Aleph ILL Tips, Tricks and Updates

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Alma Resource Sharing

• U of MN is moving to Alma in December 26th

• Limited Alma Resource Sharing / ILL functionality
Moving Day!

• Minitex will relocate their ILL units: MNU & MII
Moving Day - Checklist

- Know how to exchange requests with Minitex and University of Minnesota Twin Cities
- Clean out the clutter
- Deadline dates
New ILL units

• Minitex and University of Minnesota Twin Cities new ILL unit codes
  – ODIN, SDLN and MnPALS servers
• Add new units to Potential supplier List
• Lending slip code may be different
Stay tuned

• Each server ODIN, SDLN and MnPALS will be communicating
  – New Minitex and University of Minnesota codes
  – How to handle Potential Supplier list changes
• No requests will be moved from the University server
• Minitex may have access for awhile to requests
Moving Day - Checklist

✔ Know how to exchange requests with Minitex
  • Clean out the clutter
  • Deadline dates
Clean out the clutter

• Messages
• Overdue and lost
• Update “Shipped” copies to “Closed”
Handle overdue

- Lender & Borrower
- Review Overdue categories
- Contact patron
- Contact request partner
Borrowing requests

<table>
<thead>
<tr>
<th>No. of Requests</th>
<th>Request Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>All</td>
</tr>
<tr>
<td>7</td>
<td>MINITEX (MII)</td>
</tr>
<tr>
<td>3</td>
<td>University of Minnesota TWIN CITIES (MNU)</td>
</tr>
</tbody>
</table>
Overdue borrowing requests

• Look at the Request Log
  – Problem with request
• Check shelves
• Contact the Patron
• Message request a bill
Lending Request
Overdue Lending requests

• Review the Request Log
  – Problem with the request
• Check your Shelves
• Message about bill
Lost items

Lender

• Communicate with Borrowing library
• Send bill promptly

Borrower

• Request a bill
• Communicate with Lender
• Prompt resolution
Borrowing Requests - Lost
Borrowing Lost

• Review Request Log
• Message for Bill
  – Pay or replace varies by lenders policy
• Prompt Resolution
Lending Requests- Lost
Lending Lost

- Review Request Log
  - Do they need a bill?
  - Will you take a replacement copy?
  - Do you need to do a “Check-in”? 
Non-returnables

- Click on “Shipped” category as a borrower
- Filter by Returnable and Non-returnable
- Review the Non-returnable and update
<table>
<thead>
<tr>
<th>Title</th>
<th>Request No.</th>
<th>Status</th>
<th>Last Activity</th>
<th>Msg</th>
<th>Rush</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal of Family Psychotherapy.</td>
<td>51292</td>
<td>Shipped</td>
<td>11/08/07</td>
<td></td>
<td></td>
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<tr>
<td>Journal of applied gerontology.</td>
<td>52121</td>
<td>Shipped</td>
<td>11/15/07</td>
<td></td>
<td></td>
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<tr>
<td>Psycho-oncology (Chichester, England).</td>
<td>52142</td>
<td>Shipped</td>
<td>11/15/07</td>
<td></td>
<td>Normal (Local)</td>
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<tr>
<td>Psycho-oncology (Chichester, England).</td>
<td>52148</td>
<td>Shipped</td>
<td>11/15/07</td>
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<td></td>
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<tr>
<td>Supernatural Fiction Writers: Fantasy and Horror, 2: A. E. Coppard to Roger Zelazny.</td>
<td>52528</td>
<td>Shipped</td>
<td>11/19/07</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Leonardo (Oxford).</td>
<td>53505</td>
<td>Shipped</td>
<td>11/29/07</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
• Receive old journal requests
  – Receive on a workstation you don’t have setup to email ILL arrival letters
Messages

• Read and Respond Promptly
Request Log
Review all categories

• Look for Minitex requests
• Look for University of Minnesota Twin Cities requests
• Keep them as up to date as possible
Moving Day - Checklist

✓ Know how to exchange requests with Minitex
✓ Clean out the clutter
  • Deadline dates
Deadline Dates

• Clean up – sooner the better
• New ILL units Minitex and University of Minnesota Twin Cities
  – Week of November 4th-few libraries begin
  – Week of November 18th-everyone
Questions
You have articles ready to be downloaded that fill the following requests:

http://oc.fc/pnXkLup (1223654)
Password: FRd7Z85w

***Please update your record(s) as needed***

Please note the following time constraints:

*Each document file can be retrieved a maximum of five (5) times for each URL/password combination.
*After thirty days, they are automatically removed from the Article Exchange site.

If you have any questions about this service, please call:
Kyle Triska at 612-625-0886
Dave Paulson at 612-624-7568

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NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States [Title 17, United States Code] governs the making of photocopies or other reproductions of copyrighted materials.
Enter or Paste Password

Click “Get My File”
View Requested Article
Using Article Exchange to deliver using OCLC or ILLIAD

The OCLC Article Exchange service has been integrated with ILLiad processes in Lending. Libraries can send both OCLC and non-OCLC requests through Article Exchange.
Due dates

• Due date on Request slip
  – Should the due date be written/stamped on the slip?
  – Is the Expected Return date enough?
How do you handle this?

- Requests from your patrons for items you own or that are freely available?
- Requests for items you will purchase?
- Requests from distance/on-line students?
Use additional ILL unit

• Created ILL unit for the library to use
  – Tracking the request
  – Statistics
  – Service
Version 21 and service packs

- “Patron status”, “Patron type” and “Expiry date” display on a borrowing request
- Receive can receive multiple items
- Add a lending library that answer unfilled back onto a request
- Add a lending library that sent an expired message back onto a request
- Display an ILL request “Push to Patron”
Stay tuned for updates as we move along