

ILL Policies Directory

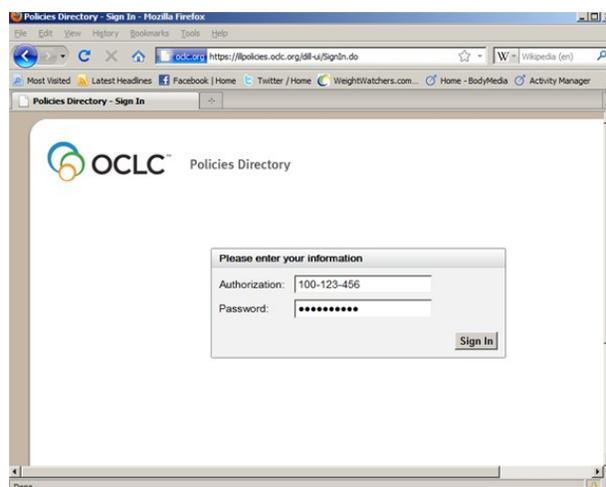
The OCLC Policies Directory is used to identify the lending policies of libraries using the OCLC WorldCat Resource Sharing system. When considering the libraries to include as potential lenders for a request, the policies directory can provide information on potential fees by the lender, hours/days of operation, collections available by lenders, and limits to what may or may not be available for loan.

Users of the Policies Directory may be seeking out the lending policies of a specific institution. Also, users may find it valuable to search for institutions meeting certain criteria. For example, the user may seek to identify which libraries in a state will loan A/V materials.

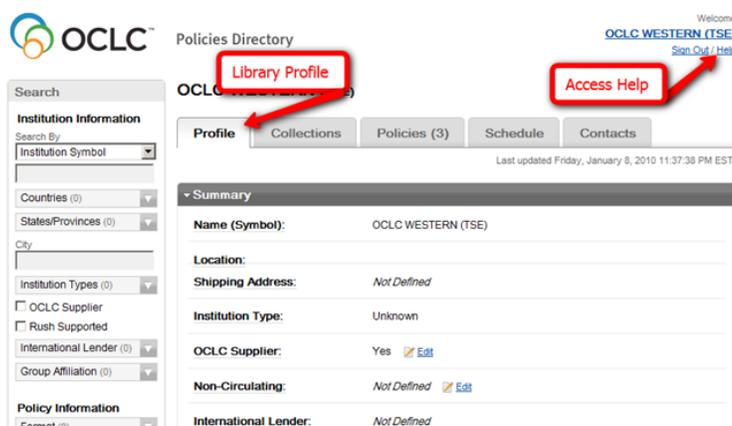
Accessing the Policies Directory

The OCLC Policies Directory may be accessed through the WorldCat Resource Sharing system or directly at <http://illpolicies.oclc.org>.

Log in with the library's OCLC interlibrary loan (ILL) authorization and password.



Upon accessing the Policies Directory, the system will default to showing the profile for your library. A link for "Help" is always available in the upper, right corner of the screen. Along the left side of the screen will be the Search functions.



Searching the Directory

1. From the Search By list, choose either a search by symbol or a search by name.
 - Searching by symbol yields an exact match. Use this when you want to search for contact, policy, or other information about a specific institution or group.
 - Groups refer to established groups of libraries that have cooperative interests for resource sharing based on membership affiliation or possibly geographic locations. Examples of groups may include NWGA, which includes libraries in the northwest, and LVIS, members of Libraries Very Interested in Sharing.
 - Search by name when the symbol or exact name of an institution or group is not known.
2. Enter the search term (symbol or group name) in the space provided.

When searching for an institution or list of institutions, the search may be limited by characteristics about the institution or about its policies. Use the options in Steps 3 and 4 below to search by those characteristics.

