

Alma Fulfillment FAQ

If you need Fulfillment help, contact [Central Access Services!](#)

Monday-Friday 8:30am-5pm: 217-333-8400

Weekend and Evenings: 217-244-0732

circlib@library.illinois.edu

We're here to help!

This FAQ represents many of the most common questions/situations you may encounter working at a Circulation desk. **Click any entry in the Table of Contents below to navigate directly to that section of the FAQ.**

Table of Contents

| | |
|---|---|
| Where can patrons return University of Illinois Urbana-Champaign Library, I-Share, and InterLibrary Loan (ILL) items? | 2 |
| How can staff/patrons request an item from Oak Street? | 2 |
| How does a patron obtain a courtesy card (community borrowing privileges)? | 2 |
| Do Alumni have borrowing privileges? | 2 |
| Where do I go to pay a fine or return a "lost" book? | 2 |
| Who can access the Stacks/can I have a tour? | 3 |
| What can and cannot be requested through online library accounts? | 3 |
| Which levels of users have access to I-Share and Interlibrary Loan? | 3 |
| If an item is in a work order process, can it be requested for a patron? | 3 |
| How can patrons renew items? | 4 |

Where can patrons return University of Illinois Urbana-Champaign Library, I-Share, and InterLibrary Loan (ILL) items?

- Library items borrowed from University of Illinois Urbana-Champaign Library locations or I-Share can be returned to any library on campus or any library bookdrop. These items may also be returned to any I-Share library. If an item should be returned in person or to a specific location, this should be noted on the item.
- Library items borrowed through InterLibrary Loan **must** be returned in person to the Main Circulation desk.
- Items may not be returned to a public library (including Champaign and Urbana public libraries)

How can staff/patrons request an item from Oak Street?

- Like any other item, Oak Street items can be requested through Alma or Primo as outlined in the Fulfillment Manual.
- If needed same day, staff can try contacting Oak Street to expedite a request.
- Oak Street has Circulation desk, but Oak Street items won't be on hold at Oak Street until the following business day at the earliest.

How does a patron obtain a courtesy card (community borrowing privileges)?

- The full application process and borrowing privileges for courtesy card patrons can be found at the following link: <https://www.library.illinois.edu/borrowing/courtesy-cards/>
- Patrons must apply in person at the Main Circulation desk
- Patrons must supply an item from **each**:
 - **Photo ID**
 - Valid Illinois driver's license or ID card
 - Valid out-of-state driver's license or ID card
 - Valid student/staff ID card from another college or university
 - Valid passport
 - U.S. Military ID card
 - **Proof of your current address**
 - Current lease agreement
 - Utility bill in applicant's name from current or previous month only
 - Credit card bill or bank statement from current or previous month only
 - Benefit statement from Veterans Affairs from current or previous month only
- There are three types of courtesy cards (LB, LL, and LH). The application requirements and privileges for each vary; please refer questions about applying for a courtesy card to Central Access Services

Do Alumni have borrowing privileges?

- Alumni may apply for a courtesy card if they are a current resident of the state of Illinois.

Where do I go to pay a fine or return a "lost" book?

- "Lost" books may be returned at any circulation point, including I-Share libraries.
- Questions can be directed to the Library Billing Office in person in room 203 on the 2nd floor of the Main Library, by phone (217-333-8288), or by emailing (libbill@library.illinois.edu, preferred).

Who can access the Stacks/can I have a tour?

- Anyone with an active i-card, including undergrads, can enter the Stacks. LH courtesy card patrons also have Stacks access, as well as LL courtesy card patrons who have requested access. Please refer questions about Stack Access to Central Access Services.
- Impromptu tours of the Main Stacks are subject to staff availability
- Current students and employees with an i-card are welcome to bring in guests for informal self-guided tours but must observe prohibited items and activities.

What can and cannot be requested through online library accounts?

- For University Library items, this will vary depending on the location/item policy in Alma.
 - Some items that may not be requestable are:
 - Reference items
 - Course Reserve Items
 - Loanable Tech
 - Media
 - We recommend referring patrons to the library that the item belongs to determine if they can request a specific item.
- I-Share institutions have standard loan periods for I-Share patrons but set their own policies for what items can or cannot be requested. This can vary a great deal.
 - For example, many I-Share libraries do not circulate new popular literature to I-Share patrons.
 - Nearly all I-Share libraries do not circulate journals.

Which levels of users have access to I-Share and Interlibrary Loan?

- I-Share and InterLibrary Loan are very different services, so it's best to consider these separate scenarios.
 - I-Share
 - An enrolled or employed user at any I-Share institution can check out items from any other I-Share library with a valid library card. Some items may not be requestable based on the lending library's policies.
 - InterLibrary Loan (ILL)
 - ILL is available to enrolled students, currently employed staff (not retired staff), faculty, and emeriti.
 - Courtesy card holders are advised to use ILL services at their public library.

If an item is in a work order process, can it be requested for a patron?

- Work orders are internal processes in Alma that staff use to mark an item as unavailable to circulate. An item may have a work order placed on it for many reasons (e.g., routing items that need cataloging or preservation work, requesting items needed for displays).
- If you're not sure why an item isn't available, contact Central Access Services for help investigating if this item can be made available.

How can patrons renew items?

- The vast majority of items can be renewed online through Primo by the patron. There are limits in place for renewals that Alma calculates based on the patron group and item location.
 - If an item reaches its renewal limit, the patron will need to either:
 - Return the item in person. The patron can check the item out again immediately if they'd like.
 - Email images of the item barcodes to circlib@library.illinois.edu.
 - Either of the above options will allow the patron to reset their renewals for a given item in most cases.
- Patrons can also call, email, or visit a library location in person to renew items.
- More information can be found in the [Request or Renew Items section](#) of the [Using the Library Catalog LibGuide](#).

