Summit 101

Brief overview of Summit processing with tips and tricks.
Resource Sharing at the Alliance

History
Resource Sharing website
1:1 borrowing ratio
Summit contacts
Summit policies
Summit 3
Processing

The lender - Meghan

WWU Sandbox

The borrower - Shanel

Willamette’s Sandbox
Holdings and Requests

Real-time Availability (RTA)

An item that shows as Available in Primo isn’t necessarily available to Summit.

(Demo of request creation)
Request Queues

- Borrowing
- Lending
- Notes/General Messages
- Facets
- Actions to avoid (i.e. Duplicate)
Shipping
(Lending)

- Item policy: Short vs. Long
- Volume information
- Dropsite number vs. name
- Bands/stickers and paging slips (demo)
- Packaging and manifest
Receiving

(Borrowing)

Use the Receive screen, not the Scan In screen.

Note damages, missing parts, etc.

Send General Messages as appropriate.
Returning

(Borrowing)

Check for new damage (by patron).
Return it clean.
Add appropriate flags (pink or green) or general messages.
Search barcode in Physical Items repository to be sure the item record has been deleted.
Use Scan In screen.

Check for damage and missing parts (pink flag).

Check for Return Anywhere (green flag).
Contact

Shanel Parette
sparette@willamette.edu
503-370-6673

Meghan Williams
Meghan.Williams@WWU.edu
360-650-7642