcode to use in Mailing Slip NET:
    - Click the link next to "ID" in the patron information box to get to the User Details screen.
    - Copy the barcode.
    - Click **<** next to "User Details" to return to the previous screen.
- Check out the item to the patron.
- Write the due date on the item’s due date slip.
- **Click Done** in Alma so that the patron gets a notification email.
- Print the Mailing Slip using Mailing Slip NET.
    - If the patron had a Campus Mail address in their User Notes, use that.
    - Otherwise, enter the patron barcode and item barcode.
- Put the Mailing Slip in the item.
- When bagging the item, tape the Mailing Slip to the front of the bag. Remove and shred any other paperwork with patron information that was in the item.

Detailed Workflow:

1. Go to the Pick From Shelf list from the Fulfillment menu.

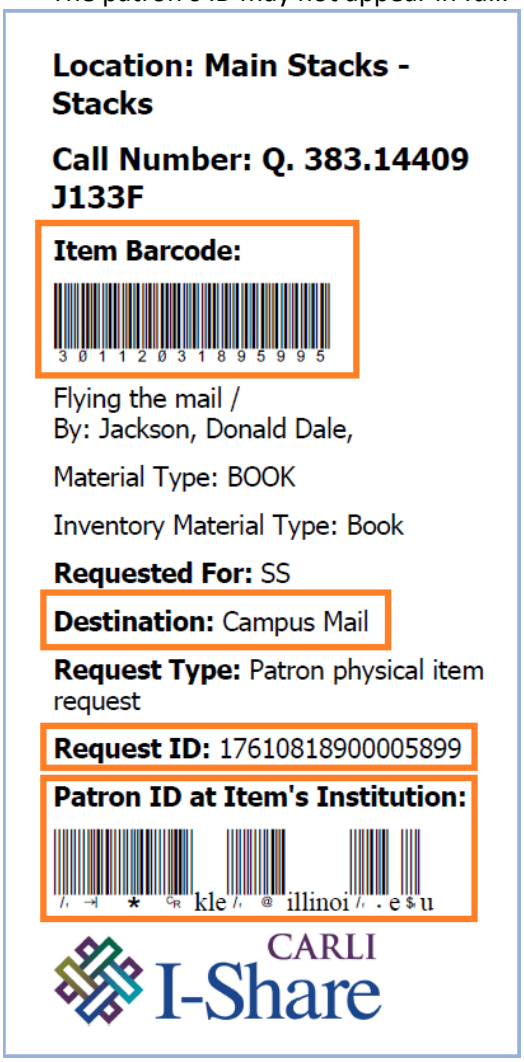


2. Print the Pick Slip(s) according to your department procedures.



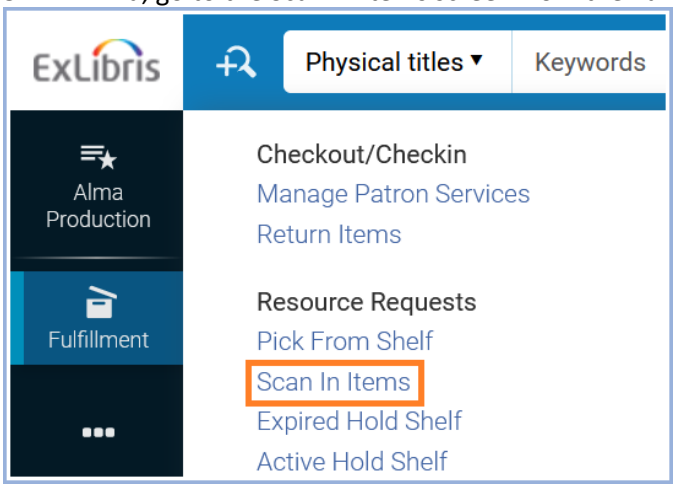
Note: To only see Campus Mail slips, select “Campus Mail” from the “Destination” section of the Facets sidebar. To remove a facet, click the circled “x” to the right of the facet name at the top of the list of requests.

3. Some things to note about the printed Pick Slip:
   The Item Barcode may or may not appear.
   The Destination is Campus Mail.
   The Request ID can be used to look up the request in Alma if needed.
   The patron's ID may not appear in full.

