How do I set up ILL to only loan electronic material, and not physical books that must be shipped and returned?

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Applies to

- WorldShare Interlibrary Loan
- Tipasa

Answer

To stop receiving requests for physical material, and only get requests for electronic material, a deflection will have to be set up in the ILL Policies Directory.

1. Navigate to the ILL Policies Directory  www.illpolicies.oclc.org
2. Sign in using your ILL policies authorization and password
3. Once signed in, click on the Policies tab at the top
4. Deflections is on the top, click on the green plus sign "Add" on the right side of the Deflections title bar
5. Once inside the Deflection Policy template, You must choose a name like "deflect physical items"
6. You can choose to enable real-time deflection of loans and not copies of physical material, or to deflect both based on your needs
7. You can skip over the fees and borrowers categories, if you want to block all incoming requests regardless of those distinctions.
8. Under items, please "exclude" any electronic format that you wish to share.
9. After excluding the electronic formats, you are ready to create the policy by clicking Save at the bottom. This policy will deflect all material types that were not excluded.

Additional information

See Manage Policies for more information on creating deflections.

Page ID

29281