



# 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

### Note

In order to carry out the steps described in this chapter, you must have a working ALEPH installation.

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.

**Note** Check license status in util y/11 to make sure you haven't exceeded the number of licenses defined in \$alephe\_tab/license.

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.

```
XXX40          USMARC ILL (XXX40)          XXX40 N
XXX40-B        USMARC ILL Borr-40          XXX40 N wit=BORROW
XXX40-L        USMARC ILL Lend-40         XXX40 N wit=LEND
```

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"...
start_proc00 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	tsld
IND	z700_id	128K	0K	tslx
IND	z700_id1	128K	0K	tslx
IND	z700_id2	128K	0K	tslx

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:



The 'User Password Information' dialog box contains the following fields:

- User: DANS
- Name: Dan Smith
- Password: [Empty]
- Department: ILL - Main Office
- User Library: USM50
- Note 1: [Empty]
- Cataloger Level: 00
- Note 2: [Empty]
- Function Proxy: [Empty]
- E-Mail: [Empty]
- Cataloger Proxy: [Empty]
- Address: [Empty]
- Budget Proxy: [Empty]
- Telephone: [Empty]
- Order Unit/Sublibraries: [Empty]
- Expiration Date: 00/00/0000
- Cat. OWN ID: [Empty]
- Last Alert Date: 00/00/0000
- Cat. OWN Permission: [Empty]
- Blocked
- Circ. Override Level: 00
- Block Reason: [Empty]
- ILL Unit: ADMIN (circled in blue)
- ERM User: [Empty]
- ERM Password: [Empty]

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**:

The 'Staff Privileges' dialog box includes the following elements:

- Display only users with same user library as connected user
- Type a User Name or Select One from the List: DANS
- Buttons: New User, Modify User, Duplicate User, Delete User, Access Rights (highlighted in red), Summary, Display Proxies, Budgets, Order Units, Cancel, Help
- User List:

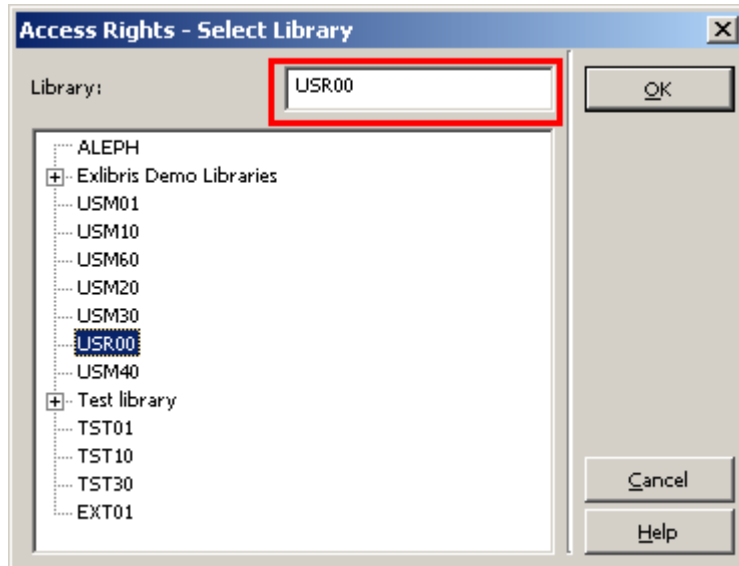
User Name	Permitted libraries
DANS	ALEPH USM01 USM10 USM12 USM20 USM30 USM50 USM60 USM90 USR00
HOLLY	USM01 USM40 USM50 USM51 USR00
HOLLY_LT	USM01 USM40 USM50 USM51 USR00
LEO	USM01 USM40 USM50 USM51 USR00
LEO_LT	USM01 USM40 USM50 USM51 USR00
MASTER	ALEPH EXT01 EXT02 TST01 TST10 TST50 TST51 TST50 UNI01 UNI10 UNI20 UNI30 UNI5C UNI60 USM01 USM10 USM11 USM12 USM14 USM15 USM20 USM21 USM50 USM51 USM52 USM60 USM90 USR00 VIR01
MASTER-ILL	ALEPH EXT01 EXT02 UNI01 UNI10 UNI20 UNI30 UNI50 UNI60 USM01

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:

