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[www.wplc.org](http://www.wplc.org)

## OCLC Interlibrary Loan through White Pine

Requests are added and statuses are updated using Peabody.

- Each library will try to fill the request on Melcat before placing in Peabody (if participating in Melcat).
- Each library will verify the request using Worldcat before placing a request
- Each library will add their own requests
- Update the statuses (received, returned, lost, not received)
- Statistics are available to each library
- An option for the cooperative is to allocate a certain amount of money (or number of requests) that each library will be allowed to spend. If the amount is exceeded the library will pay the overage.

### Borrowing

- The Librarian takes the request from the patron getting as much detail as possible.
- The Librarian will verify the item using Worldcat.org.
- Complete details include: format, author, title, publisher, date, ISBN, and may also include: edition, number of items in the set, abridged, unabridged, large print, etc. Include the ISBN or OCLC number on the request whenever possible.
- The Librarian will access Peabody and add the request.
- WPLC Staff will process the request, then update the status of the item to “In Process” -or- if a record could not be located, WPLC staff will mark the request as “Unfilled” and provide a reason.
- Once the item is requested, WPLC staff will access the record on Peabody, input the IL number, and update the status to “Forwarded to OCLC”.

- WPLC staff will check OCLC to see if the request had been sent.
  - If the item is shipped, the record will be updated to “Sent” and will include the library who shipped it and the due date.
  - If the item is unfilled, it will be updated to “unfilled” and a reason will be input a field titled “Reason for No”.
- The requesting library will be responsible for updating Peabody to “Received” and “Returned”.
- The system will automatically update the item to Complete after 1 month past the returned date.
- The borrowing library is responsible for the loaned material until it is physically returned to the lending library. According to ALA borrowing standards for out-of-state libraries you are responsible for the material *while it is in transit to you*, so if an item is not received you may be charged for lost material. Do not return OCLC materials to WPLC, send them back directly to the lending library at your cost.

If you request from OCLC, we ask that you lend items. We use Melcat to search for possible lenders, therefore if your holdings aren't in Melcat we will not request from you.

## Lending

- WPLC staff will print the OCLC lending requests.
- Each request will be searched in Melcat to see if participants have the item available.
- If the item is available: The request will be input into Peabody and the owning library/libraries will be attached to the record and will include the call number that is listed in MelCat. We may place the request with up to 3 libraries. If the 1<sup>st</sup> library can't fill the request, it will move on to the next library, etc.
- At approximately 1:15, the system will automatically email a notice to the owning library. Libraries should check their ILL email on a daily basis. The email will include the date that the request will expire. The request cannot be processed after this date, since it will bounce to the next lender in the OCLC lender string, or move to unfilled.
- The library will check their shelves for the requested item and update Peabody.
- If the item is not available, the library will say “no” to the request and provide a reason.
- If the item is available, the library will update the record to “Yes”, print off the form to include with the book, the mailing label, and prepare the item for mailing or delivery. A due date of **at least** one month should be indicated. Also it would be helpful to include a return label with the item.
- When the item is returned, the Peabody record needs to be updated to “Received back”.

Email accounts will be used to request renewals; check on the status of items, etc.

If OCLC materials are lost or have accrued a fine, it is up to the lending library to take care of replacement fees.

Limitations: Any type of library material needed for the purposes of study, instruction, research, or recreation may be requested on loan or by photocopy (within copyright guidelines) from another library. Libraries may also request duplicates of titles already in their own collection.

Guidelines for borrowing materials are:

- Only a few books on any one subject should be requested for a patron at a time.
- Items which are not suitable to request beyond the Cooperative level are:
  - Current publications (items published within the last six months.
  - Newly released or popular Audio-Visual Materials, Playaways, e-publications.
- Please don't request items in a format that your library does not lend.
- Librarians should screen all interlibrary loan requests carefully and reject any that do not fit the guidelines listed above. Holdings that are in Reference or Genealogy collections do not normally circulate. You may request a "copy" from Reference or Genealogy items but must be specific on what you want.
- WPLC will request from free lenders in the continental United States. If libraries are willing to pay, they must indicate the maximum cost in the notes filed of the request.
- The Library of Congress is the lender of last resort and they do not lend rare items, periodicals, or AV items. Their policy states "USE ONLY ON LIBRARY PREMISES, PLEASE."