

Resource Delivery – Interlibrary Loan

ILLiad Lender Address Update Instructions

Introduction: In ILLiad, the Lender address is used for multiple purposes. One of the primary purposes is to create mailing labels or courier labels for lending or borrowing returns. The email fields are used for sending notices to the library, the Odyssey Address is used for sending articles electronically and auto-formatting the Bookeye scanner from the pull slips. The Groups are used for running activity reports and charging. The Priority shipping box tells the system to print courier labels instead of regular mailing labels.

Courier information is placed in the following fields: Phone, Fax and Ariel Address. Phone is the type of service (i.e.: Texshare, TAE or SEPLSO), Fax is the site number (i.e.: 123) and Ariel Address is the Hub (i.e.: DAL or HOU)

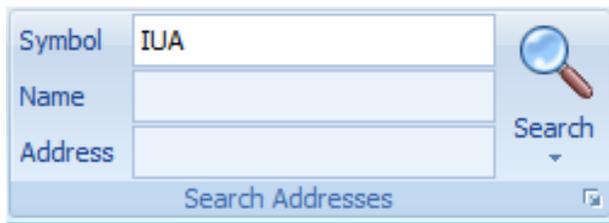
Library information is located in the Policies Directory or for non OCLC libraries, via the WWW.

Courier information is available at the Amigos Library Services Participating TAE Libraries website <https://www.amigos.org/node/137/3>.

The library can be searched in ILLiad by **Symbol**, **Name** or keyword in the Address fields from the **Main - ILLiad Client** screen



Enter the symbol/name/location to find the library information screen you want to edit.

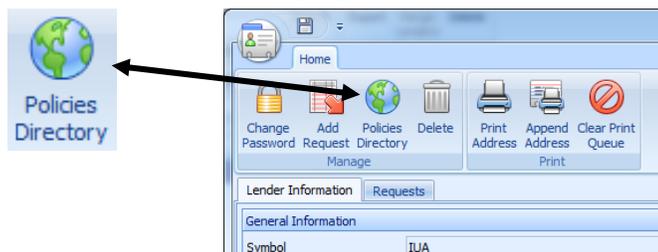


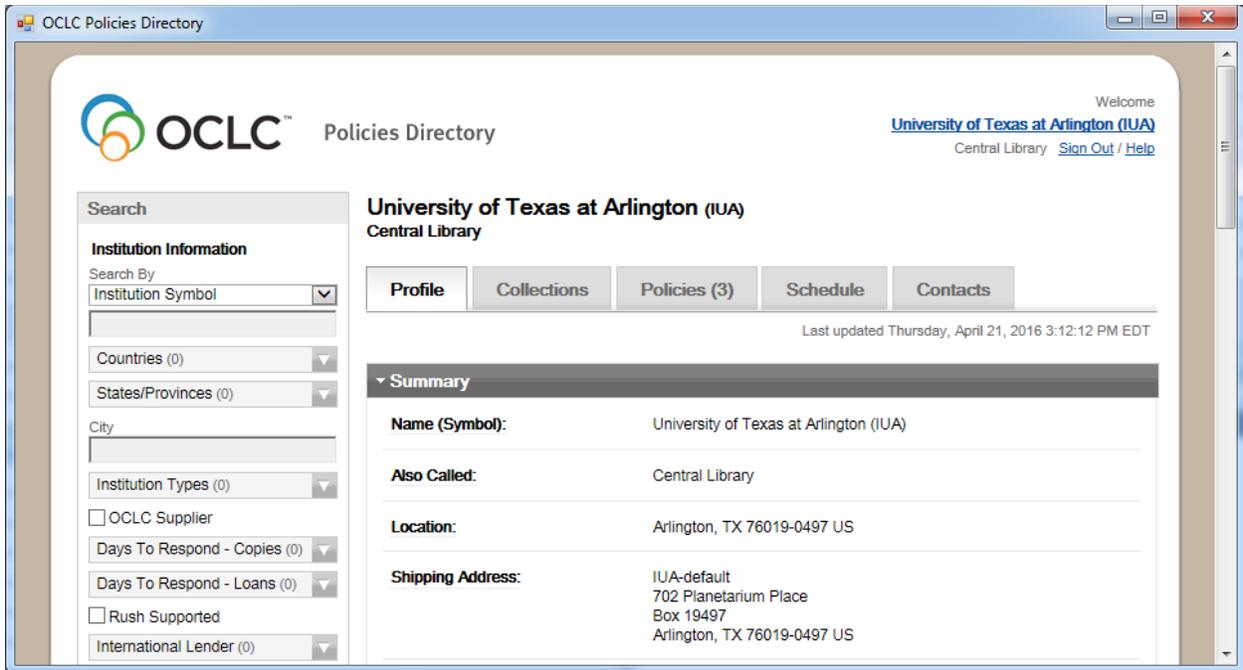
* Note: leaving all fields blank and clicking on the search icon (Magnifying Glass) to the right of the lender Search Addresses (far right, top of screen) will bring up a display of all libraries.

