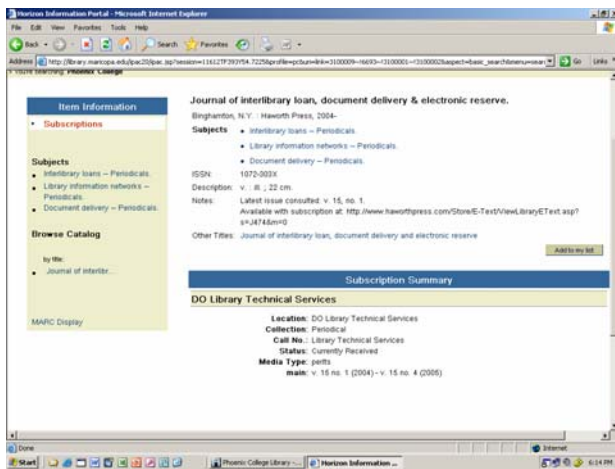
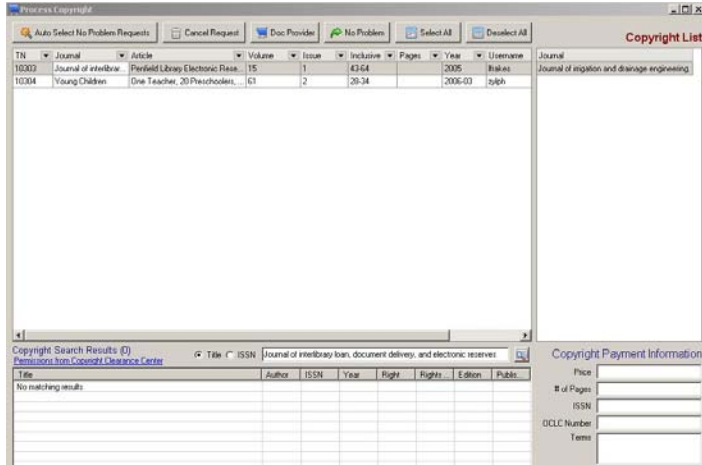


# Local Article Request (LOCL)

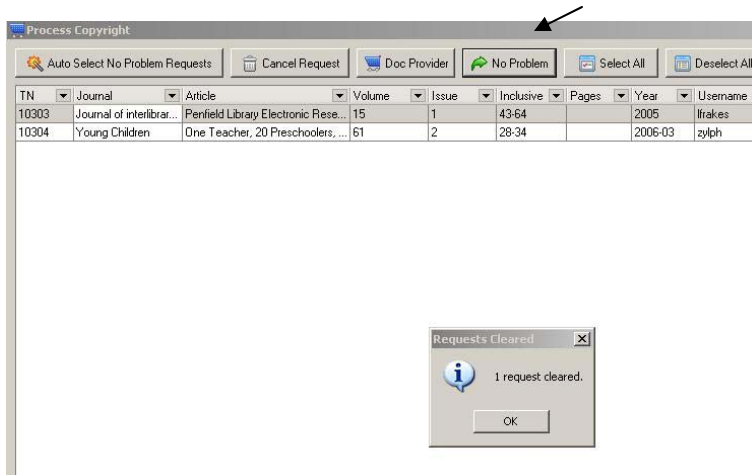
## Borrowing

Request for article from journal held by another MCCD library.

Prior to completing 'Processing Copyright', verify any MCCD holdings.



If journal title/volume/issue available at one of the MCCD libraries, Clear copyright as “No Problem”



MCCD holdings will also appear at the OCLC Resource Sharing screen if missed prior to OCLC search. *There is a lag in OCLC update of MCCD holdings/withdrawals, so always check the library catalog.*

At 'Awaiting Request Processing', General Request Information screen, change OCLC Information, System ID from OCLC (or OTH) to LOCL.