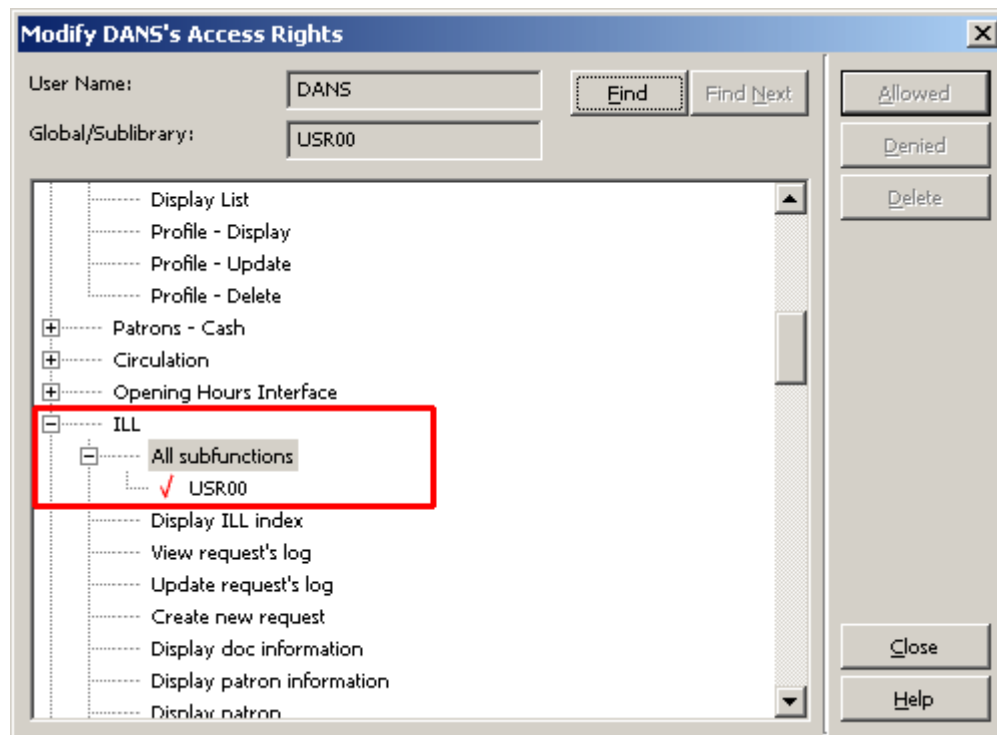
USR00). The ADMIN user does not need any privileges in the ILL library (for example: USM40). Note: if the ADMIN user is also expected to open patron records for the ILL partners that require them, then the ADMIN user will require related patron privileges in the password library and ADM library.

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



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**:



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](#)).

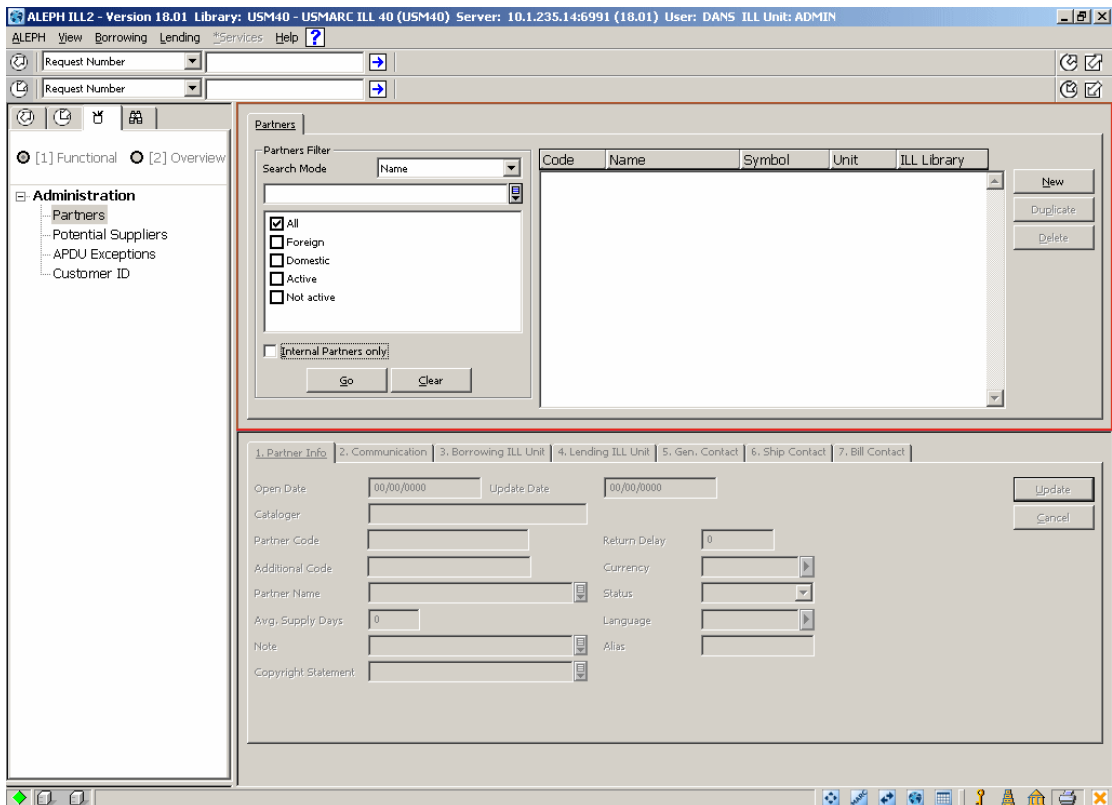
Companion parallel patron records must also be opened for each ILL partner (see section [2.6 Setting up external partners](#) on page [22](#)).