Clicking on the Policies directory icon

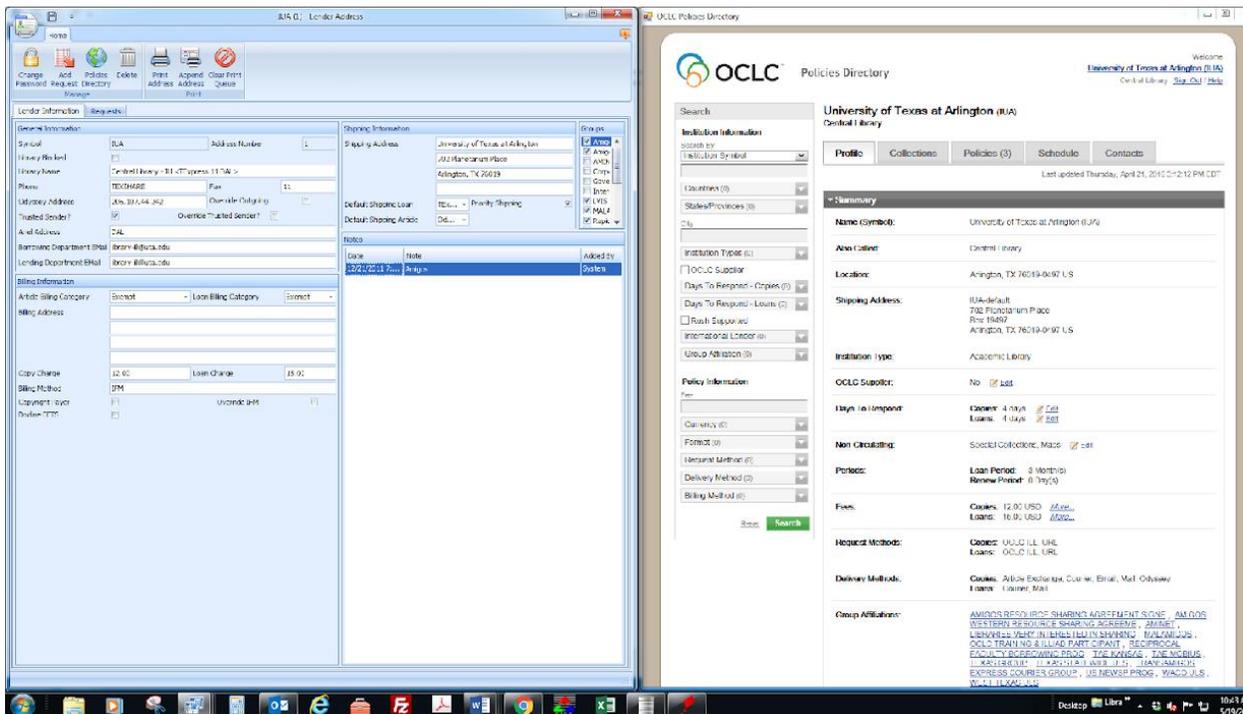
Will open the OCLC Policies Directory.

* Note: This will open in a new window.





