
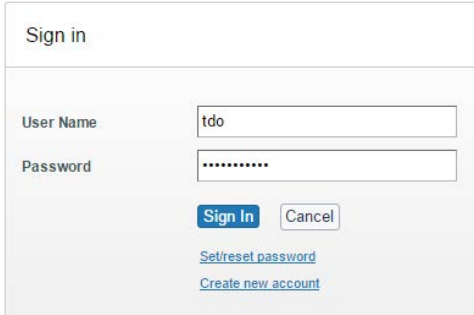


OCCL Worldshare ILL (ILL Prime) Lending procedures

1. Log into the ILL staff interface: <https://yourinstitution.share.worldcat.org/wms/cmd/>

Sign in

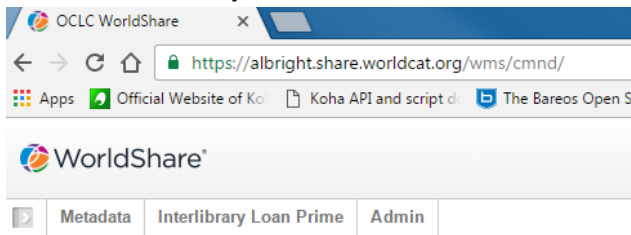
User Name:

Password:

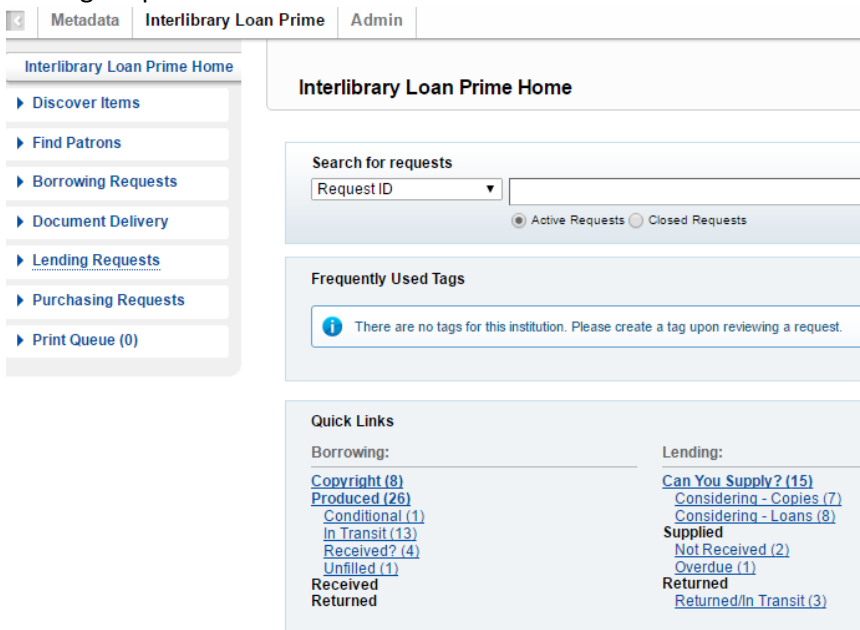
[Set/reset password](#)

[Create new account](#)

2. Click on **Interlibrary Loan Prime**



3. Either click **Lending Requests** in the left panel or click the **Can You Supply** link to view lending requests that are waiting for process



Interlibrary Loan Prime Home

Search for requests

Request ID

Active Requests Closed Requests

Frequently Used Tags

There are no tags for this institution. Please create a tag upon reviewing a request.

