



Outerlibrary Loan

Requesting items not owned in
LINKCat

ME TRYING TO EXPLAIN

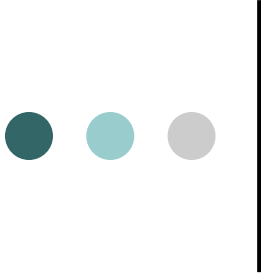
INTERLIBRARY LOAN

made with mematic



Why Use OLL?

- Basic library service, required by statute
- Supplement your collection
- Better service to your patrons
- Little or no cost to your library
- Madison does the hard part for you!



ILL vs. OLL—What's the difference?

- In SCLS, ILL means sharing among your fellow SCLS libraries. You do ILL yourselves by placing holds in Biblioovation.
- SCLS uses OLL to mean going *outside* SCLS. OLL requests have to go through the OLL Clearinghouse in Madison.



How Do I Do This?

- Log into your OLL account
- Search in FirstSearch
- Fill out the request form
- Tell us when the item arrives
- Circ it to your patron as you see fit
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Terminology

- OCLC
- FirstSearch / WorldCat
- WorldShare ILL
- ILLiad
- OLL web account
- WISCAT

Staff vs. Public Search

WorldCat Advanced Search

- Enter search terms in one or more boxes and click on Search.
- WorldCat Hot Topics: Select a topic to search:

Searching

Basic Search **Advanced Search** Expert Search Previous Searches Go to page

Subjects News Help Current database: WorldCat

Search Clear

Search in database: WorldCat (Updated: 2013-11-11)
OCLC catalog of books and other materials in libraries worldwide

Search for: Keyword

and Keyword

and Keyword

Year (format: YYYY-YYYY)

Limit to: Language No Limit show all languages...

Number of Libraries All

Limit type to: match any of the following

- Books Serial Publications Articles
- Visual Materials Sound Recordings Musical Scores
- Computer Files Archival Materials Maps
- Internet Resources Continually Updated Resources

Subtype limits

Any Audience Any Content Any Format

Limit availability to: match any of the following

- Items in my library (WIP, LINK) South Central Library System
- Items in MARSHFIELD/PORTAGE COUNTY MARSHFIELD PUB LIBR

Library Code Find codes...

Rank by: Number of Libraries

Search Clear

English Español Français عربي 日本語 한국어

FirstSearch

WorldCat Basic Search

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Basic Search **Advanced Search** Expert Search Previous Searches Go to page

Intro News Help Current database: WorldCat

Search Clear

Search in database: WorldCat (Updated: 2013-11-11)
OCLC catalog of books and other materials in libraries worldwide

Keyword

Author

Title

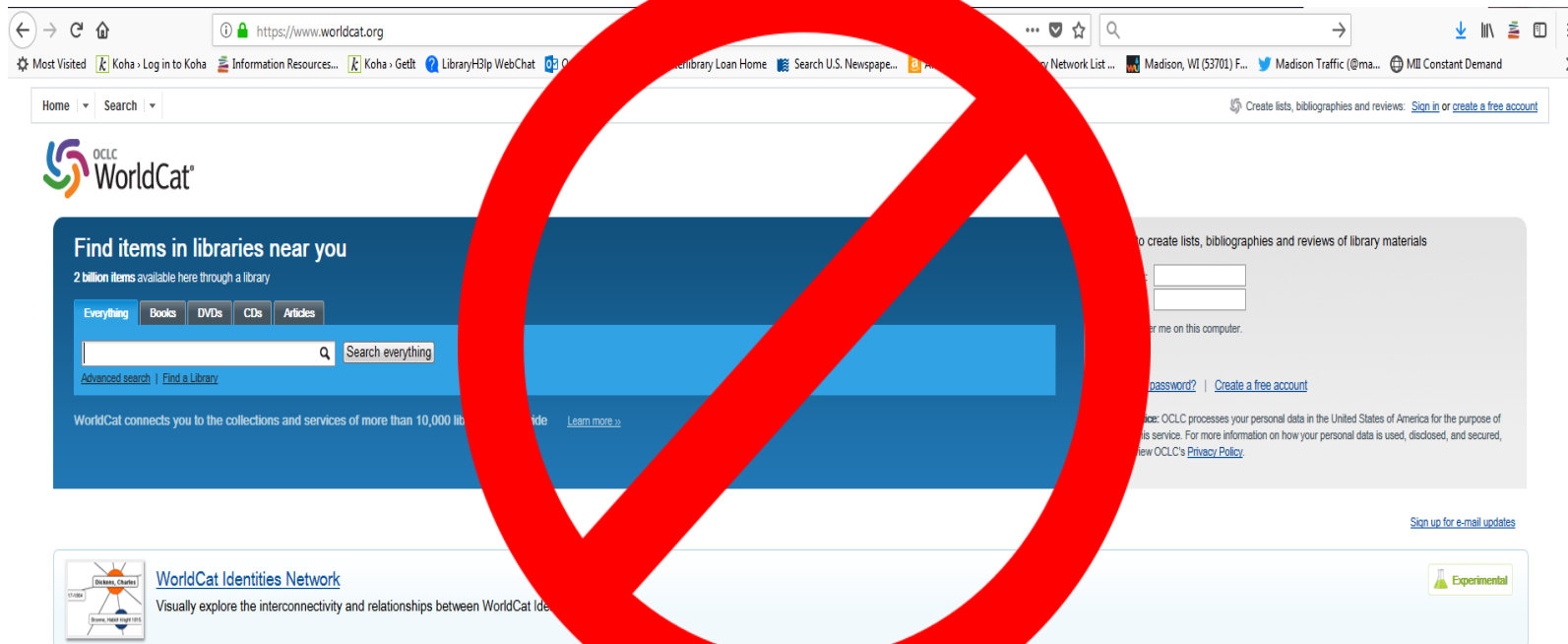
ISBN (format: NNNNNNNNNN)

