WorldShare® ILL Lending

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OCLC Member Education
In this course you will learn to...

- Update your ILL policies and configurations
- Answer and manage ILL requests as a Lender
- Generate statistics reports

Documentation & Support
1. UPDATE YOUR ILL POLICIES AND CONFIGURATIONS
Borrowers can see policies on workform
OCLC Policies Directory

Set Policies
- Deflections
- Copy
- Loan

**Deflections**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>FEES</th>
<th>BORROWERS</th>
<th>ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Microform</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Requests: Loan</td>
<td></td>
<td>Groups: ALPU</td>
<td>Formats: Microform</td>
</tr>
<tr>
<td>Deflection Type: Enable Real Time Deflection</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Will books newer than 2014 get through?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**No DVDs or CDs**

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>FEES</th>
<th>BORROWERS</th>
<th>ITEMS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deflection Type: Enable Real Time Deflection</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
OCLC Policies Directory

Set Supplier Status and Days to Respond; indicate non-circulating items.
Deflection defined

- Deflection is the ability of a lending library to automatically be skipped, even though they are in the lender string.
Types of deflection

OCLC Policies Directory

- **Format**: electronic, audio-visual, serials, etc.
- **Group**: OCLC Group(s) or Custom Holdings Group(s)
- **Cost**: maximum cost
- **Age**: material age (new or old)
### Deflection policy example

No audio loans except for libraries in OCLC group Libraries Very Interested in Sharing (LVIS)

<table>
<thead>
<tr>
<th>Policy name</th>
<th>Enter a name (i.e., no audio loans)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request type</td>
<td>Loan</td>
</tr>
<tr>
<td>Deflection type</td>
<td>Enable Real Time Deflection</td>
</tr>
<tr>
<td>Borrowers</td>
<td>Exclude OCLC Group = LVIS</td>
</tr>
<tr>
<td>Items&gt;Formats</td>
<td>Include all audio formats</td>
</tr>
</tbody>
</table>
Deflection policies

System will answer **no, stop** ILL requests on your behalf according to your deflection policies.

- **Include** = Will deflect/Do **Not** receive ILL requests

- **Exclude** = Will not deflect/ **Will** receive ILL requests

Note: Certify that you select the correct options to avoid receiving unwanted requests or not receiving requests at all.

[Deflections- Documentation](#)
Automation for Lending libraries

OCLC Service Configuration

self-paced training

Documentation - Automated Request Lending

Documentation - Custom Holdings
Turn on real-time availability

When your library is the current lender in the string, the system checks

<table>
<thead>
<tr>
<th>Item Status</th>
<th>System Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unavailable</td>
<td>Request moves to next lender in the string</td>
</tr>
<tr>
<td>Available or not found</td>
<td>Request goes to your Can you Supply queue</td>
</tr>
<tr>
<td>Other status other than Unavailable</td>
<td>Request goes to your Can you Supply queue</td>
</tr>
</tbody>
</table>

Note: You need to complete an online questionnaire:
Real-time availability questionnaire
Monitoring Real-time availability

- Users should check their **Resource Sharing Lending Reasons For No** reports in CUSP
- Look for **System Checked Availability** as a reason for no
OCLC Article Exchange

Files no larger than 120 MB. Up to 1000 files a day per authorization.
Article Exchange- how it works

- Lending Libraries

**Note**: Document expires in 30 days or after viewed five times. Staff preview does not count.
IFM – Interlibrary Loan Fee Management

- Automates the billing of ILL transactions using the borrowing and lending libraries OCLC accounts.

Borrowing Library

Lending Library

-$10 (Debit)  IFM  +$10 (Credit)
2. ANSWER & MANAGE REQUESTS AS A LENDER
Answer requests as a Lender

- Respond **Yes** to loans
- Respond **Yes** to copies, using Article Exchange
- Respond **No** to either loan or copy
- Respond **Yes** or **No** in batch
- Respond **conditional**
- Print queue
Manage requests as a Lender

- Respond to Renewal requests
- Respond to accepted conditionals
- Returned Items (complete/close request)
- Overdue Items
Issues with requests

- Shipped wrong material or material needed in library ASAP
- Damaged
- Borrowing library did not fill maximum cost field and there is charge for the request (skipped deflection)
- Not received items (loan and copy)
- Lost items (Received but missing status)
Manage off-system requests
Set up a borrower partner in OCLC Service Configuration
Manage off-system requests

Create off-system lending requests

Use the Create Lending Request button in the Off-System Requests queue under the Borrowing and Lending sub-queues to create off-system lending requests.

Change the status of an off-system request

When it is time to Cancel, Ship, Receive, Return, or check-in an off-system request, it is recommended that staff make the necessary updates to the request details before changing the request status using the Change Status dropdown. Select the appropriate status after request details are updated.

Documentation
3. STATISTICS REPORTS
Reports for Lenders documentation
The **three topics**…

1. Update your ILL policies and configurations

2. Answer and manage ILL requests as a Lender

3. Generate statistics reports
Congratulations! You completed WorldShare ILL Lending training!
Thank You!

Please remember to fill out the evaluation for this class

- Category: Resource Sharing and Delivery
- Class name: WorldShare ILL Lending
- Instructor: Lucia Shelton
- Date: November 15, 2023

Training questions? Contact OCLC Training training@oclc.org/