

# Article Exchange in WorldCat Resource Sharing

## Introduction

The Article Exchange document-sharing site is accessible from within WorldCat Resource Sharing and through an ILLiad Addon.

Article Exchange provides a single, secure location where lending libraries can place requested articles for interlibrary loan. It allows users to upload files for pick-up anywhere in the world. Only authorized users will be able to download the file.

Once a user drops off a file, they will receive a URL and password with which the file can be retrieved anywhere in the world.

Once the file has been picked up for the first time, it will remain available on this site for 30 days. After 30 days, the file will be removed. A file can be picked up a maximum of five times for each URL/password combination. Files that are never picked up will be removed after 30 days.

## Technical Requirements

Files should be no larger than 60 MB, including high-resolution documents. Users may upload up to 1000 files per day, per authorization.

### File formats supported:

BMP	GIF	J2K
JIF	JFI	JFIF
JP2	JPE	JPEG
JPEG2000	JPF	JPG
JPM	JPX	MDI
MJ2	PEG/JFIF	PDF
PNG	PSD	TGA
TIF	TIFF	TPIC
WEBP	ZIP	

## Procedure

1. A borrowing institution sends an ILL article request to a lending institution.
2. The lending institution staff checks to determine if they can supply the article.
3. If they have the document, they save it to their desktop in one of the file formats supported.
4. The staff person logs into WorldCat Resource Sharing with their authorization and password: [http:// firstsearch.oclc.org/](http://firstsearch.oclc.org/).

### Once logged in, the lending staff person should:

Step	Action	Result
1	Click the <b>Article Exchange</b> link at the upper right hand side of the screen.	The Welcome screen appears.
2	Click the <b>Browse</b> button.	
3	Navigate to the file location of the PDF file.	
4	Select <b>Open</b> .	
5	Click <b>Drop File</b> .	A <b>Drop Successful</b> confirmation message appears, which provides a URL, a password and the option to email a notification.
6	Click the <b>Email</b> link provided to send an e-mail to let the Borrower know there is a document available for pick-up.	An e-mail opens, which includes citation information, a unique tinyURL, a password, and additional instructions.
7	Type the Borrower's e-mail address. In the e-mail, include the ILL record number from	

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	WorldCat Resource Sharing so the borrowing library will be able to track the request. <b>Note:</b> To assist the Borrower, insert the tinyURL and password in either the <b>Alert</b> or Lending Notes fields of the Lender workform.	
8	From the confirmation screen, click the URL to see the article online.	The Article Exchange screen appears, asking for the password.
9	Type the password in the field provided.	
10	Click <b>Login</b> .	A File Download pop-up window opens.
11	Choose to either <b>Open</b> or <b>Save</b> the document.	
12	Deliver the PDF, or forward the e-mail to the patron.	