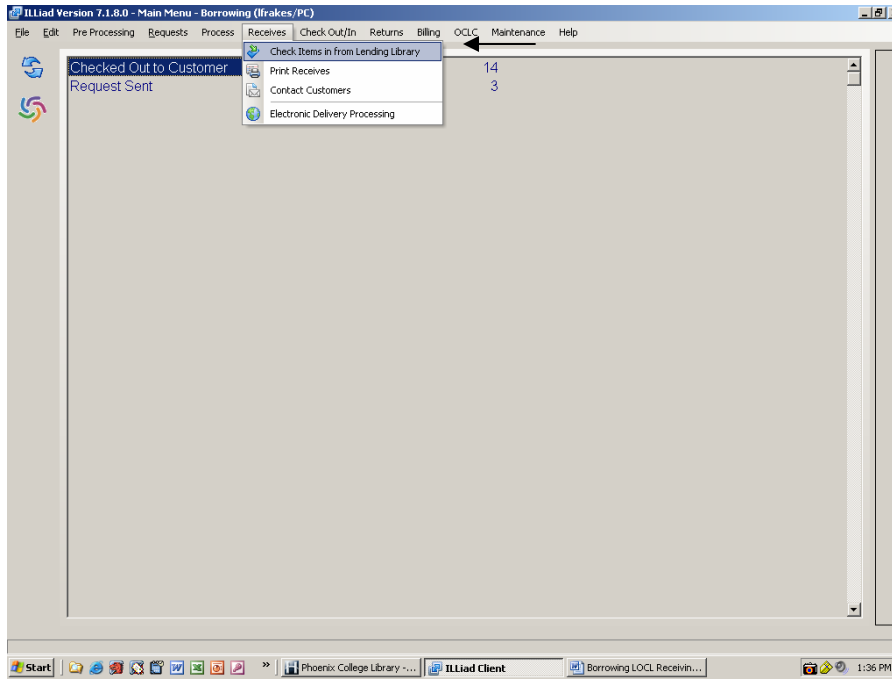
The screenshot shows the 'Search Requests' application interface. The 'General Request Information' section is active, displaying fields for Transaction Number (10303), Username (lfrakes), Doc Type (Article), and various fees. The 'OCLC Information' section is highlighted, and the 'System ID' dropdown menu is open, showing 'LOCL' selected. An arrow points to the 'LOCL' option. The 'Request For: Linda Frakes' section is also visible, showing contact information and address.

Enter owning MCCD library symbol in 'Lending String' (e.g. PC,GCC,GWC,MCC,MRM,SCC,RSC,SMC,CGC,PVC,EMC,LTS). Click Request Sent.

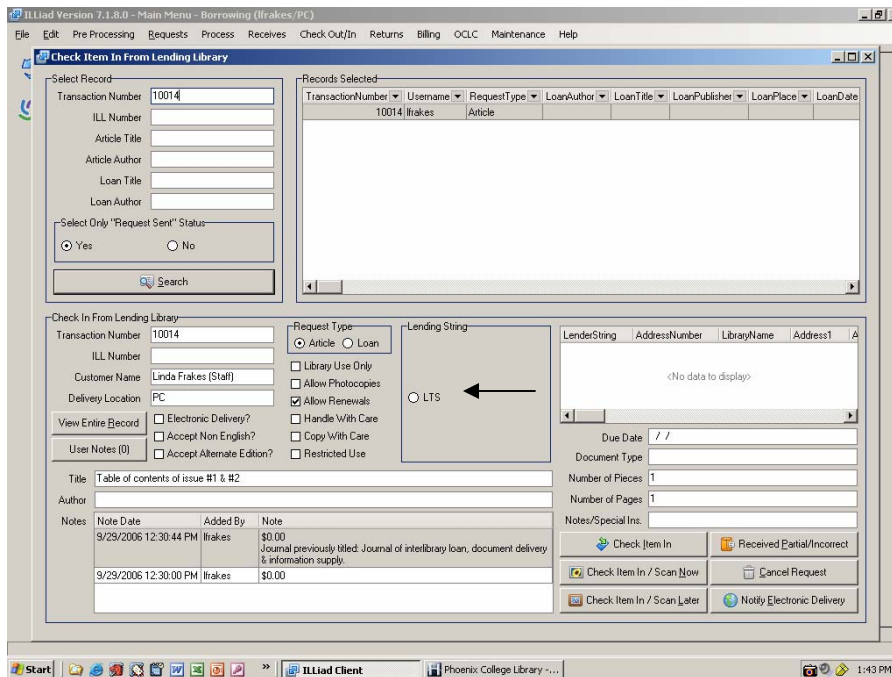
The screenshot shows the 'Search Requests' application interface. The 'General Request Information' section is active, displaying fields for Transaction Number (10303), Username (lfrakes), Doc Type (Article), and various fees. The 'Local Information' section is highlighted, and the 'Lending String' field is set to 'LTS'. An arrow points to the 'LTS' value. The 'Request For: Linda Frakes' section is also visible, showing contact information and address.