3. Limit search by geography (county, state, city, etc.), institution type, lending status (current suppliers), Rush Supported (libraries that can expedite requests, often for additional fees), international lending status, and/or group affiliation (to limit the search to within a specific group).
4. Limit a search by policy characteristics.
 - Format – limits the search by the material type(s) an institution will loan
 - Request Method – limits the search by the means by which a library will accept ILL requests as some may accept requests by email, paper, online form, phone, or other means outside of the OCLC WorldCat Resource Sharing system.
 - Delivery Method – searches by the method of delivery a library uses when filling ILL requests.
 - Billing Method – identifies the methods by which an institution will bill for fees if/when they charge such fees.
5. After entering the search criteria, click SEARCH.

The screenshot shows a search interface with the following elements:

- Search** (Section Header)
- Institution Information** (Section Header)
- Search By** (Dropdown menu): Institution Symbol
- Countries (0)** (Dropdown menu)
- States/Provinces (0)** (Dropdown menu)
- City** (Text input field)
- Institution Types (0)** (Dropdown menu)
- OCLC Supplier
- Rush Supported
- International Lender (0)** (Dropdown menu)
- Group Affiliation (0)** (Dropdown menu)
- Policy Information** (Section Header)
- Format (0)** (Dropdown menu)
- Request Method (0)** (Dropdown menu)
- Delivery Method (0)** (Dropdown menu)
- Billing Method (0)** (Dropdown menu)
- Reset** (Text button)
- Search** (Green button)

Search Results

1 - 2 of 2 Results

Display Symbols

INSTITUTION ^	SYMBOLS	SUPPLIER	FEES	LOCATION
Boise State University Albertsons Library	OIP	Yes	Copies: 0.00 - 15.00 USD Loans: 0.00 - 15.00 USD	Boise , ID US
Dow, Lohnes & Albertson Library	DQZ	No		WASHINGTON , DC US

1 - 2 of 2 Results

Display Symbols

A search results list shows potential matches with each library's name, OCLC Symbol, supplier status, lending fees, and location.

To view a library's full profile, click the name of the institution. Each institutions record has 5 tabs with a variety of information.

Profile: Includes basic information about a library and location with a summary of the institutions membership, delivery methods, potential fees, and available collections.

Collections: Identifies any special collections of materials that may or may not be available for loans.

Policies: Libraries may have multiple policies to reflect different lending situations. Be sure to view all the policies to determine which apply to your situation. For example, a library may not charge lending fees to other libraries in their state or in a reciprocal agreement.

Schedule: Displays normal operating hours, observed holidays, and special notices of closures.

Contacts: A listing of staff contacts for various resource sharing functions and general shipping information for transactions.

Boise State University (OIP) Albertsons Library

Profile Collections Policies (6) Schedule Contacts

Last updated Wednesday, August 31, 2011 11:30:23

Summary	
Name (Symbol):	Boise State University (OIP)
Also Called:	Albertsons Library
Location:	Boise, ID 83725-1430 US
Shipping Address:	OIP-Interlibrary Loan Boise State University / Albertsons Library Interlibrary Loan / 1910 University Dr. / P.O. Box 46 Boise, ID 83707-0046 US
Institution Type:	Academic Library
OCLC Supplier:	Yes
Non-Circulating:	Reference, Reserves, Periodicals, Maps, Special Collections, and Archives. (Note: we lend A-V materials)
Periods:	Loan Period: 4 Week(s)

Editing Your Policy Directory Content

CONTACTS

An institution may have as many contacts as needed. Some institutions may have different contacts for loans to other libraries and for borrowing requests.