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.

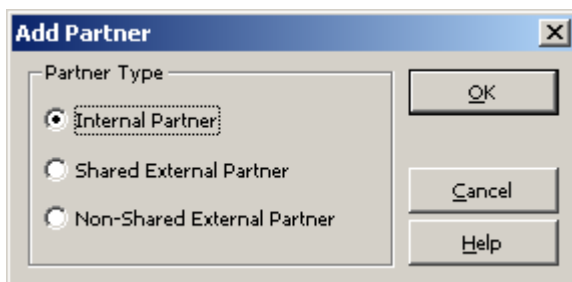
**Note:** If you are using a sequential input file in PLIF, make sure that the ILL unit name does not exceed five characters. This is the length of the field USER-REC-ILL-LIB in the sequential PLIF input file.

### To create a new ILL unit

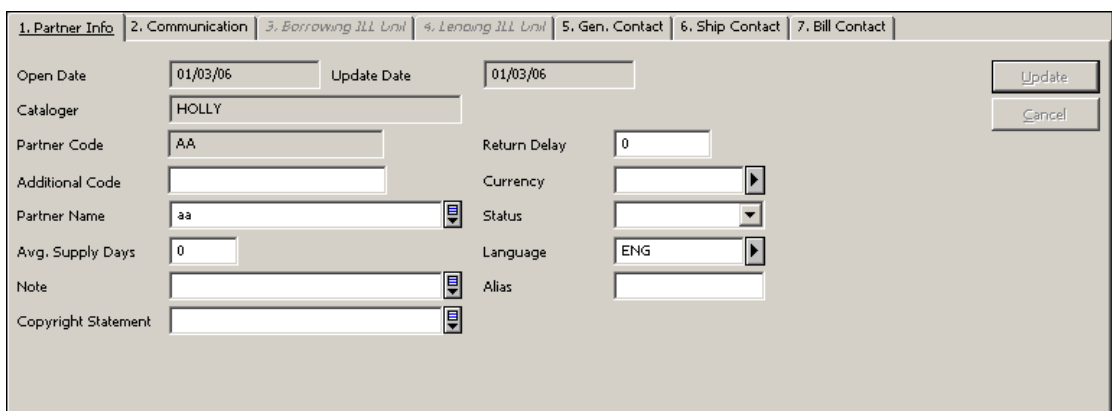
1. Connect to Integrated ILL as the ADMIN user. Select the **Administration** tab in Functional mode. The list of ILL partners (internal ILL units and external suppliers) is displayed in the upper-right pane. As you are setting up ILL units for the first time, it is empty:



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



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:



4. When you have finished filling in all relevant fields, click **Update**. The ILL unit is saved in the system.

## Note


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

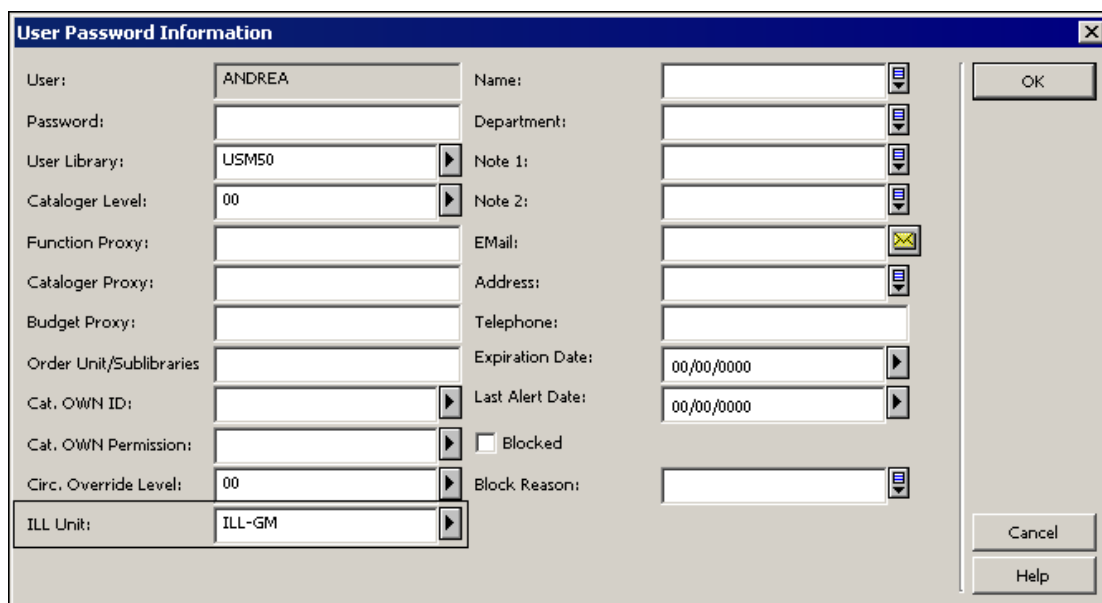
The next step in setting up Integrated ILL is setting up authorized users for each ILL Unit.

