System Librarian’s Guide - Integrated ILL

Version 22
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1 Overview

The Integrated ILL module is used to manage

- Your library patrons’ ILL procurement requests
- Requests directed to your library by other libraries to supply material through ILL
- The administrative records that are required to support the above two services

The ILL records are contained within an ALEPH® library of the ILL type (for example, 'USM40', 'XXX40'). Each ILL library is related to a single ADM library (for example, 'USM50', 'XXX50'), and vice-versa.

The Integrated ILL records and procedures involve two-way traffic:

- Requests by patrons to procure material
- Requests directed to the library to supply material

There are a number of ways in which you can customize your Integrated ILL system regarding:

- The method of communication with ILL partners – mail, e-mail, ISO or SLNP protocols
- The degree to which the system does unmediated handling of both lending and borrowing requests

There are two types of records that must be in place before you and your staff users can begin to work with Integrated ILL: Partners and Roster of potential Suppliers.

- Partners – External and Internal
  - External Partners – the external organizations to which you direct your requests, and from whom you receive requests
  - Internal Partners (ILL Units) – the organizations (administrative units within the ADM libraries in your ALEPH installation) that handle ILL requests (both borrowing (patron requests) and lending (requests from other libraries)). The ILL Unit functions in a manner similar to a sublibrary, and several sublibraries can be grouped into a single ILL Unit. A specific ILL Unit, set in the Global Patron Record, handles the patron’s requests.

- Roster of potential suppliers that is used to assign the suppliers to which a borrowing (outgoing) request will be sent. For SLNP, this is not necessary as the potential suppliers are identified by the ZFL server.

There are two types of requests (two request forms), in both the GUI and in the Web OPAC:

- Monograph
- Serial
List of important terms

APDU

The APDU (Application Protocol Data Unit) is the communication unit between a reader and a card. The structure of an APDU is defined by the ISO 7816 standards.

There are two categories of APDUs: command APDUs and response APDUs. As the name implies, the former is sent by the reader to the card: it contains a mandatory 5-byte header and from 0 to up to 255 bytes of data. The latter is sent by the card to the reader: it contains a mandatory 2-byte status word and from 0 to up to 256 bytes of data.

Borrowing

Borrowing refers to the activity of requesting material from another library; although the word “borrow” implies a circulation checkout transaction, the library might send you a copy, which need not be returned (non-returnable).

Borrowing request

A borrowing request is also known as an outgoing request. A Borrowing request is sent by an ILL unit to a potential supplier, in order to fulfill a patron’s request for material.

The following list of actions outlines the steps for a borrowing request. Steps marked with an asterisk (*) can be set to unmediated; steps marked with two asterisks (**) can be unmediated only if communication is through ISO ILL.

1. Create request (created by patron in the OPAC, or by staff in Integrated ILL module)
2. * Check whether requested material is locally owned (when a request is placed by the patron in the OPAC, the request can be blocked if it is locally owned)
3. * Assign potential suppliers to the request
4. * Send the request to the potential supplier
5. ** Register supplier response (if communication is through ISO, this will be unmediated)
6. Register receipt of the material
7. If material received is a returnable item, return the material

Bulk handling

The Integrated ILL GUI includes “bulk” processing for material dispatch and receipt, based on reporting a barcode and/or request number. Communication

You can communicate with ILL Partners in different ways:

- Print (Mail/fax)
- E-mail
- ISO ILL 10160/10161 protocol
- SLNP (Simple Library Network Protocol, used in Germany)

**Incoming request**

An incoming request is received from an ILL partner, requesting that you supply material. An incoming request is also called a lending request.

**Lending**

Lending refers to the activity of supplying material to another library; although the word “lend” implies a circulation checkout transaction, you can send material as a non-returnable copy.

**Lending request**

A lending request is also known as an incoming request.

The following list of actions outlines the steps for a lending request. Steps marked with an asterisk (*) can be set to unmediated; steps marked with two asterisks (**) can be unmediated only if communication is through ISO ILL.

8. ** Create request (if communication is through ISO, this can only be unmediated)
9. * Search to verify if the library has the requested material
10. ** Send response to requester if the material is not available in your library
11. Send response other than “unfilled” (not available)
12. Register shipment of the material
13. If material shipped is a returnable item, return the material

**Locally-owned**

A “locally owned” check can be made when a borrowing request is initially created by staff user via GUI ILL or by the patron via the Web OPAC. This can be set as part of the unmediated processing. It can be set so that patrons cannot place requests for locally owned material.

**Mediation**

ILL requests (borrowing and lending) can be processed as mediated or unmediated as desired, within the constraints relating to how the ILL unit communicates with an ILL partner. All processing, apart from the physical actions of fetching and sending material, and receiving and returning material, can be unmediated. For partners with whom ISO communication is the standard, message handling can also be unmediated, whereas for non-ISO ILL partners, message handling must be manual.
Partners

An ILL partner is an administrative unit that sends requests to you, and/or that responds to your requests for material. Each library/institution that is used as a player (requester or supplier) in the ILL flow, including your own administrative unit, has a partner record in the system.

There are three types of partners: Internal ILL unit, external shared and external non-shared.

- **Internal Partner – also known as ILL Unit: local administrative unit** that handles the ILL borrowing and lending activities. A unit can be set up to represent a single sublibrary, or a group of sublibraries. The unit fulfills two types of services:
  - ILL-UNIT for outgoing requests (borrowing library) - handles the ILL requests for a group of patrons; each patron is handled by a default unit defined in that patron’s global information record.
  - ILL-UNIT for incoming requests (lending library) - an administrative unit that handles the ILL requests directed to it; it is authorized to lend items from specific sublibraries.

- **Shared External Partner** - a supplier or a requester library which is not a part of any ADM library of your library system; it is external to your library system (for example, another library or a supplier like BLDSC). An external shared partner can be used as a supplier by all ADM libraries.

- **Non-shared External Partner** - a non-shared external partner is the same as a shared external partner, but it can be used as a supplier only by the library which created the partner record.

Each ILL partner (both external and internal) to whom you supply ILL material must have a parallel Patron record.

Patrons

Two types of patrons are part of the Integrated ILL setup:

- Library patrons who are served by ILL. They are allowed to submit ILL requests on their own. The Global Patron record includes the assignment of the ILL Unit that will handle his/her requests, a limit of the number of total requests and a limit of the number of active requests allowed for the patron. All ILL-related circulation activities are registered on the patron record: loans; renewals; returns; and so on.
- ILL partners to whom you supply material (external partners and internal ILL units)

Roster
The Potential Suppliers List sets the roster of ILL partners to which an outgoing (borrowing) request is directed. The potential suppliers list is built for each requesting Unit and material type. The list is consulted by the system when a borrowing request is processed.

**Staff users**

ILL staff users are charged with setting up administrative records (suppliers, units, rosters, patrons), processing outgoing ILL requests and handling incoming requests received from other libraries. Each staff user is allowed to access and perform actions in a single ILL Unit. ILL users must be empowered for the Integrated ILL module, and for required Circulation processes.

## 2 Setting up Integrated ILL

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>In order to carry out the steps described in this chapter, you must have a working ALEPH installation.</td>
</tr>
</tbody>
</table>

This chapter describes the tasks you need to perform in order to set up the Integrated ILL GUI. These steps must be carried out in the following order before you and your colleagues can start working with Integrated ILL:

- **2.1 Setting up the ILL Library** on page 12.
- **2.2 Setting up ILL library administrators** on page 16.
- **2.3 Setting up ILL Units** on page 19.
- **2.4 Creating an authorized staff user** on page 21.
- **2.6 Setting up external partners** on page 22.
- **2.7 Creating patron records for ILL partners used as ILL requestors** on page 24.
- **2.8 Creating a roster of potential suppliers (for borrowing requests)** on page 25.
- **2.9 Assigning ILL units to library patrons** on page 28.

### 2.1 Setting up the ILL Library

To set up the ILL library:

1. From the command prompt, define the XXX40 libraries in aleph_start.private by adding the ILL library codes in ./alephe/ aleph_start.private as in the following example:

   ```
   setenv usm40_dev ${USER_MOUNT}/u18_tst
   setenv ALEPH_LIBS "$ALEPH_LIBS usm01 usm10 usm30 usm50 usm51 usm40 usm41"
   ```

2. Re-login to the server so that the above changes take affect.
3. From the command prompt, type the following:

> ap
> open_new_library

4. When asked by the script regarding the size of the new library, use the following guidelines to determine the size:
   VSMALL – up to 20,000 BIB records
   SMALL – up to 100,000 BIB records
   MEDIUM – 100,000 – 1,000,000 BIB records
   LARGE – 1,000,000 – 5,000,000 BIB records
   HUGE – more than 5,000,000 BIB records

5. When asked by the script which library you want to use as a template, use usm40
   as a template if this is the first ILL library you have created. For any additional
   library, you can use the previously-created ILL library as a template.

6. Type N when asked “Do you want all work files (scratch/ & files/) under x_path
   (give full x_path)/[N]?”

7. Type N when asked “Enter list (of one or more), separated by comma
   N/Y/pw,usr,z105:”

8. Type Y when asked “Do you want to create Oracle environment (user, table,
   index, synonym, trigger, sequence); if it exists, all data will be erased!”.

The ILL Library (XXX40) must be defined in ./alephe/tab/library_relation.
The relevant relation types are: ILL, PAS, and BIB.

**ILL**

Defines the relation between the ILL library (XXX40) and the ADM library
(XXX50). Note that the ILL library will point to the ADM library (and not in the
opposite direction as in other relation types).

For example:

ILL USM40 USM50

ILL USM41 USM51

**ADM relation:**

Defines the relation between the ADM library (XXX50) and the ILL library
(XXX40) to be able to navigate from an ILL record to its linked item. For
example:

ADM USM40 USM50

ADM USM41 USM51
PAS
Defines the ILL library that will be displayed in the list of libraries that appears in the Access Rights window when creating privileges for an operator. For example:

    PAS USM50 USM01 USM40 USM10 USM60 USM30 USR00
    PAS USM51 USM01 USM41 USM10 USM60 USR00

BIB relation:
Defines the relation between the BIB library (XXX01) and the ILL library (XXX40). For example:

    BIB USM50 USM01 USM30 USM40

1. Set tab_base.eng – Add the new ILL library code to 
./alephe/tab/tab_base.eng. Three entries must be set per ILL library. For example, for ILL library XXX40, set the following three lines:

   Lines per entry: XXX40, XXX40-B and XXX40-L.

<table>
<thead>
<tr>
<th>Library</th>
<th>Description</th>
<th>Code</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX40</td>
<td>USMARC ILL (XXX40)</td>
<td>XXX40 N</td>
<td></td>
</tr>
<tr>
<td>XXX40-B</td>
<td>USMARC ILL Borr-40</td>
<td>XXX40 N</td>
<td>wit=BORROW</td>
</tr>
<tr>
<td>XXX40-L</td>
<td>USMARC ILL Lend-40</td>
<td>XXX40 N</td>
<td>wit=LEND</td>
</tr>
</tbody>
</table>

2. Set up the GUI Services menu – The GUI services menu file of the integrated ILL < menu-ill.xml > is located under ./aleph/pc_b_eng. If you have a local pc_b_eng directory under ./alephe/pc_b_eng, copy menu-ill.xml file from aleph/tab to alephe/tab. If you do not have a local pc_b_eng directory in ./alephe, disregard this section.

3. If you are using ISO ILL, define the following setting in $alephe_root/aleph_start:

   ```
   setenv     ISO_ILL     Y
   ```

   This setting automatically starts the ILL server upon Aleph startup.

   Ue_17 runs in the ILLSV library if you are using ISO ILL. Ue_19 runs in the XXX40 library if you are automatically processing the documents such as with the automatic locate functionality. Perform the following procedure to have either of these processes start automatically:

1. For UE_17, make sure the following section exists in $alephe_root/aleph_startup:

   ```
   *******************************************#
   #UE_17
   *******************************************#
   echo "starting ue_17"...
   startProc00 ILLSV
   source $aleph_proc/util_e_01
   source $aleph_proc/util_e_17
   ```
2. For UE_19, configure switch ROSTER_STARTUP_LIBS for xxx40 in aleph_start.private
3. Copy the following files from the tree alephe/tab (sometimes these files are found in alephe.orig/tab of the a tree) to the local $alephe_tab:
   tab_ill_change_status_in
   tab_ill_change_status_out
   tab_ill_held_media_map.lng
   tab_ill_partner_conf
   tab_ill_status_borrow
   tab_ill_status_lend
   tab_ill_supp_close_days
   tab_ill_tree_bor_msg
   tab_ill_tree_lend_msg

2.1.1 Loading the ILL GUI Column Headings

pc_tab_col.lng defines the columns that are displayed in list windows in the GUI clients.

In order to define the column headings, edit the bibliographic library (XXX01) table pc_tab_col.lng. For more information about pc_tab_col.lng, see the General Using and Customizing Your GUI chapter of the Aleph 20.0 Staff User’s Guide - General Using and Customizing Your GUI.

The following is a list of the ILL windows which use pc_tab_col.lng for formatting data and their identifiers (Column 1 in pc_tab_col.lng):

PC_ILL_PARTNER_LIST: Administration – Partners List
PC_PARTNERS_LIST: Borrowing – Request Expand –Suppliers tab
PC_ILL_B_LIST: Borrowing – List of Requests
PC_ILL_L_LIST: Lending – List of Requests
PC_ROSTER_LIST: Administration – Potential Suppliers List
PC_ILL_LOCATE_PREV: Borrowing – Locate action – Preview
PC_ILL_LOCATE_PREV_L: Lending – Locate action – Preview
PC_ILL_MLC: Lending – Locate action – Preview – Multi Locate preview
PC_ILL_LOG: Borrowing and Lending – Request Log
PC_MSG_LIST: Borrowing and Lending – Request expand – 5th tab: Messages
PC_ILL_APDU_LIST: Administration – APDU Exceptions Lost
PC_ILL_MSG_LIST: Borrowing and Lending – Summary Mode –Messages pane
PC_ILL_STATUS_GROUP: Borrowing and Lending – Summary mode: main pane
PC_ILL_ITEM_LIST: Lending – Request expand – Items tab
PC_ILL_CUSTOMER_ID: Administration – Customer ID
2.1.2 Create the Z700 Oracle Table

The Z700 Oracle table must be created in the pw_library.

1. Check that the merged file_list in your password library contains z700 using util a/17/10/2:
   
   ```
   >echo $pw_library
   >dlib [the result you received from the previous command]
   >util a/17/10/2
   ```

2. If z700 is not defined in util a/17/10/2, add the following lines to the file_list table found in $data_root of the password library:

   ```
   TAB z700              128K            0K              ts1d
   IND z700_id           128K            0K              ts1x
   IND z700_id1          128K            0K              ts1x
   IND z700_id2          128K            0K              ts1x
   ```

   Then run the following steps:
   
   ```
   >dlib xxx50
   >util a/17/1
   ```

   Type z700, answer yes to create the table.

2.2 Setting up ILL library administrators

You need to set up ILL library administrators in order to continue with setting up Integrated ILL.

The ILL library administrator (ADMIN) is in charge of setting up ILL partners: external partners and internal partners (ILL units) for his ILL library. The ILL library administrator can add, update, and delete ILL units (see section 2.3 Setting up ILL Units on page 19).

To set up an ILL library administrator

3. Log in to either Circulation or Acquisitions/Serials.

4. From the status bar, right-click.

5. Click Staff Privileges.

6. In the Staff Privileges window, select the appropriate user and click New User. The User Password Information window opens.

7. Create a staff user record with the value ADMIN in the ILL Unit field. The following screen capture shows an example of setting up an ADMIN ILL user for the USM50 library:
In our example, USM40 is set as the ILL library of USM50; therefore, this ADMIN user can now set ILL Units for USM40. When you have finished filling in the User Password Information Form, click OK to return to the Staff Privileges window.

8. Select your ADMIN user from the list and click Access Rights:

![Access Rights](image)

The Select Library window appears.

At the very least, assign to the ADMIN user ILL partner privileges (Integrated ILL – Partner Management) in the password library (pw_library, for example:...
USR00). The ADMIN user does not need any privileges in the ILL library (for example: USM40). Note: if the ADMIN user is also expected to open patron records for the ILL partners that require them, then the ADMIN user will require related patron privileges in the password library and ADM library.

9. Select the password library, for example, USR00 and click OK:

![Modify <name of user>’s Access Rights window](image)

The Modify <name of user>’s Access Rights window is displayed.

10. In the tree of library functions, scroll down to ILL. Click the + sign and choose the relevant subfunctions (we suggest All subfunctions), then click Allowed:

![Modify DANS’s Access Rights](image)

Repeat steps 8-10 to assign access rights to other libraries, for example, to assign patron-related privileges in the ADM library.
Note that the ADMIN user is authorized only for the setting up of ILL partners: Internal partners (also known as ILL units) and external partners. For all other ILL activities, such as building up a roster of potential suppliers, processing borrowing requests, processing lending requests, use the ILL units’ authorized users.

The next step in setting up Integrated ILL is setting up ILL Units.

2.3 Setting up ILL Units

Before your library can begin to provide ILL services, ILL units must be entered in the system. Each ILL partner who requests an item from you, or who responds to your requests for material, must have a partner record in your system. In addition, you yourself are an ILL unit. ILL units must be present in the system in order for an ALEPH user to be created (see section 2.4 Creating an authorized staff user on page 21).

Companion parallel patron records must also be opened for each ILL partner (see section 2.6 Setting up external partners on page 22).

ILL partner records are viewed, created and updated through the Administration/Partner node in the Administration tab of the Integrated ILL module. If you have completed the steps described in sections, you should now be able to open Integrated ILL as the ILL library administrator (ADMIN) and to connect to the ILL library.

Note: If you are using a sequential input file in PLIF, make sure that the ILL unit name does not exceed five characters. This is the length of the field USER-REC-ILL-LIB in the sequential PLIF input file.

To create a new ILL unit

1. Connect to Integrated ILL as the ADMIN user. Select the Administration tab in Functional mode. The list of ILL partners (internal ILL units and external suppliers) is displayed in the upper-right pane. As you are setting up ILL units for the first time, it is empty:
2. From the Partners List, click **New**. The Add Partner dialog box appears:

![Add Partner dialog box]

3. Choose Internal Partner from the available Partner Type options and click **OK**. A multi-tab partner record displays in editing mode in the lower pane:

![Partner record editing]

4. When you have finished filling in all relevant fields, click **Update**. The ILL unit is saved in the system.
The next step in setting up Integrated ILL is setting up authorized users for each ILL Unit.

### 2.4 Creating an authorized staff user

In order to empower a staff member for working with the Integrated ILL module and processes, the user must be authorized for an ILL Unit, and relevant authorizations must be assigned to the user, through the Staff Privileges interface.

#### To assign an ILL Unit to an authorized staff user

1. Log in to either Circulation or Acquisitions/Serials.
2. From the status bar, right-click 
3. Click **Staff Privileges**.
4. In the Staff Privileges window, select the appropriate user and click **Modify User**. The User Password Information window opens:

   ![User Password Information](image)

5. In the ILL Unit field, type the appropriate name, for example, *ILL-GM*.
6. Click **OK**.

The authorized staff user must be assigned ILL privileges in the ILL library (XXX40), patron, circulation and items privileges in the ADM library (XXX50), and in privileges in the password library (pw_library USR00). See section 2.2 Setting up ILL library administrators on page 16 for instructions in assigning privileges.

The next step in setting up Integrated ILL is setting up updating privileges for the WWW-X and Z39 system users.
2.5 Setting up Updating Privileges for the WWW-X and Z39 system users

Libraries that use X-Services for external ALEPH locate and Z39.50 gate search need to assign appropriate privileges to the WWW-X and Z39 system users.

WWW-X and Z39 must be assigned privileges in the ILL Library (XXX40).

To assign ILL library privileges for WWW-X and Z39 users

1. In the Staff Privileges window, select the appropriate user (WWW-X or Z39) and click Access Rights.
2. Select the relevant ILL library (for example: usm40) and click OK.
3. Mark 'All Functions / All sub-functions' as 'Allowed'.

The next step in setting up Integrated ILL is setting up external partners (requesters and suppliers).

2.6 Setting up external partners

When you create a new partner record, you are prompted to choose the partner type. The choices available to you will be different depending on whether you are logged in as an ILL staff user or as an ILL library administrator (staff ILL unit=ADMIN):

- An ILL staff user may only add External (shared and non-shared) partners.
- An ILL library administrator (staff ILL Unit=ADMIN) can add, update, and delete, both Internal and External (shared and non-shared) partners.

<table>
<thead>
<tr>
<th>Partner type</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Partner (ILL Unit)</td>
<td>An administrative unit that handles ILL activities for a sublibrary or group of sublibraries within a single ADM environment. You can create or update internal partners within your own ADM environment only. This choice is available only if you are logged in with ADMIN as your ILL Unit.</td>
</tr>
<tr>
<td>Shared External Partner</td>
<td>A supplying or requesting library which is not a part of your ALEPH system; it is external to your library system (for example another library or a supplier such as BLDSC). An external shared partner can be used as a supplier/requester by the ILL units of all ADM libraries.</td>
</tr>
<tr>
<td>Non-Shared External</td>
<td>A non-shared external partner is the same as a shared external partner, but can be used only by the Units within a single</td>
</tr>
</tbody>
</table>
To set up an external partner

1. Connect to Integrated ILL as either an ILL library administrator (staff ILL Unit=ADMIN) or as a staff user. Select the Administration tab in Functional mode. The list of ILL partners (internal ILL units and external suppliers) is displayed in the upper-right pane.

2. From the Partners List, click New or Duplicate. The Add Partner dialog box appears:

3. Choose a Partner Type from the available options and click OK. A multi-tab partner record displays in editing mode in the lower pane:

4. When you have finished filling in all relevant fields, click Update. The external partner is saved in the system.

Note
For detailed information about the various tabs and fields, refer to Integrated ILL online Help.

To | Do this
--- | ---
Update a partner | In the Partners list, select a partner. The appropriate partner record displays in the lower pane in editing mode.
Delete a partner | In the Partners list, select a partner, and...
To Do this

click **Delete**.

When a partner record is active (has linked active requests), it cannot be deleted.

Duplicate a partner

In the Partners list, select a partner, and click **Duplicate**.

The next step in setting up Integrated ILL is creating patron records for the ILL partners (internal and external) that are used as ILL requestors (that is, your library is used as their supplier).

### 2.7 Creating patron records for ILL partners used as ILL requestors

In order to allow circulation transactions for the ILL partners (loan, return, recall and renew), each ILL partner must have a global and a local patron record in the ALEPH system.

The ILL partners’ patron records are viewed, created and updated through the Patron Registration node in the Patron tab of the Circulation module (see section 2 of the Circulation section of the User Guide for an explanation of how to create and update patron records). You will probably want to set aside a patron status for ILL partners.