* Note if you drag the window left/right, it will dock the window to fill half of the screen (or Win+Left/Right arrows: Dock the window to each side of the monitor.). You can do one to the left and one to the right and then copy and paste information from the policies directory



General Information

Symbol: IUA Address Number: 1

Library Blocked:

Library Name: Central Library - ILL

Phone: TEXSHARE Fax: 11

Odyssey Address: 206.107.44.242 Override Outgoing:

Trusted Sender? Override Trusted Sender?

Ariel Address: DAL

Borrowing Department EMail: library-ill@uta.edu

Lending Department EMail: library-ill@uta.edu

Shipping Information

Shipping Address: University of Texas at Arlington
702 Planetarium Place
Arlington, TX 76019

Default Shipping Loan: TEX... Priority Shipping:

Default Shipping Article: Od...

Billing Information

Article Billing Category: Exempt Loan Billing Category: Exempt

Billing Address:

Copy Charge: 12.00 Loan Charge: 15.00

Billing Method: IFM

Copyright Payer: Override IFM:

Doline EFTS:

Groups

- Amigos
- AMIN
- Corp
- Gove
- Inter
- LVIS
- MALA
- Raptic

Notes

Date	Note	Added By
12/21/2011 7:...	Amigos	System

General Information

Library Name – Library Name – ILL

Phone – Telephone number

Fax – Fax number

* Note: if courier location Use courier address information as indicated below.

** Note: Use the departmental Telephone and Fax number. Otherwise use the General or Lender number as listed in the Contacts in the OCLC Policy Directory.

If Courier (Trans-Amigos Express) modify the following fields:

Library Name – Library Name – ILL <TExpress # Hub> (example: < TExpress 121 DAL>)

Phone - type of service (i.e.: Texshare, TAE or SEPLSO)

Fax - site number (i.e.: 123)

Ariel Address - Hub (i.e.: DAL or HOU)

Odyssey Address - if available from OCLC Policy Directory

Trusted Sender – Checked

Override Outgoing – Leave Blank

Override Trusted Sender – Leave Blank

Ariel Address – Leave Blank (Unless courier)

Borrowing Department Email – Email address

Lending Department Email – Email address

* Note: Use the departmental email address if available for both fields. Otherwise use the appropriate address as listed in the Contacts in the OCLC Policy Directory.

