

OCLC Article Exchange



This document-sharing site provides a single, secure location where lending libraries can place – and library users can retrieve – articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article Exchange adds convenience, security and enhanced copyright compliance to online ILL sharing.

Use of Article Exchange is included in an OCLC Resource Sharing subscription at no additional charge. Users may upload up to 1,000 files per day per authorization.

Article Exchange may be used by those who utilize OCLC Resource sharing through FirstSearch or as an add-on for those who use ILLiad.

Article Exchange:

Eliminates security issues often encountered when documents are transmitted through email. Files up to 60 MB – including high resolution documents – can be placed on the site for pick-up by library users.

Supports compliance with copyright guidelines with automatic deletion of files. Viewed files are deleted after 5 views and unviewed files are deleted after 30 days.

Minimizes local technical support because the Web site requires no software download or special arrangements for access through a local firewall.


Provides platform-independent access from PCs, MACs or any operating system.

Article Exchange supports delivery of documents in the following formats: BMP, GIF, J2K, JIF, JFI, JFIF, JP2, JPE, JPEG, JPF, JPM, JPX, JPG, MDI, MJ2, PEG/JFIF, JPEG 2000, PDF, PNG, PSD, TIF, TIFF, TGA, TPIC, WEBP and ZIP.

OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file.

OCLC® Article Exchange

Signed in as 100382291 [Sign out](#)



Select a file to drop:

This document-sharing site provides a single, secure location where lending libraries can place—and library users can retrieve—articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article Exchange adds convenience, security and enhanced copyright compliance to online ILL sharing.

- [Quick Reference](#)
- [About Article Exchange](#)
- [Terms of Use](#)
- [Give us feedback](#)

Instructions for lending library staff

OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file.

Select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.

Next you need to:

- Save the URL and password and insert them into the Lender workform in Lending Notes or the Alert field.
- Update the ILL request to YES.
- Send an e-mail to let the borrower know there is a document available for pick-up. Click on the e-mail button and insert the borrowing library's e-mail address. Also include the interlibrary loan record number so the borrower can trace the request.

After the file has initially been picked up, it will remain available on this site for five days. After five days, the file will be removed. A file can be picked up a maximum of five times for each URL/password combination. Files that are never picked up will be removed after 30 days.

For OCLC Resource Sharing users, begin by opening the request and clicking on Article Exchange link

The screenshot shows the OCLC FirstSearch interface in a Mozilla Firefox browser. The browser's address bar displays the URL: `firstsearch.oclc.org/WebZ/SageNavigateRequests?next=sessionid=fsapp4-47161-h632vj0-9t31.sp.entitypagenum=5.0:resultSetId=1599978277:resultSetIndex=7:displayFormat=F`. The page title is "Forrest R. Polk Library -- Staff View Display".

The interface features a top navigation bar with several links: "Resource Sharing", "News", "Article Exchange", "My Statistics", "My Account", "Options", "Policies Directory", "Comments", "Exit", and "Hide tips". The "Article Exchange" link is circled in black. Below this bar is a secondary navigation bar with tabs for "Request Manager", "Blank Workform", "Printing", "Batch", "My Requests", and "Go to page".

The main content area includes a "Constant Data" section with radio buttons for "Yes", "No", and "Conditional". The "No" option is selected, and the "Reason For No" is set to "In use/on loan". There are also fields for "Leading Notes" and "Alert".