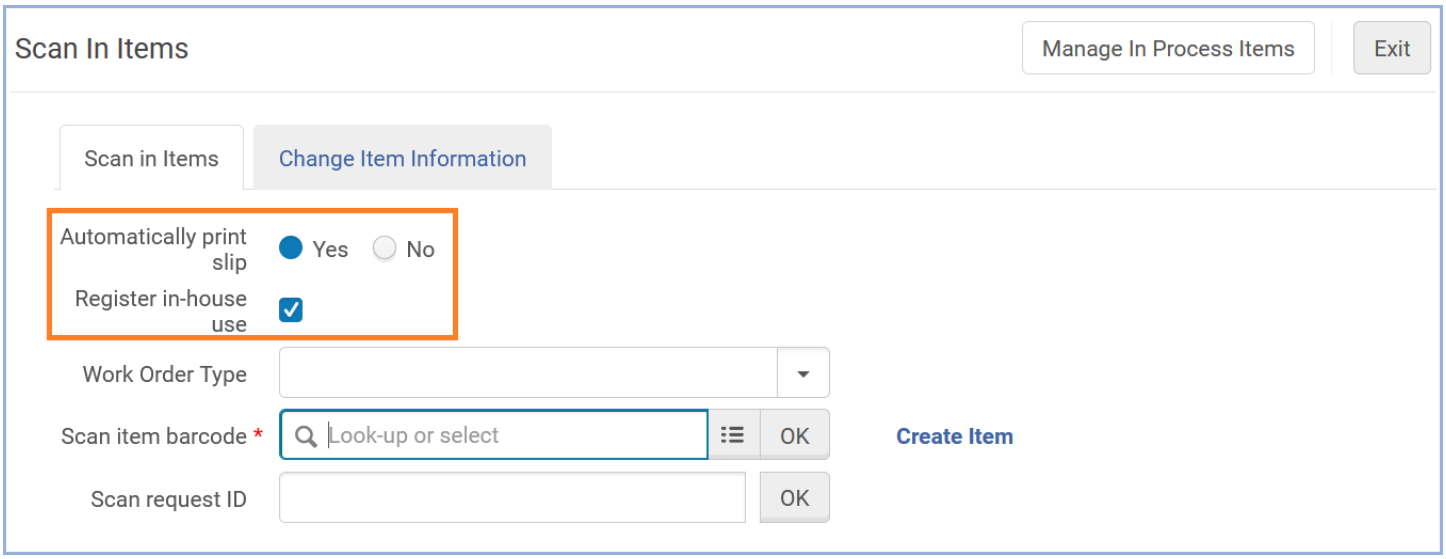


4. Take the printed Pick Slip to the shelf to retrieve the item.

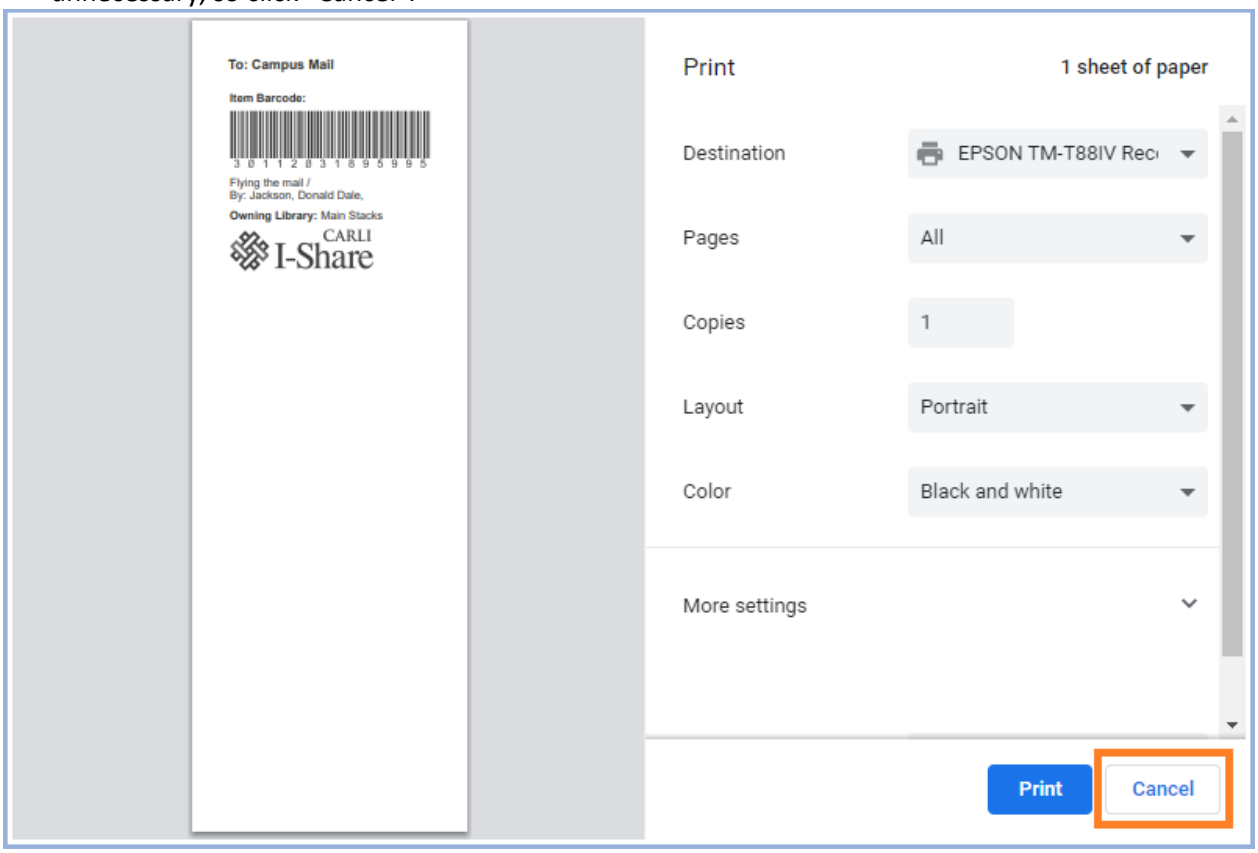
5. In Alma, go to the Scan In Items screen from the Fulfillment menu.



6. On the Scan In Items screen, make sure to select “Yes” for “Automatically print slip” and check the box for “Register in-house use”. Then scan the item’s barcode.

