FULFILLMENT IN ALMA

A quick guide to the basics

Part Two: Returning Items
ACCESSING FULFILLMENT TASKS

Hovering over the Fulfillment tab will bring up this drop-down menu. From this menu, you’ll be able to access circulation, requests and course reserves.
To check items in, click on Return Items.
MANAGE ITEM RETURNS

Leave this button on “Yes” when processing returns. This will trigger a slip to print for any items without outstanding requests.

Scan in the barcode of each item you are checking in here.

We generally won’t be using this.
ITEM RETURN (SINGLE)

Options to clear list of returned items, go to “check in” or return to “Manage Item Returns.”

The next step for the item will always display here.
This is an example of an item which was checked out to one patron (Clifton Hood), and for which a request was placed by a second patron (Buffy Summers).

When the item is returned (as shown), a pop up message will display.

The item's destination is:

On Hold Shelf for Summers, Buffy
(summers)
COURSE RESERVE RETURN

This is an item from a reserve list. At the time of return, a pop up message will display, as above.
### ITEM RETURN (MULTIPLE)

When multiple items are returned, you may encounter a variety of “Next Step” scenarios.

<table>
<thead>
<tr>
<th>Title</th>
<th>Return Date</th>
<th>Due Date</th>
<th>Barcode</th>
<th>Loaned Date</th>
<th>Patron</th>
<th>Next Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hank: the short life and long country road of Hank Williams /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Arcadian America: the death and life of an environmental tradition /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Red Ellen : the life of Ellen Wilkinson socialist, feminist, internationalist /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>The Daily show (the book) : an oral history : as told by Jon Stewart, the correspondents, staff and guests /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Three plays : Our town. The Skin of Our Teeth, The Matchmaker ; [with a new foreword by John Guare] /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Keywords for radicals : the contested vocabulary of late-capitalist struggle /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Consuming Japan : popular culture and the globalizing of 1980s America /</td>
<td>2017/12/07</td>
<td>-</td>
<td>322020...</td>
<td>-</td>
<td>-</td>
<td>Reshelve to Stacks</td>
</tr>
<tr>
<td>Esclariz parañescura : regards sur la diversite des lettres medievales / Dietmar Rieger ; préface de Bernard Rubemont /</td>
<td>2017/12/07</td>
<td>2017/12/21 23:59:00 EST</td>
<td>322020...</td>
<td>2017/12/06</td>
<td>Hood, Clifton</td>
<td>On Hold Shelf</td>
</tr>
</tbody>
</table>

- Reshelve to **Main Collection**
- Reshelve to **Course Reserves**
- Place on **Hold Shelf**