# Receives

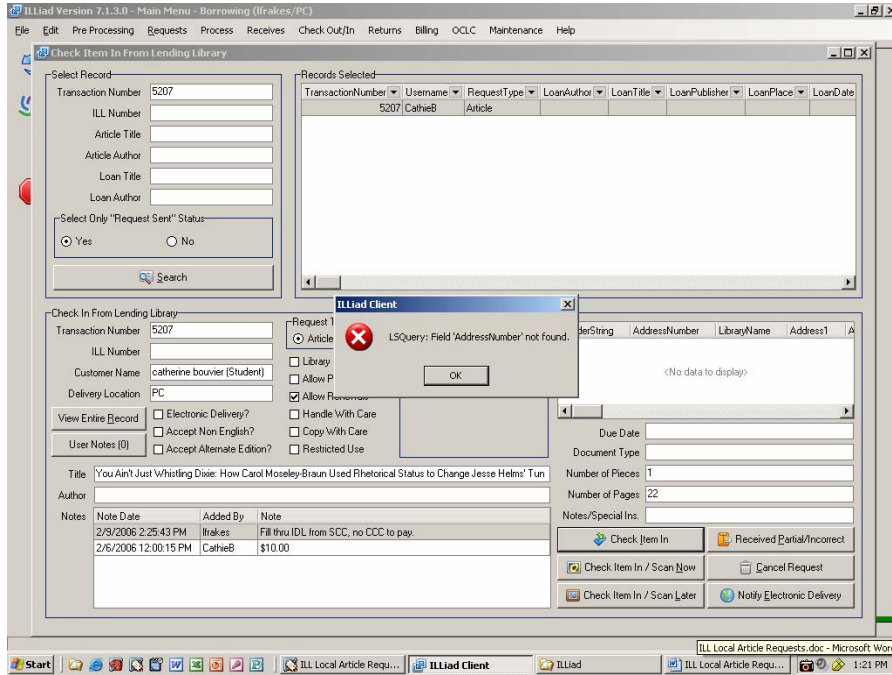
Click 'Check Item in from Lending Library'



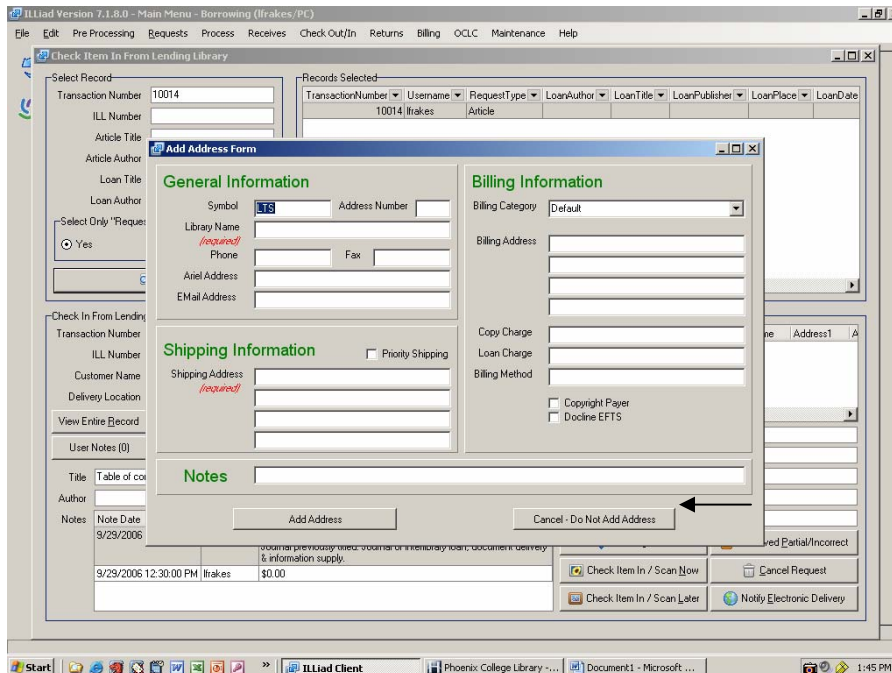
If the 'Lending String' symbol is not bulleted, click on lender's symbol radio button.