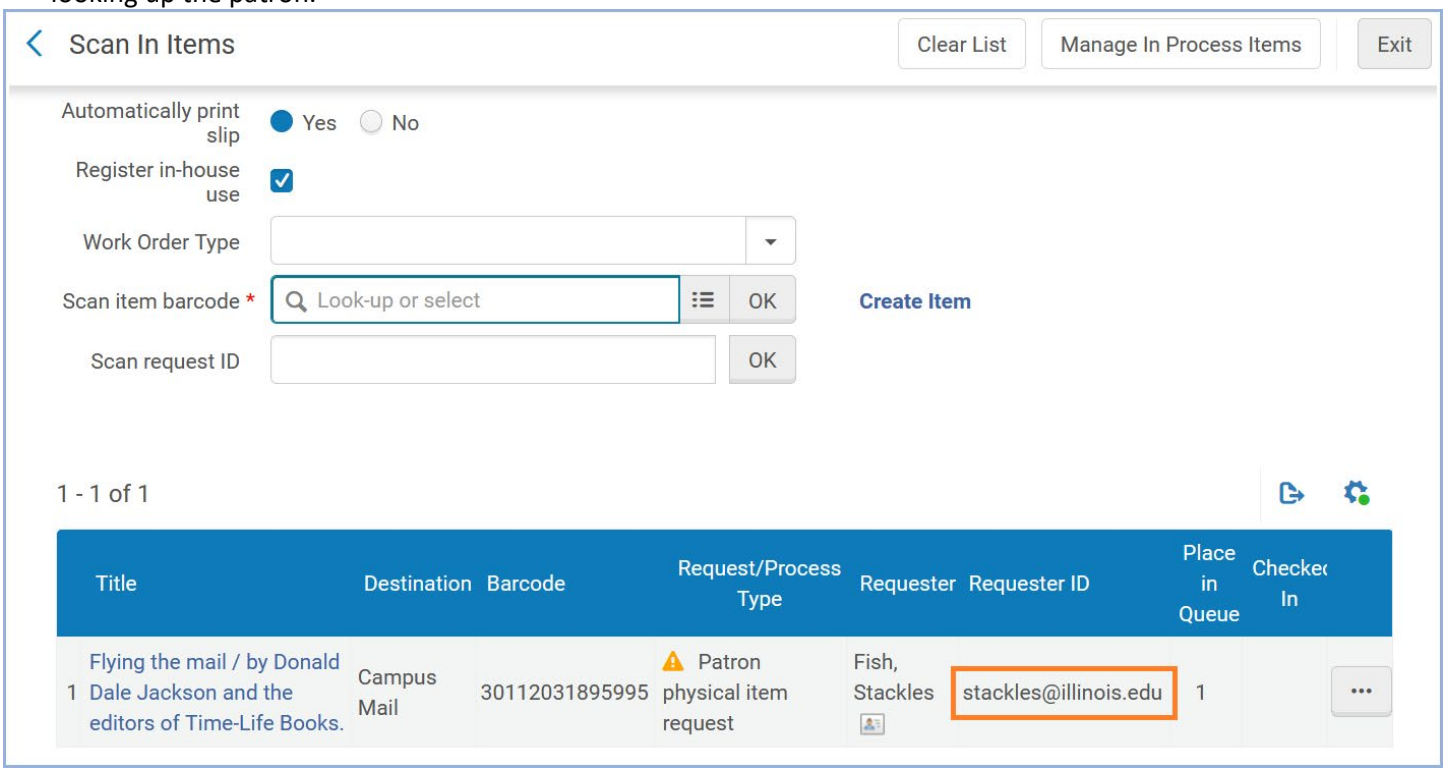


7. This brings up a print preview screen for a Transit Slip to route the item to the “location” of Campus Mail. This slip is unnecessary, so click “Cancel”.

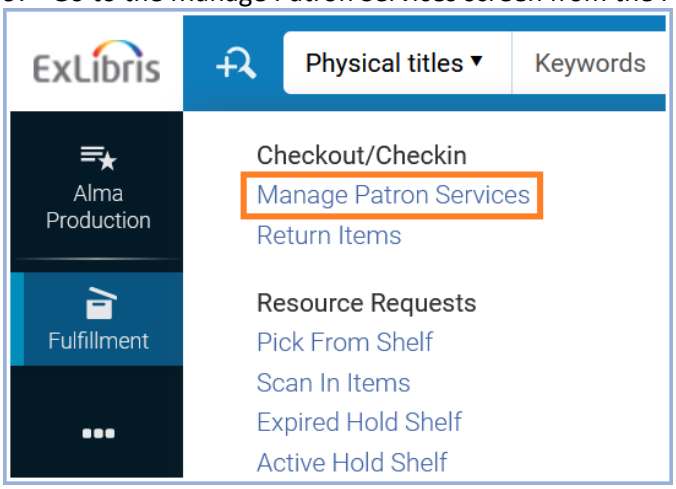


Note: If the item came from an I-Share institution, the