

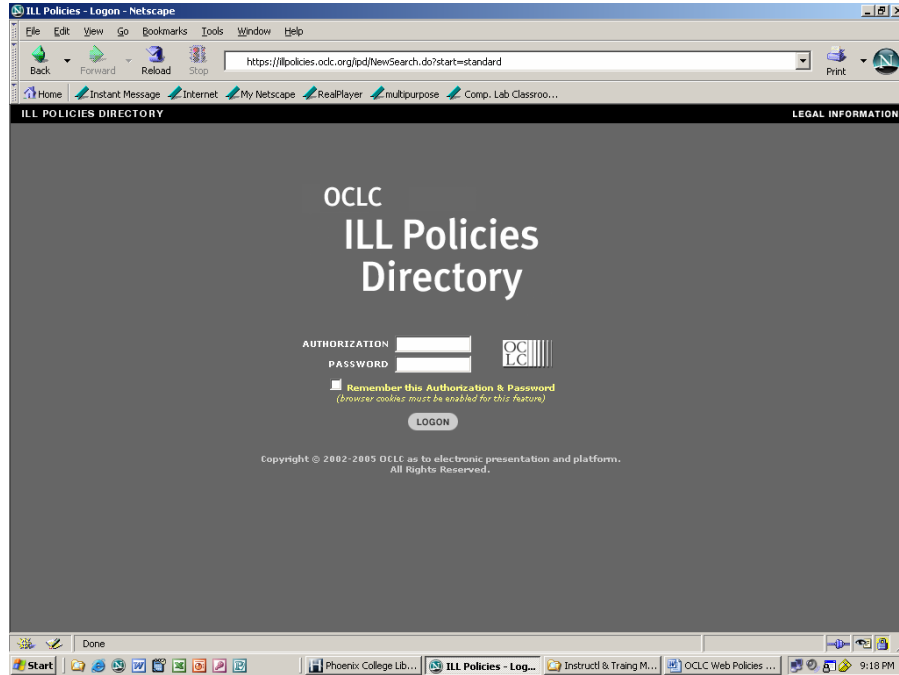
OCLC Policies Directory
(Searching for Other Institution's Polices,
Editing MCCC CD library Policies)

Written by
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Phoenix College Library

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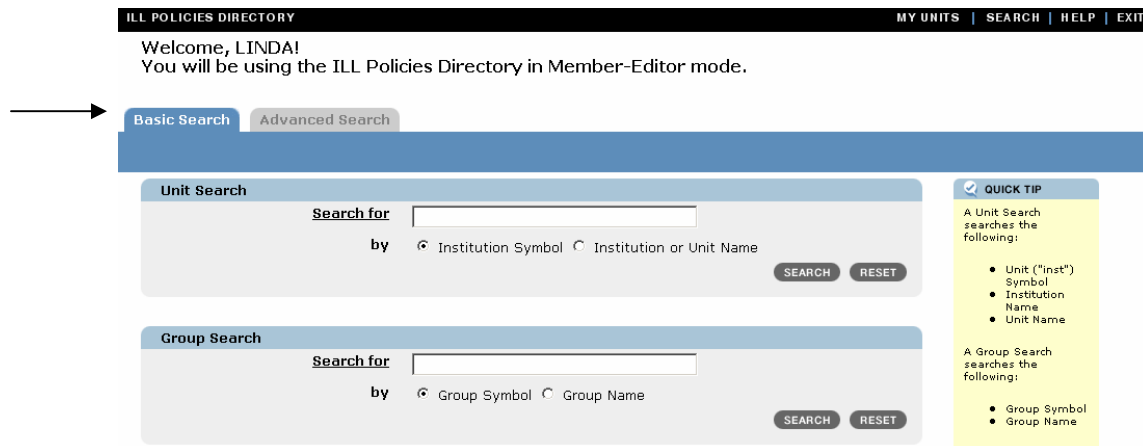
To Search an Institution's Policies

Logon to OCLC Policies Directory: illpolicies.oclc.org
Enter Authorization and Password



The Polices Directory will open.

A basic search or advanced search may be entered.



Type in the institution's OCLC symbol or institution name under Unit Search and click SEARCH button.

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

Welcome, LINDA!
You will be using the ILL Policies Directory in Member-Editor mode.

