Tipasa

Tipasa provides new functionality that speeds fulfillment of interlibrary loan requests to save time for your staff and users. For implementation materials, please see Tipasa Implementation.

• Get started

   No image available

   Get started with Tipasa.
   ◦ Add a privacy notice
   ◦ Create a Tipasa account
   ◦ Prepare and plan
   ◦ Set or reset your password
   ◦ Sign in to Tipasa
   ◦ Tipasa account roles

• Article Exchange

   No image available

   This guide provides an overview of product features and related technologies. In addition, it contains recommendations on best practices, tutorials for getting started, and troubleshooting information for common situations.
   ◦ Add Article Exchange as preferred delivery method
   ◦ Article Exchange workflow
   ◦ Technical requirements

• Batch processing

   No image available

   Use batch processing to receive, return, and complete requests for multiple items.
   ◦ Batch processing for borrowers
   ◦ Batch processing for lenders
• Borrowing Requests

Create, manage and process borrowing requests.

◦ Borrowing Request fields
◦ Create and edit requests
◦ Process requests
◦ Proven Senders
◦ Return items
◦ Search for requests
◦ Send notifications to borrowers

• Configuration

Administrative settings for Tipasa are maintained in OCLC Service Configuration. In Service Configuration, you can set your interlibrary loan options, print settings, borrower and lender constant data, custom holdings groups, direct request profiles, and purchase options. As a Tipasa user, you can also turn on or off additional Tipasa settings.

◦ Interlibrary Loan Options
◦ Borrower Data
◦ Lender Data
◦ Custom Holdings Groups
◦ Custom Holdings Paths
◦ Direct Request Profiles
◦ Purchase Options
◦ Patron Request workforms
◦ Print Settings
◦ Advanced Workflows
◦ Patron Settings
◦ Notifications
◦ External System Settings
◦ Contacts
◦ Tipasa Non-WMS Circulation Integration
◦ Tipasa WMS Integration

• Constant data

No image available
This guide provides an overview of product features and related technologies. In addition, it contains recommendations on best practices, tutorials for getting started, and troubleshooting information for common situations.

- **Copyright**

  [No image available]

  Find information about managing copyright.

  - US Copyright management
  - Copyright for non-US libraries

- **Discover Items**

  [No image available]

  When you click Discover Items on the left navigation, an Advanced Search form will open on the screen. Completing a basic search will pre-populate the Advanced Search form with the terms from the original search. You can also conduct a search using only the Advanced Search form.

  - Search

- **Document Delivery**

  [No image available]

  The Document Delivery features allow your library to fulfill requests from patrons with items from your own collection.

  - Advanced Lending and Document Delivery
  - Create and process Document Delivery requests
  - Document Delivery request fields
  - Send document delivery notifications to patrons
  - Set up Document Delivery

- **Document suppliers**

  [No image available]

  The documentation in this section explains how to receive articles from document suppliers such as Get It Now and MyBib.

  - Article Galaxy from Reprints Desk
  - Get It Now (mediated service)
  - Use MyBib eL to deliver documents

- **Export**

  [No image available]
With Tipasa, you have access to the Export feature. All queues (except the Print queues and Linked Requests queues) and search results have the Export All button, which allows you to export all items in the queue or search results tab. When you export a queue or search results, you will be given a comma separated value (CSV) file. You can use this file for printing (merge request data with custom Microsoft Word, or other, print templates).

- Export a queue or search results
- Export Fields

• Interlibrary Loan Fee Management

No image available

The Interlibrary Loan Fee Management (IFM) feature lets libraries reconcile resource-sharing charges and payments through their monthly OCLC invoice. IFM helps libraries save money on fee-based transactions and simplify the transaction process.

- Configure IFM
- Manage IFM

• Lending Requests

No image available

Create, manage and respond to lending requests.

- Advanced Lending
- Complete requests
- Deflections
- Edit requests
- Lending Priorities
- Lending request detail
- Lend to non-OCLC libraries
- Respond to requests
- Search for requests
- Send notifications to borrowing libraries

• Patron management

No image available

With Tipasa, you can access your library's patron accounts for viewing, editing, and approving.

- Create patron accounts
- Manage patron accounts
- Search for patrons
- Tipasa patron data files
Print

With Tipasa, you can print individual requests, all requests in a queue, add requests to the print queue to print out later, and queue book straps and shipping and return labels to be printed.

- Printing for Borrowers
- Printing for Document Delivery Requests
- Printing for Lenders
- Printing for Purchasing Requests
- Print requests and manage queue

• RapidILL

RapidILL (OCLC symbol RAPID) is a service that allows Tipasa libraries with a subscription to RapidILL to submit and respond to copy requests through RapidILL from within the Tipasa interface.

