Lending WEST Items

Instructions to WEST Archive Holders/Builders for System Setup To Support WEST Lending

I.   WEST Policies and Lending/Borrowing Support

To facilitate WEST lending/borrowing, WEST will define certain capabilities on behalf of all WEST members.

A. **Shared Print Institution Symbol**. The WEST Disclosure Policy asks WEST Archive Holders and Archive Builders to establish and use a "shared print Institution Symbol" for materials committed to WEST. This unique OCLC Institution Symbol identifies collections subject to a shared print agreement (e.g. WEST and/or others) and facilitates discovery and lending under special policies. Working with the WEST project team, OCLC has defined shared print symbols for WEST libraries (see the attached list).

B. **Group Access Capability (GAC)**. WEST has worked with OCLC to define a Group Access Capability (GAC) called "WEST", a grouping of all WEST member libraries' institution symbols.   All WEST members will be able to view each other's bibliographic, local holdings and summary holdings records through FirstSearch using the GAC, and the GAC may be used to control lending via automatic deflection and other rules via the OCLC Policies Directory.

C. **Access Guidelines**. The WEST Executive Committee has adopted "Access Guidelines for WEST Archives" to govern access to and delivery of WEST materials. The Access Guidelines state that WEST Archive Holders will lend WEST materials to WEST member libraries and may also lend WEST materials to non-WEST libraries. The WEST lending library may use its own local lending policies to administer WEST loans, including loan period, fees (if any), and restrictions on number of items lent.

II.   Lending WEST items

To facilitate interlibrary lending of WEST materials, Archive Holders and Builders will need to define WEST lending policies and practices in at least two systems:

- OCLC resource-sharing using the OCLC Policies Directory, to handle external borrowing requests

- Local resource-sharing management system (e.g. ILLIAD, VDX, or others)

Each Archive Holder/Builder will need to determine whether lending requests will be processed via the OCLC shared print symbol or via the original OCLC symbol. Instructions for each method are outlined below.

A.   Lending from Shared Print Symbol

Lending from the Shared Print Symbol is the recommended approach for two reasons:
- Simplest for borrowers
- Most efficient for processing special shared-print circulation policies

1.   Set up OCLC Policies Directory entries for the shared print symbol

a.   Get the authorization code for access to the OCLC shared print symbol

b.   Define entries in the OCLC Policies Directory for the shared print symbol (can be copied from existing OCLC symbol policies)

c.   Update supplier status to indicate "supplier" (Check "OCLC Supplier").

d.   For "Copy" policy, enter policies related to delivery of physical or digital copies.

e.   For "Loan" policy, definitions may vary.
   - If you provide loans of these volumes in general, enter your usual loan policies.
   - If you will loan WEST volumes only to WEST members (by library policy), create a deflection rule for Loans with a "deflection exception" to include the WEST GAC (i.e. deflect all loan requests made to the shared print symbol <u>except</u> those coming from a WEST GAC member).

III.   Set up your Resource Sharing Management System

Instructions for setting up different systems will be provided as available.

A.   ILLiad
Many WEST Archive Holders use ILLIAD to manage interlibrary lending.

- Contact ILLiad to establish a satellite ILLIAD client for the new shared print symbol. Please note: As of 2013, there is an annual $1,200 fee to support each satellite ILLIAD client. This applies to any additional ILLIAD client that may be required at an ILLIAD user site, e.g. for an affiliated library with a separate symbol. The fee is not specific to shared print collections or to WEST.

- Define processing policies as required for ILLIAD.

- Log in each day to the shared print ILLiad satellite client to view any incoming requests for WEST materials using the shared print symbol.

- Process incoming requests using existing ILLIAD procedures

B.   WorldShare ILL

Some libraries may prefer to process the relatively small number of shared print loans using WorldShare ILL, a web-based resource-sharing management system that is replacing WorldCAT Resource-Sharing (WCRS). Please note: As of 2013, there is a $300 annual subscription fee to use WorldShare ILL [need to verify], substantially less than the ILLIAD fee.

- Contact OCLC to subscribe to or migrate to WorldShare ILL. If your library already uses WCRS, it will be necessary to migrate to WorldShare ILL by the end of December 2013. If your library does not currently use WCRS, you may subscribe to WorldShare ILL at any time.
- Define OCLC Policies Directory for the shared print symbol as described above.
- Log in each day to WorldShare ILL to process any incoming requests for WEST items.

C.   Lending from Original OCLC Symbol

Some libraries prefer to process WEST loans from the original OCLC symbol for these reasons:
- Simpler for ILL staff to use a single common request queue
- Avoid cost of additional ILLIAD satellite fee

Disadvantages to this approach are:
- Borrowers must take steps to redirect their requests to the original symbol
- ILL staff must process any WEST-specific loan policies separately outside the ILL system

1.   Set up OCLC Policies Directory entries for the original symbol and shared print symbol

a. Get the authorization code for access to the OCLC shared print symbol
b. Define the shared print symbol as "non-supplier".

c. Update the Policies Directory for the shared print symbol (can copy from existing OCLC symbol policies)
- ○ Add note to "Summary" tab under "non-circulating" to indicate that requests for materials should be submitted to original OCLC symbol
- ○ Add note to contact information also indicating that requests for materials should be submitted to original OCLC symbol
- ○ If you will loan WEST volumes only to WEST members, indicate this in the shared print policies directory.

d. Update the original OCLC symbol policies to add policies specific to WEST or shared print.
- ○ For "Copy" policy, enter policies related to delivery of physical or digital copies.
- ○ For "Loan" policy, definitions may vary.
  - If you provide loans of these materials in general, enter your usual loan policies.
  - If you will loan WEST volumes only to WEST members (by local policy), indicate this in the policies directory. No deflection rules can be used. WEST membership will need to be determined on a per request basis by identifying the specific title as WEST (using local ILS or other means) and the borrower using the GAC.

2.   Set up your Resource Sharing Management System

a. ILLiad

- Log in to ILLiad to receive requests

b   Requests, being made to original OCLC symbol, will be processed in ILLiad like all other requests

c   Any local, WEST-specific policies must be handled separately outside the ILLIAD system using locally-developed procedures. For instance, ILL staff may need to look up the title in the local ILS/catalog system (or other means) and identify member libraries by the GAC