Transit Slip will say the name of that institution instead of “Campus Mail”. This is expected behavior and can be ignored.

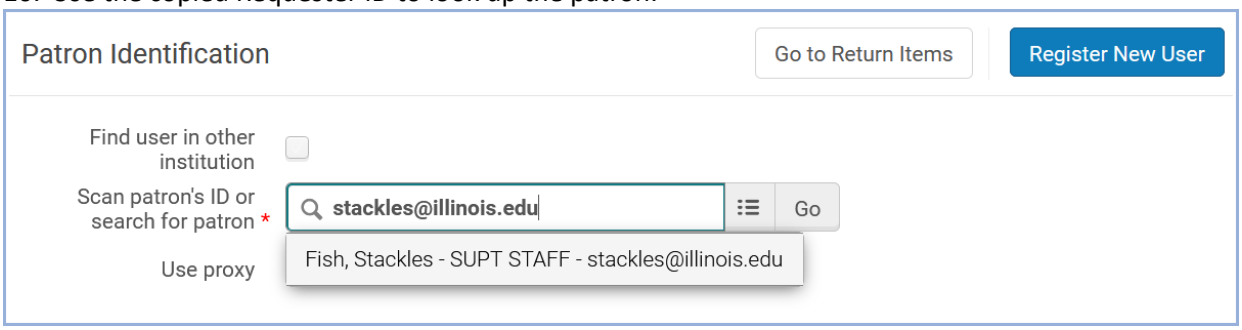
8. The Scan In Items screen will show information about the item and the patron. Copy the Requester ID to use for looking up the patron.