Quick Links

Borrowing:	Lending:
Copyright (8)	Can You Supply? (15)
Produced (26)	Considering - Copies (7)
Conditional (1)	Considering - Loans (8)
In Transit (13)	Supplied
Received? (4)	Not Received (2)
Unfilled (1)	Overdue (1)
Received	Returned
Returned	Returned/In Transit (3)

4. Click on the **Request ID** or the **Title** to open up the request

Metadata | Interlibrary Loan Prime | Admin

Interlibrary Loan Prime Home

- Discover Items
- Find Patrons
- Borrowing Requests
- Document Delivery
- Lending Requests**
 - Can You Supply? (15)**
 - Considering - Copies (7)
 - Considering - Loans (8)
 - Roots - TEST REQUEST
 - Supplied (16)

Lending Requests: Can You Supply? (15)

Batch respond to "Can You Supply" items [Yes](#) [No](#) [Considering](#) [Verifying](#) [Retrieving](#) [\\$](#)

Results 1 - 15 of 15

ID	Status	Media Type	
171716680	Considering		Hospital & community psy
171713624	Considering		Cooked : a natural history
171710058	Considering		Chemische Berichte
171702302	Considering		A history of modern Palest
171699548	Considering		Preschool in three cultures
171695216	Considering		Journal of the American Ar
171694726	Considering		Journal of the American Ar

5. Click **Search my library's online catalog**, make sure of the right book/journal

Metadata | Interlibrary Loan Prime | Admin

ARI Reg ID: 2448

171366772: Roots - TEST REQUEST [Previous Request](#) [Text Request](#)

Can you supply? Yes Print Shipping Labels Print Book Straps/Stickers
 No - No reason given
 Conditional - Additional info needed

Group Affiliations: NEPU, LVIS, ILLO

Apply constant data: Actions: DEFAULT | Mark as Considering | Save | Email | Print Now

Status: Considering
 Type: Loan
 Source: WSILL
 OCLC: 2188350
 Lenders: IMM, OWU, *ABI, GWL, KOY
 Request Tags: Choose...

Borrower: PUV
 Max Cost: USD 15.00 (IFM)
 Need Before: 10/20/2016
 Requested on: 09/20/2016
 Referral Date: 09/26/2016
 Due Date: 11/11/2016
 Shipped Date: 09/27/2016
 Borrowing Notes: We are a free borrowing/lending library. (max:Cost: \$15) ** TEST REQUEST** [Show more](#)

Title: Roots - TEST REQUEST
 Author: Haley, Alex
 ISBN: 9780385037877
 Publisher: Garden City, New York : Doubleday, 1976

[Search my library's online catalog](#)
 Local ID:
 Open Access: No links found

If **FOUND** in our OPAC:

- Copy the call number (if no call number, copy the biblionumber) and paste into the Local ID in ILL Prime request then click **Save**

Status	Considering	Borrower	PUV
Type	Loan	Max Cost	USD 15.00 (IFM)
Source	WSILL	Need Before	10/20/2016
OCLC	2188350	Requested on	09/20/2016
Lenders	IMM, OWJ, ABI, GVL, KQY	Referral Date	09/26/2016

- Mark as **Retrieving** under **Actions**

constant data: Actions:

FAULT ▼ Mark as Considering ▼ Save

Mark as Considering

Mark as Verifying

Mark as Retrieving

Mark as Scanning

Mark as Packaging

- Click **Add To Request Print Queue** by clicking on the small arrow beside **Print Now** button

Apply constant data: Actions:

DEFAULT ▼ Mark as Retrieving ▼ Save Email Print Now ▼

Print Now

Add To Request Print Queue

PUV

USD 15.00 (IFM)

10/20/2016

- Click on the Next Request and repeat step 5 until there are no more requests

If **NOT FOUND** [or cannot loan/EBOOK, etc.] in our OPAC:

- Follow the procedures in **Respond No to Requests** as a Lender section

6. Click **Print Queue** in the left navigations, then click **Requests under Lending label** to open up the Print Queue screen

7. Check on the requests that need to be printed, and choose either **print 1 per page** or **2 per page** option

Interlibrary Loan Prime Home

- Discover Items
- Find Patrons
- Borrowing Requests
- Document Delivery
- Lending Requests
- Purchasing Requests
- Print Queue (1)**
 - Borrowing
 - Lending
 - Remove All (1)
 - Requests (1)
 - Purchasing

Print Queue: Lending Requests (1)

Results 1 - 1 of 1

	ID
	171366772

Results 1 - 1 of 1

Print 1 per page Remove

8. Click on the **Print** icon to print out the request for retrieve from the stack (note the **Local ID**)
- After the pull slip has printed, click on the **x** next to the print request ID to close it
 - Back at **Print Queue: Lending Request**, check the printed request(s) and click **Remove** to remove them from the print queue

Metadata Interlibrary Loan Prime Admin

Discover Items
Find Patrons
Borrowing Requests
Document Delivery
Lending Requests
Purchasing Requests
Print Queue (1)

Borrowing
Lending
Remove All (1)
Requests (1)

Print 171366772...

