ReCAP SCSB (Shared Collection Service Bus)

SCSB documentation will change significantly as we gain experience as a SCSB partner, and updates will be made as new features and processes are introduced. Do not print out materials - pages will continue to change.

- Diagrams
  - General SCSB Information
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- ReCAP SCSB - Alma coding for items and holdings
- ReCAP Shared Collection - Initial Accessions
- ReCAP Shared Collection - Collection Development Policies and Workflows
- ReCAP Shared Collection - Tracking Replacement Decisions for Absent and Damaged Items
- SCSB Fulfillment workflows and documentation
- ReCAP de-accessions / withdrawals

The ReCAP Shared Collections include materials each partner commits to manage according to agreed shared collection policies, including retention in perpetuity, for the use of all partners; these materials are general collections, consisting primarily of print monographs and serials. A single copy is committed for retention across the partnership.

The SCSB application manages interactions between ReCAP’s and Harvard Depository’s inventory management systems (GFA LAS), and the partner libraries’ library service platforms and online catalogs. This enables users at partner libraries to discover and request Shared Collection items directly from their home institution’s catalog and enables library staff to manage and track usage.

Diagrams
- Shared collections and locations
- Physical Item request workflow
- Remote storage ongoing accessions:

General SCSB Information

SCSB URLs

- Production SCSB: https://scsb.recaplib.org/
- Sandbox/Test SCSB: https://test-recap.htcinc.com/home

SCSB Logins

To request a new Harvard SCSB user login or edit/remove an existing login:

1. **Staff Manager**: Contact your ReCAP SCSB Login Liaison (same as Alma login liaison).
2. **SCSB Login Liaison**: In consultation with the staff manager, determine the appropriate SCSB role for the staff member (see instructions on form) and complete the Harvard ReCAP SCsb Login Request Form.
3. **SCSB Login Liaison**: Sign the Harvard ReCAP SCsb Login Request Form and ask Approver for signature.
4. **Login Liaison or Approver**: Submit login request to LTS by attaching it to the Alma Support Form, selecting "ReCAP SCSB" as the category.

LTS Support Form

https://nrs.harvard.edu/urn-3:hul.ois:almasupport/ – select "ReCAP SCSB" as the category

SCSB Information Sources

In addition to this wiki, there are many places to learn more about SCSB.

- Harvard Shared Collections Frequently Asked Questions
- Shared Print Retention Notes - 2018 project
- ReCAP Shared Collections Website
- HTC SCSB User Guide

Additional Harvard Documentation

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