## 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:



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):

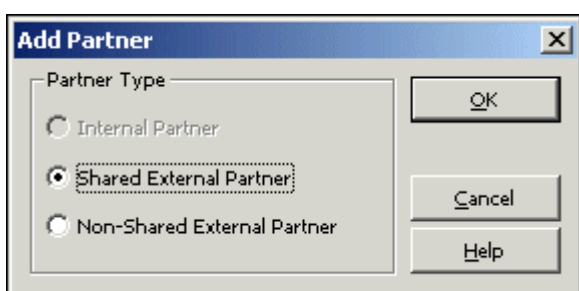
- An ILL staff user may only add External (shared and non-shared) partners.
- An ILL library administrator (staff ILL Unit=ADMIN) can add, update, and delete, both Internal and External (shared and non-shared) partners.

<i>Partner type</i>	<i>Explanation</i>
Internal Partner (ILL Unit)	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.
Shared External Partner	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.
Non-Shared External	A non-shared external partner is the same as a shared external partner, but can be used only by the Units within a single

<i>Partner type</i>	<i>Explanation</i>
	administrative environment (ADM library).

### 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

Update a partner

#### Do this

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

<i>To</i>	<i>Do this</i>
	click <b>Delete</b> .  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 <b>Duplicate</b> .

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).

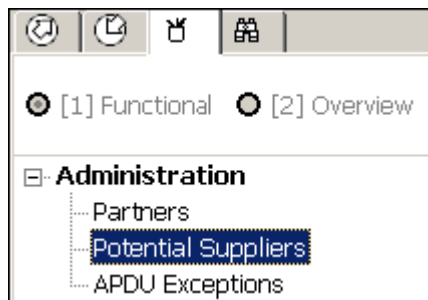
Features of the roster are:

- 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:

The screenshot shows a web interface titled "Potential Suppliers List". It contains several input fields and buttons. At the top is a "Suppliers" drop-down menu with a search icon. Below it is a "Media / Level" section with two drop-down menus. There are "Go" and "Clear" buttons. At the bottom is a "Re-arrange Options" section with "Level:" and "Sequence:" labels, each followed by a drop-down menu, and a "Re-arrange" button.

**To**

View a list of the potential supplier records for one partner

**Do this**

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**.

Start over and perform a different search

In the Potential Suppliers list, click **Clear** to clear the search filters.

Rearrange the order in which the system sets potential suppliers within a group, or

In the Potential Suppliers list, select a potential supplier, choose **Level** from the

<b>To</b>	<b>Do this</b>
to move a supplier from one group to another	<b>Rearrange Supplier</b> section, choose the Sequence number that you wish to assign to the highlighted supplier, and click <b>Rearrange</b> . The potential supplier record will move to the appropriate place in the list.
Randomize the order of the potential suppliers within a level	In the Potential Suppliers list, select one of the lines in the level and click <b>Randomize</b> (if the group of suppliers is already randomized, the button will be labeled <b>De-Randomize</b> , in which case the suppliers will be sequenced).
Add a new potential supplier	In the Potential Suppliers list, Click <b>Add</b> . An empty entry form will open in the lower pane.
View and/or update a potential supplier entry	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.
	<p><b>Note</b></p> <p>For detailed information about the various tabs and fields, refer to Integrated ILL online Help.</p>
Remove a potential supplier from his place in the roster	In the Potential Suppliers list, select a roster line and click <b>Delete</b> . 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:

The screenshot shows a software interface with two tabs: '1. Global Patron Details' and '2. Global Blocks and Notes'. The 'Global Patron Details' tab is active. It contains various input fields and dropdown menus. A red oval highlights the 'ILL Library' (set to 'ILL\_LAW'), 'ILL Total Limit' (set to '9999'), and 'ILL Active Limit' (set to '9999') fields. Other fields include 'Open Date' (23/06/89), 'Update Date' (02/02/06), 'Patron ID' (0000012), 'Pincod' (0000012), 'Barcode' (B-087274), 'Barcode Verification' (B-087274), 'Name' (Aaberg, Oscar), 'Salutation', 'Title', 'Date of Birth' (00/00/0000), 'Title Request Limit' (0010), 'Language' (ENG), 'Budget', 'Sponsor's ID', 'Primary ID', 'Proxy Type' (00), 'Mail Attachment' (H), 'Profile', 'Home Library' (LAW), 'Dispatch Library', 'Data Export Consent' (checked), and 'Send All Letters to Patron' (checked).