Basic Search Advanced Search

Unit Search

Search for

by Institution Symbol Institution or Unit Name

Group Search

Search for

by Group Symbol Group Name

QUICK TIP

A Unit Search searches the following:

- Unit ("inst") Symbol
- Institution Name
- Unit Name

A Group Search searches the following:

- Group Symbol
- Group Name

The Unit Quick View will appear, giving some basic information. You can click on any of the designated headings for addition information, or the Policies button. (Note: all but the basic information is entered by the institution, so there will only be as much as has been manually entered)

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

Unit

General Information

OCLC Supplier	Yes
Regional Service Provider	AMIGOS
Reciprocal Lender	No
International Lender	No
Group Affiliations	AZ@N , NEPU , SOAR , ULDM
Additional Symbols	AzTeS

QUICK TIP

Click the "[More...](#)" link for additional information about data in that field.

Last edited: 2003-02-14 12:11 EST

To Edit PC's Policies

Assigned PC ILL staff already created the policies. To edit (i.e. changing ILL staff schedule, holiday closures, new staff names and contact information) follow these instructions.

At the ILL Policies Directory Welcome screen, click on My Units

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

Welcome, LINDA!
You will be using the ILL Policies Directory in Member-Editor mode.

Basic Search Advanced Search

Unit Search

Search for

by Institution Symbol Institution or Unit Name

SEARCH RESET

Group Search

Search for

by Group Symbol Group Name

SEARCH RESET

QUICK TIP

A Unit Search searches the following:

- Unit ("Inst") Symbol
- Institution Name
- Unit Name

A Group Search searches the following:

- Group Symbol
- Group Name

My Units Summary opens. At this time the District (LTS 1.) and PC (2.) are the only libraries listed for PMD (the other MCCD libraries will be added in the future). Click on Phoenix College.

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

My Units Summary

2 Unit Records found

NEW UNIT

Unit Name	Location	OCLC Supplier	
1. MARI COPA COMMUN COL DIST - default (PMD)	Tempe / Arizona	Yes	DELETE
2. MARI COPA COMMUN COL DIST - Phoenix College (PMD)	Phoenix / Arizona	Yes	DELETE

NEW UNIT

The Unit Quick View will appear. It gives general information regarding PC and ILL lending.
 Click on Information for detailed information and to edit.

MARICOPA COMMUN COL DIST - Phoenix College (PMD) MY UNITS: 2 of 2

← PREV SUMMARY

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

Unit

General Information

Unit Name and Symbol	MARICOPA COMMUN COL DIST - Phoenix College (PMD)
Shipping Address	1202 W Thomas Rd / Phoenix / Arizona / 85013
OCLC Supplier	Yes
Regional Service Provider	AMIGOS
Reciprocal Lender	Yes
International Lender	Yes
Library Type	Academic Library
Group Affiliations	AZ@N , LVIS , NEPU , SOAR
Additional Symbols	AzPhMC
Non-circulating	Reference, Special Collections, Audio/Video/DVD

Lending Information

Lending Contacts	Linda Frakes More...
Request Methods Accepted	Loans: ALA , OCLC ILL Copies: ALA , Email , Fax , OCLC ILL
Fees	Loans: 0.00 More... Copies: 0.00 More...
Periods	Loan Period: 2 week(s) Renew Period: 2 week(s)
Delivery Methods	Loans: Mail Copies: Fax , Mail

QUICK TIP

Click the "[More...](#)" link for additional information about data in that field.

If editing is required, click on the EDIT button.

EDIT

Information Detail

Institution Information

Institution	MARICOPA COMMUN COL DIST
Institution Symbol	PMD
OCLC Supplier	Yes
Regional Service Provider	AMIGOS
Group Affiliations	AZ@N , LVIS , NEPU , SOAR
Additional Symbols	AzPhMC
OCLC Relationship	Full
Profiled Address	TEMPE / Arizona / 85281-6942

Unit Information

Unit	Phoenix College
Reciprocal Lender	Yes
International Lender	Yes
Library Type	Academic Library
Library Homepage	http://www.pc.maricopa.edu/departments/library
Lending URL	http://www.pc.maricopa.edu/departments/library/about/services/borrowinglibraries.html
Federal Employer Identification Number (FEIN)	86-0185552
Non-circulating	Reference, Special Collections, Audio/Video/DVD. Click "Collections" for additional information

Addresses

Shipping Address	1202 W Thomas Rd / Phoenix / Arizona / 85013
Return To Address	1202 W Thomas Rd / Phoenix / Arizona / 85013

QUICK TIP

If this is your unit, the **EDIT** button will appear, allowing you to edit your information. Make your changes and then click **SAVE**.

The Information Edit screen appears.
 Make the needed changes then click on the SAVE button. Changes will not be made until they are saved.

