Currently this integration is available for libraries using Tipasa and Alma. Libraries that subscribe to Tipasa and certain third-party circulation systems can streamline the ILL-circulation process and workflow with Tipasa and third-party circulation integration via NCIP. Currently, this integration is available for libraries using both Tipasa and Alma.

Librarians and staff who process ILL loans will no longer have to update their third-party Circulation environment manually to create temporary items and patron holds, charge patron ILL fees, checkout items that your library is lending, or check in items at the end of the loan period.

This topic provides details about how to set up Tipasa and third-party Circulation integration. All steps must be completed for the integration to work properly. All NCIP integration between Tipasa and third-party circulation systems goes in the direction of Tipasa sending messages to your circulation system.

Before you turn on third-party circulation integration in OCLC’s Service Configuration, you will need to contact your ILS vendor to get the NCIP integration set up in your circulation system. This may require you to work with circulation staff at your library as well.

You will need to have both Admin access to your third-party circulation system and Tipasa to complete this set up.

### Summary and checklist of steps

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<th>DONE</th>
<th>CONFIGURATION ACTION</th>
<th>LOCATION</th>
<th>DESCRIPTION</th>
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<td>Policy considerations and setup</td>
<td>Your circulation system</td>
<td>Prior to enabling integration in Service Configuration for Tipasa, make sure the configuration is complete in your circulation system.</td>
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<td></td>
<td>Edit your patron request forms</td>
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<td>Add a Patron ID to your patron request forms used for requesting books and “other” items. This entry connects the request to the patron account and creates a hold request in your circulation system.</td>
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<td>Activate integration</td>
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### Alma configuration

#### Step 1: Policy considerations and setup

Before you configure Tipasa, contact Ex Libris or review Alma documentation to determine how to adjust your Alma policies. These changes will also include decisions about whether to send notifications to your patrons from Alma or Tipasa for events like item available for pickup and about to be due/overdue items. These notifications should come from one system or the other and not both. If you decide to send these notifications from Alma, be sure to disable them for automated sending in Tipasa.

For assistance with Tipasa notifications to your patrons, see [Notifications](#).

Notifications sent from you as the lending library to the borrowing library should always be handled through Tipasa once you have the integration enabled. This is because items you lend to other libraries will no longer be checked out to individual library accounts in your Alma circulation system. Instead, they will be moved to a new location when checked out for Interlibrary Loan. For assistance configuring these notifications for Tipasa, see [Send notifications to borrowing libraries](#).

#### Step 2: Edit your patron request form

You must have your patron request workforms for **Book** and **Other** requests configured with a required Patron ID field. The Patron ID comes from the Interlibrary Loan Identifier (illId) field from the patron record. This value needs to be one that can be used by Alma to lookup the patron. If you have such a value in your patron records in the illId field, configure your request forms to make the Patron ID field required but not editable. This will allow the value of the illId to automatically populate the request forms when patrons log in.

If you currently do not have a value in the Interlibrary Loan Identifier (illId) field of your patron records or if the value you do have cannot be used by Alma to look up the patron, contact [OCLC implementation](#) for assistance.

If you do not already have this field configured on your patron request workforms, complete the steps below. For additional information about editing the Patron Request Form, see [Configure your patron request form](#).

1. Click **WorldShare ILL > Patron Request Workforms** in the left navigation.
2. Ensure that you have a **Patron ID** field in your form. You can change the name of this field to Patron Barcode or other library-specific terminology to direct the patron to enter this information, if needed.
3. Select the required check box for the Patron ID field to require patrons to enter this information when placing a request. If no Patron ID or an invalid Patron ID is entered, the integration process will not work. If your patron records have an Interlibrary Loan identifier (illId) in them already that can be used to do a patron lookup in Alma,
we suggest you make this field required but not editable. This will allow the existing value to automatically populate the field on the request form while not allowing the patron to enter information that may be incorrect.

4. Click **Save**.

**Step 3: Activate Tipasa integration with Alma**

Caution: Activating features on this page is the final step. Integration will be active based on the configured settings after this page is saved. After you have completed Steps 1 and 2, activate [Tipasa integration with Alma](https://help.oclc.org/Resource_Sharing/Tipasa/Circulation_integration/Third_party_Circulation_integration/10_Set_…).