All of the selected requests printed successfully.

data: 1 / 1

STATUS	TYPE	OCLC #	
Considering (Retrieving) 09/26/2016	Loan	2188350	
SOURCE	REQUEST DATE	NEED BEFORE	171366772
WSILL	09/20/2016	10/20/2016	
BORROWER	RECEIVE DATE		DUE DATE
PUV			
LENDERS			
IMM, OWU, *ABI, GWL, KQY			

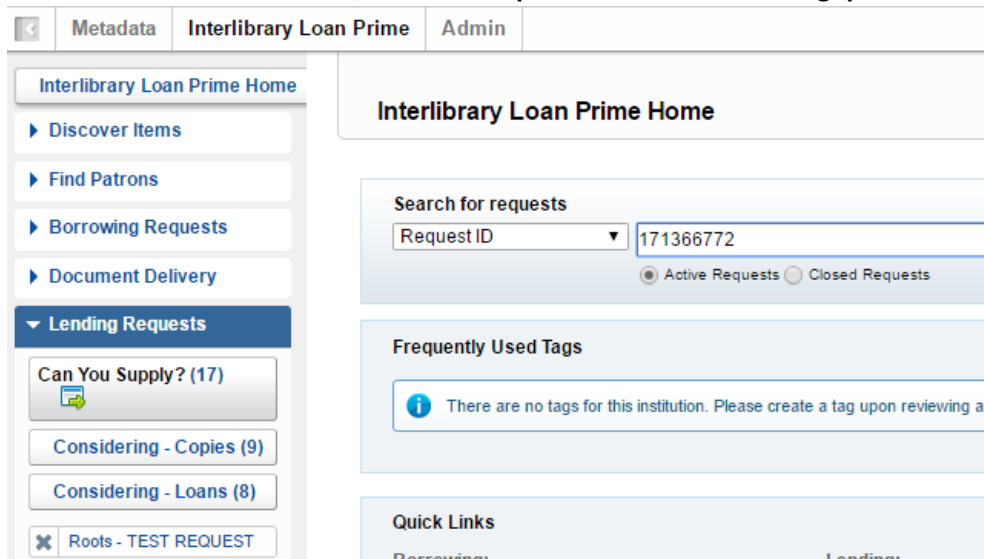
BIBLIOGRAPHIC INFORMATION

LOCAL ID	ARTICLE AUTHOR
biblio number 374193	
AUTHOR	ARTICLE TITLE
Haley, Alex	
TITLE	ARTICLE TITLE
Roots - TEST REQUEST	
MODIFY	FORMAT

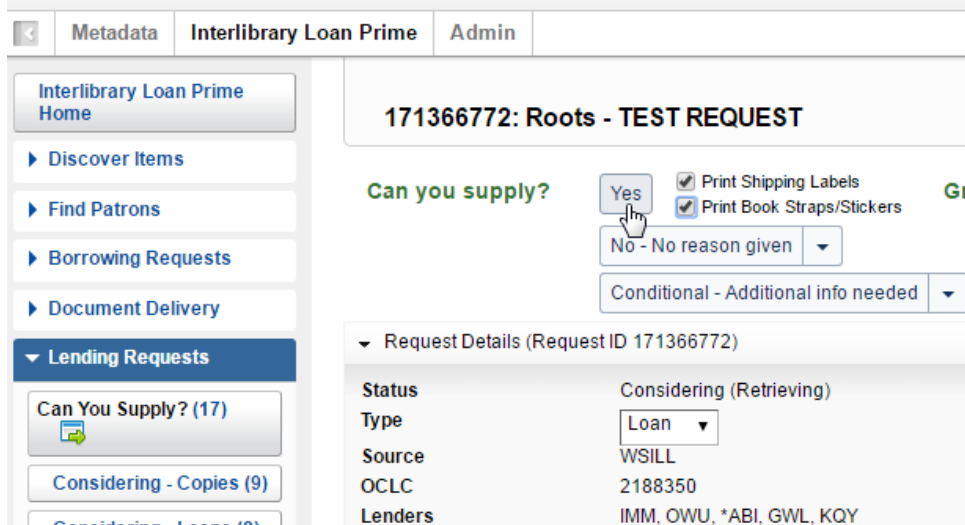
9. Search and retrieve item(s) from our stack. If not found in stack, follow the procedures in **Respond No to Requests** as a Lender section, otherwise, continue with step 10 for book and step 11 for article