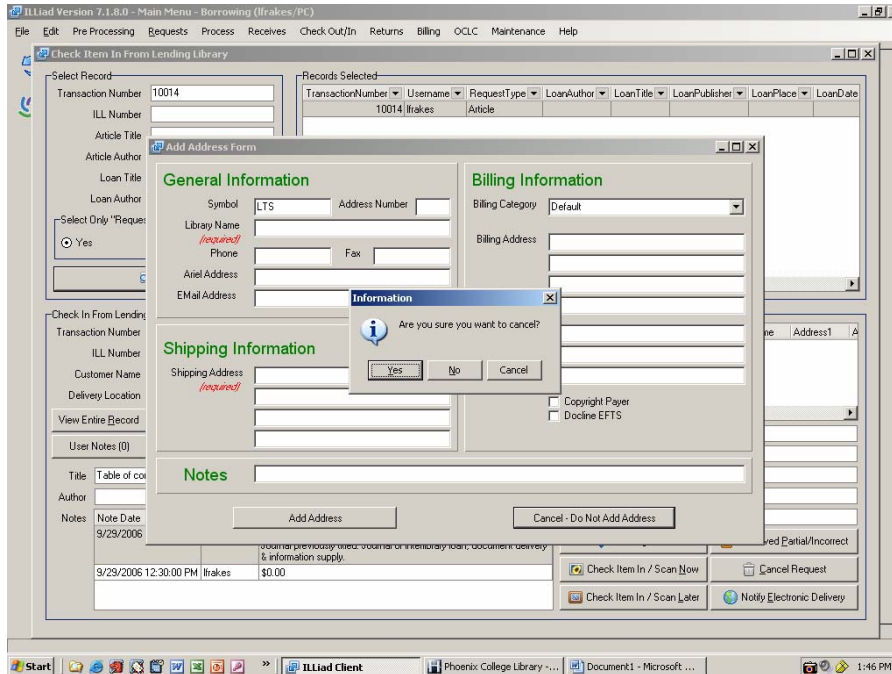
If lender address is not in ILLiad, the “Field ‘AddressNumber’ not found” window appears. Click OK to continue.



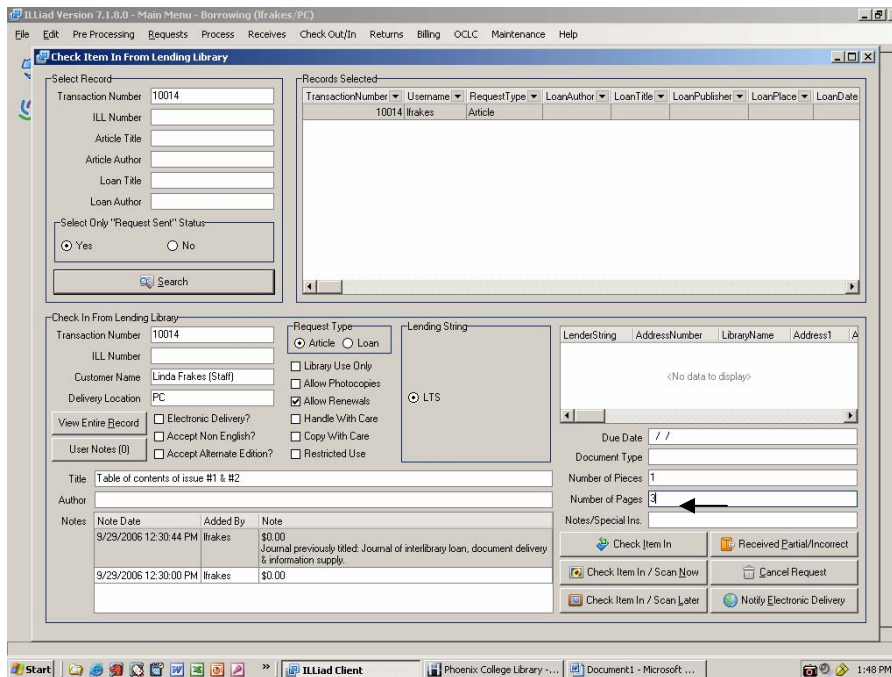
The Add Address Form window opens. The address does not have to be entered for Local requests. Click ‘Cancel-Do Not add Address’ button.