**To set up a patron record for an ILL partner**

In the Circulation GUI interface, create a global patron record for the ILL partner, entering at least the following:

**Global Patron Information**

- Patron ID: ILL Partner Code
- Name: ILL Partner Name
- Pin Code, Barcode, Barcode Verification and Language (can be system-generated)

**ALEPH Local Patron Information**

- Status: ILL Borrower Status
- Expiry Date: Dec. 31, 2099
- Photo Charge: F
- Privileges: irrelevant, but must be set

The next step in setting up Integrated ILL is creating a roster of potential suppliers for borrowing requests.
Note: Patron records are automatically created if the responder of an incoming lending ISO ILL request (Z700 record) is found to not have a matching patron record. The patron information is automatically populated as described in this chapter. The Status of the Local Patron Information record is set according to the value that is defined in the ill_borrower_status environment variable.

2.8 Creating a roster of potential suppliers (for borrowing requests)

A roster of possible suppliers is used to assign the suppliers to which a borrowing (outgoing) request will be sent. A roster is required for unmediated handling of requests; it is also an aid when mediated handling is performed. Each ILL Unit is responsible for creating its own roster of ILL partners.

The roster comes into play in the following manner – when a borrowing request is processed, the system attempts to ‘Locate’ the material on each relevant supplier’s database, and to identify which suppliers from the roster have available items. “Successful” suppliers are assigned to the request. When a supplier is unable to fulfill the request, the request is sent to the next supplier in the list, and so on. The order of the suppliers is determined either by their order in the roster, or by random selection (depending on the profiling of the suppliers in the roster).

In case of SLNP, the potential suppliers are determined by the central ILL server. When a supplier is unable to fulfill the request, the central ILL server sends the request to the next supplier in its list. When communicating via SLNP, it is not necessary to configure a roster of potential suppliers.

The roster can include a “last resort” supplier (group level 99). A request that cannot be fulfilled by any of the other suppliers will be sent to this supplier, without checking for availability.

Each ILL Unit configures its own roster of potential suppliers, for each type of material (for example, serials, a-v) and for the format in which the material should be supplied (returnable, non-returnable, hard copy, electronic copy, and so on).

Features of the roster are:

- Each ILL unit controls its own roster
- Entries in the list can be set for particular types of material (for example, Machine-Readable, Serials)
- Entries in the list can be set for particular methods of supply (for example, electronic, loan, photocopy, electronic copy)
- Each entry (supplier) in the list is profiled for:
  - Base which is searched. Note: when adding a new line to the potential supplier list, the system will automatically fill in the supplier's default Locate Base (as defined in the supplier's partner record). In the event that you want the system to use another base (not the one that is defined in the supplier's partner record), select a base from the list.
  - Average Supply Days- Number of days it takes for material to be supplied
• Return Delay - How long it takes to return material that has been supplied
• Expiry Days – Relevant only for ISO ILL. Number of days after which the request expires.
• The roster can contain levels (groups)
• The suppliers within a level can be sequenced, or can be randomized

**To set up a roster**

In Integrated ILL, choose the Potential Suppliers node in the Administration tab:

The full list of potential suppliers for the selected ILL units displays in the upper right pane (assuming you have set some up):

You can filter the list by filling in one or more of the fields at the left of the Potential Suppliers list:
<table>
<thead>
<tr>
<th><strong>To</strong></th>
<th><strong>Do this</strong></th>
</tr>
</thead>
</table>
| View a list of the potential supplier records for one partner | In the Potential Supplier’s list, select a Supplier from the **Suppliers** drop-down list and click **Go** (the drop-down list is ordered alphabetically by Partner code).  
If you want to filter the resulting list further, for example, to see if a potential supplier record exists for the media type Microform (copy), select a media type from the **Media/Level** drop-down list and click **Go**. |
| View a list of all partners with potential supplier records of one particular media type | In the Potential Suppliers list, leave the Supplier drop-down list empty, choose a media type from the **Media/Level** drop-down list and click **Go**.  
This list will show you the order in which the system searches for potential suppliers within a media type.  
If you want to further limit this list so that you only see the group of potential suppliers for one media type within one specific level, select the level (01, 02 and so on) from the **Media/Level** drop-down list and click **Go**. |
<p>| Start over and perform a different search | In the Potential Suppliers list, click <strong>Clear</strong> to clear the search filters. |
| Rearrange the order in which the system sets potential suppliers within a group, or a potential supplier | In the Potential Suppliers list, select a potential supplier, choose <strong>Level</strong> from the |</p>
<table>
<thead>
<tr>
<th>To</th>
<th>Do this</th>
</tr>
</thead>
<tbody>
<tr>
<td>to move a supplier from one group to another</td>
<td><strong>Rearrange Supplier</strong> section, choose the Sequence number that you wish to assign to the highlighted supplier, and click <strong>Rearrange</strong>. The potential supplier record will move to the appropriate place in the list.</td>
</tr>
<tr>
<td>Randomize the order of the potential suppliers within a level</td>
<td>In the Potential Suppliers list, select one of the lines in the level and click <strong>Randomize</strong> (if the group of suppliers is already randomized, the button will be labeled <strong>De-Randomize</strong>, in which case the suppliers will be sequenced).</td>
</tr>
<tr>
<td>Add a new potential supplier</td>
<td>In the Potential Suppliers list, Click <strong>Add</strong>. An empty entry form will open in the lower pane.</td>
</tr>
<tr>
<td>View and/or update a potential supplier entry</td>
<td>Select the relevant line in the Potential Suppliers List. The lower pane displays a tab containing the supplier roster information and another tab with the supplier roster form for updating.</td>
</tr>
</tbody>
</table>

**Note**

For detailed information about the various tabs and fields, refer to Integrated ILL online Help.

| Remove a potential supplier from his place in the roster | In the Potential Suppliers list, select a roster line and click **Delete**. This removes the highlighted roster line; it does not remove all the roster lines of this supplier. |

### 2.9 Assigning ILL units to library patrons

Library patrons who have ILL privileges must have an ILL unit assigned in their Global Patron records. You do this in the Circulation GUI (see section 2 in the *Staff User’s Guide – Circulation*) by assigning the ILL Unit that serves the patron, and the request limits – total number of requests allowed within a time period (the time period is set by the library, for example, a year or a semester) and the total number of active requests allowed:
Additional checks and blocks, active for limiting ILL privileges (for example, patron owes fines, patron has overdue loans), can be set within the configuration of patron circulation checks.

2.10 Create Customer ID Records

To create a Customer ID Record perform the following procedure:

1. Open Integrated ILL.
2. Connect to the XXX40 library.
3. Select the Administration tab.
4. Select Customer ID.
5. Click New.

For more details, see the Aleph 20.0 Staff User’s Guide - Integrated ILL.

3 ILL Locate Function

The ILL Locate function is a major feature which is involved in the ILL flow of both borrowing (outgoing) and lending (incoming) requests.

The 'Locate' can be manually activated by staff users OR automatically by activating the ILL library daemon: ue_19 (see chapter 6 - ILL Library Daemon).

Borrowing Locate – the borrowing Locate action is taken when a patron's borrowing (outgoing) request is handled. The 'Locate' is invoked when the system creates the potential suppliers list for a borrowing request. The system attempts to Locate the requested title in the partner records which are set in the pre-defined roster of potential suppliers. The initial search is a 'title search' for a matching BIB record,
followed by an 'items search' for a matching holding record. The 'items search' is performed only for suppliers whose holding information can be accessed (depends on the partner's 'Locate type'). Eventually, only suppliers for whom the Locate action has succeeded are assigned to the borrowing request.

**Lending Locate** - The 'Locate' is invoked when a lending request is checked by the ILL unit to see if it can be fulfilled. The ILL unit base (as defined in the ILL Unit record) is searched according to the definitions set in /alephe/tab/tab_base.eng. The Locate action is successful only if a matching BIB record is found and available item/s located for supply.

This chapter describes the considerations that are used by the Locate process to reach these goals.

A supplier that has been set in the roster of suppliers will be considered as potentially able to fulfill a request if the following two conditions have been met:

- The potential supplier is available
- The required title is at the supplier’s disposal.

### 3.1 Supplier Availability

A supplier is considered available if the following is true:

- The supplier’s status is active, that is, its status is not non-active (Z700-STATUS 'NA').
- The supplier’s average supply time does not fall after the request’s last interest date.

Any supplier that does not fill these two requirements will not become a potential supplier.

### 3.2 Title Availability

Title availability depends on two criteria:

- A valid title is found.
- The title has valid items.

#### 3.2.1 Searching for Titles

The potential suppliers are scanned for items that match the requested title. If the requested title already includes information on the linked holdings (the 954 field), and the linked holdings belong to the ADM library from which the supplier can lend (Z700-CIRC-SUB-LIBRARY), then no new search method is required. This is potentially true wherever the requested title has been harvested from an ALEPH catalog.

If no holdings information exists, or if the holdings do not belong to the sublibrary/ies from which the supplier can lend, then a new search method is required. This will always be the case in a lending Locate. This will be the true for a borrowing Locate only if the requested title was harvested from a non-ALEPH catalog.
If a new search is required, then the method of performing the search depends on how
the partner record of the supplier has been defined in your ILL data. The Locate
procedure behaves according to the partner Locate type which is defined in the
'Locate Type' field of the partner record.

There are six possible Locate types: UNIT, UNITLESS, ALEPH, ITEMLESS,
EXTERNAL and NONE.

Note
The UNIT and UNITLESS Locate types are only relevant for internal ILL partners
(ILL Units); therefore, both borrowing and lending Locate actions are relevant for
these Locate types.

All other Locate types, ALEPH, ITEMLESS, EXTERNAL, and NONE, are assigned
to external partners which are used as your suppliers; therefore only the borrowing
Locate action is valid for those types. Partners of type ALEPH, ITEMLESS,
EXTERNAL and NONE can also act as requesters but in this case their Locate action
is defined according to their ILL policy and setup.

UNIT: ILL Unit - The partner is one of the defined ILL units and is an internal
partner that represents an administrative unit that handles ILL activities for a
sublibrary or group of sublibraries within a single ADM.

- For borrowing Locate - The search in the partner's database is locally (within
  your ALEPH installation) and uses the holding information (field 954). If
  there is no holding information, the search is performed in the ILL unit's base
  as defined in the Locate Base field of the ILL Unit's partner record. The base
  must be set in your ./alephe/tab/tab_base.eng. The search query is according to
  borrower’s ./<ill library>/tab/tab_locate (there is an option to define a tiered
  Locate search - see details in the Tiered Title Locate section below).

- For lending Locate – the local ILL unit's base is searched as defined in the
  Locate Base field of the ILL Unit's partner record. The base must be set in
  your ./alephe/tab/tab_base.eng. The search query is according to your ./<ill
  library>/tab/tab_locate (there is an option for tiered Locate - details in sub-
  section section below -Tiered Title Locate).

UNITLESS: ILL Unit with no items data - same as Locate type UNIT but for units
that do not hold items data in ALEPH format. For a UNITLESS partner, the system
attempts to search for a matching title but does not proceed to the item searching step.
The UNITLESS Locate type is valid for both the borrowing request Locate and the
lending request Locate.

ALEPH: ALEPH system - The partner has full ALEPH ILS and uses X-Services to
fetch title and items information. The host address to which the X service will be sent
is defined in the partner’s Locate Server which is defined in the Locate Server field of
the partner record. The supplier's base is defined in the Locate Base field of the
partner record and must be set in your ./alephe/tab/tab_base.eng. The search query is
according to the supplier's ./<ill library>/tab/tab_locate. The ALEPH Locate type is
relevant only for a borrowing Locate when your library attempts to assign an ALEPH
library as a supplier.
ITEMLESS: ALEPH system with no items data - Same as the ALEPH Locate type but for systems that do not hold items data in ALEPH format. For an ITEMLESS partner, the system attempts to search for a matching title but does not proceed to the item searching step. The ITEMLESS Locate type is relevant only for a borrowing Locate when your library attempts to assign an 'ALEPH- no items' library as a supplier.

EXTERNAL: External base - The supplier’s search base is on a non-ALEPH installation. The required record is not at hand and a Z39.50 query is used to fetch the record and items. The supplier's base is defined in the Locate Base field of the partner record. The supplier base must be set in your ./alephe/tab/tab_base.eng and relevant Z39.50 base configuration must be set in ./alephe/tab/z39_gate. The EXTERNAL Locate type is relevant only for a borrowing Locate when your library attempts to assign a Z39.50 library as a supplier.

NONE: No Locate - No attempt to perform a Locate action in the partner's database. This type is valid only for the borrowing requests Locate action when your ILL unit tries to assign the supplier to a request: the supplier will be considered as a 'match' even thought the title has not been located.

Each one of the above Locate types requires additional information for the Locate action. The following are the relevant partner's fields for this information:

- Catalog Type – The partner's catalog structure. Relevant for Locate types: UNIT, UNITLESS, ALEPH and ITEMLESS. The options are:
  - UV – ALEPH Union View
  - SBIB – Single BIB library
- Locate Server – The partner's server IP and port of the Web OPAC, for example, goldcoast01:8991. Relevant for Locate types: UNIT, UNITLESS, ALEPH and ITEMLESS.
- Locate Base – The base of the partner's library. The base must be one of the bases defined in the ./alephe/tab/tab_base.lng. However, you can trim down the list of bases the drop down list by listing them in the ILL-LOCATE-BASE section of ./<ill library>/tab/pc_tab_exp_field.lng. Relevant for Locate types: UNIT, UNITLESS, ALEPH, ITEMLESS, and EXTERNAL.
- Locate Circ. Library – The partner's ADM library code, for example, MSL50. Relevant for Locate types: UNIT and ALEPH. Drop-down menus can be set in ILL-LOCATE-LIBRARY menu of ./<ill library>/tab/pc_tab_exp_field.lng.

3.2.2 Tiered Title Locate

When tab_locate queries are invoked in the Locate action, you can define tier-locate procedures so that the Locate will be performed in levels. This can be done by setting locate-base extensions in tab_locate. For example, for a base with the code WID, you can define a tier-locate by adding an extension to the base’s code: WID-1, WID-2, WID-3, and so on.

The Locate will first be performed according to the procedure defined in tab_locate for WID-1; if this fails, the system applies the WID-2 procedure (and so on, until WID-9). The WID procedure will be consulted when all previous tiered Locate procedures have failed.
Make sure that each *Locate* base is defined in `/alephe/tab/tab_base.eng` but not the tier-locate base extensions, for example, WID should appear, and not WID-1.

Example of setting a three-level tiered-*Locate* for the base code WID (WID-1, WID-2 and WID) in `/<ill library>/tab/tab_locate`:

```
WID-1               245## a                    wti=
Locate_str_0

WID-1               100## a                    wau=
Locate_str_0

WID-1               260## a                    wpl=
Locate_str_0

WID-1               260## b                    wpu=
Locate_str_0

WID-2                245## a                    wti=
Locate_str_1

WID-2                100## a                    wau=
Locate_str_1

WID-2                260## a                    wpl=
Locate_str_1

WID                 245## a                    wti=
Locate_str_1

WID                 100## a                    wau=
Locate_str_1
```

3.2.3 Item Searching

For the *Locate* types UNIT and ALEPH; after the requested title is at hand, the title’s items are checked according to the following sequence:

1. The matching bibliographic record is searched for items. If the request is for a serial item, then the items must match the volume's year that is required.

2. The found items are checked. They must belong to one the sublibraries that are used by the potential supplier for lending. This is defined in the partner's Circ Sublibraries field.

3. The ability to loan the detected item to the ILL requester is checked according to the supplier's `/adm_library/tab/tab_check_circ`. The relevant sections of `tab_check_circ` are: ILL-L and ILL-C. Section ILL-L is relevant for a returnable request (loan) and section ILL-C is relevant for a non-returnable request (copy or electronic supply).

4. For a lending *Locate* only: the items are checked to see that they are not currently on loan.
3.3 'Locate' Possible Results

If all the above checks (title searching and item searching when possible) are successfully passed (that is, an available item which can be loaned to the requester has been found), then the request is considered as successfully located:

- **Borrowing request** – possible suppliers are assigned to the request and its status becomes 'Waiting for Process' – WAP

- **Lending request** – possible items for supply are attached to the request and its status becomes 'Located' – LOC.

If the above checks fail (that is, no matching title is found or no matching items for supply are Located), then the request is considered as failed:

- **Borrowing request** – suppliers are not attached to the request and its status becomes 'Locate Failed' – LOF.

- **Lending request** – if more than a single BIB has been found, no items are attached to the request and its status becomes 'Multiple Locate' – MLC. If no title is found, or a title is found but no items are found, the request status can change to 'Mediated' – MED, or to 'Answer Unfilled' – AUF (depending on the ILL Unit setup); in the case of Answer Unfilled, a message is sent to the requester. This is a terminal status.
4 Background Processes

4.1 XXX40 ILL Library

- library batch queue - UTIL C/2
- update documents index - ue_01 (UTIL E/1); the process is stopped using ue_02 (UTIL E/2).
- Optional – ILL Library daemon: ue_19 (UTIL E/19); the process is stopped using ue_20 (UTIL E/20) – see details in the chapter: ILL Library Daemon: ue_19.
- Optional - SLNP server (to start with UTIL W/3/7/5); this server enables communication via the SLNP protocol.

4.2 ILLSV Library

The ILLSV library (ILL Server Library) is relevant only in sites that use the ISO ILL protocol type. The ILLSV library is used as repository for all ILL APDU messages that are received at your site.

- update documents index - ue_01 (UTIL E/1); the process is stopped using ue_02 (UTIL E/2).
- handle ILL server library document - ue_17 (UTIL E/17); the process is stopped using ue_18 (UTIL E/18).
- ill_server (to start: UTIL W/3/7/7); this server directs messages from the ILLSV library to the relevant library.

4.3 General

- pc_server (to start: UTIL W/3/3) for GUI ILL Client
- www_server (to start: UTIL W/3/1) for Web OPAC
- Z39_gate (to start: UTIL W/3/4); this server enables searching in remote external databases (external partners).
- Z39_server (to start: UTIL W/3/5); this server enables external users to search in ALEPH databases.

5 Setting up Unmediated Mode for ILL Units

You can set your ILL Unit to handle ILL borrowing and lending request in an 'unmediated mode'.

For the borrowing ILL workflow – the unmediated setup supports the option to Locate potential supplier to new requests and to automatically send the request to the suppliers.
For the lending ILL workflow – the unmediated handling supports an automatic Locate of all NEW lending requests and support the option to respond to an 'non-Located' requests.

5.1 Setting Up the 'Unmediated Mode'

Steps

1. Connect to Integrated ILL as a staff user.
2. **For Unmediated handling of borrowing requests** – In the partner record of the ILL Unit, click the Borrowing ILL Unit tab and select the Borrowing Unmediated Locate check box.
   
   **For Unmediated handling of lending requests** – In the partner record of the ILL Unit, click the Lending ILL Unit tab and select the Lending Unmediated Locate check box of the field.

3. In the server file system, activate UTIL E/1 then UTIL E/19, the ILL library daemon (ue_19). For an explanation of the results of this procedure, see sections 5.2 Unmediated Activities - Borrowing below and 5.3 Unmediated Activities - Lending on page 38.

5.2 Unmediated Activities - Borrowing

When ue_19 is activated and the ILL Unit’s Borrowing Unmediated Locate check box is selected, the system attempts to Locate potential suppliers for each NEW patron ILL request (Z410), using the roster of potential suppliers (Z701).

Only borrowing requests which have a status of NEW are handled by the daemon. Requests that have been initially created with a status other than NEW will not be handled by ue_19, that is, a 'Locally Owned' request (LOW) and a New-Staff Review request (NEM:-request that contains patron note or staff note) will not be handled by ue_19. If you want LOW and NEM requests to be handled by the daemon, you will have to manually change their status to NEW (see section 9 Change Request Status on page 41).

If the Locate fails to find a potential supplier, the patron request status (Z410-STATUS) is changed to 'Locate failed' (LOF). A 'Locate Failed' request has to be handled manually by staff users.

If the Locate ends successfully, a list of suppliers (Z411s) is created for the request. Each request to supplier is assigned a sequential number (Z411-SEQUENCE) representing its position in the list. The request to supplier with first priority is assigned the status NEW (Z411-STATUS). All other requests to supplier are assigned the status PND (Pending).

Actually, the Locate method and results are the same as if the 'Locate' has been manually activated by a staff user (by clicking Locate in the Borrowing Requests List). As for Locate procedures, see section 3 ILL Locate Function on page 29.

At this stage (when a list of potential suppliers is attached to the request), ue_19 invokes tab50 (./<ill library>/tab/tab50) to determine what is the next action to
perform for each supplier request, according to the filters defined in Col.1 through Col.5 (see section 5.2.1 Defining how borrowing requests are handled - tab50 below).

You may decide that ue_19 should be used only for Locate potential suppliers but not for sending the requests to suppliers. If so, leave tab50 empty. Otherwise, you will have to set tab50.

5.2.1 Defining how borrowing requests are handled - tab50

/ill library>/tab/tab50 is involved when the Locate of potential suppliers for a request is successful (patron request status is 'Waiting for Process'-WAP). The system refers to tab50 in order to perform the SEND or CANCEL action, tab50 is also involved when a supplier reply is 'Unfilled' and there is an option to send the request to the next supplier in the list.

tab50 has the following structure:

Col. 1 - ILL Unit – The ILL unit that created the request.
Col. 2 – Supplier code – The code of the potential supplier.
Col. 3 – Media – The requested media (for example, L-PRINTED, C-PRINTED)
Col. 4 - Supplier request status (Z411-STATUS)
Col. 5 – Range of supplier request sequence (Z411-SEQUENCE) – A number that represents the place of the supplier in the list of potential suppliers. It can be set as single sequence (for example, "1" for the first supplier) or as a range of sequences (for example, "2-9" for second through ninth)
Col.6 – Action- the action that is taken: SEND or CANCEL

The possible actions (Col.6) are SEND and CANCEL:

SEND – this is an automatic attempt to send the request to the supplier. Locate has already been successfully performed by ue_19, and a request message is sent to the current active supplier. The Request to Supplier Status is changed to 'Sent to Supplier' (SV). The dispatch of the request to the supplier will be as defined in the supplier's partner record: ISO, Letter format (option for e-mail) or BL format. If sending cannot be performed due to a technical problem, the status of the request to supplier is changed to ENN (where NN represents the number of failures), and the status of the main request is changed to Daemon Send Failed (DSF).

For example: If it is an ISO request and the server’s attempt to send a request to a supplier fails the first time, the request to supplier status is changed to E00; the second failure will change the status to E01, and so on. In this way, the library can set how many times a request transmission should be attempted. The main request becomes DSF (Daemon Send Failed).

CANCEL - Cancellation of a request to a supplier before it has been sent. If there is a technical problem in dispatching the ILL Request to the target server (due to a problem in the target server), you can define a limit for the number of attempts for a request to be sent to a supplier. When this limit is reached, the request will be automatically canceled (request to supplier status changed to Canceled-CA). This will trigger the activation of the next supplier (that is, the request to supplier will be changed from Pending-PND to NEW).
Suggested setup:

You may want `ue_19` to automatically create a list of potential suppliers for all NEW requests and then have a staff user review/rearrange/amend the list. After the staff user has 'confirmed' the list, he can **manually** send the first request to supplier (SEQUENCE is 000000001) by clicking **Send**.

