



OCLC Interlibrary Loan through White Pine

Introduction

The White Pine Library Cooperative (WPLC) provides the OCLC Interlibrary Loan (ILL) service to members of the cooperative. The service is also provided for non-member libraries in Michigan for a processing fee. This service goes beyond MeLCat and allows libraries to request items from other libraries throughout the continental United States.

The WPLC Interlibrary Loan system, nicknamed Peabody, is accessible to participating libraries using a web interface.

Guidelines for borrowing materials are:

- 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.
- If you request from OCLC, we ask that you lend items. **We use MeLCat to search for possible lenders.** If your holdings aren't in MeLCat we cannot request from you.
- 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 **twelve months**),
 - Newly released or popular Audio-Visual Materials, Playaways,
 - Items of an age/format that your library would not lend (Ex: Do not request A/V materials if you do not lend A/V),
 - e-Publications.
- Librarians should screen all ILL requests carefully and reject any that do not fit the guidelines listed here. Requests that don't follow the listed guidelines will be marked "Unfilled."

- Note: Billing for non-WPLC members is based on total number of requests, including those marked “Unfilled” for not adhering to these guidelines.
- 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 sections you want (pages, subject headings, chapters, etc.). For more information about placing a genealogy request, please see the OCLC Interlibrary Loan Procedures guide.
- WPLC will request from free lenders in the continental United States. If libraries are willing to pay additional cost outside of shipping/WPLC processing fees, they must indicate the maximum cost in the notes field 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. NO RENEWALS."
 - WPLC will contact your ILL email PRIOR to requesting from the Library of Congress to ok this loan.
- If filling a request requires additional bibliographic information or prior authorization (such as when borrowing from the Library of Congress), WPLC will email your ILL contact. If a response to this email is not received within seven business days, the request will be marked “Unfilled”.

OCLC Borrowing

- The librarian takes the request from the patron getting as much detail as possible. Complete details include format, author, title, publisher, date, ISBN. You may also include details such as edition, number of items in the set, (un)abridged, large print, etc. Include the ISBN or OCLC number on the request whenever possible.
- The librarian will verify the item using WorldCat.org.
 - **Note:** As of November 2022, OCLC does not provide a way for WorldCat users to confirm that holders of an item are also participants in WorldShare ILL. This means that holders of an item may be listed in WorldCat, but WPLC may not be able to request from them via ILL.
- 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 request could not be filled (record could not be located, no viable holders, etc.), WPLC staff will mark the request as “Unfilled” and provide a reason.
 - For non-WPLC libraries, billing is based on the number of requests made by a participant. Invoices are mailed quarterly.
- 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 has 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 request is unable to be filled, it will be updated to “Unfilled”, and a reason will be input into the “Reason for No” field.
- The requesting library is responsible for updating Peabody to “Received” and “Returned”.

- The system will automatically update the item to “Complete” 3 months past the returned date. WPLC staff will periodically check OCLC for updates to returned items as time allows prior to the 3-month mark.
- 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.

OCLC 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 put into Peabody. The owning library/libraries will be attached to the record alongside the call number listed in MeLCat. We may place the request with up to 3 libraries. If the 1st library can’t fill the request, it will move on to the next library, etc.
- At approximately 1:30 p.m., 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.
 - If a material is shipped after the OCLC request expires, WPLC will attempt to contact the borrower regarding the item. The Peabody request will be updated with “-BOUNCED” after the IL number (EX: IL# 123456789-BOUNCED).
- The library will check their shelves for the requested item and update Peabody.
- If the item is not available, the library will answer “No” 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. A return label should be included with the item.
- The library checks out the item in their local ILS (using a generic card such as “Peabody” or “Interlibrary Loan”) so that the item shows as checked out in their catalog.
- When the item is returned, mark the Peabody record as “Received Back”.
- The library checks in the item in their local ILS.

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

Libraries should check their ILL email daily and update Peabody requests in a timely manner. This will allow WPLC to move an ILL request that is unable to be filled to the next potential OCLC lender.

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