10. **For book/LOAN:**

- a. Check the book(s) out from Koha/OPAC
- b. At the ILL Prime home screen, scan the **Request ID** or click **Retrieving queue**



- c. Check the **Print Shipping Labels** and **Print Book Straps/Stickers** boxes
- d. Set **Due Date** (if needed)
- e. Click **Yes**. The request auto moves to Shipped/In Transit queue under Supplied group



- f. Process the remaining LOAN request(s) in Retrieving queues by repeat step 10 c-e
- g. Click **Print Queue** and under Lending, click **Shipping Labels**
- h. Select the request(s) that need to be printed then pick the format that corresponds with our label (default is 6 per page)

- i. Check all the boxes for content to be included on the labels then click on **Print**

ID	Media Type	Title
171146954		American film music : major composers, techniques, trends, 1915-1990 /

Results 1 - 1 of 1

Format: 6 per page

Paper Size: US Letter
Avery 5164/5264/6164 and Avery 6464/6482

Include on labels
 Request ID barcode
 LIBRARY MAIL DMM: 173.5.0
 RETURN SERVICE REQUESTED

Start at label position: 1

Print Remove

- j. Click the **Print** icon on the Print Preview screen to print out the label

Print Preview

All of the selected requests printed successfully.

data: 1 / 1

Print

171146954

- k. Click **Book Strap/Stickers** and select the request to print

Metadata Interlibrary Loan Prime Admin

Interlibrary Loan Prime Home

Discover Items

Find Patrons

Borrowing Requests

Document Delivery

Lending Requests

Purchasing Requests

Print Queue (2)

Borrowing

Lending

Remove All (2)

Shipping Labels (1)

Book Straps/Stickers (1)

Print Queue: Lending Book Straps / Stickers

Results 1 - 1 of 1

ID	Media Type
171146954	

Results 1 - 1 of 1

Format: 2 per page

Paper Size: US Letter

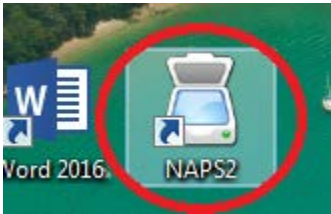
Print Remove

- l. Create the UPS/USPS label(s), package and ship the item(s)

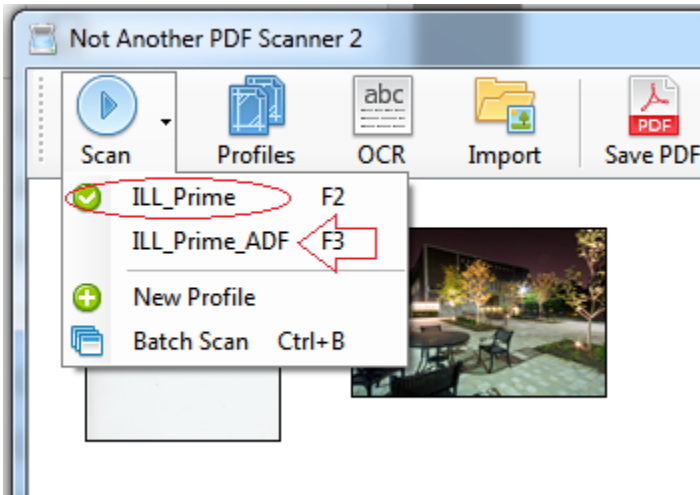
11. For Article/Copy:

***We are using a third party, open-source software (NAPS2 - <https://www.naps2.com/>) to create a PDF file for ILL Prime

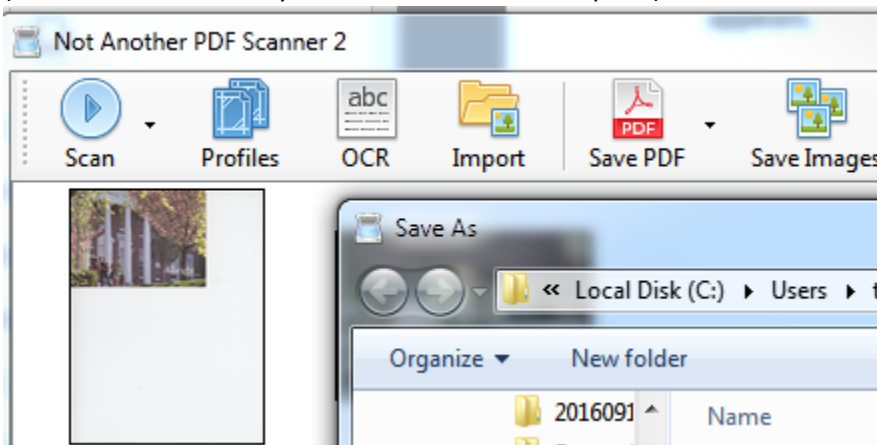
- a. Double click the **NAPS2 icon** on the desktop to open up the Not Another PDF Scanner interface, if the program is not already running



- b. Scan each page by clicking on the **Scan** button (If using the document feeder then click the **small arrow** next to the scan button and select **ILL_Prime_ADF** profile)



- c. When the scan has finished, click the **Save PDF** button, enter the **Request ID** as a filename (**Remember where you save these files for step 11f)



- d. Click **Clear** and repeat step 11b and 11c to scan the next one
- e. Back on ILL Prime homepage, scan the article **Request ID** from the pull slip

- f. Make sure the **Type** is **Copy** and the **URL Type** is **Article Exchange** then click the **OCLC Article Exchange** link, browse and select the PDF file matching the Request ID that you saved in step c above

Loan Prime Admin

170926866: Journal of the American Chemical Soc

Can you supply? Yes Print Shipping Labels Print Book Straps/Stickers Group Affi

No - No reason given

Conditional - Additional info needed

Request Details (Request ID 170926866)

Status Considering (Scanning)

Type **Copy**

Source WSILL

OCLC 1226990

Lenders *TPV

URL Type **Article Exchange**

URL

Request Tags

[OCLC Article Exchange](#)

Title Journal of the American Chemical Society.

Uniform Title Review of American chemical research.

Author American Chemical Society; Marian S. Car

ISSN 0002-7863 1943-2984 1520-5126

Publisher [Washington, etc.] American Chemical So

- g. Make sure the matching RequestID.pdf file is showing in the URL box then click on the **Drop File** button to upload the pdf to OCLC Article Exchange server

Request Details (Request ID 170926866)

Status Considering (Scanning)

Type

Source WSILL

OCLC 1226990

Lenders *TPV

URL Type

URL

[OCLC Article Exchange](#)

Request Tags

- h. After the file is uploaded to the server, an auto generate password will show up in the password field

Request Details (Request ID 170926866)

Status Considering (Scanning)

Type

Source WSILL

OCLC 1226990

Lenders *TPV

URL Type

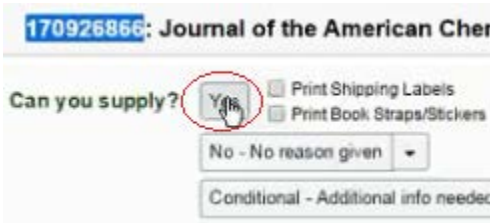
URL

[OCLC Article Exchange](#)