- Manage borrowing requests
- Manage lending requests
- Set up RapidILL

• Tags

Tags are custom labels that can be applied to active requests. Your library can use tags as a way to group and keep track of requests. Tags are only visible to your library. The system maintains all tags created and saved to a request, and you can search for active and closed requests using tags. You can create up to 100 unique tags.

- Manage Tags
- View Tags

• User portal

The user portal is the patron interface of Tipasa. In the user portal, patrons can create requests, see the status of requests they submitted, and access any electronic documents that have been delivered via Article Exchange, knowledge base, or open access links. If enabled, patrons can also cancel or renew their requests. See for more information. Patrons will need to sign in to access the user portal.

- Communication Preferences and Account Details
- Customize the User Portal
- Requests
- Saved Searches
• Purchasing Requests

No image available

The Purchase option allows you to track items you may wish to purchase, instead of borrowing via interlibrary loan.

◦ Purchasing Requests

• WorldShare Acquisitions integration

No image available

Tipasa and WorldShare Acquisitions integration provides you with a method of submitting purchase requests directly to WorldShare Acquisitions from within the Tipasa interface.

◦ Set up integration
◦ Submit requests to WorldShare Acquisitions

• Circulation integration

No image available

Circulation integration provides you with a method to streamline the interlibrary loan-circulation process and workflow.

◦ WorldShare Circulation Integration
◦ Third-party Circulation integration

• Reference

No image available

Additional resources for Tipasa users.

◦ Categories and queues
◦ Configure OpenURL
◦ Days To Respond
◦ Formats
◦ ILL sources
◦ ILL statuses
◦ Notes
◦ Reports
◦ Request Aging
◦ Resource sharing features
◦ Search my library’s online catalog

• Tipasa release notes and known issues

No image available

https://help.oclc.org/Resource_Sharing/Tipasa
Powered by
Find Tipasa release notes and known issues. Release notes are documents that contain information about new product features and enhancements as installed in scheduled releases.

- 2019 Tipasa release notes
- 2018 Tipasa release notes
- 2017 Tipasa release notes
- Known issues

**Tipasa training**

No image available

Find training on Tipasa.

- Live classes
- Introduction to Tipasa
- Lending priorities and advanced lending workflows
- Patron management and notifications
- Copyright management
- Document delivery
- Exercises
- Videos

**Troubleshooting**

No image available

Find frequently asked questions (FAQ) and troubleshooting steps (Troubleshooting).

- Can .tiff files be sent through ILL?
- Do you have a list of recommended models of Barcode Readers and printers for Tipasa and WMS?
- How are the status and department fields used in Tipasa patron information?
- How can I get past the Failed to send email A system error has occurred error when sending Article Exchange emails?
- How do I apply a Custom Holdings Path to a request?
- How do I block a patron from using Interlibrary Loan?
- How do I grant someone access to approve patrons?
- How do I make a renewal request in Tipasa?
- How do I print book stickers instead of book straps?
- How do I request a change to a product?
- If I delete a tag in Tipasa, will the system remember it later?
- If users don't have notifications turned on will they still get Article Exchange links in User Portal?
- Is a FirstSearch subscription required to use Tipasa?
- Is it possible to point the SQL Alias Manager to two separate ILLiad Databases?
Is there a way to partially receive an ILL Request?
I am getting an error occurred message when trying to fulfill a request after buying the content through GetItNow
I am seeing the error message: "Shipped date is out of bounds"
I changed a request to Document Delivery, but it won't let me upload a file.
I need the Username and password for the Server Installer
I received the document to fulfill a request via email, but the request still appears as Considering
I want to make sure that users will receive notifications. How can I whitelist the notification servers?
Patron ID field not populating the request form
Unable to delete Custom Holdings Groups
We've recently switched to Tipasa from ILLiad, can we still access our ILLiad reports?
We are getting a message when we try to logon that our Security Certification has expired
We have not received any new lending requests in ILLiad today
We need to restart our server because we haven’t received new requests in a few hours and there are many new ones in Worldcat Resource Sharing that haven’t pulled in
When I click Print All in Tipasa, the print jobs are not being sent to my printer.
When I log into Tipasa staff user interface, I get the WorldShare interlibrary loan home staff user interface page instead
When trying to save the Patron Request Workform in the OCLC Service Configuration, I am receiving an error message that says "A field name must be selected"
Why are there no IFM Lending and Borrowing statistics for my library this month?
Why am I getting this error message when checking in an ILL request "Temporary item record failed to create (exception) unrecognized user"?
Why are my eperiodical requests coming back unfilled
Why are overdue notices going out even after I send a renewal request in TIPASA?
Why are the due dates appearing in an incorrect format in the Tipasa user interface?
Why doesn't my custom notification autopopulate the patron's email address?
Why do direct requests for articles sometimes request the article OCLC number, and other times request the OCLC number of the journal they are in?
Why is state/province information not appearing when I apply patron data to a borrowing request?
Why is the return address incorrect on our library's shipping labels?
Will a Direct Request go through if there is no patron ID located?