Below the form is a pagination control showing "7" records, with "Prev" and "Next" buttons. The main data section is titled "GENERAL RECORD INFORMATION" and contains the following details:

- Request Identifier: 93993173
- Request Date: 20120820
- OCLC Number: 1564555
- Borrower: GZE
- Request Type: Copy
- Status: IN PROCESS 20120820
- Source: ILLiad
- Need Before: 20120919
- Renewal Request: New Due Date:

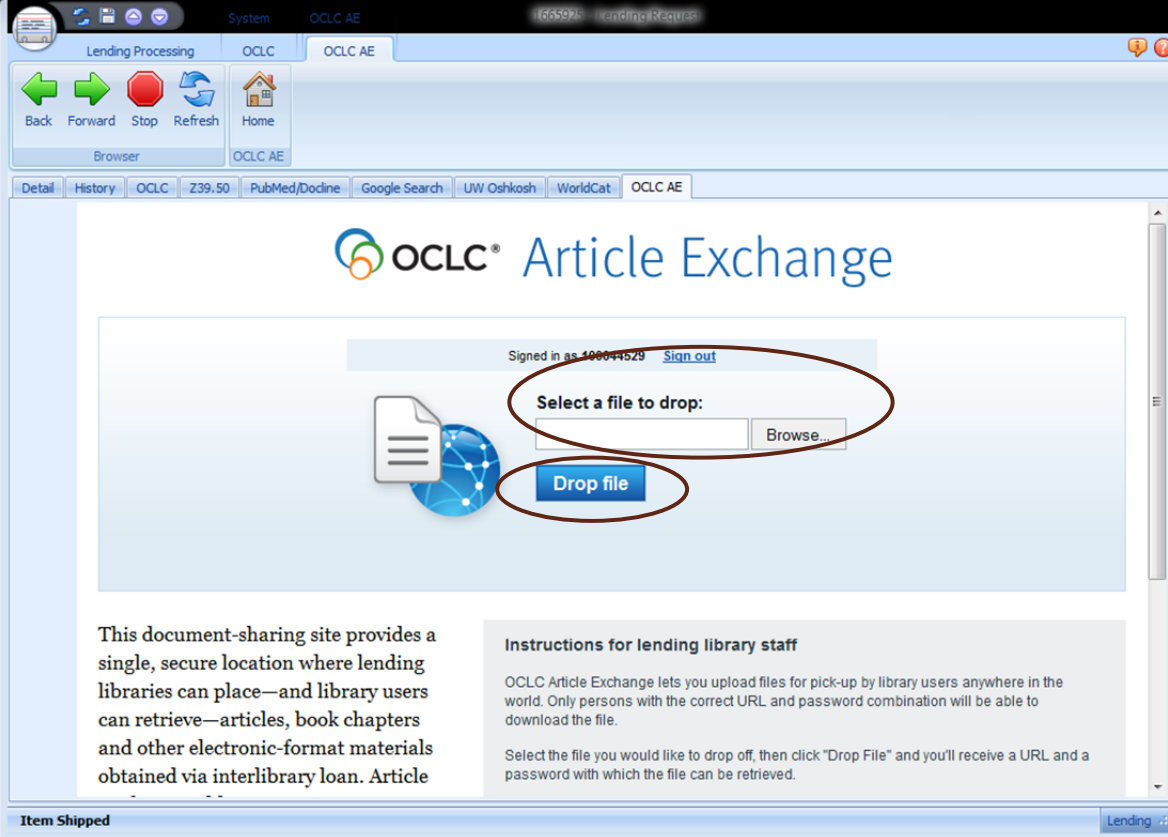
The "BIBLIOGRAPHIC INFORMATION" section includes:

- Call Number:
- Title: Comparative literature.
- ISSN: 0010-4124
- Edition: any
- Imprint: Durham, NC, Duke University Press.
- Article Author: Krishnaswamy.
- Article Title: Toward World Literary Knowledges: Theory in the Age of Globalization.
- Volume: 62
- Number: 4
- Date: Fall 2010
- Pages: 399-419
- Verified: <TN:1747878><ODYSSEY:216.54.119.75/GZE> OCLC

The "MY LIBRARY'S HOLDINGS INFORMATION" section shows:

- LHR Summary for 1564555: 8-43(1956-2011)
- Lending Policies: Unknown / Unknown
- Location: GZ00

Click "Browse", select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.