Year (format: YYYY-YYYY)

Search Clear

English Español Français عربي 日本語 한국어

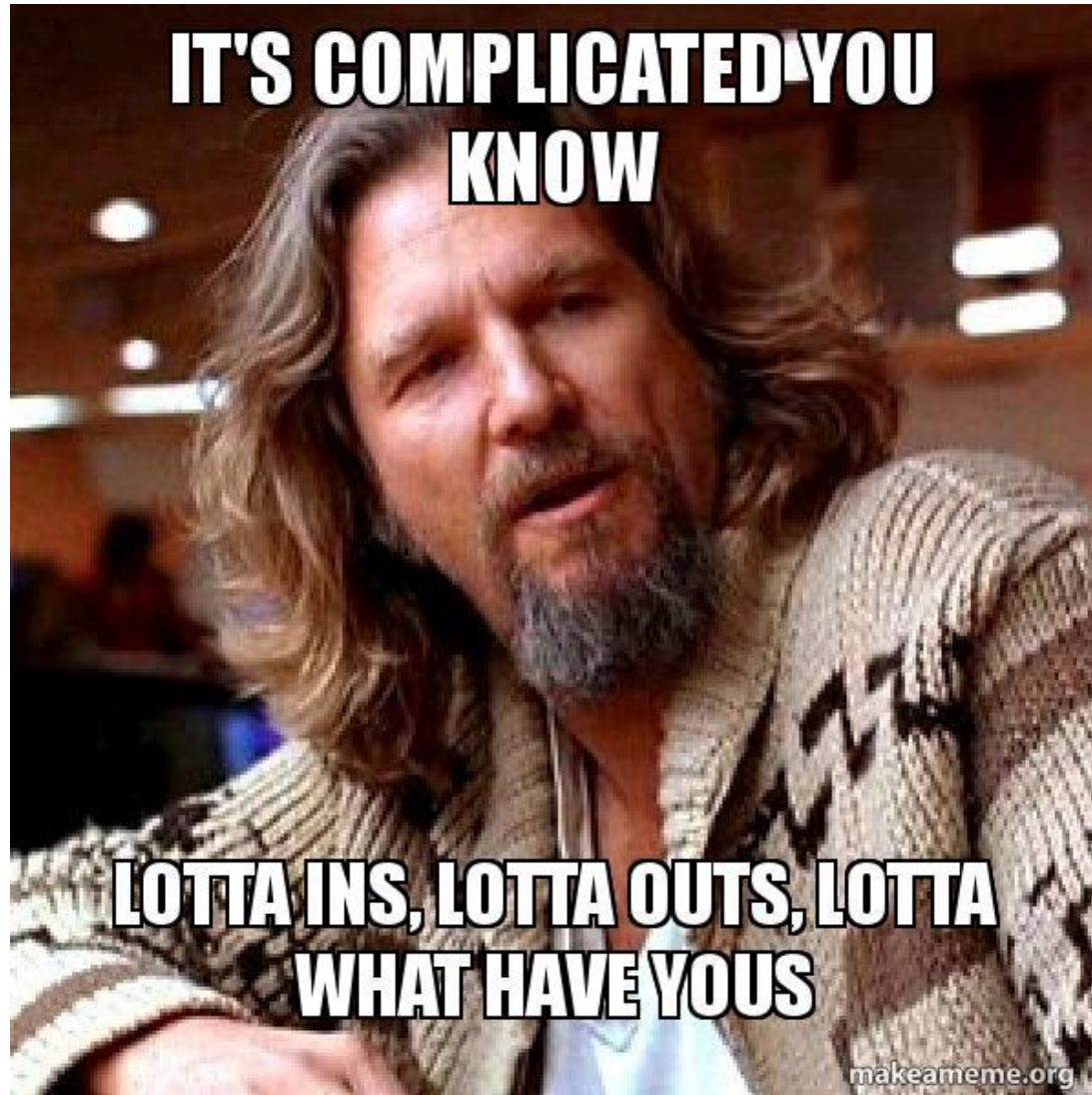
WorldCat.org... Just don't



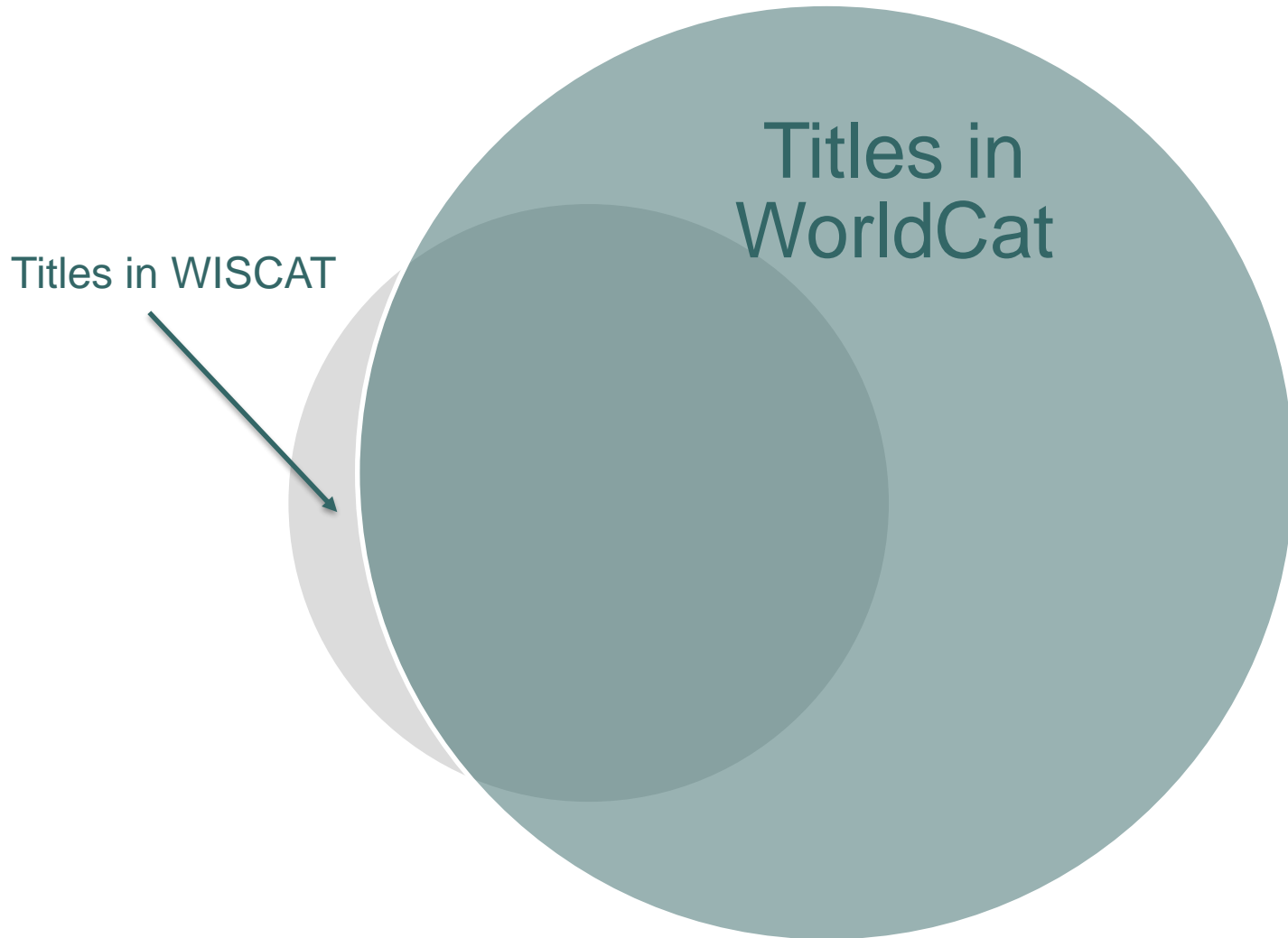
The image shows a screenshot of the WorldCat.org website. A large red prohibition sign (a circle with a diagonal slash) is overlaid on the entire page, indicating that the website is not recommended or should be avoided. The website content includes the OCLC WorldCat logo, a search bar with the text "Find items in libraries near you" and "2 billion items available here through a library", and a "WorldCat Identities Network" section at the bottom. The browser's address bar shows "https://www.worldcat.org".