Shipping Information

Address1 – Institution Name

Address2 - Address / P.O. Box

Address3 – City, State Zip code

* Note: If the institution is a library, use the following configuration

Library Name – Interlibrary Loan

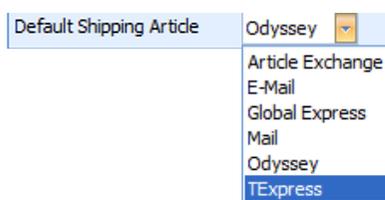
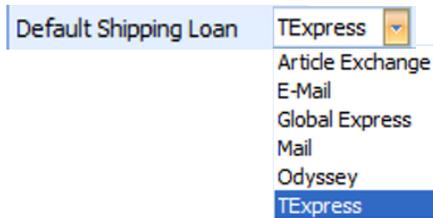
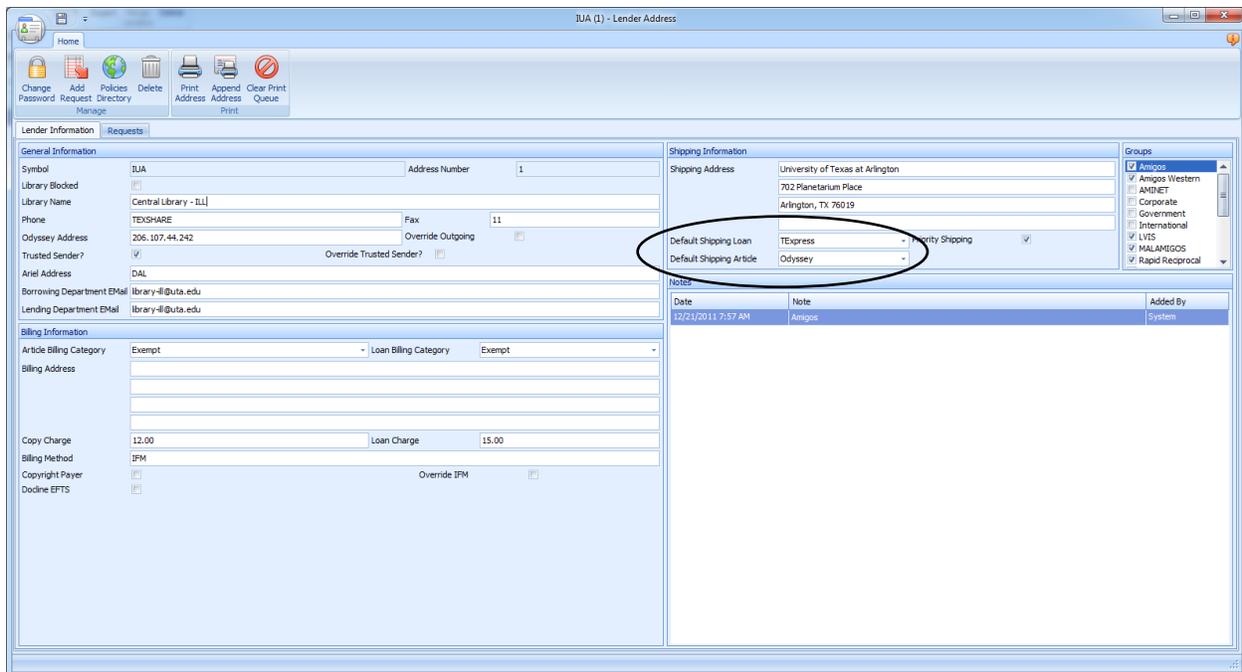
Address1 – Any Town Public Library

Priority Shipping – Click on box (Check mark should display)

Select the shipping method

Default Shipping Loan – Select the appropriate method from the dropdown box

Default Shipping Article - Select the appropriate method from the dropdown box



Billing Information

Billing Address – Same

* Note: if Billing Address is different from the institution's address enter the billing address instead as listed in the Contacts in the OCLC Policy Directory or lending request.

Article Billing Category - Varies

Loan Billing Category - Varies

* Note: The billing categories are either Exempt or Default. If the library is a member of one of UTA's free lending consortiums, enter Exempt. If they have no agreement with UTA for free lending enter Default. If you do not know, ASK YOUR SUPERVISOR.

Copy Charge – 12.00

Loan Charge – 15.00

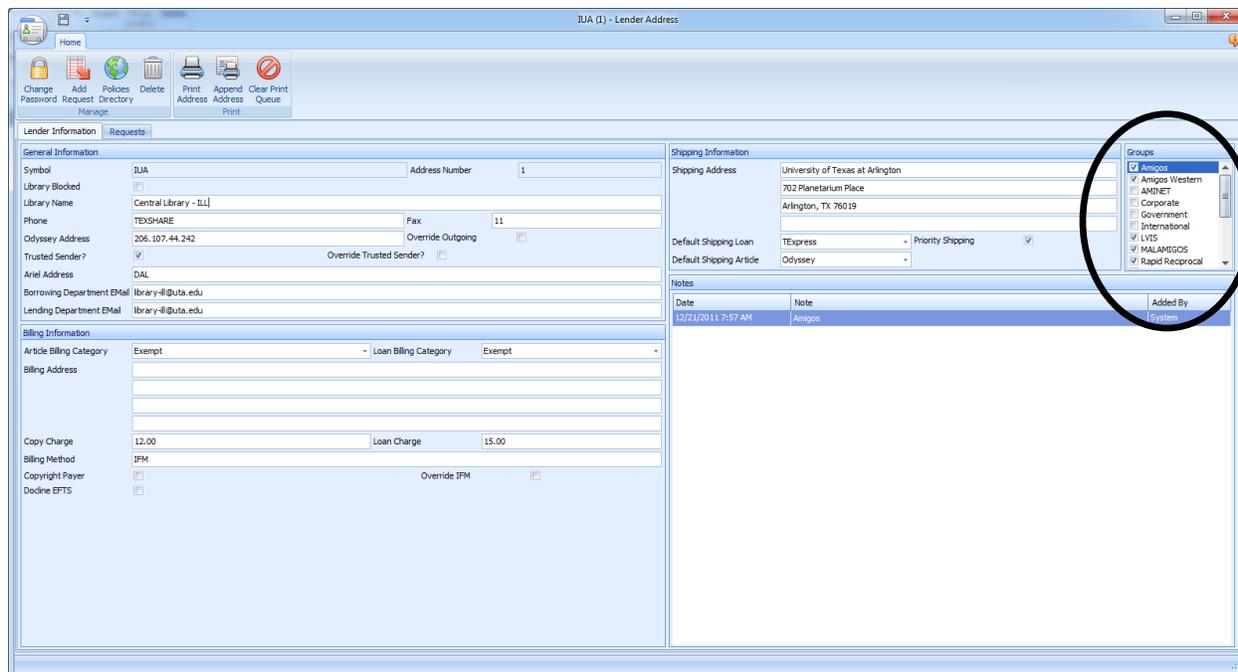
Billing Methods will be IFM or Invoice. If the library is a member of OCLC's Interlibrary Fee Management system use IFM. If they are not enter Invoice.

