

Creating a Work Order for
a Cataloging Recall in Alma

And

Filling a Work Order for
a Cataloging Recall

For Library Staff

Revised June 8, 2016

When do I create a “Cataloging Recall?”

For any item that needs to go back to District Technical Processing at NDSC

This could be for new labels, barcodes, or any other issue where they need the physical item

The library can initiate the Recall or they can contact Cataloging to initiate the Recall

The Cataloging Recall is available in Alma to all library staff
(except student logins)

Initiating a Work Order:

1. Scan barcode into **physical item search** for the item you need to send to Cataloging.
2. Select **“Work Order”**

Repository Search

Find where contains

Limit results to:

[Book \(1\)](#)

[Northeast - J. Ardis Bell Library \(1\)](#)


Primary Sort by Secondary Sort by

1 [George / Alex Gino.](#)
Book By Gino, Alex, (New York : Scholastic Press, 2015)
Update Date: 05/26/2016
Library: Northeast - J. Ardis Bell Library Permanent Location: NE General Collection
Call Number: PZ7.1.G566 Geo 2015 Call Number Type: Library of Congress classification
Status: Item in place Item Policy: Book Barcode: [3200100173259](#) Material Type: Book
[Edit](#) | [Holdings](#) | [Items](#) | [Request](#) | [Resource sharing request](#) | [Work Order](#) | [Withdraw](#) | [More info](#)



Make the following choices:


1. Process Type: **Cataloging Recall**
2. **Check the box** that says “**Do not pick from shelf**” (because you already have the book in hand)
3. Note: **Make a note** that indicates what needs to be done and who is sending the book
4. Managing Department: **Cataloging**
5. Click submit

 Place Item in Process

Place Item in Process

Title	George /
Institution	Tarrant County College
Process Type *	Cataloging Recall
Do not pick from shelf	<input checked="" type="checkbox"/>
Note	Needs a new spine label - ph/ne
Managing Department *	Cataloging

Scan the item into “**Scan in items**” under **Fulfillment** in the Alma drop-down menu. This sends the book into transit to Cataloging.



 Scan In Items

Scan in Items Change Item Information


Scan in Items

Automatically print slip No Yes

Register in-house use

Scan item barcode *   OK Create Item

Scan request ID OK

	Activated	Title	Destination	Barcode	Request/Process Type
1		George / Alex Gino	Cataloging	3200100173259	Cataloging Recall

[Clear List](#)

Send the item to Cataloging...

Send through campus mail to Tech Processing at NE Campus, NDSC, with the name of the cataloger on the envelope.

Krista English – Southeast and Northwest

Cynthia Marling – South and Trinity River

Ann Kutulas - Northeast

The item will show “in transit” until Cataloging receives it.
 Then, both Alma and Primo will show the item is in “Cataloging Recall.”

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☆ **George**
 Alex Gino author. 2015
 First edition.
 ● Available at TCCD - Tarrant County College Libraries (Alma) at multiple locations

Locations Details Similar Books

TCCD - Tarrant County College Libraries (Alma) Sign-in for more options Actions

Request Options: ← Back

Location Northeast - J. Ardis Bell Library Northeast Library Circulating Collection PZ7.1.G566 Geo 2015 Show Details


1 - 1 of 1 Records

Barcode	Type	Policy	Description	Status
3200100173259	Book	Loanable		In process of Cataloging Recall

1 [George / Alex Gino.](#)
Book By Gino, Alex, (New York : Scholastic Press, 2015)
 Barcode: [3200100173259](#)
 Update Date: 05/26/2016
 Library: Northeast - J. Ardis Bell Library Process type: Cataloging Recall (CatReview) At: Cataloging Until: 06/13/2016 Permanent Location: NE General Collection
 Call Number: PZ7.1.G566 Geo 2015 Call Number Type: Library of Congress classification
 Status: Item not in place Item Policy: Book Material Type: Book
[Edit](#) | [Holdings](#) | [Items](#) | [Request](#) | [Resource sharing request](#) | [Work Order](#) | [Withdraw](#) | [More info](#)

When item is returned...

When cataloging is finished with the item, they will send it back to the library.



When received, scan the book in “Scan in items” or “Return items” and the process is complete.

When you receive a Recall from Cataloging...

- If you receive a Recall from Cataloging, it will show up in your tasks.
- When you view the Resource Request Letter, **look for the note** that explains **why** it is being recalled and **who** is recalling the item.
- Send the item to the **cataloger** who is requesting it. This will be in the **Request Note**. Include the Transit Letter with the item.

George / Alex Gino.

By: Gino, Alex,

ISBN: 0545812542

Edition: First edition.

Imprint: New York : Scholastic Press, 2015.

Location: NE General Collection

Call Number: PZ7.1.G566 Geo 2015

Destination: Cataloging

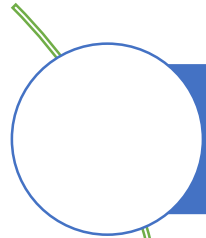
Request Type: Cataloging Recall

Request Note:Needs a new spine label - For Krista English

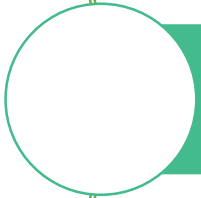


Northeast - J. Ardis Bell Library

We welcome any questions...



Krista English (5-6120)



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