From now on, you may want that in the event that the first supplier cannot fulfill the request, `ue_19` will automatically send the request to the second supplier. If the second supplier also fails to supply the request, the third supplier will become active and so on.

In addition, you can determine that in the case of a technical failure in the dispatch of the request (for example, the target ILL server is shut down), only three attempts to send the request to the 'failed' supplier are allowed. After three unsuccessful attempts, the request to that supplier is canceled and the request moves to the next supplier in the list.

To support the above scenario, set tab50 according to this sample:

```
ILL_LAW #################### #################### NEW 2-99 SEND
ILL_LAW #################### #################### E00 2-99 SEND
ILL_LAW #################### #################### E01 2-99 SEND
ILL_LAW #################### #################### E02 2-99 SEND
ILL_LAW #################### #################### E03 2-99 CANCEL
```

### 5.3 Unmediated Activities - Lending

You can set your ILL Unit to handle ILL lending request in 'unmediated mode'.

The lending 'Locate' action that checks if an ILL request can be filled by your ILL unit can be automatically activated by `ue_19`.

When `ue_19` is activated and the ILL Unit field 'Lending Unmediated Locate' is set to Yes, the system attempts to **Locate** matching items for supply for all NEW lending requests.

The **Locate** method and results are the same as if the **Locate** has been manually activated by the staff user (by clicking **Locate** in the Lending Requests List). As for **Locate** procedures, see section 3 ILL Locate Function on page 29.

If an available item which can be loaned to the requester has been found, then the request status is changed to **Located** (LOC). The list of **Located** items can be viewed in the Lending Request list, Items tab.

If more than one BIB has been found, no items are attached to the request and its status becomes 'Multiple Located'-MLC.

If no title is found, or a title is found but no items are found, the request status changes to 'Mediated'-MED, or to 'Answer Unfilled'-AUF (depending on the partner record setup of the ILL Unit, shown in the Lending ILL Unit tab); in the case of Answer Unfilled, a message is sent to the requester.

Only lending requests with a status of NEW are handled by the daemon. Requests that have initially been created with a status other than NEW will not be handled by `ue_19` that is, New-Staff Review (NEM- a request that contains a requester's note) **will not**
be handled by ue_19. If you want NEM requests to be handled by the daemon, you will have to manually change their status to NEW (see section 9 Change Request Status on page 41).

To print reports and/or pickup slips for lending located material, use the batch service Lending Library - ILL Requests Report and Slips (ill-65).

This service enables you to retrieve ILL lending requests, produce a report, and print a separate slip for each retrieval.

The service also enables you to update the status of Located, Multiple Located, and New requests upon printing slips. Request there were Located (LOC) are updated to Located and Printed (LPR), requests that were Multiple Located (MLC) are updated to Multiple Located and Printed (MLP) and request that were in NEW status are updated to New and Printed (NEP).

6 Setting up “Locally-owned” checks

You can set your system to check if a title that is being requested via the ILL borrowing services is locally owned by the library. The check is performed when a new ILL request is submitted by a patron via the OPAC or by an ILL staff user via the Integrated ILL GUI (see section 6.2 Setting the system’s response to locally-owned results on page 40).

For an ILL request submitted by a patron, you can set the action to be taken by the system for a locally-owned request (see section 6.2 Setting the system’s response to locally-owned results on page 40).

6.1 Setting up the 'Locally-owned' policy

The 'Locally-owned' policy is defined in the partner record of each ILL unit, Borrowing ILL Unit tab, Check Local Own Procedure field.

The options are:

- **0 - No check** - The system does not check whether or not the requester’s library holds a requested item.

- **1 - Check for items existence** – If the requested item is held by the library, the request will be marked as 'Locally owned'. No further checks for patron blocks and/or item availability are performed.

- **2 - Allow ILL if patron is locally blocked** - If a patron cannot borrow a specific item from his library (because of patron blocks), he will be allowed to request the item via the ILL service. The system marks the ILL request as 'Locally Owned'.

- **3- Block ILL if patron blocked/items avail. locally** - If a patron cannot borrow a specific item from his library (because of patron blocks), he will not be allowed to use the ILL service to get the item from another library. The system will mark his request as 'Locally Owned'. In addition, if the patron is not blocked but items are not available, the system will also block his ILL request (by marking it as "Locally Owned").
For procedures 2 and 3:
The ADM library table, tab_check_circ (./xxx50/tab/tab_check_circ) sets the checks that will be performed when the self-ownership check is activated.

The relevant entries of tab_check_circ are: ILL-L (for loan request) and ILL-C (for copy request and electronic).

6.2 Setting the system’s response to locally-owned results
For an ILL request submitted by a staff user via the ILL GUI: Once the request is registered and detected as Locally Owned, the staff user is prompted with a notification: 'Locally Owned Request'. Continue Yes or No.

If the staff user selects Yes - the request is created with the status Locally Owned (LOW).

If staff user selects No - the request is not created.

For an ILL request submitted by patron via Web OPAC: Once the request is registered and detected as Locally Owned, the system applies to ./<ill_library>/tab/tab100 switch PATRON-LOCAL-OWN and acts according to its setup:

The value can be: 0 or 1

0 = (default) locally owned requests are blocked.

1 = locally-owned requests continue to be processed and they get the status

'Locally Owned' (LOW).

For a system wide setting, refer to Section 25 tab100 - Related Entries for ILL section.

7 Setting up patron checks when a new borrowing request is submitted
You can define check routines for local patrons who submit a new borrowing request.

The check routine is defined in the ADM library table: tab_check_circ (./xxx50/tab/tab_check_circ). The relevant check procedure (Col.1 in tab_check_circ) is PAT-DELINQ.

Example of PAT-DELINQ entries in tab_check_circ:

PAT-DELINQ check_circ_1_a
PAT-DELINQ check_circ_1_b
PAT-DELINQ check_circ_1_c_a

Note
The check routines (col. 2 of tab_check_circ) can be only routines that check the patron global (Z303) and patron local (Z305) record

Libraries that do not use the patron's Home Library (Z303-HOME-LIBRARY), should not be defined in PAT-DELINQ checks that are related to the patron’s local record (Z305).
The PAT-DELINQ procedure check is consulted when the patron submits a new ILL request via Web OPAC or when the staff user submits a new ILL request on behalf of the patron via the ILL GUI.

Web OPAC ILL request - If the request is blocked, the patron gets a block message and cannot proceed with the ILL request. He can apply to a staff user to clarify the issue.

ILL GUI request – If the request is blocked, the staff user is prompted with a warning message: Patron has delinquencies. Continue Yes/No. The staff user can decide to abort the ILL request (selecting: 'No') or proceed with the ILL flow (selecting: 'Yes').

8 Setting Up Non-working Days of Potential Suppliers

You can define the non-working days of potential suppliers in tab_ill_supp_close_days. This table is consulted when calculating the Expiry Date.

tab_ill_supp_close_days has the following structure:

<table>
<thead>
<tr>
<th>COL-1</th>
<th>COL-2</th>
<th>COL-3</th>
<th>COL-4</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL Supplier</td>
<td>Date</td>
<td>Day of Week</td>
<td>Status</td>
</tr>
</tbody>
</table>

COL-1 - ILL Supplier (or "#####################" for all Potential Suppliers)
COL-2 - Date (for example, 20070101 or ####0101 or ####08## or ######)
COL-3 - Day of Week (00 = Sunday, 06 = Saturday)
COL-4 - Status (Default is Closed; C=Closed; O=Open, used to define exceptions)

When the table does not exist or when it remains empty, the Expiry Date is calculated as if all days are working days.

9 Change Request Status

Staff users can update the ILL request’s status manually, by clicking the Change Status button in the borrowing and lending requests list. This is valid for both borrowing and lending requests.

The Change Status button works according to the definitions set in the following tables:

./alephe/tab/tab_ill_change_status_out – for borrowing (outgoing) requests.
./alephe/tab/tab_ill_change_status_in – for lending (incoming) requests.

The above tables define from which status code (Col.1) the Change Status action is allowed. The status codes to which the request can be changed are listed in Col.2.

Col.3 may be used to trigger some additional processing that will take place along with the status change. In tab_ill_change_status_out, this column may set with ill_update_out_sup_status to trigger an update of the active Z411 record with the same status as the Z410 record.

Example from tab_ill_change_status_out:

| 1 | 2 | 3
|---|---|---
| !1 | ! | !
| NEW | CA |
NEW DEL
EXP CA
EXP NEW
EXP DEL
CLS DEL
LOW CA
LOW DEL

A list of status codes and their textual translation can be found in `<ill library>/tab/pc_tab_exp_field.eng`.

Relevant sections:

BOR-REQ-STATUS – list of borrowing requests statuses and their textual translation.
LEND-REQ-STATUS – list of lending requests statuses.

In the event that you want to update the same request status to more than one status, define more than one line for the same status. See the above example of tab_ill_change_status: status LOW (Locally Owned) can be update to CA (Canceled) or to DEL (Deleted).

**Note**

Changing a request’s status manually triggers a log transaction that is displayed in the GUI ILL’s Request Log but no further actions or procedures. Therefore, the setup of tab_ill_change_status_out and tab_ill_change_status_in must be done with extra care to avoid a conflict with the request handling workflow (for example, a lending request that has just been loaned out to requester (status Sent on Loan - SL) should not be changed to deleted (code: DEL).

### 10 Configuring ILL Cash Transactions (tab18.eng)

You can determine how much a patron will be charged for different transactions by configuring the ADM library table, tab18.eng.

Col. 1 of tab.18.eng is the transaction number. Following are the transaction numbers that are relevant for ILL:

**0011**
Borrowing Requests- The charge that will immediately be placed in the patron's cash transactions list for placing an ILL request.

**0015**
Borrowing Requests - This transaction determines whether or not the patron will be debited when an item is received by the library to fulfill the request. The sum (Col.5) is not active. Only col. 4, Activate the transaction Yes or No, is taken into account. The sum is filled by the user when registering the material's arrival. The calculation is based on the `<ill library>` table, ill_bor_charge

**0016**
Lending Requests - This transaction determines whether or not the ILL requester will be debited by the library when supplying the requested material. The sum (Col.5) is not active. Only col. 4, Activate the transaction Yes or No, is taken into account. The sum is filled in by the user when supplying the material. The calculation is based on the `<ill library>` table: ill_lend_charge
Col. 2 of tab18.eng is the sublibrary code. For the ILL transaction (0011, 0015 and 0016): You can charge different rates depending on the home library of the ILL requester. For system that do no feed in 'home library' in the patron's record: set the ADM library code in this col 2 (for example, MSL50). Other option is to set the 'match-all' value: ######.

For more information about tab18.eng, see the System Librarian's Guide -Circulation.

Example:

0011 ###### ## ## Y 10.00 L ILL request
0015 ###### ## ## Y 0 L ILL material arrival
0016 ###### ## ## Y 0 L Library charge for incoming ILL request

11 Borrowing - Charging Patrons for Arrival of ILL Material

To determine how much a patron will be charged when an ILL is received from a supplier in order to satisfy a request, configure the ILL library’s ill_bor_charge table (/XXX40/tab/ill_bor_charge).

This default amount that is set by ill_bor_charge is displayed in the GUI ILL’s Borrowing - Receive form and it can be modified by the staff user. The charge will be added to the patron's cash transactions list as soon as the "receive" procedure is completed. This table works in conjunction with the ADM Library table: tab18.eng transaction 0015.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ILL Unit</td>
<td>ILL_LAW</td>
<td>The borrowing ILL unit that handle the request for the patron.</td>
</tr>
<tr>
<td>2</td>
<td>Patron Status code</td>
<td>01 or any other relevant code or ##</td>
<td>You can charge patrons of different statuses different rates. This is the patron status in the patron's home library local patron record. For a system that does not use a home library: the patron's ADM local record is used. If no such local record exists, the patron's ALEPH local record is used.</td>
</tr>
<tr>
<td>3</td>
<td>Supplier Status</td>
<td>DO (for Domestic) or any other value or ##</td>
<td>You can charge different rates depending on the status of the supplier. This status is the two-character code that is entered in the Partner Status field of the supplier record. For the relevant value, see the ILL-PARTNER-STATUS section of /xxx40/tab/</td>
</tr>
<tr>
<td>Column</td>
<td>Purpose</td>
<td>Example</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>4</td>
<td>Page Size</td>
<td>A3, A4, and so on.</td>
<td>You can charge different rates depending on the size of the paper that is supplied when satisfying photocopy requests. For relevant values, see the PAGE-SIZE section of /xxx40/tab/ pc_tab_exp_field.eng.</td>
</tr>
<tr>
<td>5</td>
<td>Media Type</td>
<td>C</td>
<td>Different rates can be charged depending on whether the supplied item is a loan (code: L) or a photocopy (code: C) or electronic (code: E). If &quot;L&quot; or &quot;E&quot; is specified in this field, fields 8 and 9 are irrelevant.</td>
</tr>
<tr>
<td>6</td>
<td>Fixed charge 1</td>
<td>4.5</td>
<td>The library can decide that a basic handling rate should be charged in order to cover all of the request's expenditure.</td>
</tr>
<tr>
<td>7</td>
<td>Fixed charge 2</td>
<td>0</td>
<td>To charge an additional amount for the supply of a request that you want to identify separately from the amount specified in column 6, enter it here.</td>
</tr>
<tr>
<td>8</td>
<td>Fixed Charge 3</td>
<td>0</td>
<td>As column 7.</td>
</tr>
<tr>
<td>9</td>
<td>Start counting after page X</td>
<td>10</td>
<td>This field is only used if column 5 is set to C - Copy. If the library decides that, for example, only the first 10 pages of any supplied copy is accounted for in the fixed charges, subsequent pages may be individually charged for by filling in columns 9 and 10. This column (column 9) specifies the number of pages that are included in the charge (in this case the value would be 10). To charge for ALL pages, set the value here to 0000.</td>
</tr>
<tr>
<td>10</td>
<td>Fee per Page</td>
<td>0.5</td>
<td>This field is only used if column 4 is set to C - Copy. This column is used in combination with column 9 and specifies how much should be charged for each individual page of a supplied photocopy.</td>
</tr>
</tbody>
</table>
12 Lending - Charging ILL requester for Supplying ILL Material

To determine the parameters for charging the ILL requester for a lending request when the 'ship' (supply) action is submitted, configure the ILL library's ill_lend_charge table (/XXX40/tab/ill_bor_charge).

The default amount that is set by ill_lend_charge is displayed in the GUI ILL’s Lending Ship form and it can be modified by the staff user. The charge will be added to the ILL requester's cash transactions list as soon as the "ship" procedure is completed. This table works in conjunction with the ADM Library table: tab18.eng transaction 0016.

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ILL Unit</td>
<td>ILL_LAW or ##</td>
<td>The lending ILL unit that handle the lending request.</td>
</tr>
<tr>
<td>2</td>
<td>Requester status</td>
<td>FO or ##</td>
<td>The requesting ILL partner’s status.</td>
</tr>
<tr>
<td>3</td>
<td>Requester code</td>
<td>HVDLAW or ##</td>
<td>The requester is the library or institution that applies to your library, asking for ILL material. Enter in this field the partner code of the requester (which is same as the requester patron ID).</td>
</tr>
<tr>
<td>4</td>
<td>Level of service</td>
<td>&lt; or #</td>
<td>The requested Level of Service. You can charge different rates depending on the 'rush priority' and required service. For the relevant value, see the LEVEL-OF-SERVICE section of /xxx40/tab/ pc_tab_exp_field.eng.</td>
</tr>
<tr>
<td>5</td>
<td>Supplied Media type</td>
<td>C or #</td>
<td>Different rates can be charged depending on whether the supplied item is a loan (code: L) or a photocopy (code: C) or electronic (code: E). If &quot;L&quot; or &quot;E&quot; is specified in this field, fields 8 and 9 are irrelevant.</td>
</tr>
<tr>
<td>6</td>
<td>Fixed charge 1</td>
<td>4.5</td>
<td>The library may decide that a basic handling rate should be charged in order to cover all of the request's expenditure.</td>
</tr>
<tr>
<td>7</td>
<td>Fixed charge 2</td>
<td>0</td>
<td>To charge an additional amount for the supply of a request that you want to identify separately from the amount specified in column 5, you may enter it here.</td>
</tr>
<tr>
<td>Column</td>
<td>Purpose</td>
<td>Example</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>---------</td>
<td>---------</td>
<td>-------------</td>
</tr>
<tr>
<td>8</td>
<td>Start counting after page X</td>
<td>10</td>
<td>This field is only used if column 4 is set to C-Copy. If the library decides that, for example, only the first 10 pages of any supplied copy is accounted for in the fixed charges, subsequent pages may be individually charged for by filling in columns 9 and 10. This column (7) specifies the number of pages that are included in the charge (in this case the value would be 10). To charge for ALL pages, set the value here to 0000.</td>
</tr>
<tr>
<td>9</td>
<td>Fee per Page</td>
<td>0.5</td>
<td>This field is only used if column 4 is set to C-Copy. This column is used in combination with column 7 and specifies how much should be charged for each individual page of a supplied photocopy.</td>
</tr>
</tbody>
</table>

### 13 Patron's Copyright Agreement for Borrowing Requests

Patrons can be required to ‘sign’ a copyright declaration when they submit a new ILL borrowing request. A request that has not been marked as 'copyright signed' when the table’s configuration shows that it is a mandatory issue for the supplier (to whom the request is sent), will be blocked upon the Send' action.

#### 13.1 Determining copyright policy (tab47.eng)

Tab47.eng of the ILL library’s tab47.eng table (.xxx40/tab/tab47.eng) determines the default copyright policy for the patrons’ Copyright Agreement and Copyright Block.

For each combination of supplier code (Col. 1) and requested material type (Col.4), the definition in Col. 2 determines if a patron's copyright agreement is required, and the setting in Col. 3 determines if the dispatch of the request to supplier is blocked in the event that the copyright agreement is not signed.

If a staff user tries to send a supplier's request for which copyright agreement is mandatory but has not yet been declared, he will receive the following block message: "Copyright agreement is missing".

The table structure:

- **Column 1**: Supplier Code
- **Column 2**: specifies whether copyright agreement is needed. Possible values: y (yes) or n (no).
Column 3: specifies whether the request will be blocked if a copyright agreement is not provided. Possible values: y (yes) or n (no).

Column 4: The borrowing request media code. The codes must be one of the followings: PRINTED, COPY, MICROFORM, VIDEO, AUDIO, MR, OTHER with one of the following prefix of L-, C- or E-. For example: L-PRINTED, L-VIDEO, E-MR, C-PRINTED.

Column 5: Textual description for Col. 4

Example of tab47.lng setup:

UEA Y Y C-PRINTED Book (photo)

In this example, an ILL borrowing photocopy book request from supplier UEA requires the patron's copyright agreement, and if it has not been provided, the ILL request will be blocked. In such a case, the request cannot be sent to the supplier UEA until the copyright agreement is signed and the Copyright Signed field of the 'ILL Borrowing Request Details' is marked as 'checked'.

13.2 Producing a Copyright Agreement Letter

A copyright agreement letter can be produced either from the GUI ILL module or from the Web OPAC ILL request.

Copyright Letter from GUI ILL: The copyright letter can be sent to the patron by clicking the Print button in the Borrowing Requests List. The patron is required to sign the letter.

The letter is sent by e-mail to the patron and as soon as it is returned signed, the Copyright Signed check box of the ILL request can be manually selected.

Copyright Letter from Web OPAC: The patron can sign the copyright agreement via the Copyright Declaration on the Web OPAC ILL Request. The Copyright Restrictions can be part of the ILL request form. The relevant HTML page is /wwwf_eng/new-ill-r-copyright and the following two parameters are part of the copyright agreement setup:

COPYRIGHT_MANDATORY and UPDATE_COPYRIGHT_LETTER.

Example from the HTML page: www_f_eng/new-ill-r-copyright:

<input type=hidden name="COPYRIGHT_MANDATORY" value="Y">
<input type=hidden name="UPDATE_COPYRIGHT_LETTER" value="Y">

The COPYRIGHT_MANDATORY parameter indicates whether signing the copyright agreement is mandatory for non-returnable requests. Non-returnable requests are requests whose 'Preferred Media' field is set to "Copy" or "Electronic" (for example, C-PRINTED, E-MR). A returnable request is not checked against this parameter and can be registered without signing the copyright agreement (returnable
requests are requests whose 'Preferred Media' field is set to "Loan". for example, L-PRINTED).

If COPYRIGHT_MANDATORY is set to Y, it is impossible to place an ILL Copy or Electronic request without selecting the relevant check box. Once the transaction has been sent, the patron gets an ILL request confirmation (the HTML page www_f_eng/new-ill-req-conf-info) that contains the ILL request information and the Copyright Declaration text.

If COPYRIGHT_MANDATORY is set to N, the patron can sign the agreement, but it is not mandatory for returnable and non-returnable requests.

The UPDATE_COPYRIGHT_LETTER parameter indicates whether the database (Z410-COPYRIGHT-LETTER and its related Z411-AGREEMENT-SIGNED) will be updated as a result of signing or not signing the Web copyright Agreement. If UPDATE_COPYRIGHT_LETTER is set to Y, and the patron signs the copyright agreement, Z410-COPYRIGHT-LETTER is marked Y and all further related suppliers requests will have Copyright Signed field (Z411-AGREEMENT-SIGNED) set as Y.

If UPDATE_COPYRIGHT_LETTER is set to N, both Z410-COPYRIGHT-LETTER and Z411-AGREEMENT-SIGNED will not be updated (they will be left blank). Whether or not the copyright agreement has been signed, the database (Z410 and Z411) will not be affected.

14 The Borrowing Request's Format and Media

The ILL document (Z00 of the XXX40 doc) of a borrowing request includes an expand 592 field that indicate the bibliographic format of the request. For example, MN for monograph, SE for serial, MP for map, and so on.

The 592 field is created based on the ILL library table: ill_format_type (.xxx40/tab/ill_format_type) and expand program: expand_doc_type.

For each format (592 field of the ILL document), there is a list of possible media that can be assigned to it when creating a patron borrowing request (Z410-MEDIA). For example, L-PRINTED for loan of a book, E-MR for electronic copy of machine-readable, and so on.

The list of possible media per format is derived from the ILL library tab_ill_preferred_media table (.xxx40/tab/tab_ill_preferred_media).

14.1 Building the 592 expand field (ill_format_type and expand_doc_type program)

The ILL library ill_format_type table, and the expand expand_doc_type program are used to build the 592 expand field of the ILL document (monograph, serial, and so on.)

The ILL system uses the content of the 592 field for determining ItemIdItemType (IllRequest ISO parameter) and for analyzing the possible media for each format. (see section 14.2 Defining media per format (tab_ill_preferred_media) on page 50).

The 592 field is an expand field created by the expand_doc_type program.
For this purpose, set the following line in the ILL library table: tab_expand.

(./xxx40./tab/tab_expand):

ILL-FORMAT expand_doc_type    ill_format_type

The above line of the expand_doc_type must be also defined in the ./tab/tab_expand table of the libraries from which the ILL request is created. For example:

- If the ILL request is based on a title found in the BIB XXX01 library, then expand_doc_type should be defined in ./xxx01/tab/tab_expand.
- If the ILL request is based on a title found in an external database (using Z39.50 gate), then expand_doc_type should be defined in ./extnn/tab/tab_expand.