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 subsection 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 though 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 *Locate*'-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:

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
!!!-!!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!!
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.

Column	Purpose	Example	Description
1	ILL Unit	ILL_LAW	The borrowing ILL unit that handle the request for the patron.
2	Patron Status code	01 or any other relevant code or ##	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.
3	Supplier Status	DO (for Domestic) or any other value or ##	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/

Column	Purpose	Example	Description
			pc_tab_exp_field.eng.
4	Page Size	A3, A4, and so on.	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.
5	Media Type	C	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 "L" or "E" is specified in this field, fields 8 and 9 are irrelevant.
6	Fixed charge 1	4.5	The library can decide that a basic handling rate should be charged in order to cover all of the request's expenditure.
7	Fixed charge 2	0	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.
8	Fixed Charge 3	0	As column 7.
9	Start counting after page X	10	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.
10	Fee per Page	0.5	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.

## 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.

Column	Purpose	Example	Description
1	ILL Unit	ILL_LAW or ##	The lending ILL unit that handle the lending request.
2	Requester status	FO or ##	The requesting ILL partner's status.
3	Requester code	HVDLAW or ##	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).
4	Level of service	< or #	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.
5	Supplied Media type	C or #	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 "L" or "E" is specified in this field, fields 8 and 9 are irrelevant.
6	Fixed charge 1	4.5	The library may decide that a basic handling rate should be charged in order to cover all of the request's expenditure.
7	Fixed charge 2	0	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.

Column	Purpose	Example	Description
8	Start counting after page X	10	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.
9	Fee per Page	0.5	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.

## 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, searching 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

592	FI Film	LDR	F06-01	EQUAL	g
		008	F33-01	EQUAL	m
592	FI Film	006	F00-01	EQUAL	g
		006	F16-01	EQUAL	m
592	FI Film	007	F00-01	EQUAL	m
592	FI Film	007	F00-01	EQUAL	m
592	VD Video Recording	007	F00-01	EQUAL	v
592	VD Video Recording	LDR	F06-01	EQUAL	g
		008	F33-01	EQUAL	v
592	VD Video Recording	006	F00-01	EQUAL	g
		006	F16-01	EQUAL	v
592	GV Govt.Doc.	LDR	F06-01	EQUAL	[a,m]
		008	F28-01	N-EQUAL	^
592	GV Govt.Doc.	006	F00-01	EQUAL	a
		006	F11-01	N-EQUAL	^
592	SE Serial	LDR	F07-01	EQUAL	s
592	SE Serial	006	F00-01	EQUAL	s
592	MN Monograph	LDR	F06-01	EQUAL	a
		LDR	F07-01	EQUAL	m
592	CF Conference	LDR	F06-01	EQUAL	a
		008	F29-01	EQUAL	l
592	CF Conference	111##		EXIST	
592	CF Conference	711##		EXIST	
592	CF Conference	811##		EXIST	
592	CF Conference	006	F00-01	EQUAL	a
		006	F12-01	EQUAL	l
592	UK Unknown format	245##		EXIST	

## Note

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	C-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,



E-MR	02 N	ILL_HYL
E-MR	02	ILL_MED
E-MR	02	LAW_LT
E-MR	99	LAW_LT
ANYMEDIA	01 Y	ILL_LAW
ANYMEDIA	01	ILL_MED
ANYMEDIA	01	TLCD

## 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:

BL-KEYWORDS	L Copyright required	RZ
BL-KEYWORDS	L Worldwide search required	WWS
BL-KEYWORDS	L Photocopy only required	PHOTO
BL-KEYWORDS	L Loan only	LOAN
BL-KEYWORDS	L Microform not acceptable	MICNO

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

- Using the 'Unmediated Locate' (the ILL library daemon: UE\_19)

Upon assigning the BLDSC 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 BLDSC (see section [16.4 Sending the new request to the](#) BLDSC below).

#### Note

You can use the ILL library daemon, UE\_19, for locating the BLDSC as a supplier but not for sending the request out to the BLDSC.

## 16.4 Sending the new request to the BLDSC

In order to send all 'Ready for BL' (NEB) requests to the BLDSC, 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 (max. request length is 11 lines) (max. line length is 40 characters)	Canadian Veterinary Journal 2003 VOL 35 PT 2 PP 111- 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
------------------	------



Followed by a single return-key stroke

=====

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

NNNN

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](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.

### Note

The Resend BL button appears only for a BL request which already sent to the BLDSC.

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 appears 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 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.