Billing Method – Varies

Copyright Payer – Blank

Decline EFTS - Blank
Override IFM - Blank

Groups



Library's affiliated with OCLC groups are listed on the Profile page of the OCLC Policies Directory page of the library near the bottom of the Summary information (Scroll Down).

List of OCLC Groups: <https://www.oclc.org/worldshare-ill/features/groups.en.html>

Free (Exempt) Groups UTA is a member of

ILLiad Group Name: OCLC Code – OCLC Group Name

Amigos: AMGS - AMIGOS RESOURCE SHARING AGREEMENT

Amigos Western / BCR: AMBC - AMIGOS WESTERN RESOURCE SHARING AGREEMENT (AMIGOS/BCR AGREEMENT)

AMINET: SW@P – AMINET

LVIS: LVIS - LIBRARIES VERY INTERESTED IN SHARING

MALAMIGOS: MAGO – MALAMIGOS

TAE-KANSAS: TAKE - TAE-KANSAS

TAE-MOBIUS: TAEM - TAE-MOBIUS

Texas Group: TX@G - TEXAS GROUP

Texas Statewide ULS: UTXL - TEXAS STATEWIDE ULS

TExpress: TAEX - TRANSAMIGOS EXPRESS COURIER GROUP

WACO ULS: BWUL - WACO ULS

West Texas ULS: WXEU - WEST TEXAS ULS

Reciprocal Agreement: – Individual free sharing agreements

Government: – Free lending to State and Federal Libraries

Rapid Reciprocal: – Libraries that participate in RapidILL free reciprocal resource sharing

Other Groups

Reciprocal Faculty Borrowing Program: RFBP - RECIPROCAL FACULTY BORROWING PROG - Faculty may borrow in person from another library if they have a card from Circulation.

US NEWSP PROG - Centralized Newspaper collection site and microfilm creation

Texas Libraries – Libraries in Texas (In State)

International – Libraries outside the U.S. and its protectorates

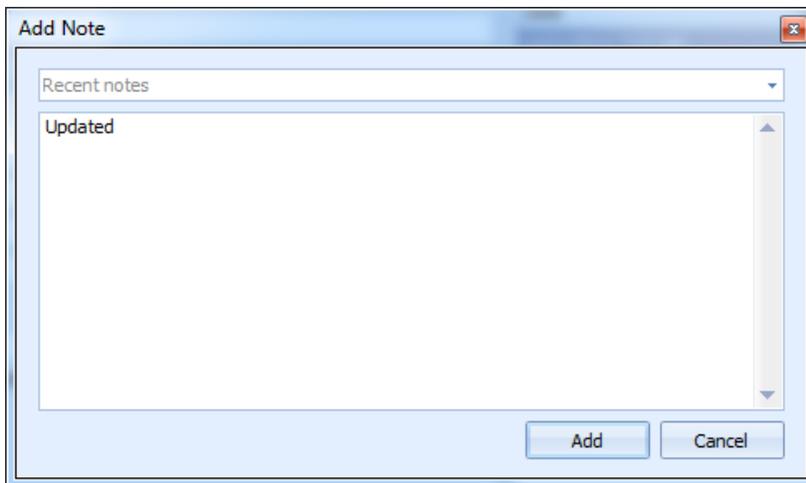
Corporate – Business Libraries (Fees Apply)

