

Interlibrary Loan Topics

The Global Sharing Program – GS#P

OCLC has created a Resource Sharing Group, the Global Sharing Program, to foster international resource sharing initiatives. More than 6,900 libraries in 96 countries and territories around the world use WorldCat Resource Sharing. The Global Sharing Program simplifies the process of international resource sharing and formalizing rules for borrowing beyond state and national boundaries.

Membership requirements

The primary requirements for joining the Global Sharing GAC are:

- Payment must be by Interlibrary Fee Management (IFM).
- Airmail or courier must be used for returnable material.
- Fax, Ariel, or Odyssey must be used for non-returnable material.
- The library must lend to all participants within the global group access capability group.
- Libraries are required to update their ILL Policies within the ILL Policies Directory < <https://illpolicies.oclc.org> > to provide their policies for lending internationally and to include their Ariel or Odyssey IP address or fax number in the communications field.

How to sign up

Any library wishing to participate in this GAC should complete the online application and agreement form < <https://www3.oclc.org/app/gac/> >.

[OCLC – edited]

OCLC Resource Sharing Enhancements

OCLC installed several Resource Sharing Enhancements on Sunday, May 7. These included:

- **New category of review-in-process** - The category of review-in-process was added to WorldCat Resource Sharing. When a borrower prints review requests, they automatically update to review-in-process.
- **Ability to batch-update without printing** - Users can now to hit a button on the batch printing screen of WorldCat Resource Sharing and automatically populate the batch update information for requests that are in the pending or the review status. Users no longer have to either manually key in all request identifiers in these two statuses or batch update while printing. Users click on the “Add all review/pending requests” button and all the request identifiers are added to the box below. The user then clicks on “Update All Categories.” This functionality is only available for pending to in-process and review to review-in-process. If there is demand for this in other categories, OCLC will consider a future enhancement.
- **Ability to print without updating** - A new check box now appears on the batch printing page with a check box that will allow users to print pending and review requests and **not** update those requests to in-process or review-in-process. The box reads: *Do not auto-update to “Review in Process” or Do not auto-update to “In-Process.”* The default remains as it has been, that is, printed requests will automatically update.

Aging Dates for Certain Statuses of ILL Requests

The WorldCat Resource Sharing system automatically ages certain statuses. Here’s a brief explanation:

- UNFILLED and EXPIRED ILL requests age out of your Request Manager in seven system days. You must process these requests before OCLC deletes them from the system.
- Requests that are updated to SHIPPED, automatically go to the Special Message category RECEIVED? If not updated to RECEIVED. Loan requests are be moved to RECEIVED? 14 system days after the Lender updates the request to SHIPPED. Copy Requests are moved to RECEIVED? seven system days after the Lender updates the request to SHIPPED. The RECEIVED? Special message category provides the borrower with a “heads up” that there may be a problem with the requests and that follow-up is needed.
- Requests move to OVERDUE status 14 calendar days after the date in DueDate or NewDueDate field, if they are not first updated to RETURNED by the borrower. This provides a reminder that the material needs to be returned to the lender.

Using the Conditional Notes Manager

Do you find yourself using the same Lending Notes when sending a conditional response? If so, you may wish to use the Conditional Notes Manager to create and store multiple Lending Notes. Here are some instructions:

Conditional Notes are created in the FirstSearch Administrative Module.

1. Go to < <http://firstsearch.oclc.org/admin> >.
2. Enter your ILL authorization and password.
3. Click the start button.
4. Click the Resource Sharing section of the main menu, then choose Saved Notes from the drop-down list under Staff ILL Settings in the sidebar menu. The system displays the Saved Notes screen.
5. In the Conditional Note Name field, type in a name. Each name can contain up to 30 characters and blank spaces. In the Conditional Note Text field, type in any information to identify the note.
6. Text can contain up to 500 characters and blank spaces.
7. Click Save Changes. The note name displays in the Conditional Note Name field, and the text displays in the Conditional Note Text field. The note name also is listed in the Select a Conditional Note field.
8. To clear the form and start over, click New Blank Record. The system clears the screen.
9. Click View/Print to see more information about Conditional Notes. The system displays a Print screen listing all Conditional Notes, with Conditional Note Text, for your institution.

Changing the Display Order of Conditional Notes

To change the order of how Conditional Notes are listed:

1. From the FirstSearch Administrative Module, click the Resource Sharing section of the main menu, then choose Saved Notes from the drop-down list under Staff ILL Settings in the sidebar menu. The system displays the Saved Notes screen.
2. Select the desired note by clicking it in the Select a Conditional Note field. The system fills in the Conditional Note Name and Conditional Note Text fields, and highlights the note name in the Select a Conditional Note list.
3. Click Move Up or Move Down. The note name will move up or down accordingly in the list.
4. Click Save Changes.

OCLC has produced an online tutorial that covers the conditional notes manager. This tutorial may be viewed at: < <http://www.oclc.org/support/training/firstsearch/tutorial/> >.

RESOURCE SHARING CONTACT INFORMATION

Please contact Jon Penn, Resource Sharing Librarian at Nylink, with questions. Jon is available via email (pennj@nylink.org) or phone (800-342-3353/518-443-5444).