- ● ●

What about WISCAT?



Overlap between WorldCat and WISCAT





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OLL Web Account

Outerlibrary Loan

Choose an option from the choices below.

 Active All

▪ [Logoff 01234567891012](#)

▪ [Main Menu](#)

▪ [Perform a New Search](#)

▪ [SCLS Subject/Blank Request Form](#)

View

- ↳ [Outstanding Requests](#)
- ↳ [Checked Out Items](#)
- ↳ [Cancelled Requests](#)
- ↳ [History Requests](#)
- ↳ [All Requests](#)
- ↳ [Notifications](#)

Tools

- ↳ [Report Item as Received or Returned](#)
- ↳ [Explanation of Status Terms](#)
- ↳ [Change PIN](#)

For other questions or account changes, please contact OLL at 266-6302

▪ [About ILLiad](#)

Outstanding Requests

Transaction	Title	Author	Status	Patron Barcode
No Requests				

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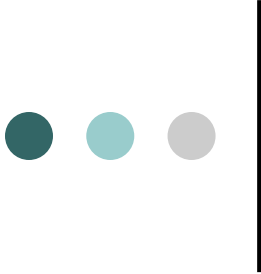
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The Notes Field: What is helpful for us to know?

- Try to recreate reference interview in the notes section
- What will patron accept?
- Very specific features, or not?
- Alternate A/V formats
- “Any edition” is helpful
- Tell us why you chose THIS record

● ● ● | No Such Thing as TMI in the
Notes Field!



Example of a good note:

[Detail](#)
[OCLC](#)
[History](#)
[LinkCat](#)
[Amazon](#)
[RockCat](#)
[CountyCat](#)
[Google Search](#)
[PubMed/Docline](#)
[WorldCat Local Search](#)
[Z39.50](#)

General Request Information
OCLC Info

Transaction Number:

 Article
 Loan

ILL Numbe

Username:
Wanted By:
OCLC Nur

Transaction Date:
Not Wanted After:
Lending S

Delivery Method:
Site:
Lender

Service Level:
Shipping Options:
System ID

Billing Account:
Doc Type:
OCLC Sta

[Loan Info](#)
[Collections](#)
[Local Holdings](#)
[Imported Request](#)
[User](#)
[Copyright](#)
[Invoice](#)
[Additional](#)
[Library](#)
[Shipping Information](#)
[OCLC Item Availability](#)

Title:

 Accept Alternate Edition
 Accept Non English
 Allow Copies?
 Copyright Already Paid?
 Allow Renewals?
 Library Use Only?
 Replacement Pages?
 Priority Shipping
 Ariel

Author:

Publisher:

Place:

Date:

Edition:

Original Loan Author:

Original Loan Title:

Date	Note	Type	Added By
6/25/2018 4:55 PM	Patron is specifically looking for "Death of a Salesman" from 1951. VHS is acceptable, DVD preferred. Two entries in Koha are originally from 1966 & 1985. -mgj/ore	User	29078013469823
6/27/2018 6:58 PM	60585554 - appears to be DVD from 1951	Staff	ew



