Deflecting All Electronic Items transcripts

Hi welcome to the Deflecting All Electronic

Items session. If your library is a

lending library but does not want to

loan any electronic content including

your e-book collection you can set up

for the system to automatically deflect

those materials by format this way your

library won't receive requests for

those items and you won't have to manually

answer no to those requests. In this

video you will learn how to create a

deflection policy by format to have all

your e resources deflected. You'll also see how

to communicate your lending policy for

your e resources in the Profile tab in

your OCLC Policies Directory. You will see

how you can review your deflections on

the lender report then where you can

find information to contact support and

access more training materials in the

documentation. Why would you set up

deflection for all your electronic items

If your library does not loan electronic

resources and you don't set up deflection

for those items borrowing libraries will

be able to place requests to your

library then when you log in to your OCLC

interlibrary loan service you will see

on your home page under your Can You

Supply queue that you have some loan

requests when you click on that you'll see

that your library has received the loan

requests for electronic items in this

example an article and eBook. Well, in this

case your library staff will have to

open these requests and manually answer

no to them. Setting up deflections for all

your electronic resources we will stop

these ILL requests from arriving to your

library and your staff won't have to go

through this manual process, the system

will automatically skip your library for

those requests. Deflections are set up in

OCLC Policies Directory the best way to

access OCLC Policies Directory is by

clicking the respective link on your

OCLC interlibrary loan service

homepage. Deflections are created

under the Policies tab in OCLC Policies

Directory. To create a deflection policy

by format for all your electronic items

click the add a button on the

deflections option a form like this pops

up for you to fill in with a unique name

for your policy that will be easily

identified by your library and other

libraries. The request type is copy and

loan and the deflection type is enable

real-time deflection. You scroll down

you'll leave the borrowers section marked as

none because this deflection policy is

for all libraries. Under item section

mark include and select the formats

computer file, e-audiobook, e-serial

e-text, and internet resource to deflect all

your e-resource items. You scroll down to

add your notes and save your form. This

is how your policy will display on your

Policies Directory page for you and

other libraries to see. You can edit or

delete this policy at any time. Another

step you should take to make it visible

to other libraries that your library

doesn't loan e-resources is by adding

this information on the non-circulating

field under Profile tab in the OCLC

Policies Directory this will help to

prevent borrowing libraries from adding

your library to their lender string for

e-resource requests then they'll see right away

from your policies directory page that

your library doesn't loan those items

to add information on the

non-circulating field click the Edit

link next to it and add your text then

save it. You can access and review your

lender report for deflections in the

OCLC usage statistics. The best way to

access to OCLC usage statistics is

by clicking on the respective link

in your OCLC interlibrary loan service

homepage. You'll need your nine-digit

authorization and passwords to log into

the usage statistics contact OCLC

customer support if you don't know or

forgot your login information. After

logging in click the resource sharing lender

reasons for no report option then select

the period to see the report. The reason

for no column describes the reasons your

library didn't fill a request. The

deflections for your e resources will be

listed as deflected by format under the

reason for no column. Borrowing libraries

will be able to open a request and see

under the request history option that

the request was deflected by format this

will allow this library to avoid adding

this lender to the lender string when

requesting electronic resources. Please

remember to visit our training portal

for more training materials and

documentation if you have questions

please contact OCLC support in your

region at the URL on the screen. Thanks

for watching