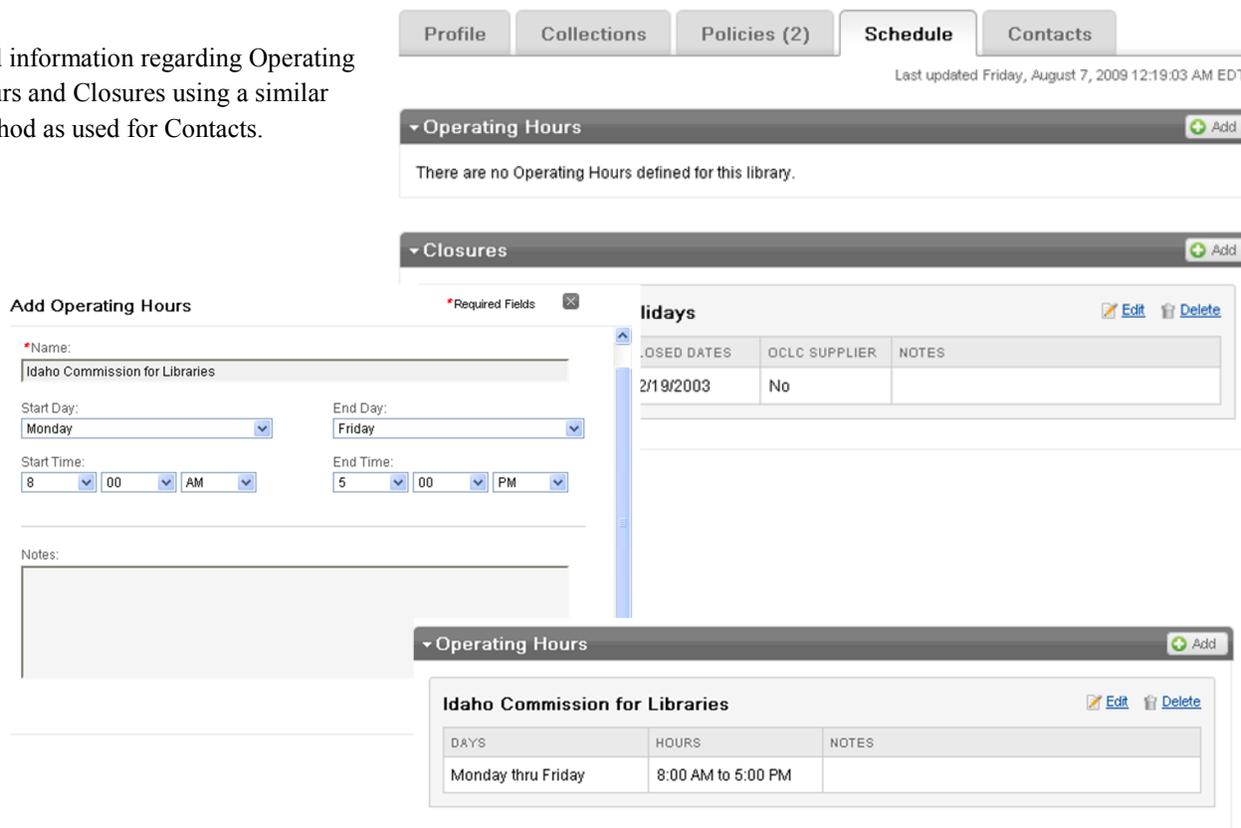
Click ADD at the top, right of the window to add a new contact. A small window will pop up. Enter all the requested information, then click SAVE at the bottom right of the window.



TYPE	CONTACT
Borrowing Information	Attention: Nancy Kingsford Address: ILL/Idaho Commission for Libraries 325 W. State St. Boise, Idaho US 83702-6072 Phone: (208) 334-2150 Fax: (208) 334-4016 E-mail: lending@libraries.idaho.gov
Lending Information	Attention: Nancy Kingsford Address: Interlibrary Loan /Idaho Commission for Libraries 325 W State St Boise, Idaho US 83702-6072

SCHEDULE

Add information regarding Operating Hours and Closures using a similar method as used for Contacts.



Profile Collections Policies (2) **Schedule** Contacts

Last updated Friday, August 7, 2009 12:19:03 AM EDT

▼ Operating Hours [Add](#)

There are no Operating Hours defined for this library.