9. Go to the Manage Patron Services screen from the Fulfillment menu.

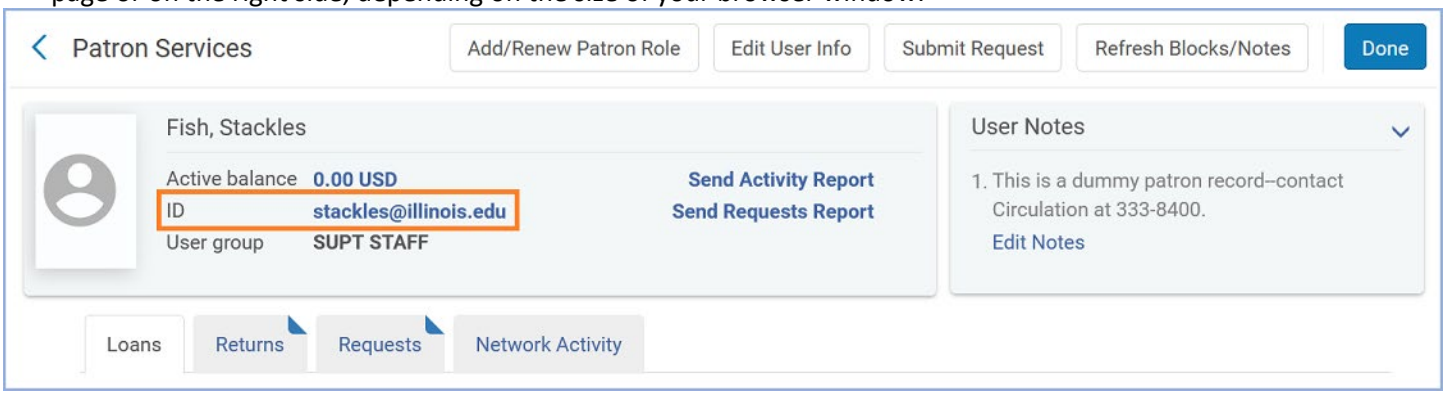


10. Use the copied Requester ID to look up the patron.

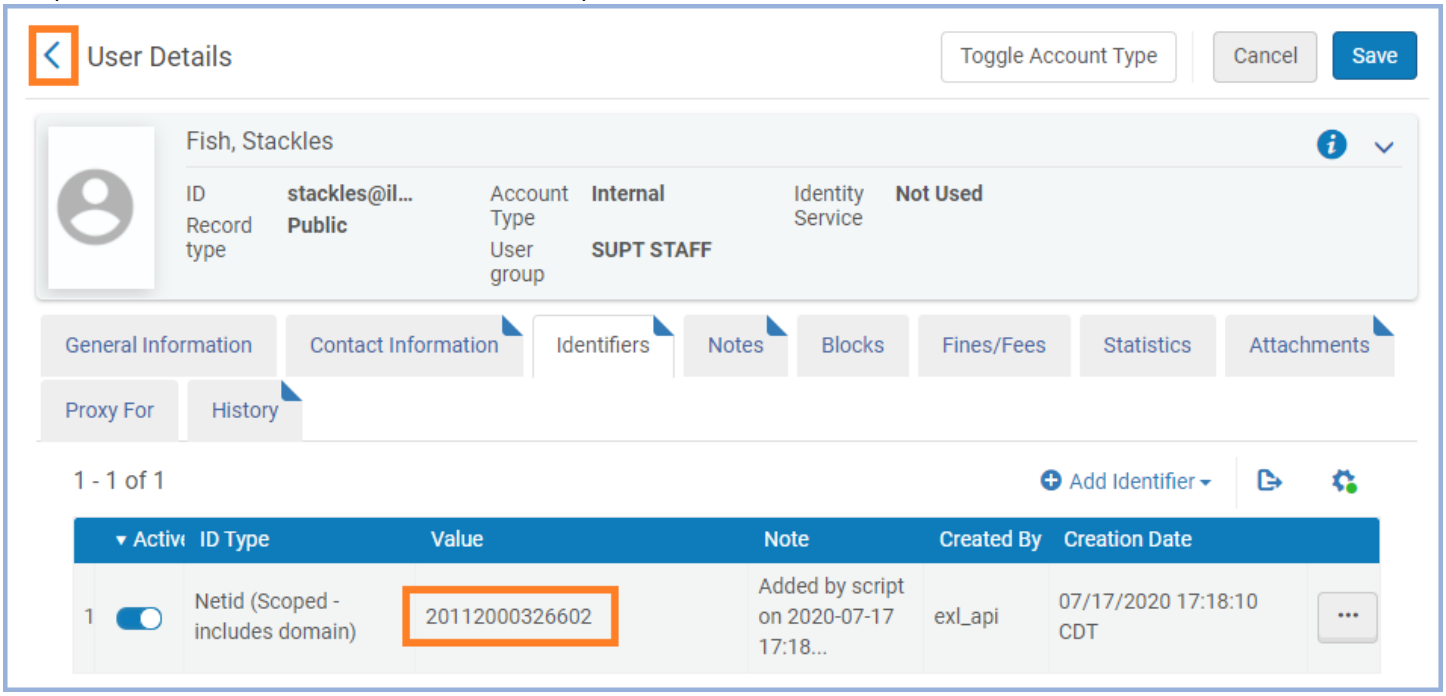


11. Check the User Notes field to see if the patron has a Campus Mail address listed there. If so, use that when mailing the item.

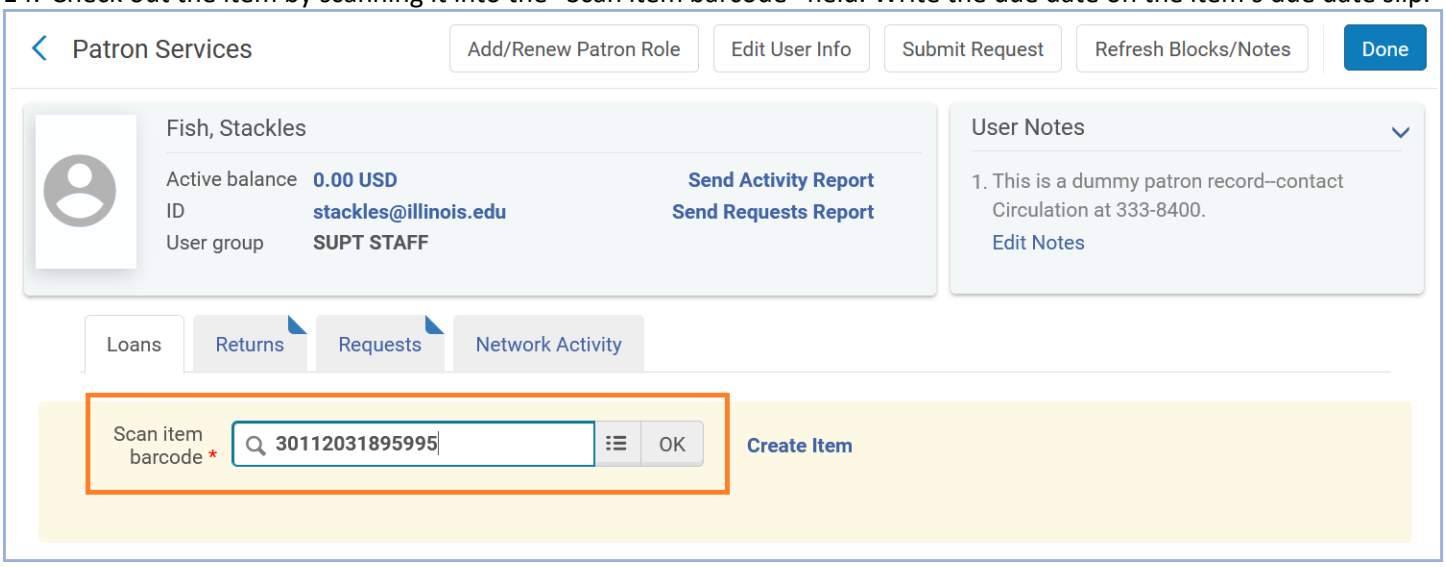
12. If you'll be using Mailing Slip NET to print the address label, and there's no Campus Mail address in the User Notes, then you'll need the patron's library barcode. To get that, click the ID in the patron information box (the text of this link should be the same as the Requester ID you copied earlier). The patron information box may be at the top of the page or on the right side, depending on the size of your browser window.



