

Document Delivery Overview:

From the Document Delivery Ribbon

1. Click on “Print Pull Slips:
 - a. Print articles on yellow paper
 - b. Print book labels on white Avery Removable labels
2. Go to the shelf and find the item
3. Go to “Update Stacks Search”
4. For Books – Click on “Mark Item as Found”
 - a. Check the book out in Alma to the Distance Education student
 - b. Print out a UPS label and package the item (include a UPS return slip, postal return slip, and an ILLiad brochure)
 - c. If it is for a Clarion student, update in ILLiad and click on “Cancel Request” and Choose the reason – *the library own this title and it has been put on the hold shelf for you*. Do not check out in Alma. Instead throw the sticky label away and place the book on the Hold Shelf behind the Circ Desk with a note stating “On Hold For: Student’s Name”
 - d. If the book is for Venango – DO NOT UPDATE it in ILLiad. Check it out in Alma to the Venango Patron and place in a black bag to send to Venango. Teresa will update the request when she receives it.
5. For Articles – Click on “Mark Found Scan Now” OR “Mark Found Scan Later”
 - a. Scan the article, import and deliver.
 - b. Place the yellow paperwork in the filing cabinet, second drawer down.