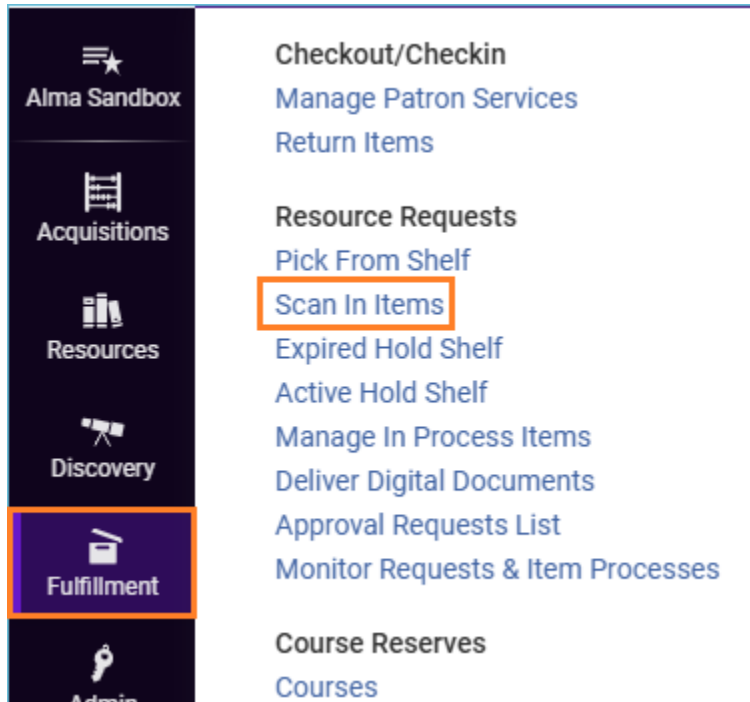


Assigning an Item to a Temporary Location

Method 1: Scan In Items

Go to the **Scan In Items** menu: Fulfillment > Resource Requests > Scan In Items



- Click the tab **Change Item Information** to make it active
- Make sure the **Change Type** is **Temporary**
- Enter the **Location**
- **Due Back** – This field is optional. There is a job that runs each night that will identify items that are due to be returned to their permanent location.
- Scan in the Item barcode and click **OK**

Scan in Items

Change Item Information

Change Type

Temporary

Location *

New Books Display

Call Number Type

Reading List

New Barcode

Scan item barcode *

33103000456456456

OK

Due Back

04/30/2025


Item Policy

Call Number

Check Requests

Now, in Primo, the item display shows the new location:

1



BOOK

Barefoot Contessa foolproof : recipes you can trust

Garten, Ina, author.; Barefoot Contessa (Store); Bacon, Quentin, photographer.

2012

Available at Bismarck State College Library

New Books Display

TX714

.G36425 2012) >

If you use the **Due Back** field, you will want to check the report that runs each night that indicates when items are to be returned to their permanent location.

Go to **View Restore Request Jobs**: Fulfillment > Advanced Tools > View Restore Request Jobs

<div>Alma Sandbox</div> <div>Acquisitions</div> <div>Resources</div> <div>Discovery</div> <div>Fulfillment</div> <div>Admin</div> <div>Analytics</div>	Checkout/Checkin Manage Patron Services Return Items	Advanced Tools - Loans Fulfillment Configuration Utility Bulk Change Due Dates View Overdue and Lost Loan Jobs Offline Circulation
	Resource Requests Pick From Shelf Scan In Items Expired Hold Shelf Active Hold Shelf Manage In Process Items Deliver Digital Documents Approval Requests List Monitor Requests & Item Processes	Advanced Tools - Requests View Restore Request Jobs Items Requiring Action Transfer Requests
	Course Reserves Courses Reading Lists Citations	Advanced Tools - Reading Lists Citation Alternate Suggestions Bulk Citation Copyright Recalculate Process and Enrich Citations
	Resource Sharing Lending Requests	Advanced Tools - General Create Fines And Fees Report Create Fulfillment Sets Resend Printouts/Emails Loans Overdue Notification Status

Returning an Item to Its Permanent Location

Go to the **Scan In Items** menu: Fulfillment > Resource Requests > Scan In Items

- Click the tab **Change Item Information** to make it active
- Make sure the **Change Type** is **Restore**
- Scan the barcode into the Scan item barcode box and click **OK**.

Scan in Items

Change Item Information

Change Type

Restore

▼

Scan item barcode *

33103000456456456

⋮

OK

Check Requests

☒

Method 2: Assign a Temporary Location When Creating the Item Record

When creating an item record for material you can assign the material to a temporary location. Near the bottom of the work form there is a temporary location area.

- Is the item in a temporary location - select **Yes**
- Select the temporary location from the drop-down menu
- If there is a temporary item policy, you can add that from a drop-down menu
- You can assign a **Due back date**

- View Restore Request Jobs will indicate when items are due back to their permanent locations

Temporary Location Information			
Item is in temporary location	<input type="radio"/> No <input checked="" type="radio"/> Yes		
Temporary location	Bismarck State College Library: New Books Display		
Temporary call number type		Temporary call number	
Temporary source (Subfield 2)			
Temporary item policy		Due back date	04/30/2025