SWAN Using OCLC Article Exchange for Electronic Copies

March 16, 2020

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Agenda

1. Demonstration of Using Article Exchange
   - For article requests through WorldShare ILL
   - Directly accessing AE – e.g. sending library pdfs to patrons
2. Setup and Configuration
3. Brainstorming other uses

SWAN
LIBRARY SERVICES
EST. 1974

SUPPORT.SWANLIBRARIES.NET ● (844)SWAN-LIB ● HELP@SWANLIBRARIES.NET

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Accessing Article Exchange

WorldShare®

Need Help? ⌄   SWAN Support ⌄
User support info

| Metadata | **Interlibrary Loan** | Analytics | Admin |

JSZ Reg ID: 10097

Interlibrary Loan Home

- Discover Items
- Borrowing Requests
- Lending Requests
- Purchasing Requests
- Print Queue (0)

Interlibrary Loan Home

Search for requests

Request ID ▼ [   ] Go

◉ Active Requests ○ Closed Requests

Quick Links

Borrowing:
Produced (4)
Unfilled (3)
Received
Renewal Approved (2)
Returned

Lending:
Can You Supply? (1)
New - Loans (1)
Supplied
Returned
Returned/In Transit (2)

Other:
OCLC Policies Directory
OCLC Service Configuration
OCLC Usage Statistics
OCLC Article Exchange ⬅
Resource Sharing News
WS ILL Training Resources
OCLC Community Center

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OCLC® Article Exchange

Signed in as **Oak Brook Public Library**   Sign out

Select a file to drop:

Choose File No file chosen

Drop file

This document-sharing site provides a single, secure location where lending libraries can place—and library users can retrieve—articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article Exchange adds convenience, security and enhanced copyright compliance to online ILL sharing.

Quick Reference
About Article Exchange
Terms of Use
Give us feedback

Instructions for lending library staff

OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file.

Select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.

Next you need to:

- Save the URL and password and insert them into the Lender workform in Lending Notes or the Alert field.
- Update the ILL request to YES.
- Send an e-mail to let the borrower know there is a document available for pick-up. Click on the e-mail button and insert the borrowing library's e-mail address. Also include the interlibrary loan record number so the borrower can trace the request.

Once a document has been uploaded, it is available for 30 days or 5 views, whichever comes first.

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File Types, Sizes, and Usage

- Viewed files are deleted after 5 views and unviewed files are deleted after 30 days.
- Files up to 120 MB—including high-resolution documents—can be placed on the site for pick-up by library users.
- Article Exchange supports delivery of documents in the following formats: BMP, GIF,J2K, JIF, JFI, JFIF, JP2,JPE, JPEG, JPF, JPM, JPX, JPG, MDI, MJ2, PEG/JFIF, JPEG 2000, PDF, PNG, PSD, TIF, TIFF, TGA, TPIC, WEBP and ZIP.
- Users may upload up to 1,000 files per day per authorization. There is no limit to the number of documents a library user can retrieve daily.

https://www.oclc.org/en/worldshare-ill/features/article-exchange.html

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Configuration & Set Up

1. Update OCLC Policies Directory to indicate acceptance of Article Exchange electronic delivery
2. Update OCLC Service Configuration Constant Data to reflect preference of electronic delivery via Article Exchange
3. Within WorldShare ILL requests forms, use embedded forms for inserting Article Exchange URL/password for patron email notification

OCLC YouTube Video - https://www.youtube.com/watch?v=skEaxlktWgg

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1. OCLC Policies Directory

- Review Contacts
- If no contact type for Article Exchange is listed, click Add

Add Contact Type

- Select Contact Type = Article Exchange
- Scroll down to select Illinois as State
- Scroll down to Save

Verify:

- Contact added successfully
- Suggestion to update Constant Data

2. OCLC Service Configuration – Constant Data

- Service Configuration > WorldShare ILL > Borrower Data
- Add Electronic Delivery Service choice = Article Exchange
- Repeat for all Constant Data records

3. Use within WorldShare ILL Form - Borrower

Borrowing Request

Borrowing Library –
verify Preferred
Electronic Delivery is set
to Article Exchange

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3. Use within WorldShare ILL Form - Lender

Lender receives request

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3. Use within WorldShare ILL Form - Lender

1. Verify copy request
2. Verify URL Type
3. Click OCLC Article Exchange link and select file for transfer
4. Drop File to Article Exchange

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3. Use within WorldShare ILL Form - Lender

Don't forget to respond Yes to supply the request. The requesting/borrowing library will be notified it is supplied via Article Exchange.

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3. Use within WorldShare ILL Form - Borrower

Borrower/Requesting Library is notified of receipt of AE Alert
(electronic copy available)

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3. Use within WorldShare ILL Form - Borrower

- Library gets a "free" Preview to verify that the electronic copy is as expected.
- Once verified, Email doc to the patron

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3. Use within WorldShare ILL Form - Borrower

Email is pre-populated with URL, password, and full request information.

Library can customize this message, change subject, and include additional information.