Use the expand_doc_z410 and expand_doc_z416 to enable a word search anywhere in the record, for example, seraching by a request number. In this case, you may need to set up tab11_word.

To find a lending request by item call number by expanding the item details to the ILL bibliographic record of the lending request, use expand_doc_ill_z30. This routine enables you to index the call number of the item as a word index and to search for it in the Lending Bar. It creates (in the ILL bibliographic record) a field with code "Z30-2" if the item is type "Issue" and code "Z30-1" if the item is a different type (such as expand_doc_bib_z30). Add this expand for Word Indexing, after the line with expand_doc_z416. Make sure that the expand_doc_bib_z30, tab00.lng, tab11_word and, tab_word_breaking tables all define the call number.

This program and the ill_format_type table create a 592 field that is based on the content of various fields present in the record from which the ILL request is created (for example, a combination of the LDR and the 008 field).

Codes for MN (monograph) and SE (serials) must be defined in the table.

Multiple 592 fields can be created in the ILL document (in the event of multiple matching of record content with table definitions); the system takes the first occurrence of 592; therefore, the order of lines in the table is significant.

Example of ill_format_type setup:

592   MC Microform         007   F00-01     EQUAL      h
592   VD Videorecording    007   F00-01     EQUAL      v
592   MO Motion picture   007   F00-01     EQUAL      m
592   SR Sound recording  007   F00-01     EQUAL      s
592   MU Music            LDR   F06-01     EQUAL      [c,d,i,j]
592   SC Score            LDR   F06-01     EQUAL      [c,d]
592   SC Score            006   F00-01     EQUAL      [c,d]
592   SR Sound recording  LDR   F06-01     EQUAL      [i,j]
592   SR Sound recording  006   F00-01     EQUAL      [i,j]
592   MP Map              LDR   F06-01     EQUAL      [e,f]
592   MP Map              006   F00-01     EQUAL      [e,f]
592   CM Computer file    LDR   F06-01     EQUAL      m
592   CM Computer file    006   F00-01     EQUAL      m
592   ER Electronic resource 007   F00-01     EQUAL      c
592   ER Electronic resource 85641        EXIST
592   ER Electronic resource 85640        EXIST
592   ER Electronic resource 856## 2      EQUAL      http
The structure of ill_format_type is similar to the XXX01 BIB library table: tab_type_config.eng.

Logically, the ill_format_type table must be present in the library from which a patron chooses a record for creating an ILL request (XXX01 or EXT01, EXT02, and so on). Therefore, there should be a path_convert line to redirect ill_format_type from the XXX01 BIB library and EXTnn libraries to the XXX40 ILL library.

Blank ILL requests (requests that are not created based on a found title but by filling in all BIB info), are assigned with a default 592 as follows: a book and non-serials request gets MN (monograph); a serials request gets SE (serial)

### 14.2 Defining media per format (tab_ill_preferred_media)

To define possible media that can be requested for each format (592 field of the ILL document), configure the ILL library tab_ill_preferred_media table (./xxx40/tab/tab_ill_preferred_media).

The list of preferred media is displayed in ILL borrowing request application forms; in the 'Preferred Media' field of the Web OPAC ILL request forms; and in the 'Requested Media' field of the GUI ILL borrowing request forms. The initiator of the ILL request (a patron via Web OPAC or a staff user via the GUI ILL) must select one of the offered media appearing in the drop-down list.
The possible media codes are as follows: PRINTED, COPY, MICROFORM, VIDEO, AUDIO, MR, OTHER. Each of the above media must be assigned with prefix of "L-" (for Loan), "C-" (for Copy) or "E-" (for electronic).

Examples of media code and possible usage:

- L-PRINTED (loan of a monograph)
- L-VIDEO (loan of a DVD)
- E-MR (electronic copy of a PC file)
- C-COPY (photocopy of serials)
- E-COPY (electronic copy of serials)

The textual translation of the media codes appears in the ILL library pc_tab_exp_field.eng table: (.//xxx40/tab/pc_tab_exp_field.eng). The relevant entry is ILL-REQUEST-MEDIA.

Col. 2 through 16 of tab_ill_preferred_media lists the possible media codes for the format 592 code defined in Col. 1.

The codes that are used in Col. 2 through 16 must be one of the following: PRINTED, COPY, MICROFORM, VIDEO, AUDIO, MR, OTHER (use these only with the prefix L for loan, C for copy and E for electronic).

Example of tab_ill_preferred_media setup

```
MN L-PRINTED C-PRINTED L-COPY C-COPY E-COPY
SE C-COPY C-MR E-COPY L-MICROFORM
## L-PRINTED L-COPY C-COPY E-COPY
L-AUDIO C-AUDIO L-VIDEO C-VIDEO E-COPY
L-OTHER C-OTHER
```

15 Loading a Default Roster of Suppliers

In order to Locate potential suppliers for a borrowing request you must set the Roster of Potential Suppliers for each ILL Unit via the GUI ILL, Administration tab, Roster of Suppliers (see section 2.8 Creating a roster of potential suppliers (for borrowing requests) on page 25).

There is also an option to load a default 'roster' per ILL unit by setting up tab_z701 and running the GUI ILL 'Load Potential Suppliers Default' (ill-52) service. The load will be performed only if the 'roster' of the ILL Unit is empty.

15.1 tab_z701

tab_z701 can be Located either in the ILL Library tab directory (.//xxx40/tab/tab_z701) OR in the alephe tab directory (.//alephe/tab/tab_z701).

In the event that there is no tab_z701 file in the ILL Library path (or it is empty), the system will use the wide-default table of the alephe path..

**tab_z701 structure**

**Col. 1 – Request Media:** defines the media type code of the request, for example, L-PRINTED. It can be one of the following: PRINTED, COPY, MICROFORM,
VIDEO, AUDIO, MR, OTHER. Use these only with a prefix of L-, C- or E. In addition, you can define the ANYMEDIA and NOMEDIA codes (with no prefix).

**Col 2 – Level:** defines the group within the media.

**Col.3 – Randomize Y/N flag:** “N” indicates that the suppliers within the level are addressed in the order in which they are listed; “Y” indicates that the suppliers are addressed in random order. Define this parameter only for the first line per media + level.

**Col.4 - Supplier Locate Base:** The base that will be used for a BIB search within the supplier database. You may leave this field empty and a default Locate Base will be taken from the partner record of the supplier.

**Col.5 – Partner Code:** define the partner code that will be used as a supplier.

**Col. 6 – Average Supply days:** define the average number of days it takes a supplier to fill in the request. You may leave this field empty and a default Average Supply Days parameter will be taken from the partner record of the supplier.

**Col.7 – Expiry Days:** defines the number of days after which the request expires (relevant only for ISO ILL requests).

**Col. 8 – Return Delay:** defines the number of days it takes for you to return the requested items to the supplier. You can leave this field empty and a default Return Delay parameter will be taken from the partner record of the supplier.

**Sample of tab_z701:**

```
! 1             2 3  4      5
6 7  8

!!!!!!!!!!!!!!!-!!-!!-!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!-!!!-!!!!-!!!
L-PRINTED     01 Y     MED
L-PRINTED     01       LAW
L-PRINTED     02 N     OCLC
L-PRINTED     02       GRT
L-PRINTED     02       LAW_LT
L-PRINTED     99       LAW_LT
C-COPY        01 Y     OCLC
C-COPY        01       BLDSC
C-COPY        02 N     ILL_HYL
C-COPY        02       ILL_MED
C-COPY        02       LAW_LT
C-COPY        99       LAW_LT
E-MR          01 Y     OCLC
E-MR          01       BLDSC
```
15.2 Loading the default roster of potential suppliers

In order to load into your ILL Unit, the default 'roster of potential suppliers' that is defined in tab_z701, you must run the Service: "Load Potential Supplier Default" (ill-52).

Log into the GUI ILL as a ILL Unit staff user, click Services, then General, then Load Potential Supplier Default (ill-52).

When the load is run, and the system detects that your ILL unit code is defined as a partner code in tab_z701 (Col.5), the specific row will not be loaded, so that your ILL unit will not be assigned as a supplier of itself.

The load will be performed only if the 'roster' of the ILL Unit is empty; otherwise, you will be prompted by a block message: "Service can not be run. Potential supplier list already exist".

16 Handling BLDSC Borrowing Requests

In order to enable the dispatch of ILL borrowing requests to the BLDSC (British Library Document Supply Centre (http://www.bl.uk/services/document/dsc.html)) in a TX format; you must carry out the following steps:

- Setting up the BLDSC as a partner and define it as a potential supplier (pre-requisites)
- Setting up Customer ID and keyword list (pre-requisites)
- Assigning the BLDSC to a NEW borrowing request and setting up keywords and Customer ID.
- Sending the request to the BLDSC
- (Optional) - Resend request to the BLDSC for RENEW, CHASER or any other purpose.

16.1 Setting up the BLDSC as an External Partner and a Potential Supplier

As with all other partners that are used as external suppliers, the BLDSC must be set as an external partner (via the GUI ILL, Administration tab, Partners List).
In the Partner record's Communication tab, in the 'Protocol Type' field, select 'British Library Format' (BL). There is no need to fill in the 'Server Address' and 'Institution Symbol' fields. All other fields have no special relevancy to the BLDSC setup.

In order to enable the usage of the BLDSC as a supplier, you must set it in the 'Roster of Potential Suppliers' (via the GUI ILL, Administration tab, Potential Suppliers list).

For more information, see section 2.8 Creating a roster of potential suppliers (for borrowing requests) on page 25.

16.2 Setting up Customer ID and Keywords

Customer ID: In order to send a request to the BLDSC (a partner with BL in its 'Protocol Type' field), you must set a BLDSC customer ID for each ILL unit. To do so, in the GUI ILL, click the Administration tab, then the Customer ID node. This invokes the Customer ID List.

Make sure that you select the BLDSC in the Customer ID's supplier field.

To allow sending of the request via e-mail (ARTeMail), set the BLDSC e-mail address in the 'Supplier Email' field.

Keywords: Define keywords in the ILL Library table: pc_tab_exp_field (.//xxx40/tab/pc_tab_exp_field.eng). Relevant entry: BL-KEYWORDS.

Partial example:

<table>
<thead>
<tr>
<th>BL-KEYWORDS</th>
<th>L Copyright required</th>
<th>RZ</th>
</tr>
</thead>
<tbody>
<tr>
<td>BL-KEYWORDS</td>
<td>L Worldwide search required</td>
<td>WWS</td>
</tr>
<tr>
<td>BL-KEYWORDS</td>
<td>L Photocopy only required</td>
<td>PHOTO</td>
</tr>
<tr>
<td>BL-KEYWORDS</td>
<td>L Loan only</td>
<td>LOAN</td>
</tr>
<tr>
<td>BL-KEYWORDS</td>
<td>L Microform not acceptable</td>
<td>MICNO</td>
</tr>
</tbody>
</table>

The BLDSC: ADD (Alternative Document Delivery) and SED (Secure Electronic Delivery) services are also supported via the Keywords mechanism. For more info, see section 17 The BLDSC Services: ADD and SED Services on page 59.

16.3 Assigning the BLDSC to a New Request

As in the case of all other suppliers, the BLDSC supplier can be assigned to a new request by one of the following ways: adding the BLDSC in manual mode (clicking the Add Supplier button) OR using the Locate function (Locate button or running UE_19).

- **Clicking the Add Supplier button from the Borrowing Request expand.**
  Upon selecting the BLDSC as a supplier (partner with BL in its 'Protocol Type' field), the keywords and the customer ID will be available for you to fill in. When the Add Supplier action is completed, the patron request status will become: Waiting for Process (WAP), the BL request to supplier will become: New-British Library (NEB). At this point the request is ready to be sent to the BLDSC (see next paragraph: Sending the Requests to the BLDSC).

- **Activating the Locate action either by:**
  - Using the 'Locate' button from the Borrowing Requests list.
OR
  o Using the 'Unmediated Locate' (the ILL library daemon: UE_19)

Upon assigning the BLSDC as a supplier (whether by the Locate button or by the UE_9), click the Modify button in the Borrowing Request expand to set the BL keywords and customer ID. When the Send button is clicked, the BL request becomes Ready for BL (NEB). At this point, the request is ready to be sent to the BLSDC (see section 16.4 Sending the new request to the BLSDC below).

Note
You can use the ILL library daemon, UE_19, for locating the BLSDC as a supplier but not for sending the request out to the BLSDC.

16.4 Sending the new request to the BLSDC

In order to send all 'Ready for BL' (NEB) requests to the BLSDC, run the ILL Send Requests to the British Library' (ill-75) borrowing service. This service searches for 'BL format' requests to suppliers whose status is NEB (Ready for BL) and enables you to send an ART (Automated Request Transmission) to the British Library (ARTTel or ARTEmail).

Upon running this service, the request status become: Sent to Supplier (SV) and the action is recorded in the Request Log as Request Sent or Re-Sent to the BL (log transaction number 82).

The templates that are used for this purpose reside in the ./xxx40/form_eng directory.

The convention for the file name is: ill-print-bldsc-<media-type>-<format>-00.

The templates for this function are located in the ILL library's (XXX40) form_<lng> directory with the text string "bldsc".

For each request media and format, there is a template for the ART message.

The request format can be, for example: SE (serial) MN (monograph) MR (machine-readable) or any other code.

The request format code is determined by ALEPH tag 592 subfield a (592$$a) of the ILL library document. In the event that the ILL document contains more than a single 592 field, the first appearance of 592 is considered as the valid one.

The request media type is determined by the 'Requested media' field of the patron's request. Requests for a 'loan' (also known as a 'returnable request') are represented by the media code "l". Requests for 'copy' and 'electronic (also known as non-returnable) are represented by the media code "c".

For example:

- For format SE (Serial) which is a loan request, the form ill-print-bldsc-l-se-00 is used.
- For format SE non-returnable request (copy or electronic), the form ill-print-bldsc-c-se-00 is used.
- For format CF (Conference) which is a loan request, the form ill-print-bldsc-l-cf-00 is used.
For format CF non-returnable request (copy or electronic), the form ill-print-bldsc-c-cf-00 is used.

For formats that has no matching forms, the forms ill-print-bldsc-l-other-00 and ill-print-bldsc-c-other-00, are used.

Note that the 00 extension of the BLDSC templates is hard coded and cannot be modified by the user.

Note
Type "l" refers to all returnable requests (loan) and type "c" refers to all non-returnable requests (electronic and copy). There are no templates for "e" as electronic type is considered as "c" (non-returnable).

16.5 The BLDSC Template Format
The ART file that is sent to the BLDSC must be in the following structure.

```
Your Customer Code    87-9999
Your ART Password    *******

4 blank lines

1st request
TX line, Message Keyword Code(s)    TX PHOTO MICNO
Bibliographic details    Canadian Veterinary Journal
(max. request length is 11 lines)    2003 VOL 35 PT 2 PP 111-
(max. line length is 40 characters)    Bovine neonatal ... Bryan, LA
Shelfmark, if known    3046.10000

4 blank lines

2nd request
TX line, Message Keyword Code(s)    TX LOAN
Bibliographic details    Immunology: a comparative approach
Turner, RJ (ed)
2003
ISBN quoted, if known    0471944009
4 blank lines
End of file code    NNNN
```
Following are the ALEPH placeholder ($ signs) that are available for use in BLDSC TX forms templates:

- $001 - TX + request number (in template: TX$00138) OR $015 – TX + Supplier Request Number (in template: TX$01538)
- $002 - through $005 – title
- $007 - place of publication (MARC 21 tag 260 subfield a)
- $008 - publisher (260-b)
- $009 - year of publication (260-c)
- $010 - requested pages (ISS-p)
- $011 - call no.
- $012 – supplier reference number
- $014 - ISBN/ISSN
- $016 - BIB library
- $017 through $020 - author
- $021 - report no.
- $022 - edition (250)
- $023 – year (ISS-y)
- $024 - customer ID
- $025 - password
- $026 through $028 - article title (74002)
- $030 - keyword
- $031 through $033 - article author or additional author
- $035 - series (440)
- $036 - source (590)
- $040 thorough $044 – end use physical or electronic address (ADD and SED service)
- $051 – volume (ISS-v)
- $052 – issue (ISS-i)
- $053 – month (ISS-m)

Example of a template:

**ill-print-bldsc-c-se-00**

S1

## - EMAIL_ADDRESS $05000
## - PLAIN,L01

$02400
$02500
+
+
+
+
S2
TX$00138
- $03040
- $00240
- $00340
- $00440
- $02310 VOL $05110 $05210
- $01440
- $02640
- $02740
- $02840
- $03140
- $03240
- $00720 $00820
- $01140
- $03540
- $03640
+
+
+
+
S3
:DELIVER ABOVE ITEM TO:
- $04033
- $04133
- $04233
- $04333
- $04433
+
+
+
+
S4
The first three digits after the $ sign comprise the system data placeholder and the last two digits indicate the maximum length.

For example:

- $00720  $00820

This line will print Place of publication ($007) for 20 characters and Year of publication ($008) for the next 20 characters.

Refer to this document (http://www.bl.uk/services/document/pdf_files/artguide.pdf) for more information about sending ART requests.

### 16.6 Resending requests to BLDSC

After the initial request is sent to the BLDSC, there is an option to resend the request. For example:

- After the initial request is sent to BLDSC you might want to send a chaser (claim) to the BL (BL Keyword: CHASER).
- After material has arrived from BLDSC, you might want to renew the loan periods (BL Keyword: RENEW)

To resend a request to BL, click the **Modify** button in the Borrowing Request expand, set the relevant keywords and click the **Resend BL** button.

This will cause the request to supplier to become: Ready for BL (NEB). The Patron request status will stay as is.

<table>
<thead>
<tr>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Resend BL button appears only for a BL request which already sent to the BLDSC.</td>
</tr>
</tbody>
</table>

The next step is to run the 'Send Requests to the British Library' (ill-75)’ service. The batch service will resend the BLDSC request with the updated keywords.

When this service is run, the supplier request status will revert to its previous status (as before the Resend BL action) and the action is recorded in the Request Log as transaction 82: Request Sent or Re-Sent to the BL. Among other data, the log includes the sent keywords so that the user can know that RENEWAL/CHASER/Any other update has been sent to the BL.

### 17 The BLDSC Services: ADD and SED Services

ADD (Alternative Document Delivery) is a British Library address service that enables requested items to be sent to an address that is different from the registered customer address.

SED (Secure Electronic Delivery) is a British Library address service that enables requested items to be sent to the patron’s e-mail.
You can use the ADD service to request direct delivery of material to the patron’s physical address (ADD) or to his e-mail address (ADD combined with SED).

Both services can be integrated with borrowing requests which are sent to the British Library by ARTel or ARTemail.

In order to support the above features, ensure that the following lines appear in the `<ill library>` table: pc_tab_exp_field.eng (.\xxx40\tab\pc_tab_exp_field.eng):

| BL-KEYWORDS | L Alternative Document delivery | ADD |
| BL-KEYWORDS | L Secure Electronic Delivery    | SED99 |
| BL-KEYWORDS | L Secure Electronic Delivery 2 hour delivery | SED99*2* |
| BL-KEYWORDS | L Secure Electronic Delivery 24 hour delivery | SED99*24* |

17.1 Activating the ADD Service

In the process of assigning a borrowing request to the BLDSC, the Keywords 1 and the Keywords 2 fields are available. If a staff user wants the requested item to be sent directly to the patron (and not to the library), he must select ADD as one of the keywords.

When the 'Send Requests to the British Library' (ill-75) service is run, each request which has ADD as one of its keywords will have the patron's address quoted below. For example:

```
CUSTID
PASSWD
+
+
+
TXAB12345 Y LOAN
Bleak House
Dickens, Charles
+
+
+: DELIVER ABOVE ITEMS TO:
Mr P. Thrower
Brick Lane
Hayes
Middlesex
+
+
+
NNNN
```

**Note**

The ADD keyword is a British Library service but not a BL official keyword. The ADD will not be placed in the keyword section of the British Library ART transmission. It is an ALEPH internal keyword code whose purpose is to indicate that the patron's address should be displayed with the requested item in the ART transmission to the British Library. If the user wants the requested item to be sent...
directly to the patron (and not to the library) he must select ADD as one of the keywords.

17.2 Activating the SED Service

In the process of assigning a borrowing request to the BLDSC, the Keywords 1 and the Keywords 2 fields are available. If a staff user wants the requested item to be sent to the library email account, he should select SED keyword (for example, SED99).

If a staff user wants to the requested item to be sent directly to the patron’s e-mail address, he should select ADD and SED keywords.

When the 'Send Requests to the British Library' (ill-75) service is run, each request which has ADD and SED as its keywords will have the patron's e-mail address as quoted below.

For example:

```
CUSTID
PASSWD
+
+
+
+
TXAB12345 Y COPY SED99
Bleak House
Dickens, Charles
Chapter XI
+
+
+
+: DELIVER ABOVE ITEMS TO:
    throwep@cla.ac.uk
+
+
+
NNNN
```

18 Handling SLNP Borrowing and Lending Requests

In order to enable the dispatching and receiving of ILL borrowing and lending requests with your partner libraries by SLNP (for detailed instructions, see ALEPH500 – SLNP Interface (ILL2)), you must carry out the following steps (mandatory):

- Setting up the central ILL server as a partner
- Setting up your partner libraries to work with SLNP
- Setting up your items as available for ILL
- Configuring your local SLNP server and then starting it (util w / 3 / 7 / 5)
18.1 Setting up the Central ILL Server as an External Partner

Although the central ILL server does not actually supply the requested material, it is temporarily used as an external supplier in the borrowing requests, and must therefore be set as an external partner (via the GUI ILL, Administration tab, Partners List).

In the Partner record’s Communication tab, in the 'Protocol Type' field, select 'SLNP Format' (SLNP). There is no need to fill in the 'Server Address' and 'Institution Symbol' fields. All other fields have no special relevancy to the SLNP setup.

18.2 Setting up the Partner Libraries to Work with SLNP

In order to send and receive requests from partner libraries via SLNP, the libraries must be setup as follows:

1. In the Partner record’s Communication tab, in the 'Protocol Type' field, select 'SLNP Format' (SLNP). There is no need to fill in the 'Server Address' and 'Institution Symbol' fields. All other fields have no special relevancy to the SLNP setup.

2. Make sure the libraries exist as patron with the library code (Sigel) as patron ID or barcode.

3. Define the sigel of the library in alephe/tab/tab_sigel

18.3 Setting Up Items as Available for ILL

Use xxx50/tab/tab_ill_item_status to define, depending on item status and item process status, which items are available for ILL. You may differentiate between loan and photocopying or allow both.

18.4 Configuring your local SLNP server and starting it

In contrast to all other suppliers, the ZFL supplier cannot be assigned to a new request manually or using the Locate function. The supplier is automatically assigned by the local SLNP server when creating a new borrowing request.

