Campus Mail in Alma: familiar and evolving

Processing items for delivery through Campus Mail using Alma should seem familiar to staff who have used Voyager. Patrons can choose Campus Mail as a pick-up location in Primo and create a request in a department library’s pick from shelf list. A Campus Mail request is handled much like any other request in the Pick From Shelf list.

(UIUC is at end of institutions list)  (Pick-up locations not alphabetical in Primo)

1. Open the **Pick From Shelf** list and print the call slip according to your department procedures. That could be once a day, twice a day, or certain times of the day.
2. Take the printed pick slip to the shelf to retrieve the item. Note that the
destination on the Pick Slip is Campus Mail, and that the requesting patron’s
account also appears on the slip. The item barcode may or may not appear.

Questions? Contact support@carli.illinois.edu

Location: History, Philosophy and
Newspaper Library - Stacks

Call Number: 942.055 EL4Wc

Item Barcode:
30112049217554

The portable queen : Elizabeth I and the politics of
ceremony /
By: Cole, Mary Hill,

Material Type: BOOK
Inventory Material Type: Book
Requested For: GR

Destination: Campus Mail
Request Type: Patron physical item request
Request ID: 5474008820005899

Patron ID at Item's Institution:
5455782430005899

CARLI
I-Share

Letter 51
THIS IS AN ALMA
TEST
Process it in Alma, NOT in Voyager.
3. Scan the item barcode in the **Scan In Items** screen. This step will produce a transit slip, routing the item to the pickup location, in this case, Campus Mail.

Make sure you select “Place directly on hold shelf,” “Automatically print slip,” & “Register in house use” before scanning item barcode
4. Using the patron barcode from the pick slip, find the requesting patron’s account in **Manage Patron Services**.
5. Scan the item barcode to check out the book. CLICK DONE TO SEND PATRON NOTIFICATION!

6. Print address label (instructions forthcoming)

   Best practice: keep pick slip and transit slip with item until bagged
   Best practice: don’t send paperwork inside the bag that might identify the patron