Email Request ✖

From: ill@swanlibraries.net
To: dawne@swanlibraries.net
CC:
Subject: The article you requested is now available
Body:
Note:
Your requested file is available at https://worldcat.org/ILL/AE/rA8VfJuo8

Use this case-sensitive password: mKGD2deG

Borrower: JDP

Request ID: 202487276

Title: TEST - DO NOT FILL Community Mitigation Guidelines to Prevent Pandemic Influenza

[Send] [Cancel]

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3. Use within WorldShare ILL Form - Borrower

• Mark as received, so request is closed

Metadata | Interlibrary Loan | Analytics | Admin

JDP Reg ID: 73937

Interlibrary Loan Home
▸ Discover Items
▾ Borrowing Requests
  AE Alert (1)
  ✖ TEST - DO NOT FILL Community Mitigation Guide...
New For Review
  Produced (1)
  In Transit (1)
Returned
  Create Request
▸ Lending Requests

202487276: TEST - DO NOT FILL Community Mitigation Guidelines to Prevent Pandemic Influenza   ◂ Previous Request   Next Request ▸

Did you receive this item?
Date received: Options:
03/15/2020   ☐ Print Book Straps/Stickers

Actions:
[Note] [Save] [Reset] [Email] [Print Now] ▾

[Mark as received] [Not Received]

Request | Staff Notes 0

▾ Request Details (Request ID 202487276)

ⓘ Patron Summary

Source   WSILL
Status   In Transit
Lenders   *JSZ

AE Alert: https://worldcat.org/ILL/AE/rA8VfJuo8
Password: mKGD2deG

[Preview] [Email doc to patron]

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Patron Received Email

Embedded link and password are at top of the message.

The article you requested is now available

SF Sent from OCLC WorldShare ILL on behalf of ill@swanlibraries.net <don
To Dawne Tortorella
Cc **Interlibrary Loan**

8:32 PM

Note:
Your requested file is available at https://worldcat.org/ILL/AE/rA8VfJuo8

Use this case-sensitive password: mKGD2deG

Borrower: JDP

Request ID: 202487276

Title: TEST - DO NOT FILL Community Mitigation Guidelines to Prevent
Pandemic
Influenza

Article Title: **MMWR Recomm Rep 2017**

Number: 66(No. RR-1):1-34

Please note the following time constraints:

*Once a document has been uploaded, it is available for 30 days or 5 views,
whichever comes first.

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Get my file

Community_Mitigation_Guidelines_to_Prevent_Pandemic_Influenza...   1 / 30

CDC Centers for Disease
Control and Prevention

Morbidity and Mortality Weekly Report (*MMWR*)

Recommendations and Reports / April 21, 2017 / 66(1);1–34

Free CE

Noreen Qualls, DrPH[1]; Alexandra Levitt, PhD[2]; Neha Kanade, MPH[1,3]; Narue Wright-Jegede, MPH[1,4]; Stephanie Dopson, ScD[5]; Matthew Biggerstaff,
MPH[6]; Carrie Reed, DSc[6]; Amra Uzicanin, MD[1] (View author affiliations)

View suggested citation

Summary

When a novel influenza A virus with pandemic potential emerges, nonpharmaceutical interventions (NPIs)
often are the most readily available interventions to help slow transmission of the virus in communities,
which is especially important before a pandemic vaccine becomes widely available. NPIs, also known as
community mitigation measures, are actions that persons and communities can take to help slow the spread
of respiratory virus infections, including seasonal and pandemic influenza viruses.

These guidelines replace the 2007 *Interim Pre-pandemic Planning Guidance: Community Strategy for
Pandemic Influenza Mitigation in the United States — Early, Targeted, Layered Use of Nonpharmaceutical
Interventions* (https://stacks.cdc.gov/view/cdc/11425). Several elements remain unchanged from the 2007
guidance, which described recommended NPIs and the supporting rationale and key concepts for the use of
these interventions during influenza pandemics. NPIs can be phased in, or layered, on the basis of pandemic
severity and local transmission patterns over time. Categories of NPIs include personal protective measures
for everyday use (e.g., voluntary home isolation of ill persons, respiratory etiquette, and hand hygiene);
personal protective measures reserved for influenza pandemics (e.g., voluntary home quarantine of exposed
household members and use of face masks in community settings when ill); community measures aimed at
increasing social distancing (e.g., school closures and dismissals, social distancing in workplaces, and
postponing or cancelling mass gatherings); and environmental measures (e.g., routine cleaning of frequently
touched surfaces).

Several new elements have been incorporated into the 2017 guidelines. First, to support updated
recommendations on the use of NPIs, the latest scientific evidence available since the influenza A

Article Metrics

Altmetric:

News (78)
Blogs (7)
Policy documents (1)
Twitter (711)
Facebook (9)
Wikipedia (1)
Reddit (1)
Mendeley (62)

Citations: 18

Views: 100,626
*Views equals page views plus PDF
downloads*

Metric Details

Figures

Figure 1

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