The configuration of the local SLNP server is done in xxx40/tab/tab_slnp.conf. Here, you must specify the host address and port of the central ILL server with which it will communicate (for a description of all parameters, see ALEPH500 – SLNP Interface (ILL2)).

The SLNP server may be started manually (UTIL W/3/7/5) or automatically (aleph_start.private: parameter “SLNP_STARTUP_LIBS”).

19 APDU Exceptions

The APDU Exceptions list displays all ISO ILL APDU messages received by the ILL server that for various reasons could not be processed by the ILL server daemon (ue-17); therefore the APDU messages are not reflected in the ILL borrowing or lending requests.
Each ILL APDU message that is received by the library’s ILL server becomes an ILLSV (ILL server) record. All ILLSV records are immediately picked up by the ue-17 daemon that consistently runs in the ILL Server library. Usually, most of the ILLSV records are successfully handled and the ILL database is updated accordingly. Only a small proportion of the ILLSV records will not be handled; in this event, the APDU Exceptions interface can be used as a monitor for the outstanding APDUs.

Staff users with the required permissions can access the APDU Exceptions list via the ILL GUI by clicking the Administration tab, then the APDU Exceptions List node. The APDU Exceptions interface allows staff users to manipulate the ILLSV records and to resend them to the ue-17 daemon for further handling.

**Note**

The 'APDU Exceptions' permission is related to the ILL server (ILLSV) library. The ILLSV library is the shared repository for all APDU messages received by the ILL server and it used in common to all ILL libraries and units of the ALEPH installation. It means that a staff user that accesses the APDU Exceptions list can see and update APDUs that do not necessarily belong to his ILL library/Unit; bear this in mind when assigning the APDU Exceptions privilege to staff users.

Technically, the system analyzes the ILLSV records that are created in the ILLSV library as a result of receiving of APDUs.

The APDU Exceptions List displays all records whose status field (tag 466$$a of the ILLSV record) indicates that they have not been processed.

**Statues indicating that an APDU has not been handled are:**

- Unrecognized (UNR) – An APDU that has been received from an unknown sender, that is, no ILL partner record (Z700) has been found at the ALEPH installation.

- Unsupported (UNS) – An APDU received by your server with a type that is not supported, so the daemon is not capable of processing the message. For example: APDU of the 'Forward-Notification' type.

- Mediated (MED) - The APDU contains data that cannot be processed or is missing crucial data. For example, an APDU of type RSMSG (Request Submission Message) contains an unfamiliar patron barcode.

- Failed (FLD) - ue-17 failed to process the APDU.

For each entry in the list, the following information is displayed:

Doc. No (ILLSV record number), Title, Author, APDU Type (IllRequest, Shipped, Received, CheckedIn, and so on), Service Date/Time.

The lower pane shows expanded details of the highlighted entry in the APDU Exception list and allows records to be updated.
You may want to update the ILLSV record for one of the following reasons:

- To change details that might cause the ue-17 daemon not to handle the APDU in order to resend the ILLSV record to the daemon.

- To dismiss an entry from the APDU Exception category.

**Information Fields**
Most of the fields are for information only with no option to update. The display of the ILLSV record field is according to the setup of the table: ./illsv/tab/edit_doc_999.lng.

The HTML page is taken from ./illsv/pc_display<lng>/apdu-info

**Active Fields**
The staff user can update the 'Status', 'Message Receiver' and 'Message Responder' fields.

**Updating Statuses**
The Status field shows the current status of the ILLSV record. This status can be one of the statuses that are assigned to an ILLSV record as a result of a failure in the process: Unsupported, Unrecognized, Mediated or Failed.

The drop-down list allows you to update the status to one of the following statuses: Close or New.

- Close – The system automatically moves an ILLSV record status to ‘close’ upon completing handling the APDU message. If a record is changed manually to ‘Close’ (by using this option), the system will not refer to this record again. The daemon will not attempt to handle the record again and the entry of the ILLSV record is dismissed from the APDU Exceptions category.

- New – The system automatically assigns ‘New’ status to each recently-created ILLSV record and it communicates to the daemon that ILLSV record has not been handled yet and it should be processed in order to integrate the APDU within the ILL data. If a record is changed manually to ‘New’ (by using this option), the system will execute another attempt to analyze the record and to integrate it within the ILL data. The user should change the status to New only if action has been taken in order to correct the problem that caused the failure message. After changing the record status to New, the ue-17 daemon picks the
‘New’ record and attempt again to handle it. This also dismisses the record from the APDU Exceptions category.

**Changing the 'Message Receiver' and 'Message Sender' fields**

These fields enable you to change the code (institution symbol) of the receiver/sender in the ILLSV record.

The drop-down menu lists all the ILL partners (supplier and requesters) that are set in your ALEPH installation.

You can change the message receiver and message sender code (library symbol), for example, when an APDU IllRequest is received from an unknown requester that is not registered as an ILL partner (or wrongly written in the partner files). An ILLSV record is created as an ‘Unrecognized’. If the user decides to handle the request, he can register the partner and then update the Message Sender using the Change Message Sender field. In order to re-send the IllRequest to the daemon, the status must be changed from Unrecognized to New.

### 20 ILL Temporary Items

An ILL temporary item is automatically created by the system when the staff user registers the arrival of ILL material which should be returned to the supplier (the "Receive-Returnable" action in the ILL Borrowing workflow).

The ILL temporary item is linked to an ADM document record that also created upon the Receive-Returnable action is completed.

The ADM record (XXX50 doc) is linked to the ILL document (XXX40 doc) that was created when the borrowing request has been initiated.

The item record is discarded upon sending the material back to the supplier (the Return action).

When receiving material, it is possible to define the number of temporary items that are created.

The circulation note is mandatory for multiple items. It is recommended to enter a description such as “Item 1 out of 12 related items”.

**Supplying the item to the patron:**

The item can be immediately loaned to the patron (upon completing the Receive action) OR wait in the 'hold shelf' for the patron (see Setting up handling of ILL Items (tab27) on page 69).

In the event of an immediate loan, the request status is updated to LOP-Loaned to Patron.

In the event of a "hold shelf", the request status is updated to LON-Loaned to Library. The request status will be updated to LOP - Loaned to Patron only when the patron approaches to pick his ILL material. The loan to patron is performed via the Circulation GUI. The due date is determined according to the Request Return Date (specified by the supplier) minus the days that the library requires to return the material back to the supplier. The Return Delay parameter is displayed in the Potential Supplier tab or the Partners Info tab.
In the case of multiple items, the status of the ILL request is updated only after all the temporary items are loaned.

20.1 Circulation Checks

The tab_check_circ ADM library table (/xxx50/tab/tab_check_circ) is consulted in the following ILL related events:

Loan checked-in material to patron - The relevant check procedure (Col.1 in tab_check_circ) is LOAN. The LOAN procedure check is performed whether the 'loan to patron' action is performed from the GUI ILL (immediate loan upon receiving the item from the supplier) or via the Circulation GUI (loan action). If the loan action is performed via the Circulation GUI, you can define the check_circ_12_a routine (in Col. 2 of tab_check_circ). The 12_a routine checks if there is a match between the original ILL patron and the patron trying to loan the ILL item.

Renew loan for an ILL material – The check_circ_13_a routine (Col. 2 of tab_check_circ) works with the RENEW and RENEW-GBL (Col.1 of tab_check_circ) actions. The 13_a routine checks if the renewed items are ILL items; if so, the renew action is enabled only for authorized ILL staff user (staff user with ILL Unit same as the ILL unit that attached to the ILL item). The reason for this check: ILL items renewal require supplier's confirmation and the renew action should not be allowed for patrons or non ILL staff. It is recommended to block the override option for this check. To do so, set error code 803 in ./xxx50/tab/check_circ_override as follows:

0803 99 ILL item (Barcode $1) can be renewed only by authorized ILL staff (renew requires supplier's confirmation).

Note

If staff is authorized according to the 13_a check, or if the check is not defined, then the renewal of ILL items sends a request for renewal to the lending library.

Only for the SLNP protocol is the loan extended without receiving permission from the lending library.

Returning the item:

The item can be returned by the patron via the ILL GUI or the Circulation GUI.

If the Return action is performed in the ILL GUI (Borrowing-Return button), the patron's loan is discharged and the ILL request is marked with one of the following statuses (depends on the supplier's protocol type):

- CLS - Closed (for non-ISO workflow. This is a final ILL request status)
- OR
- RT-Returned by library (for ISO workflow. The ISO 'Checked-In' message is expected to be received from the supplier).

If the Return action in performed in the Circulation GUI, a PC file configuration of the circ.ini controls the system's behavior. The relevant flag in circ.ini is:

[Ill]
ReturnIll=
The value can be Y (Yes) or N (No). Default: N

If the flag is set to ReturnIll=Y, then the patron's loan is discharged and the ILL request is marked with one of the following statuses (depends on the supplier’s protocol type):

- **CLS - Closed** (for non-ISO workflow. This is a final ILL request status)

OR

- **RT-Returned by library** (for ISO workflow. The ISO 'Checked-In' message is expected to be received from the supplier). Note that when there is a special case of transit sublibrary, the only type would be RTP.

If the flag is set to ReturnIll=N, then the patron's loan is discharged and the ILL request is updated with the status RTP - Returned by Patron (regardless of the supplier’s protocol type). At this stage, the final return to the supplier should be performed via the ILL GUI, Borrowing - Return action.

The due hour of the loaned items is set to the closing time of the library and is taken from tab17 of the ADM library.

### 20.2 The ILL Item Values

The ILL temporary item gets the following values:

**Item Barcode**

The staff user can manually type in the barcode in the Receive-Returnable form. For easy follow-up, we suggest you use a request number with an "ILL-
" prefix. For example: item barcode ILL-471 for ILL request 471. There is a system check for barcode uniqueness.

If no input has been typed in, the system will automatically generate a unique barcode (same as if a new item is created via the GUI ILL-Catalog-Items).

For automatically creating an ILL item barcode with the prefix ILL- defined the following line in tab_checksum (/xxx50/tab/tab_checksum):

```
CSCR-ILL-BARCODE               checksum_create_ill_barcode
```

When the barcode is generated for multiple items, the items’ barcode is created with the suffix “-n”. The barcode of the first item is not be changed.

For example, request number 561 has three related items. The following barcodes are generated:

- First item: ILL-561
- Second item: ILL-561-2
- Third item: ILL-561-3

**Item Call Number**

The item call number is hardcoded as follows:

Item Call Number Type – Depends on the value that is configured in the call_number_type variable of the pc_server_defaults file. The default value is 7.
Item Call Number – The ILL Request Number

**Item Sublibrary**
The item sublibrary is set as defined in the ILL-ITEM-SUB-LIBRARY flag of the ADM library's tab100 table (.//xxx50/tab/tab100).

Possible values: 1 or 2.
1 = (default) use patron’s home library if populated, otherwise use pickup location
2 = use pickup location if it is a valid "item" sublibrary, otherwise use patron’s home library.

**Item Process Status**
The item process status is hard coded: IL.

Make sure that the "IL" code is defined in Col. 3 of the ADM library’s tab15.eng table (.//xxx50/tab/tab15.eng).

For example, for an ILL item with a sublibrary code of LAW, set the following line in tab15.<lng>:

```
LAW   ## IL L ILL Temp. Item                 Y Y N N N N N Y Y 00
      N A
```

**Item Collection**
The item collection is hard coded: ILL.

Make sure that the "ILL" code is defined in Col. 1 of the ADM library’s tab40.eng table (.//xxx50/tab/tab40.eng).

For example:

```
ILL   LAW   L ILL Material
```

**Item status**
The staff user selects the item status from a drop-down list within the Receive-Returnable Form.

The drop-down list is derived from the ILL library's pc_tab_exp_field.eng table (.//xxx40/tab/pc_tab_exp_field.eng). Relevant entry: ILL-ITEM-STATUS.

```
ILL-ITEM-STATUS L 14 Pickup Circulating 14
ILL-ITEM-STATUS L 72 Home Loan 72
ILL-ITEM-STATUS L 73 Box Loan 73
ILL-ITEM-STATUS L 74 Reading Room Loan 74
ILL-ITEM-STATUS L 75 Pickup - Loan to Pickup SL 75
ILL-ITEM-STATUS L 76 Non-Circulating 76
```

The first entry in the list is used as the default item status.

**Note**
Each item status code defined in the ILL-ITEM-STATUS list must have a matching line in the ADM library’s tab15.eng table (.//xxx50/tab/tab15.eng).
The item status code is a trigger to the action that should be taken by the system when the Receive-Returnable action is completed. The possible actions are: item is assigned to the "hold shelf" or immediately loaned. The possible actions are set in the ADM library’s tab27 table (/xxx50/tab/tab27).

Circulation note
As entered.

Note
When creating multiple items for a single request, all the created items are created in one temporary ADM record. All the created items have the same information in all fields, except for the Barcode and Note fields.

20.3 Setting up handling of ILL Items (tab27)
For ILL items, the setup of the ADM library’s tab27 table (/xxx50/tab/tab27) defines whether the item is assigned to the hold shelf or immediately loaned.

When material is received from an ILL supplier, the manner in which ALEPH handles the item depends upon the target option as defined in Col. 5 of tab27.

<table>
<thead>
<tr>
<th>Target Option Code</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>01 - Hold Shelf</td>
<td>A slip (for insertion in the material before it goes on the hold shelf) and a collection notice (for the borrower) are printed, but the item is not automatically loaned. When the borrower collects the item, the loan is performed. The due date is calculated according to the request's 'expected return date'. (The &quot;Expected Return Date&quot; minus the &quot;Return Delay&quot; which is taken from the partner record of the supplier. If the Return Delay is zero, the value of setenv ill_return_for_user in pc_server_defaults is used instead).</td>
</tr>
<tr>
<td>02 - Home Delivery</td>
<td>A slip (for insertion in the material before it is posted to the borrower) is printed and the item is automatically loaned to the patron. The due date is calculated according to the request's 'Expected Return Date' and Return Delay parameter.</td>
</tr>
<tr>
<td>03 - Mailbox Delivery</td>
<td>A slip (for insertion in the material before it is dispatched to the mailbox) and a notice (for the patron) are printed. The item is automatically loaned to the patron.</td>
</tr>
<tr>
<td>04 - Reading Room</td>
<td>A slip (for insertion in the material before it is dispatched to the reading room) and a notice (for the patron) are printed. The item is automatically loaned to the pickup sublibrary. The due date is calculated according to the request's 'Expected Return Date' and Return Delay parameter. From the pickup sublibrary, the item can be loaned to the patron. The due date is calculated according to the request's 'Expected Return Date' and Return Delay parameter.</td>
</tr>
<tr>
<td>Target Option Code</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------------------</td>
<td>------------</td>
</tr>
<tr>
<td>05 – ILL</td>
<td>A slip (for insertion in the material before it goes on the hold shelf) and a collection notice (for the patron) are printed. The item is automatically loaned to the pickup sublibrary (there must be a 'patron' record with a Patron ID that corresponds to the pickup sublibrary code). The due date is calculated according to the request's 'Expected Return Date' and Return Delay parameter.</td>
</tr>
</tbody>
</table>

In the demo library setup of USM50, the following item statuses are dedicated to ILL items and the following explanation uses these statuses:

14 - ILL Pickup - matches target option 01
72 - ILL Home Loan - matches target option 02
73 - ILL Box Loan - matches target option 03
74 - Reading Room - matches target option 04
75 - Loan to pick up or ILL sublib. - matches target option 05
76 - ILL Non-circ.

All the above statuses are defined in ./usm50/tab/tab15.eng as well.

The matching setup in tab27 is as follows:

```
!   2   3    4   5
!-!!!!!-!!-!!!!!-!!
H ##### 73 ##### 03
H ##### 72 ##### 02
H ##### 75 ##### 05
H ##### 14 ##### 01
H ##### 74 ##### 04
```

### 20.4 Multi Items Related Configuration

- In the following printouts, use z30-barcode information instead of z411-item-barcode:
  ./<ILL_lib>/form_lng/ill-patron-letter-4.xsl
  ./<ILL_lib>/form_lng/ill-patron-letter-5.xsl
  ./<ILL Lib>/form_lng/ill-arrival-slip-new.xsl
  ./<ILL Lib>/form_lng/ill-patron-letter-a.xsl

- Add z30-barcode to ./<ill library>/pc_display_lng/bor-request-expand

- **GUI \Circ\Tab\lng\Message.dat:**
  Add:
MultiIIL Multi Item ILL O I There are %d additional items that should also be loaned.

- GUI \Ill\Tab\Lng\Message.dat:

  Add:
  ReturnMultiItems ALEPH ILL OC Q This request has %d related items. Continue?

- GUI \ill\tab\<lng>\window.dat:

  Add:
  ReceiveReturn.Tab.Screen0 Request
  ReceiveReturn.Tab.Screen1 Items
  ReceiveReturn.Btn.Add &Add
  ReceiveReturn.Btn.Delete &Delete
  ReceiveReturn.Btn.Modify &Modify
  ReceiveReturn.MultiItems.EmptyBC System Generated Barcode

  BulkReceiveRet.Tab.Screen1 Items
  BulkReceiveRet.Btn.Add &Add
  BulkReceiveRet.Btn.Delete &Delete
  BulkReceiveRet.Btn.Modify &Modify
  BulkReceiveRet.MultiItems.EmptyBC System Generated Barcode
  ReceiveMultiInput.Title Multiple Items
  ReceiveMultiInput.Btn.Add &Add
  ReceiveMultiInput.Static.Barcode Item Barcode
  ReceiveMultiInput.Static.Note Circulation Note

- GUI \alephcom\tab\<lng>\tab_col.dat:

  Add:
  ILL_MULTI_ITEMS L Barcode 01 030 01 C01 barcode
  ILL_MULTI_ITEMS L Circulation Note 02 070 01 C01 note

21 Lending Library - Supplying an Item

When the lending library supplies an ILL material for 'loan' purposes (Ship-Returnable action), the regular circulation policy is consulted.

Loan due date

Staff users can fill in the 'Expected Return Date' in the Ship-Returnable GUI ILL Form. If no date has been typed in, the ADM library’s tab16 table (./xxx50/tab/tab16) is consulted in order to determine the loan due date. The supplied item status, process status and local patron definitions of the ILL requester are taking into account.

Circulation Checks

The ADM library’s tab_check_circ table, (.xxx50/tab/tab_check_circ), is consulted in order to check if the ILL requester can loan material from your ILL lending services.
The relevant check procedure (Col.1 in tab_check_circ) is LOAN. You can define various checks over the item and/or the patron record of the ILL requester.

22 ILL Request Log

The ILL request log is displayed in the GUI ILL functional mode of Borrowing and Lending requests. The Request Log keeps track of various request-related activities that have occurred.

The ILL library’s tab46.eng table, (/xxx40/tab/tab46.eng), determines which transactions are recorded in the ILL Request log.

22.1 tab46.eng Structure

<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transaction Number</td>
<td>Hard coded</td>
<td>This number is used by the system and should not be changed.</td>
</tr>
<tr>
<td>2</td>
<td>Active/Non-active log</td>
<td>Y</td>
<td>Setting this flag to Y - Yes or N - No determines whether this type of transaction should be logged. It is recommended to set all flags to Y.</td>
</tr>
<tr>
<td>3</td>
<td>Manual Log/Non-manual log</td>
<td>N</td>
<td>Setting this flag to Y – Yes or N – No determines whether this type of transaction can be manually added by a staff user (not automatically system-driven).</td>
</tr>
<tr>
<td>4</td>
<td>Alpha and Functional Description</td>
<td>ILL Request Created</td>
<td>Alpha code (L for Latin) and Textual description of the transaction. This text appears in the Description Column of the Request Log details.</td>
</tr>
</tbody>
</table>

**Important**

It is recommended to set Y in Col. 2 for all transactions, regardless of whether your library uses ISO or non-ISO flow.

It is recommended to set Y in Col.3 only for transactions 00, 48, and 49.

The text that is displayed in the "System Notes" column of the Request Log, is driven from $alephe_root/error_lng/ill_logger2.

22.2 Request Log Display – Sort Routines

The sort order and routine of the ILL Request Log are set in ./alephe/pc_server_defaults.
The relevant lines are:

```plaintext
ill_user_z415_sort_routine
ill_user_z415_sort_order
```

**ill_user_z415_sort_routine** defines the sort routines:

- **00** – by the open date and hour of the transaction
- **01** – by sequence no. of the log
- **02** – by the log action date plus the log sequence. The latest action date will always be sorted on the top. If the log action date is zero, the system will use instead log open date, open hour and open seconds combined as a string

**ill_user_z415_sort_order** defines the sort order:

- **A** – ascending
- **D** – descending

Example:

```plaintext
setenv ill_user_z415_sort_routine 00
setenv ill_user_z415_sort_order D
```

## 23 Request Numbers

### 23.1 Borrowing - Request Number

Each borrowing request that is created automatically receives a main number: Request Number. The request number is automatically derived from the last-doc-number system counter in the UTIL G/2 counter of the ILL library. This number can be displayed in the GUI-ILL-Borrowing-List of Requests. There is an option to search a request by its request number using the GUI-ILL-Borrowing Search bar: select the Request Number option from the drop-down menu and type in the relevant value.

### 23.2 Borrowing – Supplier Request Number

There is an option to have an additional request number for each request to supplier: Request to Supplier Number. This number is created upon generating request to supplier and it is automatically derived from the last-bor-supp-no system counter in the UTIL G/2 counter of the ILL library. This number can be displayed in the GUI-ILL-Borrowing-forth tab: Suppliers. There is an option to search a request by its request number using the GUI-ILL-Borrowing Search bar: select Additional Request Number from the drop-down menu and type in the relevant value.

### 23.3 Lending – Request Number

There is an option to assign a unique request number for each request to a supplier in the "Supplier Request Number" field. This number is created for each new request to a supplier and it is automatically generated from the last-bor-supp-no system counter in the ILL library UTIL G / 2 counter. This number can be displayed in the Suppliers
and Request Info tabs of the GUI-ILL-Borrowing module. It is possible to search for a request by its supplier request number using the GUI-ILL-Borrowing Search bar by selecting **Supplier Request Number** from the Search bar drop-down list and typing in the relevant value.

### 23.4 Lending – Requester's Request Number

For lending requests that are created by ISO-ILL request, the requester original request number is recorded in the Requester's Reference Number field. This number is as defined at the requester side and populated in the ISO lending request. This number can be displayed in the GUI-ILL-Lending-tab 1: Request Info (view only). There is an option to search a request by its requester reference number using the GUI-ILL-Lending Search bar: select Requester Reference No. option from the drop-down menu and type in the relevant value.

### 24 ILL Configuration Tables

The ILL configuration tables are located in the ILL library’s tab directory (.//xxx40/tab) and in the alephe tab directory (.//alephe/tab). One table (used for SLNP only) is located in the ADM library’s tab directory (.//xxx50/tab). The ILLSV tab directory is relevant only for ISO ILL usage.

#### 24.1 ILL Library Tables (.//xxx40/tab)

**edit_paragraph.eng**

Defines the formatting of the bibliographic information that is displayed in the new ILL request forms (Web OPAC form and GUI ILL form). The relevant section (Col.1 of edit_paragraph) is : 002.

