

The MAXCOST Field in an ILL Workform

The MAXCOST field allows the borrowing library to indicate the maximum they are willing to pay for materials obtained on ILL.

If you enter your MAXCOST as \$10.00 and a Lender fills the request and charges more than that, you are not required to pay charges above the maxcost indicated.

The *WorldCat Resource Sharing Quick Reference* states that the Borrower is not responsible for charges above the Maximum Cost by a Lender who disregards the amount.

Likewise, the guidelines state that the Lender is responsible for maintaining policies and charges in the Policies Directory and that the Borrower is responsible for knowing the charges of the institutions from which they are requesting material.

Using the Conditional Notes Manager in WorldCat Resource Sharing

One of the time saving features available in WorldCat Resource Sharing is the Conditional Notes Manager. The Conditional Notes Manager allows the lender to create and store multiple Lending Notes that describe lending restrictions for Conditional responses.

While some conditionals are unique messages that apply to only to one request, many conditional messages are used on a continuing basis.

The Conditional Notes Manager allows you to store and re-use up to 20 conditional notes. Examples of conditional notes might include “Bad citation. Please check source,” “We prefer IFM for billing,” or “Exceeds maxcost.” Conditional Notes are created and managed in the FirstSearch Administrative Module.

- Logon to 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.

- In the **Conditional Note Name** field, type in a name. Each note can contain up to 30 characters and blank spaces.

- In the **Conditional Note Text** field, type in any information to identify the note. Text can contain up to 500 characters and blank spaces.

- 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.

Downloading and Printing More Than 100 ILL Requests

If you plan to download and print more than 100 ILL requests at a time, you will need to modify your browser settings.

- First, close down all active applications (including Outlook, Word, and all instances of Internet Explorer, etc.)

- Open Internet Explorer.

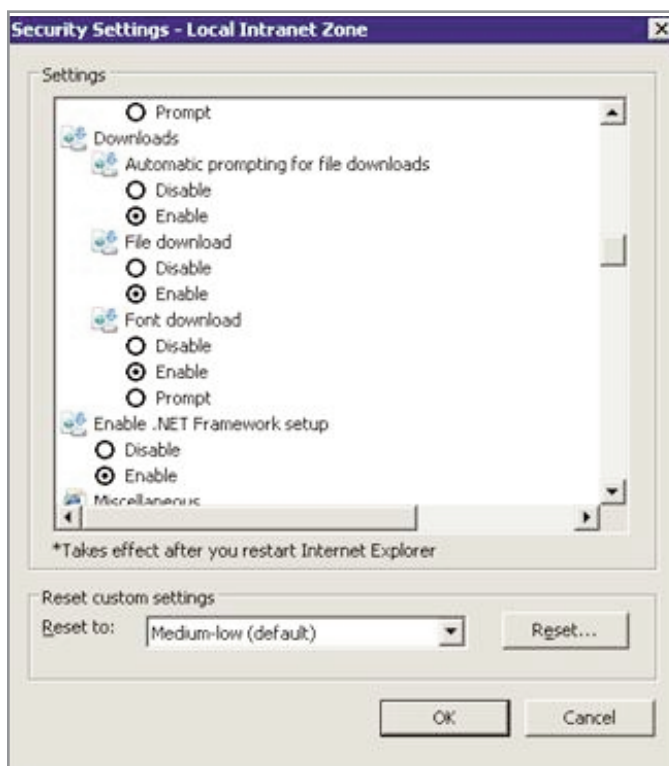
- Select the following options:

Tools > Internet Options > Security > Internet > Custom level

- Make sure that the following settings are as illustrated below:

Under Downloads, enable:

- Automatic prompting for file downloads.
- File downloads.
- Font download.
- Enable .NET Framework setup.



- Once enabled, close your browser.

ShareILL Is a Useful Resource for Resource Sharing Information

A valuable source of information on resource sharing is ShareILL (pronounced Cheryl). ShareILL is a comprehensive list of helpful ILL links and information maintained by Mary Hollerich, Head of the Collection Access Section, at the National Library of Medicine. The description below comes from the ShareILL site:

ShareILL is a gateway to electronic and print resources pertaining to all aspects of interlibrary loan (ILL), document delivery, and resource sharing. Designed to be comprehensive and international in scope, ShareILL features links to resources that will help practitioners locate materials for their clientele, manage the ILL process, and keep up with developments in the profession.

Below is a list of the major categories of information found on ShareILL:

- Finding aids and verification tools.
- Managing your operation.
- Current awareness tools.

The ShareILL wiki is available at <http://www.shareill.org>.

WorldCat Resource Sharing Now Supports Both IE6 and IE7

WorldCat Resource Sharing now supports both IE6 and IE7. OCLC has completed testing and all known problems have been resolved. However you will need to modify your security settings in your browser and add oclc.org as a trusted site. Below are complete instructions for changing the security settings in IE 6 and IE7.

For IE6 the default setting for "Security Level for this Zone" is LOW, so users of IE6 only need to complete the second task of adding oclc.org as a trusted site.

● First, close down all active applications (including Outlook, Word, and all instances of IE, etc.)

● Open your browser

● Select the following options:

- Click on the TOOLS menu
- Open INTERNET OPTIONS
- Go to the SECURITY TAB
- Click on the TRUSTED SITES icon
- Change "Security Level for this Zone" to LOW with the Slider Bar (Default Level is Medium)
 - LOW IS THE PREFERRED SETTING, but MEDIUM LOW will work

- Next select the SITES button and add *.oclc.org to the trusted sites.
- Make sure the "Require server verification (https:) for all sites in this zone" is UNCHECKED
- If the box is checked when you enter *.oclc.org in the trusted sites, you will get a warning "Sites added to this zone must use the https:// prefix." This prefix assures a secure connection.
 - Click on the OK button
 - UNCHECK the box
 - Add again.
- Click on CLOSE
- Click on OK to exit from menu
- Close your browser
- Open your browser

Adding *.oclc.org as a trusted site for IE7 and IE6

● Click on the TOOLS menu

● Open INTERNET OPTIONS

● Open on the SECURITY tab

● Click on the TRUSTED SITES icon (green)

● Click on SITES button

● Enter: *.oclc.org in the "Add this Web site to the zone" box

● Uncheck the server verification / https: requirement

● Click ADD

● Click OK to close the Trusted Sites window

● Click OK to close Internet Options window

Printing .PDF's From WorldCat Resource Sharing

In January, OCLC added the ability to print ILL requests in PDF format in WorldCat Resource Sharing. If you are using Internet Explorer, and are having trouble downloading and printing PDF documents, follow the instructions above to add OCLC as a trusted site.

If you have any questions please contact Jon Penn at Nylink.

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).