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

SAVE RESET

Information

Institution Information

Institution MARICOPA COMMUN COL DIST
Institution Symbol PMD
OCLC Supplier Yes
Regional Service Provider AMIGOS
Group Affiliations AZ@N , LVIS , NEPU , SOAR
Additional Symbols AzPHMC
OCLC Relationship Full
Profiled Address TEMPE / Arizona / 85281-6942

Unit Information

Unit Phoenix College
Reciprocal Lender
International Lender
Library Type Academic Library **ADD** **DELETE**
Additional Symbols **ADD** **DELETE**
Library Catalog (URL)
Library Homepage (URL) http://www.pc.maricopa.edu/departments/librar

Lending URL http://www.pc.maricopa.edu/departments/librar

Federal Employer Identification Number (FEIN) 06-0185552
Non-circulating Reference, Special Collections, Audio/Video/DVD. Click "Collections" for additional information

Shipping Address

Address Line 1 1202 W Thomas Rd
Address Line 2
City Phoenix
State/Region Arizona
Zip/Postal Code 85013
Country United States

Return To Address

Address Line 1 1202 W Thomas Rd
Address Line 2
City Phoenix
State/Region Arizona
Zip/Postal Code 85013
Country United States

Borrowing Information

Ariel FTP Address
Ariel Email Address

QUICK TIP
 Required fields are indicated by a *.
 Data entered in fields with a will be automatically carried over to the QuickView screen.

The other sections under Unit (Contacts, Schedule, Collections) and under Polices may be edited or add new entries in this fashion.

Here are some examples of how the Policy sections are currently set.

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

NEW

Collections Summary

Collection Name	DELETE
1. Video/DVD	DELETE
2. Audiobooks	DELETE
3. Special Collections	DELETE
4. Music CD's	DELETE
5. Reference	DELETE
6. Multimedia	DELETE
7. English as a Second Language (ESL) & Foreign Language	DELETE
8. Legal	DELETE
9. Juvenile Books	DELETE
10. American Sign Language (ASL)	DELETE
11. New Book Arrivals	DELETE
12. Paperbacks	DELETE
13. Leisure Reading	DELETE
14. Music Scores	DELETE

→

Clicking on Music Scores, brings up the policy for that collection.

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

EDIT NEW DELETE

Collection Detail

Collection Name	Music Scores
Note	Circulate for ILL on case by case basis

EDIT NEW DELETE

QUICK TIP

A "Collection" may be defined as a discrete set of items held by the library such as Music or Science, or could also be a separate branch or department.

Contacts screen:

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

EDIT NEW DELETE

Contact Detail

Type	Lending Contact
Contact	Linda Frakes Phone: 602-285-7480 Fax: 602-285-7368 Email: linda.frakes@pccmail.maricopa.edu Street Address: 1202 W Thomas Rd / Phoenix / Arizona / 85013

EDIT NEW DELETE

QUICK TIP

A "Contact" is a person associated with this symbol or with a specific function such as ILL borrowing.

Schedule screen:

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Quick View | Information | Contacts | Schedule | Collections

EDIT DELETE

Schedule Detail		
Description	Closed Dates	Note
1. Summer: Mon, Wed-Thurs 9:00a-7:30p, Tues 10:30a-9:00p	20030604 to 20030814	Closed: Friday-Sunday and July 3
2. Fall: Tues 1:00p-10:00p, Wed-Thurs 10:00a-7:00p, Fri 10:00a-4:30p, Sat 9:00a-5:00p	20030818 to 20031219	Closed: Sundays and Sept 1, Nov 11, 27-30

EDIT DELETE

QUICK TIP

If this is your unit, the **EDIT** button will appear, allowing you to edit your information. Make your changes and then click **SAVE**.

Editing this schedule does not impact your OCLC ILL supplier status. Contact your [OCLC regional service provider](#) to change your supplier status.

Copy or Loan Policies:

ILL POLICIES DIRECTORY MY UNITS | SEARCH | HELP | EXIT ←

MARICOPA COMMUN COL DIST - Phoenix College (PMD)

Unit Policies

Copies | Loans

NEW

Copy Policies Summary			
Policy Name	Copy Methods	Fees	Request Methods Accepted
1. Copy Policy	Microfiche Microfilm Photocopy	no charge Delivery: Mail (default) Fax Billing: Bills Not Issued Rush: Yes	Email , Fax , ALA , OCLC ILL (preferred)

DELETE

Lending Contact

Linda Frakes
 Street Address: 1202 W Thomas Rd / Phoenix / Arizona / 85013
 Email: linda.frakes@pcmail.maricopa.edu / Fax: 602-285-7368 / Phone: 602-285-7480

NEW

To exit the Polices Directory, click on EXIT at top right corner.