**Note:** When submitting a new ILL request based on an existing title, the format is defined in .//xxx01/tab/edit_paragraph.lng.

**form_description**

This table defines the subject line for an Email when a print form is sent by Email.

**ill_bor_charge**

Borrowing ILL charges; determines the default amounts for charging patrons when ILL material is received from a supplier. Works in conjunction with transaction 0015 of .//xxx50/tab/tab18.eng.

**ill_format_type**

Defines the 592 format fields of an ILL document. Works in conjunction with expand_doc_type (See section 14 The Borrowing Request's Format and Media on page 48).

**ill_formats_map.eng**
For ISO ILL: This table translates the ISO IllRequest.ItemId.ItemType code (1, 2, 3) for an incoming ILL request to a textual description:

The tag is mapped to field 592 of the ILLSV record and the ILL document.

The table should read:

1 Monograph
2 Serial
3 Other

ill_lend_charge
Lending ILL charges; determines the default amounts for charging the ILL requester when ILL material is supplied. Works in conjunction with transaction 0016 of ./xxx50/tab/tab18.eng

ill_unit_group.<eng>
Defines the ILL unit group for the US copyright mode (see section 34 Copyright – US Mode on page 100).

pc_tab_exp_field.eng
Definition of GUI drop-down menus and textual description for system codes. See section 26 pc_tab_exp_field.eng on page 86.

tab00.eng
Defines field codes and names for the ILL documents indexes (WRD, ACC, and IND).

The WIT and WIU indexes must be defined. Equivalent values must be defined in ./xxx40/tab/tab11_word.

Sample:
H WIT W-016 00 00 Borrowing/Lending
H WIU W-017 00 00 ILL unit

In addition, to allow indexing of ILL History records, set a line for WHS index, as in the example below:
H WHS W-041 00 00 ILL History

tab01.eng
Defines list of MARC record tags for the ILL document.

tab11_word
Defines word indexes for the ILL Document.

Among other indexes’ codes, the Word indexes, WIT and WIU, must be defined for the ILL document.

Sample:
TYP## 00 WIT
In addition, to allow the ILL History procedure, set a Word index for ILLHS, as in the below example:

```
ILLHS 03 WHS
```

**tab46.eng**

Defines transaction types for the ILL request log. See section 22 ILL Request Log on page 72 and the table's header.

**tab47.eng**

Determines the default copyright policy for the patron's Copyright Agreement and Copyright Block. See section 13 Patron's Copyright Agreement for Borrowing Requests on page 46.

**tab50**

Defines automatic processing for ILL Borrowing requests. Works in conjunction with the ILL library daemon: UE/19. See section 5 Setting up Unmediated Mode for ILL Units on page 35.

**tab100**

tab100 is the central configuration table for system-level, server-level and library-level variables. See section 25 tab100 - Related Entries for ILL on page 82.

**tab_expand**

List of ILL document expand programs.

Make sure that the following lines are defined in ./xxx40/tab/tab_expand:

```
! 1 2 3
!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
U39-DOC expand_doc_z410
U39-DOC expand_doc_z416
U39-DOC expand_doc_bib_copyright_2
U39-DOC expand_doc_bib_copyright_3
```

```
FULL-ILL expand_doc_z410
FULL-ILL expand_doc_z416
FULL-ILL expand_doc_bib_copyright_2
FULL-ILL expand_doc_bib_copyright_3
FULL-ILL expand_doc_extract
```

```
SEND-ILL expand_doc_bib_copyright_2
SEND-ILL expand_doc_bib_copyright_3
```
* ILL-FORMAT expand_doc_type ill_format_type

* The line of the expand_doc_type must be also defined in the ./tab/tab_expand table of the libraries from which the ILL request is created. For example:
If the ILL request is based on a title found in the BIB XXX01 library, then expand_doc_type should be defined in ./xxx01/tab/tab_expand.
If the ILL request is based on a title found in an external database (using Z39.50 gate), then expand_doc_type should be defined in ./extnn/tab/tab_expand

**tab_filing**
Defines filing procedures for ILL document tags. This will ensure that the ILL doc has clean BIB information. This is important for the 'Locate' function.
For ISO ILL: the filing will assure that the ItemId tags of the ISO message will not include extra characters such as {[% and so on. In this way, the lending library receives 'clean' BIB information. The filing procedures are important for both: ISO ILL and non-ISO ILL.

**tab_ill_bib_info**
For ISO ILL: this table defines the ILL document tags that build the ISO IllRequestItemId XML tags. Note that default values for building the ItemId tag are set in the code (for example, field tag 260##$$a is directed to ItemIdPlaceOfPublication). See table's header.

**tab_ill_bib_key**
For ISO ILL: This table enables you to set the IllRequest ISO tags SystemNo (SYSNO) and NationalBibliographNo (NBN) according to tags defined in the ILL document.
Cols. 1 through 3 define the well-known number, its code and type (for example, LC 01 SYSNO). Cols. 4 through 6 define the tag, subfield and filing procedure. Cols. 7 through 9 define the database tag, subfield and filing procedures.
The whole set is used by the system for building the SYSNO or the NBN.
Col. 10 through 15 is the second priority set definition In the event that the first set (col. 4 through 9) has no matching values in the ILL document.
All fields defined in this table will be used when building the ILLSV document and will be included in the lending library’s ILL document according to the definition of the corresponding tab_ill_code_keys table.
Example:
tab_ill_preferred_media
Defines possible media that can be requested for each format - 592 field of the ILL document. (See section 14 The Borrowing Request’s Format and Media on page 48)

tab_locate
Defines the Locate string query that is used in the ILL borrowing, ILL lending Locate, and Locally Own check functions. You may define a tiered-Locate search. See sections 3 ILL Locate Function on page 29, and 6 Setting up “Locally-owned” checks on page 39. See also the tab_locate table's header.

tab_slnp.conf
Configuration file for SLNP server.

tab_sublib_group.eng
This table allows you to define groups of sublibraries within the same ADM. The group code is listed in the GUI ILL’s Partner record, Lending ILL Unit tab: Circ. Sublibraries. In a case where an ILL Unit represents more than 20 sublibraries, you must use a group code instead of individual sublibraries’ codes. See also the tab_sublib_group.eng table’s header.

tab_z701
 Defines the default for the 'Roster of Potential Suppliers'. Works in conjunction with the Load Potential Supplier Default (ill-52) service. For a system-wide default, set the table in ./alephe/tab instead of ./xxx40/tab.

24.2 ADM Library Tables (.xxx50/tab)

tab_ill_item_status
Defines whether an item is available for ILL or not (used for SLNP only).

24.3 The alephe tables (.alephe/tab)

tab_ill_held_media_map.lng
For ISO ILL: The table translates the ISO IllRequest.ItemId.HeldMediumType value (1, 3,4,5,6,7) for an incoming ILL request to a textual description:

The tag is mapped to field 905 of the ILLSV record and the ILL document.
Example of ill_held_media_map.eng setup:

```plaintext
!        2
!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!
1 Printed
3 Microform
4 Film-or-Video
5 Audio
6 Machine-Readable
7 Other
```

**library_relation**

Defines the relationship between libraries by library type (see section 2.1 Setting up the ILL Library on page 12).

**tab_base.eng**

Defines logical bases that are used for the various Locate functions: borrowing Locate, Lending Locate and locally own check. See sections 3 ILL Locate Function on page 29, and 6 Setting up “Locally-owned” checks on page 39.

```plaintext
WID                    WID- Main Library      USM01
USM01 Y wsl=wid
HYL                    HYL- East Asian Lib   USM01
USM01 Y wsl=hyl
LAW                   LAW- Law School        USM01
Y wsl=law
```

In addition, define lines for:

the ILL XXX40 Library

the XXX40 Borrowing database (XXX40-B)

the XXX40 Lending database (XXX40-L)

Example:

```plaintext
USM40                  USMARC ILL (USM40)
USM40 N
USM40-B                USMARC ILL Borr-40
USM40 N wit=BORROW
USM40-L                USMARC ILL Lend-40
USM40 N wit=LEND
```

**tab_ill_change_status_in**

Defines the options to change lending request status. See section 9 Change Request Status on page 41.

**tab_ill_change_status_out**

Defines the options to change borrowing request status. See section 9 Change Request Status on page 41.
**tab_ill_partner_conf**

Only for ISO ILL. This table defines user name and password for ILL suppliers that demand those values (like OCLC). This table replaces the Web ILL table: alephe/tab/tab_supplier_ext (see table's header).

**tab_ill_status_borrow**

For the GUI ILL display of the Borrowing-Summary mode tree: defines the grouping for the 'Statuses' node. The textual description of the group codes and statuses is driven from ./xxx40/tab/pc_tab_exp_field.eng. Relevant entry: BOR-REQ-STATUS

**tab_ill_status_lend**

For the GUI ILL display of the Lending-Summary mode tree: defines the grouping for the 'Statuses' node. The textual description of the group codes and statuses is driven from ./xxx40/tab/pc_tab_exp_field.eng. Relevant entry: LEND-REQ-STATUS.

**tab_ill_tree_bor_msg**

For the GUI ILL display of the Borrowing-Summary mode tree: defines the grouping for the 'Messages' node. The textual description of the messages codes is driven from ./xxx40/tab/pc_tab_exp_field.eng. Relevant entry: BOR-REQ-MSG

**tab_ill_tree_lend_msg**

For the GUI ILL display of the Lending-Summary mode tree: defines the grouping for the 'Messages' node. The textual description of the messages codes is driven from ./xxx40/tab/pc_tab_exp_field.eng. Relevant entry: LEND-REQ-MSG.

**tab_sigel**

Concordance for library "sigel" and sub-library code resp. ILL Unit code (used by SLNP only).

**tab_ill_s supp_close_days**

Define the non-working days of the system’s ILL suppliers, which may be either internal ILL units or external suppliers.

### 24.4 Aleph_start - ILL Related Entries

**ill_borrower_status**

This switch is used in ISO mode, when a lending request is sent to an external partner, and there is no patron record in the system. The system creates a patron record automatically and assigns it the status which is specified in the switch.

### 24.5 The ILLSV tables (.\illsv\tab)

The illsv/tab directory is relevant only for a library that uses ISO ILL.
tab00.eng
The STS must be defined as an index code in tab00.eng. The following must be set:

H   STS   IND     11 00     0000       Process Status

tab11_ind
The STS index must be defined in tab11_ind for building the index for the Process Status field of the ILLSV records (field 466).

The following must be set:

466##   STS   ab

tab_ill_code_description
This table maps some of the APDU message's XML tags to numeric tags. When ue_17 process the ISO ILL messages, the programs use some of these numeric tags. Accordingly, you can add but not delete or override lines from this table.

Partial example:

46501 *.TransactionId.TransactionGroupQualifier
46502 *.TransactionId.TransactionQualifier
471   *.ResponderId.PersonOrInstitutionSymbol.Institution
472   *.RequesterId.PersonOrInstitutionSymbol.Institution
478   *.RequesterId.NameOfPersonOrInstitution.Institution
479   *.ResponderId.NameOfPersonOrInstitution.Institution
474   *.ServiceDateTime.ThisService.Date
475   *.ServiceDateTime.ThisService.Time
476   *.ServiceDateTime.OriginalService.Date
477   *.ServiceDateTime.OriginalService.Time
74002 IllRequest.ItemId.TitleOfArticle
70012 IllRequest.ItemId.AuthorOfArticle
245   IllRequest.ItemId.Title
100   IllRequest.ItemId.Author
592   IllRequest.ItemId.ItemType

tab_ill_codes_key
For ISO ILL: This table builds the relevant tags for SYSNO and NBN in the lending library ILL document. The SYSNO and NBN are derived from the IllRequest message and are used to set the defined tag (for example, 010).

Cols. 1 through 3 define the well-known number, its code and type (for example, LC 01 SYSNO). Cols. 4 through 7 define the ILL document tag and the subfields that will contain the NBN or SYSNO information, the number, database ID and database type.
Example:

```
!1    2       3     4   5 6 7
!!-!!!!!!!!!!-!!!!!-!!!!!-!-!-!
01 LC   SYSNO 010   a b c
06 RLIN  NBN   035## a b c
09 ALEPH_SID   SYSNO SID## a b c
```

tab_tag_text

This table defines the default LDR field for the ILLSV records. The following must be set:

```
LDR IL ^^^^^nam^^22^^^^^^a^4500
```

25 tab100 - Related Entries for ILL

**tab100** is the central configuration table for system-level, server-level and library-level variables. A few lines of the table are shown below:

**ADM-ILL-PREFIX**

Possible values: **Y** (Default) or **N**.

This flag directs the system for the method in which the patrons for the ILL partners are detected.

For multi ADM environment that has defined in $alephe_tab/tab100 USER-SHARING = "N"; set ADM-ILL-PREFIX to "Y".

For single ADM environment that has defined in $alephe_tab/tab100 USER-SHARING = "N"; set ADM-ILL-PREFIX to "N"

If your system is set to USER-SHARING = "Y", ADM-ILL-PREFIX flag is not consulted by the system.

For a multi ADM environment that uses non-shared-users, the patron record for the ILL partners must be defined with the library's ADM code as part of the patron ID.

For example:

If the ADM library ABC50 is defined as non-shared-users (TAB100-USER-SHARING=\texttt{N}), the patron ID of the ILL partners records must be defined with a prefix of ABC50.

For partner code MEDIL, define a patron record with ID: ABC50-MEDIL (not MEDIL). The maximum the partner’s code can be 6 is characters long.

Setting ADM-ILL-PREFIX =Y will point the system to look for a patron ID record with a ADM library code set as a prefix.

**COPYRIGHT-MODE**

Define in alephe/tab/tab100

Values: 0, 1, 2. Default: 0
Defines which national copyright mode in the ILL Borrowing request is tracked.

0 – No definition (for Europe)
1 – US copyright mode
2 – Australian copyright mode

**DOC-TYPE-ILL**
Define in ./xxx40/tab/tab100
Values: Y and N.  Default: N
Y- indicates that the library is of type "ILL"
ILL-CHECK-DUP
For a system-wide default, define in alephe/tab/tab100. For a library default, define in ./xxx40/tab/tab100

Values: 0, 1, 2. Default: 0

For a Web OPAC ILL request, define the routine for checking duplicate active requests that has been submitted by the same patron.

0 - no duplication check

1 - Reject duplicated requests: a duplication check is performed and in the event that a 'match' active request is located for the same patron, the request is blocked and the patron is prompted by a 'Duplicate Request' block message.

2 - Accept duplicate requests: a duplication check is performed and in the event that a 'match' active request is located for the same patron, an ILL request with status: 'New Staff Review' is created.

ILL-ITEM-SUB-LIBRARY
Define in the ADM Library: ./xxx50/tab/tab100

Values: 1, 2. Default: 1

Define the Item sublibrary that is assigned to an ILL temporary item (an item that is created when returnable ILL material is checked in.)

1 - use patron home library if populated, otherwise use pickup location.

2 - pickup location if it is a valid "item" sublibrary, otherwise use the patron’s home library.

MULTI-ILL-UNIT-SELECT
Should be defined in ./xxx40/tab/tab100.

This variable controls the option of assigning an alternate ILL unit for a borrowing request that is registered via the Web OPAC:

Values: Y and N. Default: N

N = The ILL unit of the patron is used as default (default).

Y = A list will be displayed including all ILL units that belong to the patron's ADM.

P = The patron will be given a pickup locations list that is a joint list of all the pickup locations of all the ILL units that belong to the patron's ADM.

When submitting the request, the system will direct the ILL request to the ILL unit that supplies the selected pickup location to the patron.

The pickup location list that is displayed in the ILL request form represents the possible pickup locations of the selected ILL Unit (not the patron original ILL Unit but the selected ILL Unit). Upon submitting the form, the ILL request is assigned to the selected ILL Unit.
**Note:** The “Y” and “P” options are available only for Patrons entering a request in the Web OPAC. Staff users submitting a request via the GUI ILL will not have the option of selecting an alternate ILL unit; therefore, the patron's assigned unit will be used (even in cases where MULTI-ILL-UNIT-SELECT=Y).

**PAT-CANCEL-ILL**
This flag is relevant only for ISO borrowing requests (requests which were sent to a supplier using ISO ILL Request message).

For a system-wide default, define it in alephe/tab/tab100. For a library default, define it in ./xxx40/tab/tab100.

Values: Y and N. Default: N

Defines the patron’s ability to cancel ILL borrowing requests (via the Web OPAC’s Library Card - ILL Active and Total Requests) which have already been sent to the supplier.

Y – 'Sent to supplier' request can be canceled by patron
N - 'Sent to supplier' request cannot be canceled by patron (the Cancel button will not be available. The action can be done only by a staff user via the GUI ILL)

**PAT-RENEW-ILL**
For a system-wide default, define this setting in alephe/tab/tab100. For a library default, define this setting in ./xxx40/tab/tab100

Values Y and N. Default: N

This variable defines whether the patron is allowed to renew an ILL loaned item outside of the ILL module.

Y – ILL loaned material can be renewed outside of the ILL module.
N- ILL loaned material cannot be renewed outside of the ILL module.

**PATRON-LOCAL-OWN**
For a system-wide default, define this setting in alephe/tab/tab100. For a library default, define this setting in ./xxx40/tab/tab100

Values: 0 and 1. Default: 0

Defines the system’s behavior in the event that a patron submits a Web OPAC ILL request that has been marked as 'Locally owned'.

0 - locally-owned requests are blocked.

1 – locally-owned requests continue to be processed and they get the status 'Locally Owned' (LOW).

**SHIP-TO-PICKUP**
This flag is relevant only for ILL units that are defined as ISO partners (their partner's protocol type is ISO)

Should be defined in ./xxx40/tab/tab100.

This variable controls the option of selecting an alternate delivery address:
Values: Y and N. Default: N

N = The delivery address quoted in the APDU is the ILL unit address.

Y = The delivery address quoted in the APDU is the pickup location address. The ship to address is displayed in the Lending request details and can be printed out in the lending slip.

**SHIP-TO-PICKUP-ADDR**

This flag is relevant when SHIP-TO-PICKUP is set to Y.

Should be defined in ./xxx40/tab/tab100.

This variable controls the option of filling in the address information in the APDU tags:

Values: Y and N. Default: N

Y - The address from tab_sub_library_address.lng marked as of type "X" populates the `<DeliveryAddress>` ILL tag as follows:

- Line 1 from the address -> name-of-person-or-institution (150 chars)
- Line 2 from the address -> street-and-number (60 chars)
- Line 3 from the address -> city (19 chars)
- Line 4 from the address -> country (20 chars)
- Line 5 from the address -> postal code
- Line 6 from the address -> Telecom-service-address (Fax)
- Line 7 from the address -> Telecom-service-address (Email)
- Line 8 from the address -> Telecom-service-address (Ariel (FTP))

N = Address populates the `<ExtendedDeliveryAddress>` ILL tag.

**SUPPRESS-PATRON-INFO**

Values: Y and N. Default: N

This variable controls the option to suppress the patron information from being sent via the ILL Request APDU.

Y = Patron info will not be included in the IllRequest APDU except for patron's email (on the outgoing APDU) when the requested media is electronic.

N = Patron info will be populated in the relevant ILLRequest ISO tags.

E = Patron information will not be included in the IllRequest APDU. The ILL Unit's shipping e-mail address is sent (not the patron’s email). If there is no shipping e-mail, the ILL Unit's general e-mail is used.

26 pc_tab_exp_field.eng

The pc_tab_exp_field.eng table of the ILL library (./xxx40/tab/pc_tab_exp_field.eng) determines some of the values of the GUI ILL drop-down menus. It also enables textual description for the system codes.

**Structure of pc_tab_exp_field.eng**
<table>
<thead>
<tr>
<th>Column</th>
<th>Purpose</th>
<th>Example</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Internal Command</td>
<td>BUDGET-TYPE</td>
<td>Internal Reference for the menu code</td>
</tr>
<tr>
<td>2</td>
<td>Alpha</td>
<td>L</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Description</td>
<td>Regular</td>
<td>A free text description of the entry, as it will appear in the drop-down list.</td>
</tr>
<tr>
<td>4</td>
<td>Code</td>
<td>REG</td>
<td>The code to which your selection will be mapped by the system.</td>
</tr>
</tbody>
</table>

**Example:**

<table>
<thead>
<tr>
<th>ILL-PARTNER-STATUS</th>
<th>L Foreign</th>
<th>FO</th>
</tr>
</thead>
<tbody>
<tr>
<td>ILL-PARTNER-STATUS</td>
<td>L Domestic</td>
<td>DO</td>
</tr>
<tr>
<td>ILL-PARTNER-STATUS</td>
<td>L Active</td>
<td>AC</td>
</tr>
</tbody>
</table>

**Internal commands for the menu codes**

The following is a list of menu codes (Col. 1 of pc_tab_exp_field.<lng>) that you may want to update by adding or deleting lines.

<table>
<thead>
<tr>
<th>Internal Command</th>
<th>GUI ILL window</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>BORROWING-SEARCH</td>
<td>Borrowing-search bar</td>
<td>You can add BIB search values for the ILL library document. For example: for WTI word index, add line with code BIB-WTI. Make sure that the WTI word index is supported in /xxx40/tab/tab11_word and that indexes have been run for the new word index.</td>
</tr>
<tr>
<td>LENDING-SEARCH</td>
<td>Lending-search bar</td>
<td>You can add BIB search values for the ILL library document. For example, for the WTI word index, add a line with the code BIB-WTI. Make sure that the WTI word index is supported in /xxx40/tab/tab11_word and indexes have been run for the new word index.</td>
</tr>
<tr>
<td>ILL-BOR-PRINT</td>
<td>Borrowing-List of Requests-Print button</td>
<td>You may want to add new templates that can be sent out to the patron. To do so, create a new XSL file in the /xxx40/form_eng directory with the file name ill-patron-letter-&lt;x&gt;; x stands for the suffix letter that is...</td>
</tr>
<tr>
<td>Internal Command</td>
<td>GUI ILL window</td>
<td>Notes</td>
</tr>
<tr>
<td>---------------------------</td>
<td>----------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>ILL-ITEM-STATUS</td>
<td>Borrowing-Receive Returnable Form: Item status</td>
<td>used for the new template. The new templates's suffix should be used as the code for the pc_tab_exp-field menu (Col.4).</td>
</tr>
<tr>
<td>ILL-LOCATE-LIBRARY</td>
<td>Administration-Partners-tab 2 Communication-Locate Library field</td>
<td>List of item statuses for the ILL temporarily items. All codes must be supported in ./xxx50/tab/tab15. First entry will be used as a default.</td>
</tr>
<tr>
<td>ILL-LOCATE-BASE</td>
<td>Partners and Potential Suppliers Expand Pane.</td>
<td>The ADM library code (for example, KDS50, KSR50) for partners with Locate Type ALEPH</td>
</tr>
<tr>
<td>BL-KEYWORDS</td>
<td>BLDSC Keywords</td>
<td>Update this list with the relevant BLDSC keywords</td>
</tr>
<tr>
<td>LEND-ITEM-SORT-TYPE</td>
<td>Lending-Request expand-tab 4: Items-Sort</td>
<td>The sort codes must be defined in ITEM section of ./xxx50/tab/tab_z30_sort</td>
</tr>
<tr>
<td>ILL-PARTNER-STATUS</td>
<td>Administration-Partners-tab 1: Partner Info-Status field</td>
<td>You can add additional partner status for information. Note that the code NA (Not active) has a functional effect: The partner can not be used as a supplier.</td>
</tr>
<tr>
<td>PAGE-SIZE</td>
<td>Receive-Non-Returnable Form-Type of Page field</td>
<td></td>
</tr>
</tbody>
</table>

**27 Lending Request - Setting up Captions for Volume and Issue**

It is possible to configure the prefixes of the volume and issue on the lending request form.
The following lines can be configured in `$alephe_root/error_lng/global_ill`:

1030 0000 L iss.
1031 0000 L vol.