▼ Closures [Add](#)

Add Operating Hours

*Required Fields

Name: Idaho Commission for Libraries

Start Day: Monday End Day: Friday

Start Time: 8:00 AM End Time: 5:00 PM

Notes:

Idaho Commission for Libraries

CLOSED DATES	OCLC SUPPLIER	NOTES
2/19/2003	No	

▼ Operating Hours [Add](#)

DAYS	HOURS	NOTES
Monday thru Friday	8:00 AM to 5:00 PM	

POLICIES

Three types of Policy entries can be made:

1. **LOANS:** For items that are loaned and returned to the library after use.

2. **COPIES:** For copies sent, but are not expected to be returned to the library.

3. **DEFLECTION:** Libraries may choose to set up automatic deflections for requests that cannot be filled due to lending policies in place. Doing this saves the library staff from having to review a request and deny it. Instead, the system bypasses the library based upon previously set up deflection policies.

A deflection policy may be useful, for example, when a library's policy prevents loaning DVDs or VHS videos through interlibrary loan. Likewise, a library's policy may prevent loaning materials newer than 6 months through ILL.

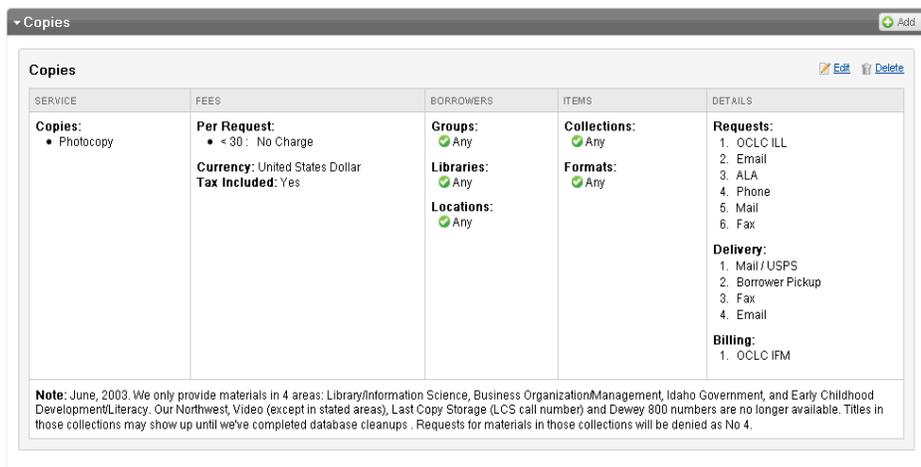
For more details on deflection policies, refer to the [OCLC Policies Directory Quick Reference online](#) at .

Policies are added by clicking the ADD button at the top, right of each section. Multiple polices can be added for each type. If multiple deflection policies are added, they are applied in the order in which they were added.



Deflections

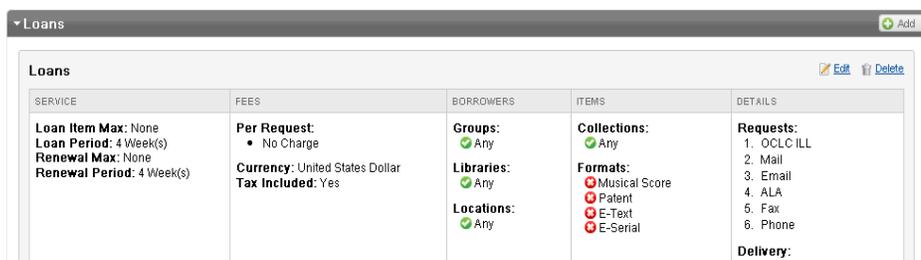
There are no deflection policies defined for this library.