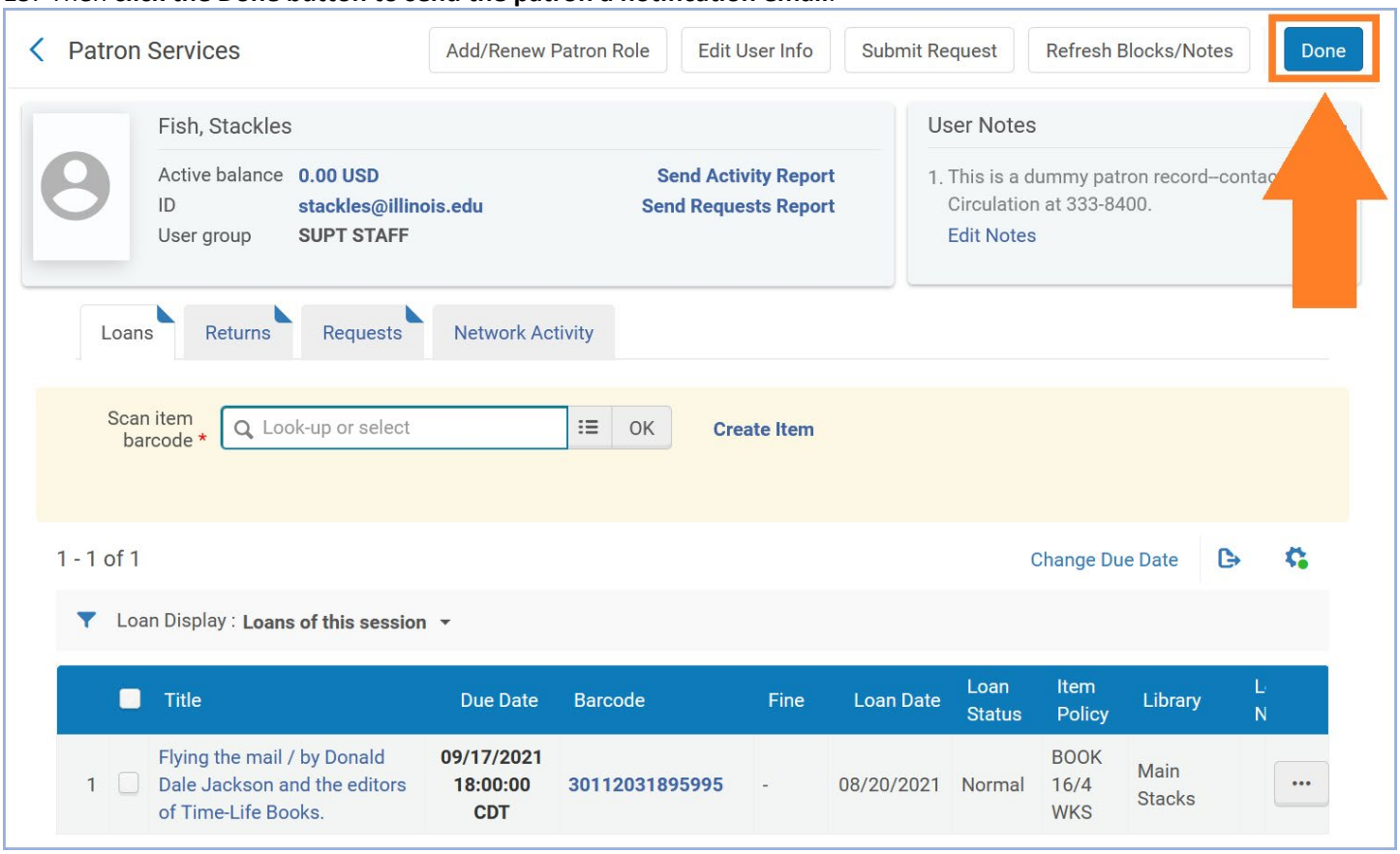
13. This link takes you to the Identifiers tab on the User Details screen. Copy the library barcode (which starts with 2011…). Then click the left-pointing angle/arrow (**<**) next to "User Details" to go back to the Patron Services screen. (The Cancel or Save button would also work.)