## 28 Print Templates

There are two types of print templates:

- GUI templates which are produced by various flow actions, for example, a lending request pickup slip.
- ILL Services - batch and report templates.

### 28.1 GUI ILL Templates

The names of the ILL template files are as follows (where nn is a number identifying the version):

#### GUI Templates

<table>
<thead>
<tr>
<th>Template File Name</th>
<th>Purpose</th>
<th><code>print.ini</code> function name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ill-arrival-slip-new</td>
<td>Borrowing – slip with the request details, to be placed in the item</td>
<td>ArrivalLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-i</td>
<td>Borrowing request info. slip (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-5</td>
<td>Borrowing – letter to patron- recall (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-0</td>
<td>Borrowing – letter to patron- 'more info.' (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-3</td>
<td>Borrowing – letter to patron- copyright letter (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-c</td>
<td>Borrowing – letter to patron- cancellation (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-2</td>
<td>Borrowing – letter to patron- 'title is owned by library' notification (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-a</td>
<td>Borrowing – letter to patron- Request arrival notification.</td>
<td>ArrivalLetter</td>
</tr>
<tr>
<td>Ill-patron-letter-4</td>
<td>Borrowing – letter to patron- Overdue (Print button)</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Template File Name</td>
<td>Purpose</td>
<td>print.ini function name</td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td>-------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>ill-patron-letter-X</td>
<td>Borrowing – letter to patron- [<em>Print</em> button] - can be set by system librarian. Add the &quot;X&quot; to ILL-BOR-PRINT menu of ./XXX40/tab/pc_tab_exp_field.eng</td>
<td>PatronLetter</td>
</tr>
<tr>
<td>Ill-send-request-letter</td>
<td>Borrowing – Non-ISO request letter to supplier ([Send] button)</td>
<td>SendLetter</td>
</tr>
<tr>
<td>ill-return-letter-00</td>
<td>Borrowing – Non-ISO letter to supplier-Return Notification to Supplier</td>
<td>ReturnLetter</td>
</tr>
<tr>
<td>ill-bor-letter-c</td>
<td>Borrowing – Non-ISO letter to supplier claim ([Response] button)</td>
<td>BorClaim</td>
</tr>
<tr>
<td>ill-bor-letter-m</td>
<td>Borrowing – Non-ISO letter to supplier - general message ([Response] button)</td>
<td>BorMsg</td>
</tr>
<tr>
<td>ill-bor-letter-l</td>
<td>Borrowing – Non-ISO letter to supplier - ILL item is lost ([Response] button)</td>
<td>BorLost</td>
</tr>
<tr>
<td>ill-bor-letter-x</td>
<td>Borrowing – Non-ISO letter to supplier - cancellation of request ([Response] button)</td>
<td>BorCancel</td>
</tr>
<tr>
<td>ill-bor-letter-r</td>
<td>Borrowing – Non-ISO letter to supplier - renew ILL item ([Response] button)</td>
<td>BorRenew</td>
</tr>
<tr>
<td>ill-bor-letter-d</td>
<td>Borrowing – Non-ISO letter to supplier - ILL item is damaged ([Response] button)</td>
<td>BorDamage</td>
</tr>
<tr>
<td>ill-check-in-letter</td>
<td>Check-In - Notification to Requester - ILL loaned item has been returned and checked in.</td>
<td>CheckInLetter</td>
</tr>
<tr>
<td>Ill-bor-receive-letter-00</td>
<td>Borrowing – Non-ISO letter to supplier-Arrival Notification to Supplier</td>
<td>CopyArrivalLetter</td>
</tr>
<tr>
<td>Template File Name</td>
<td>Purpose</td>
<td>print.ini function name</td>
</tr>
<tr>
<td>------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>ill-print-lend-request</td>
<td>Lending request info. slip (<em>Print</em> button)</td>
<td>LendRequest</td>
</tr>
<tr>
<td>ill-lend-item-list</td>
<td>Lending – items for supply - pickup slips (<em>Print</em> button of Items tab)</td>
<td>LendItemList</td>
</tr>
<tr>
<td>ill-lend-letter-m</td>
<td>Lending – Non-ISO letter to requester - general message (<em>Response</em> button)</td>
<td>LendMessage</td>
</tr>
<tr>
<td>ill-lend-letter-r</td>
<td>Lending – Non-ISO letter to requester - recall (<em>Response</em> button)</td>
<td>LendRecall</td>
</tr>
<tr>
<td>ill-lend-letter-a</td>
<td>Lending – Non-ISO letter to requester - renew answer (<em>Response</em> button)</td>
<td>LendRenewAnswer</td>
</tr>
<tr>
<td>ill-lend-letter-o</td>
<td>Lending – Non-ISO letter to requester - overdue (<em>Response</em> button)</td>
<td>LendOverdue</td>
</tr>
<tr>
<td>ill-answer-3</td>
<td>Lending – Non-ISO 'unfilled' letter to requester - (<em>Unfilled</em> button)</td>
<td>LendUnfilled</td>
</tr>
<tr>
<td>ill-answer-2</td>
<td>Lending – Non-ISO 'retry' letter to requester - (<em>Response</em> button)</td>
<td>LendRetry</td>
</tr>
<tr>
<td>ill-answer-6</td>
<td>Lending – Non-ISO 'hold placed' letter to requester - (<em>Response</em> button)</td>
<td>LendHold</td>
</tr>
<tr>
<td>ill-answer-5</td>
<td>Lending – Non-ISO 'will supply' letter to requester - (<em>Response</em> button)</td>
<td>LendSupply</td>
</tr>
<tr>
<td>ill-lend-supply-slip</td>
<td>Lending – 'supply' slip to be placed in the item (Ship action for 'loan' and 'copy')</td>
<td>ShipReturn ShipNonReturn</td>
</tr>
<tr>
<td>ill-lend-supply-letter</td>
<td>Lending – Non-ISO – electronic 'supply' notification to the requesting library (Ship action for 'electronic' / bulk and one-off)</td>
<td>ShipElectronic</td>
</tr>
<tr>
<td>Template File Name</td>
<td>Purpose</td>
<td>print.ini function name</td>
</tr>
<tr>
<td>--------------------</td>
<td>---------</td>
<td>-------------------------</td>
</tr>
<tr>
<td>ill-ship-electronic</td>
<td>Lending – ISO – electronic 'supply' e-mail notification to the patron of the borrowing side (Ship action for 'electronic' / bulk and one-off)</td>
<td>ElectronicShip</td>
</tr>
</tbody>
</table>

### 28.2 GUI ILL Services Templates

<table>
<thead>
<tr>
<th>Template</th>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing Statistics report</td>
<td>Generated by ill-63</td>
</tr>
<tr>
<td>ill-out-statistic-report</td>
<td></td>
</tr>
<tr>
<td>Borrowing – patrons’ requests report</td>
<td>Generated by ill-74</td>
</tr>
<tr>
<td>ill-request-report</td>
<td></td>
</tr>
<tr>
<td>Borrowing – static request report</td>
<td>Generated by ill-66</td>
</tr>
<tr>
<td>ill-static-status-req-report</td>
<td></td>
</tr>
<tr>
<td>Borrowing – Outstanding Requests of former patrons</td>
<td>Generated by ill-67</td>
</tr>
<tr>
<td>Outstanding-req-of-former-bor</td>
<td></td>
</tr>
<tr>
<td>Borrowing – claim letters (non-ISO)</td>
<td>Generated by ill-73</td>
</tr>
<tr>
<td>ill-claim-letter</td>
<td></td>
</tr>
<tr>
<td>Borrowing – claim report</td>
<td>Generated by ill-73</td>
</tr>
<tr>
<td>ill-claim-report</td>
<td></td>
</tr>
<tr>
<td>Borrowing – TX format requests to British Library</td>
<td>Generated by ill-75</td>
</tr>
<tr>
<td>ill-print-bldsc-&lt;media-type&gt;. For example, ill-print-bldsc-l-printed OR ill-print-bldsc-c-copy.</td>
<td></td>
</tr>
<tr>
<td>Borrowing – hold shelf list</td>
<td>Generated by ill-76</td>
</tr>
<tr>
<td>ill-hold-shelf-list</td>
<td></td>
</tr>
<tr>
<td>Lending – Statistics report</td>
<td>Generated by ill-64</td>
</tr>
<tr>
<td>ill-statistic-report</td>
<td></td>
</tr>
<tr>
<td>Overdue-apdu-report-body AND</td>
<td>Generated by ill-68</td>
</tr>
</tbody>
</table>
### Template

<table>
<thead>
<tr>
<th>Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>overdue-apdu-report-total</td>
</tr>
<tr>
<td>Lending – report and summary for overdue ISO messages sent to requesters</td>
</tr>
<tr>
<td>Lending – request report</td>
</tr>
<tr>
<td>ill-lend-requests-report</td>
</tr>
<tr>
<td>Copyright – Payment report for the USA ILL copyright mode</td>
</tr>
<tr>
<td>copyright-payment-report</td>
</tr>
<tr>
<td>Copyright – Payment statistics report for the USA copyright mode</td>
</tr>
<tr>
<td>copyright-statistic-report</td>
</tr>
<tr>
<td>Archiving – patron link removal report</td>
</tr>
<tr>
<td>patron-removal-ids</td>
</tr>
<tr>
<td>Archiving – generate borrowing history</td>
</tr>
<tr>
<td>ill-bor-history-report</td>
</tr>
<tr>
<td>Archiving – generate lending history</td>
</tr>
<tr>
<td>ill-len-history-report</td>
</tr>
</tbody>
</table>

### 29 Defining ILL Column Headings (pc_tab_col.lng)

pc_tab_col.lng defines the columns of information that are displayed in list windows in the GUI clients.

In order to define column headings, edit the bibliographic library (USM01) table pc_tab_col.lng. For more information about pc_tab_col.lng, see the ALEPH Staff User’s Guide - General chapter - Using and Customizing Your GUI.

The following is a list of the ILL windows which use pc_tab_col.lng for formatting data, and their identifiers (Column 1 in pc_tab_col.lng):

<table>
<thead>
<tr>
<th>Unique Code</th>
<th>ILL GUI Windows</th>
</tr>
</thead>
<tbody>
<tr>
<td>PC_ILL_PARTNER_LIST</td>
<td>Administration – Partners List</td>
</tr>
<tr>
<td>Unique Code</td>
<td>ILL GUI Windows</td>
</tr>
<tr>
<td>------------------------</td>
<td>-----------------------------------------------------</td>
</tr>
<tr>
<td>PC_PARTNERS_LIST</td>
<td>Borrowing – Request Expand – Suppliers tab</td>
</tr>
<tr>
<td>PC_Ill_B_LIST</td>
<td>Borrowing – List of Requests</td>
</tr>
<tr>
<td>PC_Ill_L_LIST</td>
<td>Lending – List of Requests</td>
</tr>
<tr>
<td>PC_ROSTER_LIST</td>
<td>Administration – Potential Suppliers List</td>
</tr>
<tr>
<td>PC_Ill_LOCATE_PREV</td>
<td>Borrowing – Locate action – Preview</td>
</tr>
<tr>
<td>PC_Ill_LOCATE_PREV_L</td>
<td>Lending – Locate action – Preview</td>
</tr>
<tr>
<td>PC_Ill_MLC</td>
<td>Lending – Locate action – Preview – Multi Locate preview</td>
</tr>
<tr>
<td>PC_Ill_LOG</td>
<td>Borrowing and Lending – Request Log</td>
</tr>
<tr>
<td>PC_MSG_LIST</td>
<td>Borrowing and Lending – Request expand – 5th tab: Messages</td>
</tr>
<tr>
<td>PC_Ill_APDU_LIST</td>
<td>Administration – APDU Exceptions Lost</td>
</tr>
<tr>
<td>PC_Ill_MSG_LIST</td>
<td>Borrowing and Lending – Summary Mode – Messages pane</td>
</tr>
<tr>
<td>PC_Ill_STATUS_GROUP</td>
<td>Borrowing and Lending – Summary mode: main pane</td>
</tr>
<tr>
<td>PC_Ill_ITEM_LIST</td>
<td>Lending – Request expand – Items tab</td>
</tr>
<tr>
<td>PC_Ill_CUSTOMER_ID</td>
<td>Administration – Customer ID</td>
</tr>
</tbody>
</table>

30 pc_server_defaults - ILL Related Entries

pc_server_defaults is an ALEPH configuration table located under ./alephe_root. This configuration table defines the default values for the PC server. The relevant entries for GUI ILL in pc_server_defaults are:

**call_number_type**

This variable defines the call number type that is assigned to the temporary items that are created when an ILL borrowing request arrival is registered. If it is not defined, the default value is set to 7.

**ill_expected_return_date**

This variable defines the default value for the expected return date of the borrowing request.
If the Borrowing-Receive-Returnable window is open and there is no other information as to the date on which the supplier expects to get the item back, then the number of days defined in \( \text{ill_expected_return_date} \) is used to calculate the expected return date.

For example, if the setup is:

\[
\text{setenv ill_expected_return_date 028}
\]

The Expected Return Date field will display current date + 28 days.

**ill_return_for_user**

Possible value: up to a three-digit value can be entered here. This numeric value determines how many days it takes to return a loaned item to its ILL supplier. This value is activated only if the 'Return Delay' field in the partner's supplier record and in the Roster of the Supplier is zero. This parameter is taken into account when calculating the Due Date of an ILL loaned item.

For example, when the setup is:

\[
\text{setenv ill_return_for_user 003}
\]

The Due Date of the ILL loaned Item will be three days before the date on which the ILL supplier expects to receive the item back (as defined in the 'Expected Return Date' field of the GUI ILL – Borrowing - Receive-Returnable Form).

**ill_user_z415_sort_routine and ill_user_z415_sort_order**

Define sort routines and order for the Request Log display in GUI ILL.

Sorting routines (\( \text{ill_user_z415_sort_routine} \)):

- 00 - by the open date and hour of the transaction
- 01 - by sequence no. of the log
- 02 - by the log action date plus the log sequence. The latest action date will always be sorted on the top. If the log action date is zero, the system will use instead: log open date, open hour and open seconds combined as a string

Sorting order (\( \text{ill_user_z415_sort_order} \)):

- A – ascending
- D - descending

Example:

\[
\text{setenv ill_user_z415_sort_routine 00}
\]
\[
\text{setenv ill_user_z415_sort_order D}
\]

### 31 www_server.conf - ILL-related Entries

**www_server.conf** is an ALEPH configuration table located under `/alephe_root`. This configuration defines the default values for the WWW server. The relevant entries for GUI ILL in `www_server.conf`:

**ill_total_limit_period**
This variable defines the date from which the counting of the ILL borrowing request is started. The ill_total_limit_period format is MMDD (for example, 1020) is the 20th of October. The calculation is made from this variable date to the current date (the assumption is that the variable date is earlier than the current date). All GUI and Web OPAC ILL requests created between these dates are counted and compared to the patron's ILL total limit. The patron will be blocked if he has exceeded its limit within this period. In the Web OPAC library card, only ILL requests that are within the time limit frame are displayed.

To ignore this calculation, either delete this variable or enter 0000.

Example:

```
setenv ill_total_limit_period 1020
```

This means that the limit period starts on the 20th of October. The patron's ILL total limit (as defined in the patron global record) is set to 15. The patron submits an ILL request (from Web OPAC or GUI ILL) on the first of January. The system counts all requests from the 20th of October until the first of January (current date). If there are more than 20 requests, the patron will be blocked by the system: "Exceeded Limit on ILL Requests".

---

### 32 PC setup - ill.ini file

The ill.ini file defines settings for the ILL client. This chapter presents and explains the ill.ini settings.

Explanations of other setting definitions, relating to more than one module, can be found in the *.Ini Files chapter of the General module of the ALEPH Staff User’s Guide.

#### 32.1 [General]

```
[General]
EnableRefer=Y
```

**EnableRefer**

Y - In the GUI ILL – Lending – Functional - List of Requests, the Refer button is displayed. A library that uses the 'refer' feature (forwarding the request from Lending to Borrowing) should use Y.

N - In the GUI ILL-Lending-Functional-List of Requests, the Refer button is not displayed. Library that do not use the 'refer' feature should set N.

**DefaultBorrowing=Y**

This option enables skipping the dialog box that pops up when the ILL Request button is clicked in the Show node of the Search tab. The Borrowing Request Form is automatically opened up and no option will be presented to create a lending request.

#### 32.2 [BorrowStatusTree]

```
[BorrowStatusTree]
DisplayMessages=Y
ExpandMessages=Y
```
ExpandStatuses=Y
OpenByDefault=Y

The [BorrowStatusTree] section defines default setting for the GUI ILL – Borrowing - Summary Mode - Left pane branches, Statuses and Messages.

DisplayMessages
Y – The GUI ILL Messages left pane node is displayed. A library that uses ISO ILL should define Y.
N – The GUI ILL Messages left pane node is not displayed. A library that does not use the ISO ILL at all should define N.

ExpandMessages
This parameter is valid only if DisplayMessages is set to Y.
Y – The GUI ILL Messages node is opened in an 'expand mode'.
N – The GUI ILL Messages node is not opened in an 'expand mode'.

ExpandStatuses=Y
Y – The Statuses branch is expanded.
N – The statuses branch is not expanded.

OpenByDefault=Y
Y – The status tree is opened by default when the Borrowing tab is clicked
N (default) – The functional tree is opened by default when the Borrowing tab is clicked

32.3 [LendStatusTree]

DisplayMessages=Y
ExpandMessages=Y
ExpandStatuses=Y
OpenByDefault=Y

The [LendStatusTree] section defines default settings for the GUI ILL-Lending- Summary Mode-Left pane branches, Statuses and Messages.
**DisplayMessages**
Y - the Messages left pane node is displayed. A library that uses ISO ILL should define Y.
N - the Messages left pane node is not displayed. Library the do not use the ISO ILL at all, should define: N

**ExpandMessages**
This parameter is valid only if DisplayMessages is set to Y
Y - the Messages branch is expanded.
N - the Messages branch is not expanded.

**ExpandStatuses=Y**
Y - the Statuses branch is expanded.
N - the statuses branch is not expanded

**32.4 [AdminTree]**
The [AdminTree] section defines settings for GUI ILL – Administration.

```
[AdminTree]
APDUExceptions=Y
CustomerID=Y
```

**APDUExceptions**
Y – In GUI ILL - Administration tab: the APDU Exceptions node is displayed. A library that uses ISO ILL should define: Y.
N – In GUI ILL - Administration tab: the APDU Exceptions node is not displayed. A library that does not use ISO ILL at all should define: N

**CustomerID**
Y – The Customer ID node is displayed. A library that needs to define Customer ID for their suppliers (like BLDSC) should set Y.
N – the Customer ID node is not displayed. A library that does not need to define Customer ID should set N.

**32.5 [GetDefaultValue]**

```
[GetDefaultValue]
RequestedMedia=Y
```

The [GetDefaultValue] determine if the 'Requested Media' for a new borrowing request will be filled with the first relevant value or will appear blank.
RequestedMedia

Y = the 'Requested Media' will have as a default the relevant media as defined at the ILL library table: tab_ill_preferred_media (./.xxx40/tab/tab_ill_preferred_media).

N = the 'Requested Media' will be empty and the staff user will have to pick the relevant value from the drop-down list (the list is driven from the ILL library table: tab_ill_preferred_media). The value 'N' is used as a default.

NeedByDate = [number of days from current date]

The NeedByDate parameter sets the number of days from the current date which will be used to set the default 'need by date' parameter for outgoing requests.

32.6 AddSupplierMethod]

[AddSupplierMethod]
PartnerCodeSearch = Y

PartnerCodeSearch
PartnerCodeSearch = Y - new search functionality is used.
PartnerCodeSearch = N - old functionality is used.
The default value of this parameter is "N".

33 Copyright – Australian Mode

This chapter is relevant only for Australian copyright law implementation for ILL.

To set your ALEPH installation for the ILL Australian copyright mode, define the following line in ./.alephe_tab/tab100:

COPYRIGHT-MODE=2

This flag will cause each ISO ILL request sent out to suppliers to contain the relevant Australian Copyright Statement in the Copyright Compliance tag.

The text for the statement is driven from the partner record of the borrowing ILL unit. Relevant field: Copyright Statement. This field can be up to 300 characters.

For example:

You may set the text:

"Complies with Section 49 and 50 of the Australian Copyright Act 1968" in the 'Copyright Statement' field of the partner record of the ILL Unit. Every ISO ILL request that will be sent out to suppliers from this borrowing ILL unit will contain this text in its CopyrightCompliance tag.
Note that the USA copyright mechanism (Z418) is disabled for COPYRIGHT-MODE = 2.

34 Copyright – US Mode
The chapter is relevant only for USA copyright law implementation for ILL.
This chapter contains information about:

- The initial creation of a copyright file for each new borrowing request for a 'non-returnable'.
- ILL unit policy for handling various copyright statuses.
- Control of the required copyright mode for ILL (US copyright law or other countries mode).
- The update of the copyright file upon request fulfillment/un-fulfillment.
- Interface for copyright management.
- The ability to manually update/recalculate the copyright status.
- Record of all copyright activities in the request's transaction log.
- Processing the copyright payment report.
- Copyright statistics report.

34.1 Prerequisites
Following are the pre-requisites set up for the US copyright mode:

34.1.1 ILL US Copyright Mode
To set your ALEPH installation for the ILL US copyright mode, define the following line in ./alephe_tab/tab100:
COPYRIGHT-MODE=1

34.1.2 Setting ILL Units Groups for Copyrights Procedures
A few ILL units can be grouped to perform the copyrights check procedure as if they are one, as long the group is composed of units that belong to the same ILL library.
For this purpose, set the relevant values in the ILL library table: ill_unit_group.eng (.xxx40/tab/ill_unit_group.eng).

```
!1                      2
!!!!!!!!!!!!!!!!!!!!!!!!-!!!!!!!!!!!!!!!!!!!!!!!
U15AR                GRP01
U15ED                GRP01
U15HS                GRP02
U15LA                GRP02
```
Col 1: ILL Unit code (20 characters)
Col 2: Group code (20 characters)
Set a line for each ILL unit that is not independent for the purpose of copyright check policy. No need to set a line for an 'independent' ILL unit.

