Reshelving / Revising – Alma Procedure

Build truck for shelving, making sure items are in call number order. Only fill top shelf of cart.

- In Alma (at discharge station), under the Fulfillment menu choose **Scan In Items**.

- Select “Yes” to **Place directly on hold shelf** and “Yes” to **Automatically print slip**. Leave the **Register in-house use** box unchecked.

- Scan in book barcodes in reverse call number order (so list will print in forward call number order).
- When all barcodes are scanned, click Export button to Excel (Current View).

- Open Excel list. It should display Title, Destination, Barcode, and Call Number in columns.

- Print list in landscape orientation.

- When list is printed, exit from the scanned items list in Alma.

- Hand list to staff member who will quickly scan the Destination field.

- Shelver signs and dates printout, files at Circ. in “Shelved trucks to be revised” tray.

- Access staff or student staff shelve items, remembering to tip down (with spine up).

- Soon after shelving, staff use printout to find shelved items, verify if shelving is correct.
• When revising completed, printout is signed and dated by staff, filed in “Revised trucks” folder on round table.