



OCLC® Article Exchange in OCLC WorldShare® Interlibrary Loan

Introduction

The OCLC® Article Exchange document-sharing site is accessible from within WorldShare® Interlibrary Loan, 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	

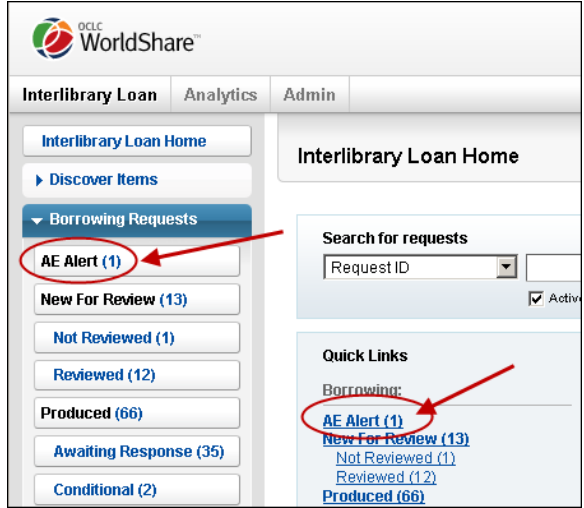
Procedure

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 WorldShare Interlibrary Loan with their custom Web address, authorization and password.

Once logged in, the lending staff person should:

Step	Action	Result
1	Click the OCLC Article Exchange link from within a request.	The File Upload screen appears.
2	Navigate to the file location of the PDF file.	
3	Click Open .	
4	Click Drop file .	A confirmation message appears. The AE Alert field is updated with the URL and password for the document, and a Preview link appears.

Once logged in, the Borrower should:

Step	Action	Result
1	Open a request from the AE Alert category.	
		
2	Click a request to open it.	The request appears, and the AE Alert information appears in the top right portion of the screen.
3	Click Preview to preview the item.	The File Preview screen appears.
4	Click Email doc to patron to send an e-mail to let the patron know there is a document available for pick-up.	The Email Request screen appears. Note: If the borrower and patron e-mail addresses are in the appropriate fields in the request, they will be automatically mapped to the From and To address boxes in the e-mail template. Citation data will also transfer to the e-mail, along with information about how long the file will be maintained in Article Exchange.*

5	If needed, change the data in the fields.	
6	Click Send .	A confirmation message appears, and an e-mail is sent to the patron.
7	Click OK .	

*To avoid errors in e-mail formatting, please include only a valid e-mail address (do not include extra text) in the **Email** field of your constant data records.

After receiving the e-mail, the patron should:

Step	Action	Result
1	Open the e-mail, which includes a tinyURL and password for the article.	
2	Click the URL to see the article online.	The OCLC Article Exchange screen appears, asking for the password.
3	Type the password in the field provided.	
4	Click Get my file .	A File Download pop-up window opens.
5	Choose to either Open or Save the document.	