### 34.1.3 ILL Unit/Group Copyright Policy
Copyright policy can be determined for each ILL Unit or Group.
For this purpose, set the relevant values in the ILL library table: copyright_policy.eng
(/xxx40/tab/copyright_policy.eng)

<table>
<thead>
<tr>
<th>Col 1</th>
<th>Col 2</th>
<th>Col 3</th>
<th>Col 4</th>
<th>Col 5</th>
<th>Col 6</th>
<th>Col 7</th>
<th>Col 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>GRP01</td>
<td>05</td>
<td>04</td>
<td>02</td>
<td>03</td>
<td>02</td>
<td>01</td>
<td>CR Group – U15ED and U15AR</td>
</tr>
<tr>
<td>GRP02</td>
<td>05</td>
<td>04</td>
<td>03</td>
<td>03</td>
<td>02</td>
<td>01</td>
<td>CR Group – U15HS and U15LA</td>
</tr>
<tr>
<td>U15GN</td>
<td>05</td>
<td>03</td>
<td>03</td>
<td>03</td>
<td>03</td>
<td>03</td>
<td>CR for U15GN</td>
</tr>
</tbody>
</table>

Col 1: ILL unit/group code (20 characters).
Col 2: Number of calendar years for checking publication date (2 digits).
Col 3: Maximum number of copyright free copies allowed (2 digits).
Col 4: Action code for staff initiate request for copyright status 11 (2 digits).
Col 5: Action code for staff initiate request for copyright status 21 (2 digits).
Col 6: Action code for patron initiate request for copyright status 11 (2 digits).
Col 7: Action code for patron initiate request for copyright status 21 (2 digits).
Col 8: Group name (50 characters).

For each ILL unit/group (col. 1), set the number of calendar years that are relevant for copyright check (col. 2) and the maximum number of requests per title (within the range of years) that are free of copyright fee (col. 3).

In the event that nothing else is specified for a group or ILL unit, the default value for the 'years' parameter (col. 2) is 5 and the default value for the 'number of free request' parameter is 4.

Cols. 4 through 7 define the actions that should be taken by the system when a borrowing request that is subjected to a copyright check is initiated by a staff user or by a patron.

The possible values (actions) are:
01 – Auto reject for a patron and a warning message for a staff.
02 – Mediated: a borrowing request is created under the 'New-Staff review' category.
03 – Unmediated: a borrowing request is created under the 'New' category.

You may define actions (01, 02 or 03) for each of the following cases:
Col. 4 – set the action for a request that is initiated by a staff user when the system detects that the predicted copyright status of the request is "11 - Less than maximum number of filled and outstanding requests – probably free".
In the event the table is missing or no value is defined in this column, the default value is: 03 (unmediated).

Col.5 – set the action for a request that is initiated by a staff user when the system detects that the predicted copyright status of the request is "21 More than maximum number of filled and outstanding requests – probably not free".

In the event that the table is missing or no value is defined in this column, the default value is: 02 (mediated).

Col.6 – set the action for a request that is initiated by a patron when the system detects that the predicted copyright status of the request is "11 - Less than maximum number of filled and outstanding requests – probably free".

In the event that the table is missing or no value is defined in this column, the default value is: 03 (unmediated).

Col.7 – set the action for a request that is initiated by a patron when the system detects that the predicted copyright status of the request is "21 More than maximum number of filled and outstanding requests – probably not free".

In the event that the table is missing or no value is defined in this column, the default value is: 02 (mediated).

Col.8 – set the group name for the code that is defined in Col.1.

34.2 US Copyright Workflow

34.2.1 General

Each borrowing request for a non-returnable item has a copyright record that holds its title, ISSN/ISBN, copyright status, payment information, and so on.

The copyright status indicates if this request is subject to a copyright fee or not. The copyright status is represented in the IllRequest APDU message as US:CCG or US:CCL.

The match between requests that have the same title will be done based either on ISSN or on title (if ISSN fails to match).

The system automatically performs a check/update of the copyright status in the following events:
- When a request is created
- When a request is filled/un-filled

Staff manual intervention is supported in the following events:
- Manual change upon staff user decision
- Recalculate action – staff user manually activate the system's copyright calculation.

In the lifecycle of a request, its copyright status can be updated (automatically or manually) a few times with one of the following statuses.

Intermediate (Initial) Statuses:
11 – Less than the maximum number of filled and outstanding requests – probably free
21 – More than maximum number of filled and outstanding requests – probably not free

**Final statuses:**

00 - Free of copyrights royalty fee (US:CCL)
10 - Subject to copyrights fee but under max-number therefore free (US:CCG)
20 - Subject to copyrights fee and above max-number therefore not free (US:CCG)
50 – Canceled
51 – Unfilled

The list of statuses and their textual description is located in the ILL library’s pc_tab_exp_field.eng table: (./xxx40/tab/ pc_tab_exp_field.eng. Relevant entry: COPYRIGHT-STATUS

### 34.2.2 Initial Copyright Check

The exact copyright status of a request is accurately determined only once a request has been filled/un-filled but the system must set an initial intermediate status once the request has been created.

The intermediate status allows managing the requests and supervising or blocking requests that are potentially subject to payment, depending on the probability that such a payment will be needed after all.

Upon creation of a new request for non-returnable, one of the following copyright statuses is assigned to the request:

00 - Free of copyrights royalty fee (the publication date is older than the pre-defined number of year for copyright check).
11 – Less than maximum number of filled and outstanding requests – Probably free
21 – More than maximum number of filled and outstanding requests – Probably not free

### 34.2.3 Additional Copyright Checks

After the initial copyright check, the system re-evaluates the copyrights at the stage of the request’s fulfillment/un-fulfillment.

**Filled Request:**

Upon arrival of material from the supplier the system accurately determine the copyright status for each request that is subjected to a copyright check.

The status can be set to one of the following:

00 - Free of copyrights royalty fee
10 - Under the maximum number of free copies
20 - Above the maximum number of free copies
Un-Filled Request:
In the event that a request is eventually not filled, the system sets the copyright status to one of the following:
50 – Canceled/Expired/Deleted
51 – Unfilled

34.2.4 Copyright Management GUI ILL Interface
The GUI ILL Borrowing interface enables you to view the copyright status and the overall copyright summary of the title within the pre-defined number of years. In addition, there is an option to update/recalculate the copyright status.

To access the copyright management window, click the Copyright button from the Borrowing Request List. The Copyright button is enabled for each non-returnable requests (copy or electronic).

The Copyright Management window displays the following information:
**Request information**: title, ISSN/ISBN and year

**Request latest copyright status.**

**Copyright Summary** of the title within the pre-defined range of years. The summary shows the current number of outstanding and filled requests for the title within the pre-defined range of years. The counters include the current request. All related request numbers are listed. Note that this summary is updated each time the Copyright Management window is opened so it might happen for example that the copyright status shows "11-Might be under the max of free copies" but the counter of 'Outstanding Request' is already above the max of free copies.

The Copyright Management window allows manual update of the copyright status by a staff user in one of the following ways:

**Change copyright status** – the staff user can update the copyright status to one of the following final statuses:

- 00 – Free of copyrights fee
- 10 – Under max. number of free copies
- 20 – Above max. number of free copies

A request with a 'final' copyright status is not checked again by the system upon request fulfillment therefore, the manual change will not be overridden by the automatically system calculation.

To change the copyright status, in the Copyright Management window, select the required status from the pull-down list, add a free-text note if you want, and click **OK**. The manual update and the note (if exist) are written to the request log transaction.

**Recalculate** – The 'recalculate' action manually activates the system re-valuation of the copyright status. This action might be required since the system automatically calculated the copyright status only in two cases (request's creation and fulfillment/un-fulfillment) but the staff user may want to reflect the most updated copyright status in an intermediate step.

To do so, in the Copyright Management window, click **Recalculate**. The updated status will appear in the 'Change Copyright Status to' field. You may add a free-text note. If you want to proceed with the action, click **OK**. The manual update and the note (if present) are written to the request log transaction.

Note that at this stage, the Copyright Payment section of the Copyright Management form is disabled.

### 34.2.5 Request Log for Copyright Activity

Each update action of the copyrights status is written into the Request Log and can be viewed via the GUI ILL’s Borrowing Request Log. This is especially important for manual copyright changes but also applies to changes made automatically by the system. In the event of a manual update/recalculate, the free note text (if present) also appears in the log.

The creation of the copyright log is dependent on the setup of the ILL Library table: tab46.eng (./xxx40/tab/tab46,eng). Relevant transaction (Col.1) for US copyright: 57 and 58.
In order to activate trans. 57 and 58, set Col. 2 to Y (as in the following example):

57 Y N LSet copyright status
58 Y N LManually update copyright status

### 34.3 Processing the Copyright Payment Report

The 'Copyright Payment' section is enabled in the Copyright Management window of each filled request with a copyright status of '20 -Above the maximum number of free copies'.

The 'Copyright Payment' section includes the following fields:

- **Approval Number** – displays the approval number that is assigned to the copyright file of the request
- **Payment Status** – shows the payment status of the request

Upon fulfillment of a request, the initially assigned values for those fields are:

- **Approval Number** – left empty
- **Payment Status** - 'Not handled' (copyright payment procedure has not yet been concluded).

Both fields, Approval Number and Payment Status, can be processed by the Copyright Payment Report service (ill-61). There is also an option to manually update these fields.

#### 34.3.1 The Copyright Payment Report (ill-61)

The copyright payment report is run for each ILL unit and activated by the GUI ILL "Copyright Payment Report" (ill-61) service.
This service performs the following two actions and produces an output report.

**Action 1:** Assigns a common approval number to all borrowing requests which are filled with a copyright status of 'Above the maximum number of free copies' (status code 20). An output report is produced, showing the details of all retrieved requests.

**Action 2:** Changes the copyright payment status of requests that are assigned to a common approval number. An output report is produced showing the details of all retrieved requests.

Following is an explanation of each action:

**Action 1**
This is the first phase of handling the copyright payments. It can be run in two modes: 'Update mode' and 'Preview mode'.

**Update Mode:** The 'Update mode' enables you to assign an approval number to all filled requests with a copyright status of 'Above the maximum number of free copies' and a copyright payments status of 'Not Handled'.

Upon submitting the batch, the copyright payment status of all retrieved requests is changed from 'Not Handled' to 'Reported'. The approval number is automatically derived from the last-z418-app-number system counter in the UTIL G/2 counter of the ILL library.
The 'Copyright Payment Report' printout (template file name: copyright-payment-report.xsl) lists all retrieved requests that are assigned to the 'Approval Number'.

In order to run action 1 in 'update mode', select the following batch parameters:

- **Report Name** - Type in a file name for the printout file.
- **Update Database field** - select Yes
- **Retrieve by Approval Number field** - select No
- **Approval Number field** - leave empty
- **Change Copyright Payment Status to field** - leave empty

**Preview Mode**: This mode enables you to produce a 'Copyright Payment Report' of all filled requests with a copyright status of 'Above the maximum number of free copies' whose copyright payments have not been yet handled. It does not assign an approval number, and does not change the payment copyright status to 'Reported'.

You may want to run Action 1 in Preview mode in order to have a general overview of all predicted payments for copyright before actually starting to handle the copyright payments.

In order to run Action 1 in Preview mode, select No in the Update Database field. (All other fields should be set as in 'Update mode').

**Action 2**

This is the second phase of handling of the copyright payments report. It allows you to change the copyright payment status of requests that are assigned to a common approval number (using Action 1 – Update mode). You may use this action in order to indicate that copyright fees for requests that belong to the same approval number group are paid (change to status: Paid) or authorized for payment (change to status: Payment Authorization Given). An output report is produced showing the details of all retrieved requests (template file name: copyright-payment-report.xsl).

In order to run Action 2, select the following batch parameters:

- **Report Name** - Type in a file name for the printout file.
- **Update Database field** - select Yes
- **Retrieve by Approval Number field** - select Yes
- **Approval Number field** - type the approval number of the group of requests whose copyright payment status you want to update.
- **Change Copyright Payment Status to field** - Select the copyright payment status that you want to assign to the requests that belong to the approval number group.

The copyright payment status can be one of the following:

- **Payment Authorization Given** - This status indicates that the copyright fees for the approval number group are already approved.
- **Paid** - This status indicates that the copyright fee has already been paid.
• Dismissed - This status indicates that requests are dismissed from copyright payment handling. It also removes the approval number from all the retrieved requests.

• Not handled - This status indicates that the staff user currently does not want to handle the copyright payment of the retrieved requests. They are re-selected when Action 1 of ill-61 is run. It also removes the approval number from all the retrieved requests.

Note that additional copyright payment statuses can be added upon setting the following files: ./alephe/pc_b_eng/p-ill-61.xml (the interface of the ill-61 service) and the COPYRIGHT-PAY-STATUS menu of the ILL library’s pc_tab_exp_field.<eng>

table:

Following are example outputs of the 'Copyright Payment Report service' (ill-61).

Sample 1: Action 1 – Update mode

<table>
<thead>
<tr>
<th>ISSN/ISBN</th>
<th>Title</th>
<th>Request Number</th>
<th>Fulfillment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0263-6115</td>
<td>*Journal of the Australian Mathematical Society</td>
<td>1482</td>
<td>09/09/2005</td>
</tr>
<tr>
<td>0263-6115</td>
<td>*Journal of the Australian Mathematical Society</td>
<td>1516</td>
<td>09/09/2005</td>
</tr>
<tr>
<td>0263-6115</td>
<td>*Journal of the Australian Mathematical Society</td>
<td>1522</td>
<td>09/09/2005</td>
</tr>
<tr>
<td>1522-8918</td>
<td>*Journal of African business.</td>
<td>1538</td>
<td>07/03/2005</td>
</tr>
<tr>
<td>0263-6115</td>
<td>*Journal of the Australian Mathematical Society</td>
<td>1539</td>
<td>07/03/2005</td>
</tr>
<tr>
<td>0307-9760</td>
<td>*Journal of the Society for Army Historical Research</td>
<td>1547</td>
<td>07/03/2005</td>
</tr>
</tbody>
</table>

The above example report ran in 'Action 1 - Update mode'.

The batch parameters were:

• Update Database field - Yes
• Retrieve by Approval Number - No
• Approval Number - left blank
• Change Copyright Payment Status to – left blank

As a result of the batch run, approval number 118 has been assigned to all retrieved requests and their 'copyright payment status' has been updated to 'Reported'.

34.3.2 Manual Control of Payment Status

At this stage, based on the ill-61 report results, the staff user may manually change (update the approval number and/or the 'copyright payment status') the reported requests.

For example, the above report includes request number 1538. To update the 'Copyright Payment' information of the request, enter the 'Copyright Management' window of ILL request 1538 (click the Copyright button).
The Copyright Payment section shows the approval number and the payment status assigned as a result of ill-61 running.

If you want to exclude this request from the copyright payment procedure, you may manually change the payment status to 'Dismissed' or 'Not handled'.

- **Dismissed** - This status dismisses the request from copyright payment handling. It also removes the approval number from the request.
- **Not handled** - This status indicates that the staff user currently does not want to handle the copyright payment of the retrieved requests and they will be picked again when action 1 of ill-61 is run. It also removes the approval number from the request.

**Sample 2: Action 2**

<table>
<thead>
<tr>
<th>ISSN/EAN</th>
<th>Title</th>
<th>Request Number</th>
<th>Fulfillment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0263-9115</td>
<td>Journal of the Australian Mathematical Society</td>
<td>11492</td>
<td>08/26/2005</td>
</tr>
<tr>
<td>0263-9115</td>
<td>Journal of the Australian Mathematical Society</td>
<td>11516</td>
<td>08/30/2005</td>
</tr>
<tr>
<td>0263-9115</td>
<td>Journal of the Australian Mathematical Society</td>
<td>11522</td>
<td>08/30/2006</td>
</tr>
<tr>
<td>0537-0730</td>
<td>Journal of the Society for Army Historical Research</td>
<td>11457</td>
<td>07/09/2006</td>
</tr>
</tbody>
</table>

The above sample report ran on 'Action 2 (change payment status for approval number group).

The batch parameters were:
- Update Database field – Yes
- Retrieve by Approval Number - Yes
- Approval Number – 118
- Change Copyright Payment Status to – Payment Authorization Given

As a result of the batch run, all requests assigned to approval number 118 (not including request number 1538 that has been manually dismissed) were assigned as 'Payment Authorization Given'.

Later on, if you want to declare all of group 118 as 'Paid', you can run ill-61 with the same batch parameters except that 'Change Copyright Payment Status to' should be 'Paid'.

**34.4 Copyright - Statistics Report**

The GUI ILL service 'copyright – statistics report' (ill-62) detects highly requested titles, and therefore should be candidates for acquisition.
It runs over all filled request that their copyright status is either '10 - Under the maximum number of free copies' or '20 - Above the maximum number of free copies' and produces a report that shows the number of request per title and the number of different requesters (patrons) that requested each title (template file name: copyright-statistic-report.xsl).

The report’s input parameters are:

- **Report Name** - Type in a file name for the printout file.
- **Threshold to Consider a Title as Highly Requested** – the report includes all titles that have been requested according to the number of times defined in this parameter (inclusive). If this field is left empty, the value 1 is considered as the threshold (that is, all titles that have been requested at least once).
- **From/To Request Dates** – enter a range of dates for the request’s submission dates. The date format is: YYYYMMDD.

Sample output of p-ill-62:
35 Mapping Fields in ILL Documents

Every lending ISO ILL request has a matching document in the ILL Library. The document includes two types of information:

- Full list of the incoming PDU tags. The information is stored in fields for which:
  - The field code is ILL.
  - Subfield $$a$$ is the tag name.
  - Tag $$b$$ is the tags information.

  For example:

  ILL L $$a$$illRequest.ItemId.Author $$b$$Hill, George Birkbeck Norman,

  ILL L $$a$$illRequest.ItemId.Title $$b$$Harvard college :

- Bibliographic information, stored by default in MARC21 format. For example, the author and title information in the above example is stored as:

  100 L $$a$$Hill, George Birkbeck Norman,

  245 L $$a$$Harvard college : $$b$$by an Oxonian /

The following describes how to:

- Map information that is stored in ILL fields into MARC21 fields to enable display of the fields’ information.
- Change the bibliographic information, which is by default in MARC21 form, into other MARC types.
When the ILL Library document is created, the document is fixed using the ILL-L section in the tab_fix table of the ILL Library. Manipulating the document contents may be done in the following manner:

1. Set the following line in the tab_fix table of the ILL Library:

   `ILL-IL fix_doc_do_file_08   fix_ill`

2. Set the fix_ill script in the /tab/import directory of the ILL Library. The script is used to change field codes and achieve the above listed goals.

For example, consider an example in which you would like to display the maximum cost information that is received in the ISO ILL Request PDU.

   a) Set the fix_ill script as follows:

   ```plaintext
   1ILL## CHANGE-FIRST-IND-MATCH  #,0, $$aIllRequest.CostInfoType.MaximumCost.MonetaryValue
1 ILL COPY-FIELD              COS
1 ILL0 DELETE-FIELD
1 COS REPLACE-STRING          $$aIllRequest.CostInfoType.MaximumCost.MonetaryValue$$b,$$a
   ```

   This will cause a ILL Library document field such as:

   ```text
   ILL L $$aIllRequest.CostInfoType.MaximumCost.MonetaryValue$$b17.00
   ```

   to become

   ```text
   COS L $$a17.00
   ```

   b) You can now add the COS field for display in the GUI, by configuring the bib_format and edit_paragraph tables. For example:

   1. Set the bib_info table in the ILL Library data_tab to set bib_format of the lending requests. For example:

      ```text
      lend-request-expand            300
      ```

   2. Set the edit_paragraph in the ILL Library data_tab as follows:

      ```text
      edit_paragraph:

      !1  2  3  4  5  6
      !!!-!!!!-!-!!!!!!!!!-!!!!!!!!!!-!
      300 1#### D            .^         A
      300 245## D
      ```
Another example is if you want to map the document’s bibliographic information from the default MARC21 into MAB. In this case set the fix_ill script to do the mapping. The following will map the title, which is field 245 in MARC21, into the equivalent 331 MAB field.

```
1 245## CHANGE-FIELD 331
```

The following, will change the 260 $$b$$ MARC21 Publisher field into the equivalent 412 $$a$$ MAB field:

```
1 260## COPY-FIELD 412
1 412## DELETE-SUBFIELD a
1 412## DELETE-SUBFIELD c
1 412## CHANGE-SUBFIELD b a
```

The following is the default MARC21 mapping of incoming ILL Requests:

<table>
<thead>
<tr>
<th>MARC Field</th>
<th>ISO PDU Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>020</td>
<td>IllRequest.ItemId.ISBN</td>
</tr>
<tr>
<td>022</td>
<td>IllRequest.ItemId.ISSN</td>
</tr>
<tr>
<td>100</td>
<td>IllRequest.ItemId.Author</td>
</tr>
<tr>
<td>245</td>
<td>IllRequest.ItemId.Title</td>
</tr>
<tr>
<td>250</td>
<td>IllRequest.ItemId.Edition</td>
</tr>
<tr>
<td>260</td>
<td>IllRequest.ItemId.PlaceOfPublication</td>
</tr>
<tr>
<td>300</td>
<td>IllRequest.ItemId.Pagination</td>
</tr>
<tr>
<td>440</td>
<td>IllRequest.ItemId.SeriesTitleNumber</td>
</tr>
<tr>
<td>503</td>
<td>IllRequest.ItemId.SystemNo.External.IPIGSystemNo.IPIGNo.Other.PersonOrInstitutionSymbol.Institution</td>
</tr>
<tr>
<td>503</td>
<td>IllRequest.ItemId.SystemNo.External.IPIGSystemNo.IPIGNo.WellKnownSystem</td>
</tr>
<tr>
<td>504</td>
<td>IllRequest.ItemId.SystemNo.External.IPIGSystemNo.IPIGNo.DatabaseId</td>
</tr>
<tr>
<td>505</td>
<td>IllRequest.ItemId.SystemNo.External.IPIGSystemNo.IPIGNo.Number</td>
</tr>
<tr>
<td>590</td>
<td>IllRequest.ItemId.VerificationReferenceSorc</td>
</tr>
<tr>
<td>592</td>
<td>IllRequest.ItemId.ItemType</td>
</tr>
<tr>
<td>70012</td>
<td>IllRequest.ItemId.AuthorOfArticle</td>
</tr>
<tr>
<td>74002</td>
<td>IllRequest.ItemId.TitleOfArticle</td>
</tr>
<tr>
<td>852</td>
<td>IllRequest.ItemId.CallNumber</td>
</tr>
<tr>
<td>900</td>
<td>IllRequest.ItemId.PublicationDateOfComp</td>
</tr>
<tr>
<td>901</td>
<td>IllRequest.ItemId.VolumeIssue</td>
</tr>
<tr>
<td>902</td>
<td>IllRequest.ItemId.SubTitle</td>
</tr>
<tr>
<td>903</td>
<td>IllRequest.ItemId.Publisher</td>
</tr>
<tr>
<td>904</td>
<td>IllRequest.ItemId.PublicationDate</td>
</tr>
</tbody>
</table>
905  IllRequest.ItemId.HeldMediumType
906  IllRequest.ItemId.PublicationDate