Click OK to 'Are you sure you want to cancel'



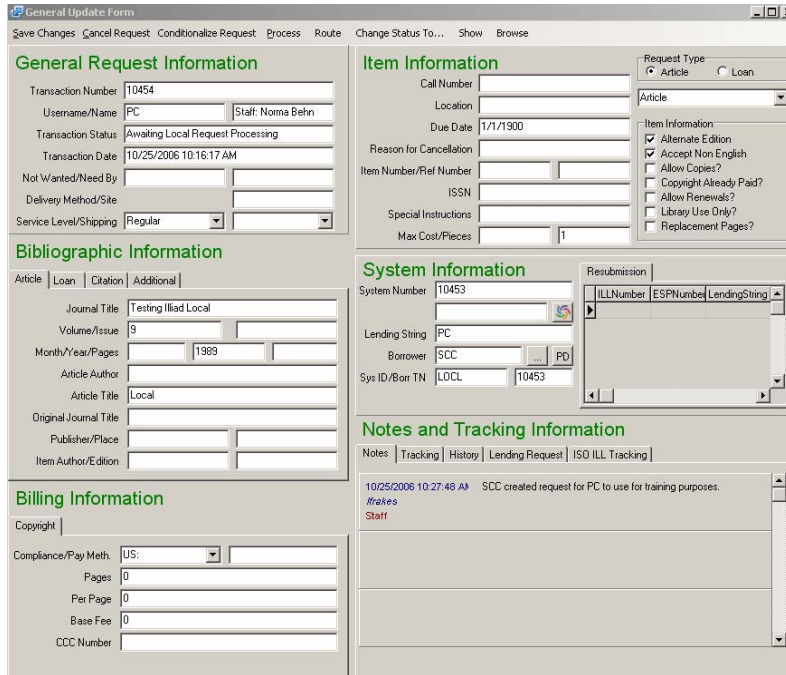
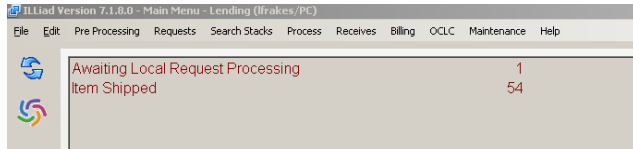
Lender symbol is now bulleted.  
Enter 'Number of Pages'. Click 'Check Item In' button.



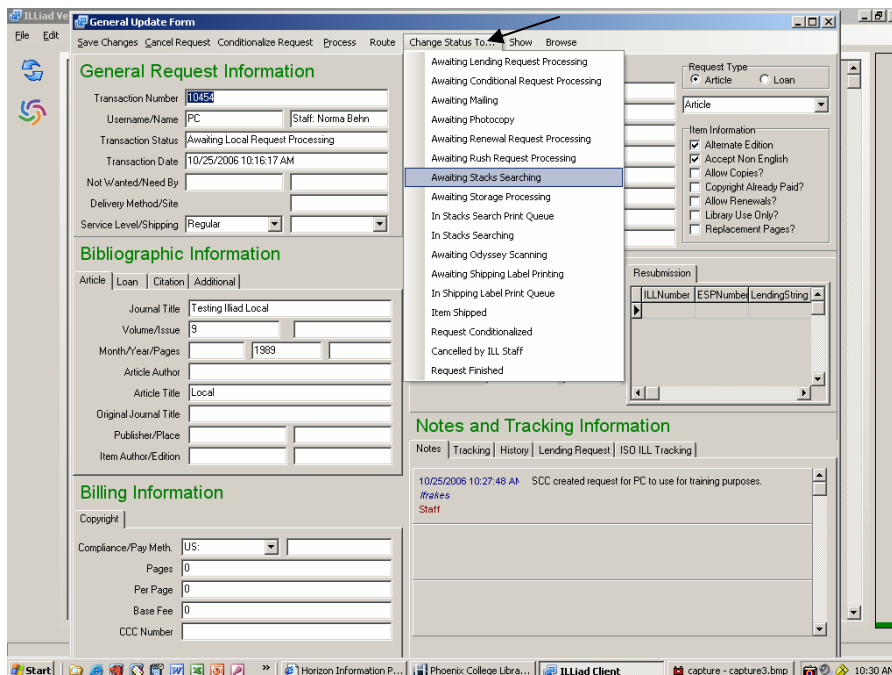
Follow regular Post Receipt Processing procedures.