Copies

SERVICE	FEES	BORROWERS	ITEMS	DETAILS
Copies: <ul style="list-style-type: none">Photocopy	Per Request: <ul style="list-style-type: none">< 30: No Charge Currency: United States Dollar Tax Included: Yes	Groups: <ul style="list-style-type: none">Any Libraries: <ul style="list-style-type: none">Any Locations: <ul style="list-style-type: none">Any	Collections: <ul style="list-style-type: none">Any Formats: <ul style="list-style-type: none">Any	Requests: <ol style="list-style-type: none">OCLC ILLEmailALAPhoneMailFax Delivery: <ol style="list-style-type: none">Mail / USPSBorrower PickupFaxEmail Billing: <ol style="list-style-type: none">OCLC IFM

Note: June, 2003. We only provide materials in 4 areas: Library/Information Science, Business Organization/Management, Idaho Government, and Early Childhood Development/Literacy. Our Northwest, Video (except in stated areas), Last Copy Storage (LCS call number) and Dewey 800 numbers are no longer available. Titles in those collections may show up until we've completed database cleanups. Requests for materials in those collections will be denied as No 4.



Loans

SERVICE	FEES	BORROWERS	ITEMS	DETAILS
Loan Item Max: None Loan Period: 4 Week(s) Renewal Max: None Renewal Period: 4 Week(s)	Per Request: <ul style="list-style-type: none">No Charge Currency: United States Dollar Tax Included: Yes	Groups: <ul style="list-style-type: none">Any Libraries: <ul style="list-style-type: none">Any Locations: <ul style="list-style-type: none">Any	Collections: <ul style="list-style-type: none">Any Formats: <ul style="list-style-type: none">Musical ScorePatentE-TextE-Serial	Requests: <ol style="list-style-type: none">OCLC ILLMailEmailALAFaxPhone Delivery: <ol style="list-style-type: none">...

COLLECTIONS

A library may add information about special collections. Even if those collections do not circulate, knowing they are available for patrons visiting in person can be helpful information. Add information about a collection by using the ADD function. Again, multiple collections can be added.

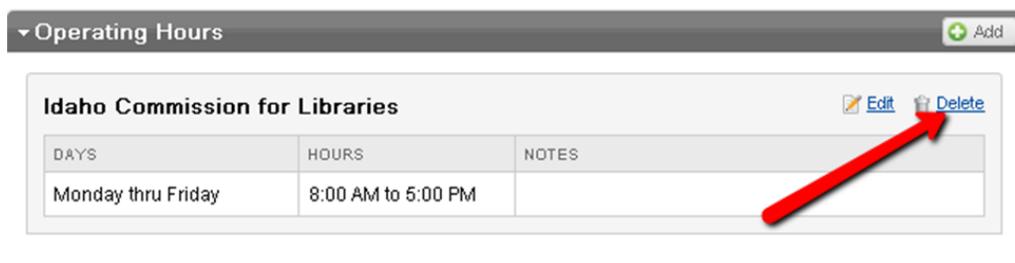
The collections area of the policies record allows the library to highlight a specific collection available. It may be a unique set of science or art items held by the library. It could also be a branch or department.

PROFILE

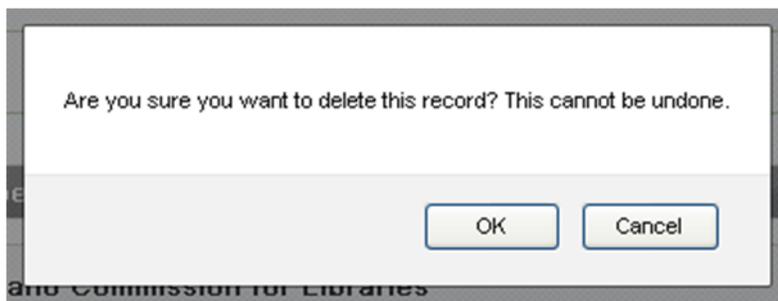
The information in the summary profile tab can be edited using the EDIT function to the right of the information. If no EDIT option is available, then the information has been pulled from another source.

Deleting From the Policies Directory

From any point in the Policies Directory, a characteristic for that library may be deleted by clicking the DELETE option when viewing that characteristic. A pop-up window will request confirmation before deleting it.



DAYS	HOURS	NOTES
Monday thru Friday	8:00 AM to 5:00 PM	



Are you sure you want to delete this record? This cannot be undone.

OK Cancel