Items Not Obtainable thru OLL

- Items in publication for less than 6 mo.
- Items with pub date > 100 yrs
- Video games/LPs/Playaways
- Overdrive-type Ebooks and audiobooks
- Streaming video or music (Hoopla)
- Entire issues of magazines
- Items not owned by U.S. libraries



Loan Requests – Key Points

- Check publication date – must be at least 6 months old
- Check format – make sure the format is one your patron can use
- Alternate editions – use notes field to add additional information
- Multi-volume sets – use notes field to indicate volume(s) needed



Genealogical Material

If imprint says ‘genealogical’ or title has “family history of ...” or “families of...”

These can be tricky

Photocopy information is helpful (names or entries from the index) in case we can’t borrow



Multivolume Sets

Does customer needs all discs or volumes?

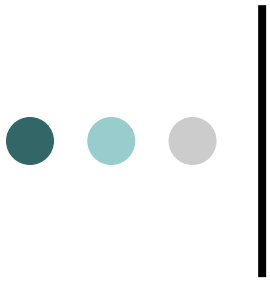
Do they need to arrive in order?

AV will probably be whole set



Magazine and Newspaper Article Requests

- ***Key difference:*** search for the magazine/journal/newspaper, NOT article title
- ISSN is usually your best search option, if available
- Choose the record that covers the right year
- Watch out for title changes



Journal Title: Slavic Review

Article Title: The Revolution of 1905-1907 and the
Crisis of Polish Catholicism

Volume: 47

Issue: 4

Date: Winter 1988

Pages: 667 – 686

ISSN: 0037-6779



Please wait while we
process your request...





Reporting

- Reporting your items as received and returned keeps the request moving through the system the way it's supposed to
- It helps keep everyone—you, the lender, and Madison OLL staff—on the same page



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Due Dates

- Lender's due date = date your patron needs to have it back to YOUR library
- Your patron's due date = whatever due date works for your local process, as long as it is $<$ or $=$ the lender's due date



Due date options

- Have a standard loan period for all OLL items (7, 14, or 28 days)
- Give patron the same due date as the lender gives you (within reason).
- Give patron a shorter loan period than the lender gives you, but allow for a local renewal.
- Give the patron a due date a few days before the lender's due date.



Circulation Options

- Make a fast add record for every item
- Use generic OLL barcodes
- Keep track of OLLs manually
 - Fine, but you have to commit to diligent follow up



How to Be a Good Borrower

- Respect the lender's due date
- Don't use tape on other libraries' items
- Report items received and returned timely
- Maintain awareness of the item's whereabouts
- Ask for a renewal if you need one
- Communicate if there's an issue



Requesting Renewals

- We in Madison need to be involved in renewal requests if you or your patron can't return by the lender's due date
- Do so through your OLL web account
- Timing is everything—not too early or too late.



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Returning Materials in Delivery

- Keep and return ALL paperwork that came with the item
- Use pink Wisconsin Libraries Delivery Network routing slip, including for Minitex (If any of your paperwork has MII on it, it is a Minitex request and can go in Delivery)
- Don't use tape on other libraries' items
- Report item as returned through your OLL account





Route to _____
(System Delivery Hub)

For _____
(Receiving Library)

Date _____

Notes _____

From _____

Wisconsin Libraries Delivery Network

Returning Materials by Mail or UPS



- Keep and return ALL paperwork that came with the item
- Always return AV items in a box
- Honor all special shipping instructions from the owning library (UPS, FedEx, insured, etc.)
- Retain any special packaging and return in same
- Don't use tape directly on other libraries' items
- Carefully package returns (no flimsy envelopes or fiber-filled jiffy bags; avoid staples)
- Report item as returned through your OLL account



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● ● ● | When things go wrong



Yeah, me either. Hina



Loss or Damage

- You're responsible, even if it wasn't your fault
- Be upfront
- Any payment is between you and the lender, and they get to decide
- Our role: advise and facilitate. It is useful for us to be in the loop even if you don't need much help.



Oh, yeah...we also lend

- We do the lending for the whole SCLS system
- This is largely invisible to you
- Holds on pick list
- We manage the loans, bill in the event of loss or damage, and send the money to you
- You can refer any requests to us