

## Lincoln Christian College & Seminary ILL

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Information Services Librarian

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### Quick Facts

- 1,124 total students
- Library Staff includes:
  - 3 librarians
  - 2 technical services assistants
  - 7 student workers

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### ILL Staffing

- All student workers are trained in Universal Borrowing
- One student worker does OCLC Lending
- One student worker does OCLC Borrowing
- I trouble-shoot and advise as needed

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## ILL Technology Used

- Voyager
  - Universal Borrowing
  - Circulating OCLC book requests
- OCLC WorldCat Resource Sharing
- Ariel 4.1.1 for document delivery
- Photocopier with scan feature

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## A Day in ILL

### Morning:

- ILDS Bag processed by student
- All books returned to our library discharged
- All UB books discharged and placed on hold shelf
- Any non-UB items are placed in Interlibrary Loan file drawer

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## A Day in ILL

### Evening:

- CallSlip requests printed and pulled
- CallSlips processed and returns to other libraries discharged
- Books separated according to destination
- ILLINET library requests done last

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## ILDS Routing Labels

- We use pre-printed Routing Labels
- Eliminates filling out labels and knowing what library system to circle

<b>ILDS</b> InterSystems Library Delivery Service Routing Label <small>Do not remove this label from reader at destination</small>
<b>Send To:</b> Western Illinois Univ.
<b>Thru:</b> Western IL U - 4
<b>From:</b> Lincoln Christian College and Seminary RPLS
<b>Notes:</b>

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## Where's OCLC ILL Fit?

- Completed when appropriate student worker scheduled
- Always checked at least once a day.

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## OCLC Borrowing

- Patrons submit requests electronically:
  - Direct-to-Review in FirstSearch databases
  - Email ILL request forms on website
- Requests are returned to patron if
  - Book is available for borrowing in I-Share
  - Article available in full text or print locally

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**OCLC Borrowing**

- Student worker enters appropriate information into Staff View Workform
  
- Lender strings are selected manually
  - Illinois libraries with Ariel for documents
  - Other Illinois libraries
  - Other library consortia

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**Processing Received Articles**

- Marked Complete in OCLC Resource Sharing
  
- All articles are forwarded to patron via email
  - Ariel documents as a PDF using Patron Delivery
  - Documents received via mail, ILDS, or Fax are scanned and then forwarded as a PDF

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**Processing Received Books**

- Marked Received in OCLC Resource Sharing
- Checked out via Voyager
  - Voyager generates available and overdue notices automatically
  - Patrons enjoy being able to track due dates on My Account

Patron Types must all Holds in SysAdmin

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## Adding a Record

The screenshot shows a window titled "Item Record" with a search menu open. The menu options are: Search, Retrieve Record by Id, Add Bib/Item..., Add Item..., Edit Item..., and Resequence Items... Below the menu, there are tabs for "Bib Brief", "Holdings", "Item Holdings", and "Item Data". The "Bib Brief" tab is active, showing fields for Author, Edition, Publisher, Pub. No., ISBN, ISSN, LCCN, and Owning Library. There are also fields for Place/Date, Series, System No., and LCCN.

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## Adding a Record

The screenshot shows the "Add Bib/Item" window. It has tabs for "Bib", "Holdings", and "Item". The "Bib" tab is active. Fields include: Template (Book), Date (1980), Place (No place, unknown, or undetermined), Language (English), ISBN, OCLC Number, Author (Friedman, Milton & Rose), Title (ILL#12345: Free to Choose), Series, Edition, Pub Number, Place, Publisher, and LCCN. There are "OK" and "Cancel" buttons at the bottom.

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## Add Record

The screenshot shows the "Add Bib/Item" window. The "Location" field is highlighted and set to "ILL". Other fields include Call No. Type, Call Number, Enumeration, Chronology, Year, Caption, and Free Text. There are "OK" and "Cancel" buttons at the bottom.

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## Add Record

Temp. Location: ILL  
Item Type: Book-2  
Price: \$0.00  
Copy: 0 Pieces: 1  
Media Type:   
Circulation Review   
Cataloging Review   
Item Barcode: 34711001654971

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## Place Hold on Item

Patron Information  
Name: Leslie R. Stearns  
Barcode:   
Group: FC  
Library Administrative Request   
Request Type: Hold (selected), Special, Call Slip  
Requesting: Title, Copy  
Expiry At: LCC CIRCULATION  
Expires: 02/08/07

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## Charge Item and Modify Due Date

Patron: Leslie R. Stearns  
Library: Lincoln Christian College and Semin.  
Item Barcode: 34711001654971  
Due Date: 02/22/07  
Status: OK  
Modify Due Date...  
Date: 02/07/07  
Time: 11:55 PM

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### **OCLC Lending**

- Requests checked daily
- Respond online; only print “yes” requests
- Item ships the day we respond to request
- Returned items are marked Complete

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### **Lending Books**

- Books charged in Voyager before shipping
  - Frequent libraries have been assigned a local borrower ID
  - When ILLINET libraries request via OCLC, we charge to their ILLINET ID
  - All other libraries are charged to a generic ILL ID

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### **Lending Photocopies**

- Most photocopies shipped electronically
- Photocopy document and then scan to PDF
  - If library has Ariel, we send by Ariel
  - Libraries without Ariel, we send a PDF by email using Ariel Patron delivery option.
  - If item is not received, we fax.

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## Document Delivery Joys

- It's Fast!
- ILL statistics increased
  - Borrowing increased
  - Lending increased
- It's becoming easier and more affordable!

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## Ariel

- Ariel is used by 37 I-Share institutions
- Purchase or Annual Subscription
- Offers Patron Delivery
  - Post to Webserver
  - Email to patron

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## Odyssey

- Used by 4 I-Share libraries
- Bundled as part of ILLIAD ILL Management software
- Free stand-alone download
  - Patron Delivery not included in free version

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## Document Delivery Frustrations

- Differentiated services for Illinois versus out of state libraries
- Incomplete entries in OCLC ILL Policy Directory
- After using document delivery, anything else seems so slow!

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