Password

Request Tags

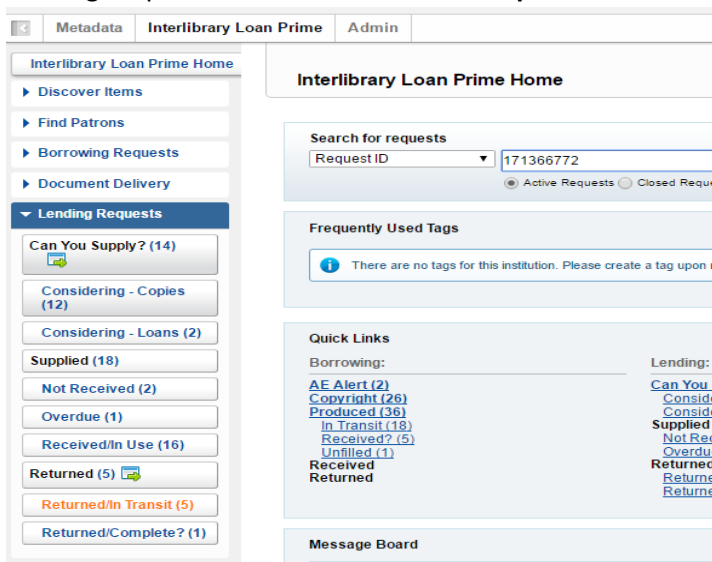
- i. Since this is an article, we do not need to check the Print Shipping Labels or the Print Book Strap boxes. Click **Yes** to finish the request



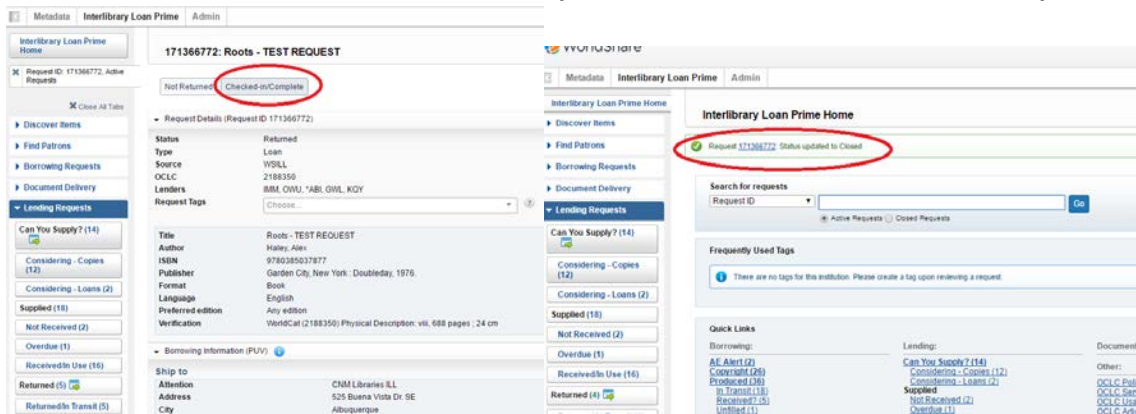
Completing Requests – Books comes back to us

When an item you have lent to a borrowing library is returned to you, you can close the request and mark it as complete.

1. Either scan/enter the **Request ID** or click **Returned > Returned/In Transit** menu in the left navigation, under **Lending Requests** and then click on the **Request ID**



2. Review and confirm the information in the **Request Details** then click **Checked-in/Complete**



3. Check the book back in with Koha/OPAC and resshelf the items

LENDING: Respond No to Requests

1. In the left navigation, under **Lending Requests**, click **Can You Supply?**
2. On the **Can You Supply?** screen, click the **Request ID** or **Title** to display the request
3. In the request, review and confirm the information in the **Request Details** accordion
4. Review and confirm the information in the **Borrowing Information** accordion
5. To respond no to the request, click **No**
6. **Optional:** Click the down arrow to select a reason for saying no
7. A confirmation message appears, and the request goes to the next Lender in the lender string