# Lending Supply article to another MCCD library

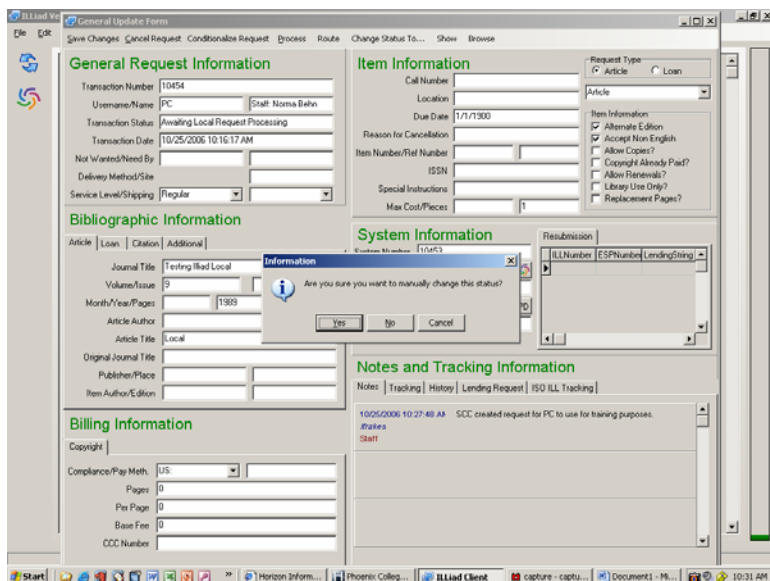
Open 'Awaiting Local Request Processing'



Click 'Change Status To' and click 'Awaiting Stacks Searching'



Save changes. Click Yes to message “Are you sure you want to manually change the status?”

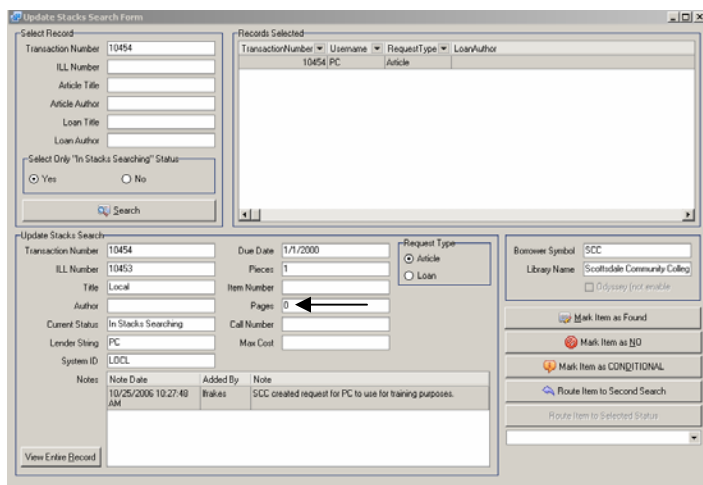


Print Stacks Search Items

|   |   |  |
|---|---|--|
|  <p>maricopa Community Colleges<br/>Distance Education Library<br/>ILLiad TN: 10454</p> | <b>Borrower:</b> SCC                      | <b>Call #:</b>   |
|   | <b>Lending String:</b> PC                 | <b>Location:</b>   |
|   | <b>Patron:</b> Staff: Norma Behn          | <b>Charge Maxcost:</b>   |
|   | <b>Journal Title:</b> Testing Iliad Local | <b>Shipping Address:</b><br>Scottsdale Community College Library |
|   | <b>Volume:</b> 9 <b>Issue:</b>            | <b>Fax:</b>  |
|   | <b>Month/Year:</b> 1989 <b>Pages:</b>     | <b>Ariel:</b>  |
|   | <b>Article Author:</b>                    |  |
|   | <b>Article Title:</b> Local               |  |
| <b>Imprint:</b>   |   |  |
|   | <b>ILL Number:</b> 10453                  |  |

Follow regular stacks search procedures.

Update Stacks Search Results. Make appropriate changes to Pages.



Print shipping labels.

10/25/2006 L.Frakes