Notes

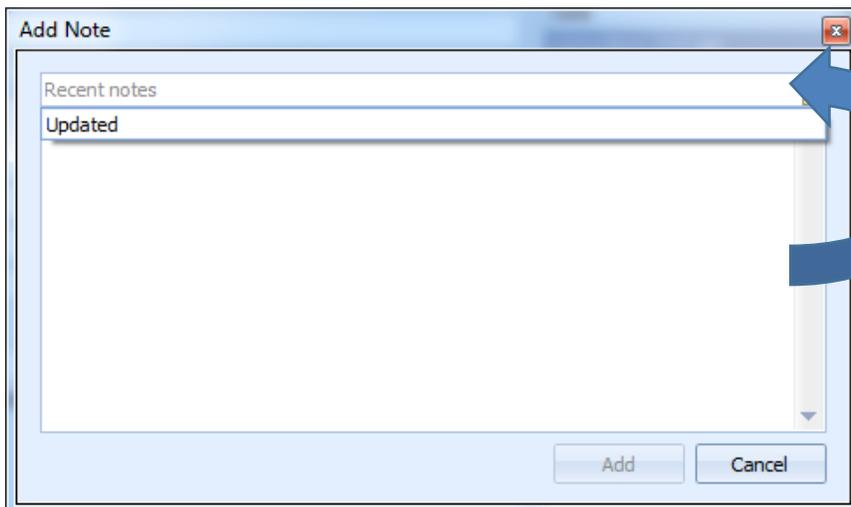
Double click in the white area of the Notes field.

A pop-up window will appear.

Type “Updated” in the white area and click Add.



* Note: after the first time you enter the note, your note is saved under “Recent notes” and can be retrieved by clicking on the down arrow to the right of the “Recent notes” field.



This will add a note to the "Notes" field on the record with your name and Date.

Date	Note	Added By
12/21/2011 7:57 AM	Amigos	System
5/19/2016 2:19 PM	Updated	Troy

Before leaving the site, save the record by clicking on the disk icon in the upper left hand corner of the screen.



IUA (1) - Lender Address

Chan Passw Policies Delete Print Append Clear Print
st Directory Address Address Address Queue
Manage Print

Lender Information Requests

General Information

Symbol IUA Address Number 1

Library Central Library - ILL

Phone TEXSHARE Fax 11

Odyssey Address 206.107.44.242 Override Outgoing

Trusted Sender? Override Trusted Sender?

Ariel Address DAL

Borrowing Department EMail library-ill@uta.edu

Lending Department EMail library-ill@uta.edu

Shipping Information

Shipping Address University of Texas at Arlington
702 Planetarium Place
Arlington, TX 76019

Default Shipping Loan TExpress Priority Shipping

Default Shipping Article Odyssey

Groups

- Rapid Recip
- Reciprocal Au
- Reciprocal Fi
- TAE-Kansas
- TAE-MOBIUS
- Texas Librari
- TExpress
- WACO-IJLS
- West Texas

Notes

Date	Note	Added By
12/21/2011 7:57 AM	Amigos	System
5/19/2016 2:19 PM	Updated	Troy

Billing Information

Article Billing Category Exempt Loan Billing Category Exempt

Billing Address

Copy Charge 12.00 Loan Charge 15.00

Billing Method IFM

Copyright Payer Override IFM

Decline EFTS

If you have any questions, ASK YOUR SUPERVISOR!