14. Check out the item by scanning it into the “Scan item barcode” field. Write the due date on the item’s due date slip.

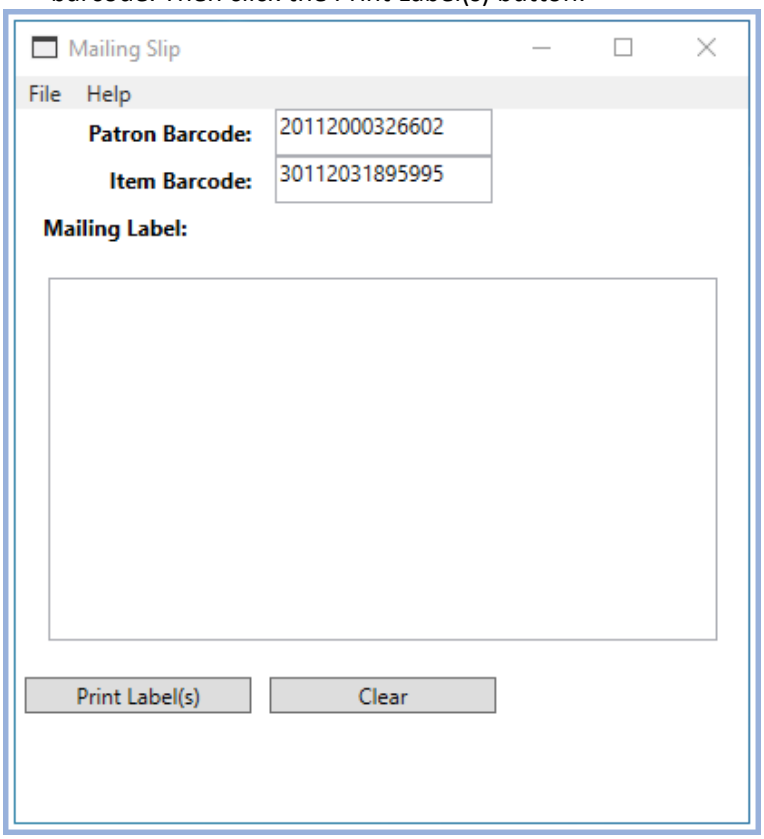


15. Then **click the Done button to send the patron a notification email**.



Note: If you prefer, you can check the item out to the patron first and get the patron’s library barcode after that. Either way, make sure to click the Done button on the Patron Services screen when you’re finished.

16. Open Mailing Slip NET. Paste the patron's library barcode in the Patron Barcode field, and then scan the item's barcode in the Item Barcode field. If the label doesn't automatically print, click the Print Label(s) button.
    Note: If there was a Campus Mail address given in the patron's User Notes, use that instead of entering the barcodes. Enter the patron's name and address into the large Mailing Label field. Skip a line and scan in the item barcode. Then click the Print Label(s) button.



17. Put the printed Mailing Slip in the item.

18. When bagging Campus Mail, remove all paperwork from the item. Tape the Mailing Slip to the front of the bag, and shred any other slips or paperwork with patron information. Don't send paperwork inside the bag that might identify the patron.