

# Instructions for Borrowing Articles from E-Journals Owned by Pilot Project Libraries

Your patron submits journal article request in ILLiad

IDS staff -

1. Perform copyright clearance check
2. Check to see if your library owns the issue
3. Check OCLC for IDS Pilot Project Libraries that hold the year needed (produce request if owned by pilot project libraries). If no holdings are found go to the next step.
4. Check IDS Availability Server
  - a. Click on Show
  - b. Click on OPAC/Z39.50 (ALT Z)
  - c. Click on Sources
  - d. Click on IDS Availability Server and wait for the search to finish
  - e. Double Click on Source to check for specific holdings and full text database
  - f. Write down up to 5 pilot project libraries that hold specific year needed and ILL IS OK
  - g. Close out of the Z39.50 screen
  - h. Click on the OCLC interface
  - i. Retrieve the print OCLC record (format = serial)
  - j. Click on the Holdings tab located at the top of the screen if additional lenders are needed to equal the 5 limit
  - k. If no additional lenders are needed go ahead and click on the Holdings tab located to the right of the Record Detail tab
  - l. Under Manual Entry add the OCLC symbols of the pilot project libraries who own the correct year in E-journals and ILL is OK
  - m. Click on ADD located to the right of Manual Entry
  - n. Click on Create Workform
  - o. Click on Request Sent in ILLiad
5. If holdings are not listed in Availability Server for pilot project libraries - Return to ILLiad record and check OCLC for additional libraries.

IDS Conference  
August 8-9, 2006  
Geneseo, NY

Revised 8/4/2006  
SUNY Geneseo – IDS Department