#### Statuses 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.

Code	Description
Initial Requester	EXL-LAW
Transaction ID	000000491
Transaction Qualif	000000001
APDU Details	MED CHECKED 20060316 The Outgoing ILL record status is not WCR.
Responder Symbol	EXL:HYL
Requester Symbol	EXL-LAW
Service Date	20060316
Service Time	071316
Requester Server	il-aleph02:9004
Responder Server	il-aleph02:9004

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 is 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.

Target Option Code	Procedure
01 - Hold Shelf	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 "Expected Return Date" minus the "Return Delay" which is taken from the partner record of the supplier. If the Return Delay is zero, the value of <code>setenv ill_return_for_user</code> in <code>pc_server_defaults</code> is used instead).
02 - Home Delivery	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.
03 - Mailbox Delivery	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.
04 - Reading Room	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

Target Option Code	Procedure
05 – ILL	<p>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).</p> <p>The due date is calculated according to the request's 'Expected Return Date' and Return Delay parameter.</p>

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:

MultiIll                      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

Column	Purpose	Example	Description
1	Transaction Number	Hard coded	This number is used by the system and should not be changed.
2	Active/Non active log	Y	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.
3	Manual Log/Non-manual log	N	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).
4	Alpha and Functional Description	ILL Request Created	Alpha code (L for Latin) and Textual description of the transaction. This text appears in the Description Column of the Request Log details.

#### 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:

```
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:

```
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
-------	--	--	--	----	-----

UNT## 00 WIU

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
```

WORD expand\_doc\_z410  
WORD expand\_doc\_z416  
WORD expand\_doc\_ill\_z30

\* 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:

```

!1      2      3      4      5 6      7      8 9      10 11 12 13      14 15
!!-!!!!!!!!!!!!-!!!!!!-!!!!!!-!-!!-!!!!!!-!-!!-!!!!!!-!-!!-!!!!!!-!-!!
01 LC          SYSNO 010   a
06 RLIN        NBN   035## a
09 ALEPH_SYS   SYSNO SID   c      SID   c

```

### **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:

```
!          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](#).

```
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                                USM01                     USM01
```

In addition, define lines for:

the ILL XXX40 Library

the XXX40 Borrowing database (XXX40-B)

the XXX40 Lending database (XXX40-L)

Example:

```
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: define 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: define 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\_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=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 of 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**

Column	Purpose	Example	Description
1	Internal Command	BUDGET-TYPE	Internal Reference for the menu code
2	Alpha	L	
3	Description	Regular	A free text description of the entry, as it will appear in the drop-down list.
4	Code	REG	The code to which your selection will be mapped by the system.

Example:

```
ILL-PARTNER-STATUS      L Foreign          FO
ILL-PARTNER-STATUS      L Domestic         DO
ILL-PARTNER-STATUS      L Active           AC
```

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.

Internal Command	GUI ILL window	Notes
BORROWING-SEARCH	Borrowing-search bar	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.
LENDING-SEARCH	Lending-search bar	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.
ILL-BOR-PRINT	Borrowing-List of Requests-Print button	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-<x>; x stands for the suffix letter that is

<b>Internal Command</b>	<b>GUI ILL window</b>	<b>Notes</b>
		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).
ILL-ITEM-STATUS	Borrowing-Receive Returnable Form: Item status	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.
ILL-LOCATE-LIBRARY	Administration-Partners-tab 2 Communication-Locate Library field	The ADM library code (for example, KDS50, KSR50) for partners with Locate Type ALEPH
ILL-LOCATE-BASE	Partners and Potential Suppliers Expand Pane.	Using this section is optional and may be used to set a short list of Locate Bases. If this section is not populated, the system will list all of the tab_base.lng bases.
BL-KEYWORDS	BLDSC Keywords	Update this list with the relevant BLDSC keywords
LEND-ITEM-SORT-TYPE	Lending-Request expand-tab 4: Items-Sort	The sort codes must be defined in ITEM section of ./xxx50/tab/tab_z30_sort
ILL-PARTNER-STATUS	Administration-Partners-tab 1: Partner Info-Status field	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.
PAGE-SIZE	Receive-Non-Returnable Form-Type of Page field	

## **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

Template File Name	Purpose	print.ini function name
Ill-arrival-slip-new	Borrowing – slip with the request details, to be placed in the item	ArrivalLetter
Ill-patron-letter-i	Borrowing request info. slip ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-5	Borrowing –letter to patron- recall ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-0	Borrowing – letter to patron- 'more info.' ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-3	Borrowing – letter to patron- copyright letter ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-c	Borrowing – letter to patron- cancellation ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-2	Borrowing – letter to patron- 'title is owned by library' notification ( <b>Print</b> button)	PatronLetter
Ill-patron-letter-a	Borrowing – letter to patron- Request arrival notification.	ArrivalLetter
Ill-patron-letter-4	Borrowing – letter to patron- Overdue ( <b>Print</b> button)	PatronLetter

<b>Template File Name</b>	<b>Purpose</b>	<b>print.ini function name</b>
ill-patron-letter-X (X stands for any one character that can be set by the system librarian)	Borrowing – letter to patron- ( <b>Print</b> button) - can be set by system librarian. Add the "X" to ILL-BOR-PRINT menu of ./XXX40/tab/pc_tab_exp_field.eng	PatronLetter
Ill-send-request-letter	Borrowing – Non-ISO request letter to supplier ( <b>Send</b> button)	SendLetter
ill-return-letter-00	Borrowing – Non-ISO letter to supplier-Return Notification to Supplier	ReturnLetter
ill-bor-letter-c	Borrowing – Non-ISO letter to supplier claim ( <b>Response</b> button)	BorClaim
ill-bor-letter-m	Borrowing – Non-ISO letter to supplier - general message ( <b>Response</b> button)	BorMsg
ill-bor-letter-l	Borrowing – Non-ISO letter to supplier - ILL item is lost ( <b>Response</b> button)	BorLost
ill-bor-letter-x	Borrowing – Non-ISO letter to supplier - cancellation of request ( <b>Response</b> button)	BorCancel
ill-bor-letter-r	Borrowing – Non-ISO letter to supplier - renew ILL item ( <b>Response</b> button)	BorRenew
ill-bor-letter-d	Borrowing – Non-ISO letter to supplier - ILL item is damaged ( <b>Response</b> button)	BorDamage
ill-check-in-letter	Check-In - Notification to Requester - ILL loaned item has been returned and checked in.	CheckInLetter
Ill-bor-receive-letter-00	Borrowing – Non-ISO letter to supplier-Arrival Notification to Supplier	ArivalLetter CopyArrivalLetter

<b>Template File Name</b>	<b>Purpose</b>	<b>print.ini function name</b>
ill-print-lend-request	Lending request info. slip ( <b>Print</b> button)	LendRequest
ill-lend-item-list	Lending – items for supply - pickup slips ( <b>Print</b> button of Items tab)	LendItemList
ill-lend-letter-m	Lending – Non-ISO letter to requester - general message ( <b>Response</b> button)	LendMessage
ill-lend-letter-r	Lending – Non-ISO letter to requester - recall ( <b>Response</b> button)	LendRecall
ill-lend-letter-a	Lending – Non-ISO letter to requester - renew answer ( <b>Response</b> button)	LendRenewAnswer
ill-lend-letter-o	Lending – Non-ISO letter to requester - overdue ( <b>Response</b> button)	LendOverdue
ill-answer-3	Lending – Non-ISO 'unfilled' letter to requester - ( <b>Unfilled</b> button)	LendUnfilled
ill-answer-2	Lending – Non-ISO 'retry' letter to requester - ( <b>Response</b> button)	LendRetry
ill-answer-6	Lending – Non-ISO 'hold placed' letter to requester - ( <b>Response</b> button)	LendHold
ill-answer-5	Lending – Non-ISO 'will supply' letter to requester- ( <b>Response</b> button)	LendSupply
ill-lend-supply-slip	Lending – 'supply' slip to be placed in the item (Ship action for 'loan' and 'copy')	ShipReturn ShipNonReturn
ill-lend-supply-letter	Lending – Non-ISO – electronic 'supply' notification to the requesting library (Ship action for 'electronic' / bulk and one-off)	ShipElectronic

<b>Template File Name</b>	<b>Purpose</b>	<b>print.ini function name</b>
ill-ship-electronic	Lending – ISO – electronic 'supply' e-mail notification to the patron of the borrowing side (Ship action for 'electronic' / bulk and one-off)	ElectronicShip

## 28.2 GUI ILL Services Templates

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

<b>Template</b>	<b>Purpose</b>
overdue-apdu-report-total Lending – report and summary for overdue ISO messages sent to requesters	
Lending – request report ill-lend-requests-report	Generated by ill-65
Copyright – Payment report for the USA ILL copyright mode copyright-payment-report	Generated by ill-61
Copyright – Payment statistics report for the USA copyright mode copyright-statistic-report	Generated by ill-62
Archiving – patron link removal report patron-removal-ids	Generated by ill-70
Archiving – generate borrowing history ill-bor-history-report	Generated by ill-88
Archiving – generate lending history ill-len-history-report	Generated by ill-89

## 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):

<b>Unique Code</b>	<b>ILL GUI Windows</b>
PC_ILL_PARTNER_LIST	Administration – Partners List

Unique Code	ILL GUI Windows
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 – <i>Locate</i> action – Preview
PC_ILL_LOCATE_PREV_L	Lending – <i>Locate</i> action – Preview
PC_ILL_MLC	Lending – <i>Locate</i> action – Preview – Multi <i>Locate</i> preview
PC_ILL_LOG	Borrowing and Lending – Request Log
PC_MSG_LIST	Borrowing and Lending – Request expand – 5 <sup>th</sup> 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

### 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 `ill_expected_return_date` is used to calculate the expected return date.

For example, if the setup is:

```
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:

```
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 (`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 (`ill_user_z415_sort_order`):

A – ascending

D - descending

Example:

```
setenv ill_user_z415_sort_routine      00
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 date the counting of the ILL borrowing request is started. The `ill_total_limit_period` format is MMDD (for example, 1020) is the 20<sup>th</sup> 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 20<sup>th</sup> 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 20<sup>th</sup> 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]**

[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)

```
!1                2  3  4  5  6  7      8
!!!!!!!!!!!!!!!!!!!!!!!!!!!!-!!-!!-!!-!!-!!-!!-!!!!!!!!!!!!!!!!!!!!!!!!!!!!>
GRP01              05 04 02 03 02 01 CR Group - U15ED and U15AR
GRP02              05 04 03 03 02 01 CR Group - U15HS and U15LA
U15GN              05 03 03 03 03 03 CR for U15GN
```

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 screenshot shows a window titled "Copyright Management" with the following content:

- Copyright Information**
  - Title: L The Quarterly journal of economics.
  - ISSN/ISBN: L 0033-5533
  - Year: 2003
  - Copyright Status: 11-Might be under max of free copies
- Current Copyright Summary**
  - Filled Requests: 0
  - Outstanding Requests: 1 - Req. No:65
- Update Copyright Status**
  - Change Copyright Status to: 11-Might be under max of free copies (dropdown menu)
  - Recalculate (button)
  - Note: (text input field)
- Copyright Payment**
  - Approval Number: (text input field)
  - Payment Status: (dropdown menu)

Buttons: OK, Cancel, Help

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.

**Copyright Payment Report (ill-61) - USM40**

\* Report Name:

Update Database:  Yes  No

Retrieve by Approval Number:  Yes  No

Approval Number:

Change Copyright Payment Status to:

Report Format:

Runtime:

At:  O'clock:

Library:

Print ID:

Report Language:

Buttons: Submit, View History, Cancel, Help, Add to History (checked), Print To ADM Lib (unchecked)

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

07/03/2005 copyright-payment-report-00			
<b>Copyright Report</b>			
<b>ILL Unit:</b>	U15AR		
<b>Approval Number:</b>	118		
<b>Update Database:</b>	Yes		
<hr/>			
ISSN/SBN	Title	Request Number	Fulfillment Date
0263-6115	^Journal of the Australian Mathematical Society.	1492	06/28/2005
0263-6115	^Journal of the Australian Mathematical Society.	1516	06/30/2005
0263-6115	^Journal of the Australian Mathematical Society.	1522	06/30/2005
1522-8916	^Journal of African business.	1538	07/03/2005
0263-6115	^Journal of the Australian Mathematical Society.	1539	07/03/2005
0037-9700	^Journal of the Society for Army Historical Research.	1547	07/03/2005

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

07/03/2005 copyright-payment-report-00			
<b>Copyright Report</b>			
<b>ILL Unit:</b>	U15AR		
<b>Approval Number:</b>	118		
<b>Update Database:</b>	Yes		
<b>Copyright Payment Status:</b>	Payment Authorization Given		
ISSN/ISBN	Title	Request Number	Fulfillment Date
0263-6115	^Journal of the Australian Mathematical Society.	1492	06/28/2005
0263-6115	^Journal of the Australian Mathematical Society.	1516	06/30/2005
0263-6115	^Journal of the Australian Mathematical Society.	1522	06/30/2005
0263-6115	^Journal of the Australian Mathematical Society.	1539	07/03/2005
0037-9700	^Journal of the Society for Army Historical Research.	1547	07/03/2005

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.xml).

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:

07/04/2005  
copyright-statistic-report-00

### Copyright Statistic Report

**ILL Unit:** U15AR  
**Threshold:** 3  
**From Request Date:** 06/01/2005  
**To Request Date:** 06/30/2005

ISSN/SBN	Title	No of Requests	No of different Requesters
0263-6115	<sup>A</sup> Journal of the Australian Mathematical Society.	9	2
0037-9700	<sup>A</sup> Journal of the Society for Army Historical Research.	4	3
1522-8916	<sup>A</sup> Journal of African business.	4	1

## 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 \$\$aIllRequest.ItemId.Author\$\$bHill, George Birkbeck Norman,

ILL L \$\$aIllRequest.ItemId.Title\$\$bHarvard 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 \$\$aHill, George Birkbeck Norman,

245 L \$\$aHarvard college :\$\$bby 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:

```
1 ILL## 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:

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

to become

```
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:

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

2. Set the edit\_paragraph in the ILL Library data\_tab as follows:

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:

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

905 IllRequest.ItemId.HeldMediumType  
906 IllRequest.ItemId.PublicationDate