The screenshot shows a web browser window displaying the OCLC Article Exchange interface. The browser's address bar shows the URL "http://166592.ocs.oclc.org/oclc/ae/". The page title is "OCLC Article Exchange". The user is signed in as "100044529" and has a "Sign out" link. The main content area features a "Select a file to drop:" label, a text input field, and a "Browse..." button. Below this is a blue "Drop file" button. A red oval highlights the "Drop file" button, and another red oval highlights the "Browse..." button and the text input field. The page includes a sidebar with navigation links like "Detail", "History", "OCLC", "Z39.50", "PubMed/Docline", "Google Search", "UW Oshkosh", "WorldCat", and "OCLC AE". At the bottom, there is a status bar with "Item Shipped" on the left and "Lending" on the right. A text box at the bottom right provides instructions for lending library staff: "OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file. Select the file you would like to drop off, then click 'Drop File' and you'll receive a URL and a password with which the file can be retrieved."

Save the URL and password and insert them into the Lender workflow in Lending Notes or the Alert field.

The image displays two screenshots from a web browser. The top screenshot shows the OCLC Article Exchange interface. A green notification box states: "Your drop was successful! The file is available at <http://oclc.org> Password: [tc0GjRhw](#) [E-mail a notification]". A red circle highlights this notification. Below the notification is a text block: "This document-sharing site provides a single, secure location where lending libraries can place—and library users can retrieve—articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article Exchange adds convenience, security and enhanced copyright compliance to online ILL sharing." It includes links for "Quick Reference", "About Article Exchange", "Terms of Use", and "Give us feedback".

The bottom screenshot shows a library staff view of a loan record. A black box highlights the "Lending Note" field, which contains the URL and password from the notification above. The record details include: Request Identifier: 9386095, Request Date: 20120817, OCLC Number: 9801119, Borrower: WIS, Receive Date: [blank], Due Date: [blank], Lenders: *O2O, O2N, O2C, O2K, WJD, Request Type: Loan, ALER: [blank]. Bibliographic information includes: Call Number: [blank], Author: Tucker, Ken. 1953-, Title: Making Bill O'Reilly, meeting Mitt Pappo - 100 things to love and hate about TV! ISBN: 978012336570, Imprint: New York : St Martin's Press, 2005, Variant: [ATN 174762D-ADN19887216 54 113 75WJD- OCLC](#). Borrowing information includes: Patron: Yagel, Linda, Ship To Address 1: University of Wisconsin-Stevens Point Library/John Interlibrary Loan/300 Reserve Street/Stevens Point, WI 54481, Bill To Address 1: same, Ship Via: OCLCey (preferred), then Airtel, then Email, Electronic Delivery: OCLCey - 216 54 113 75WIS, Maximum Cost: [blank], Copyright Compliance: None, Fax: 715.948.2367, Email: InterlibraryLoan@uwp.edu, Borrowing Notes: *CLSD- Please ship via OCLCey (preferred), then Airtel, then Email. We prefer reciprocal agreements. We are a participant in the SCLS delivery service. (macOut: URS)

Update the ILL request to YES.

The screenshot shows the OCLC FirstSearch interface for managing Interlibrary Loan (ILL) requests. The page is titled "Staff View" and "Display". The main navigation bar includes "Request Manager", "Blank Workform", "Printing", "Batch", and "My Requests". The "My Requests" section shows a request in "IN PROCESS - Lender" status.

The "Yes" option is selected for the request status. The "Update" button is circled in red, indicating the action to be taken.

GENERAL RECORD INFORMATION

Request Identifier: 93856095	Status: IN PROCESS 20120817
Request Date: 20120817	Source: ILLiad
OCLC Number: 56817119	
Borrower: WIS	Need Before: 20120914
Receive Date:	Renewal Request:
Due Date:	New Due Date:
Lenders: *GZO, GZN, GZQ, GZK, WIQ	
Request Type: Loan	

BIBLIOGRAPHIC INFORMATION

Call Number:

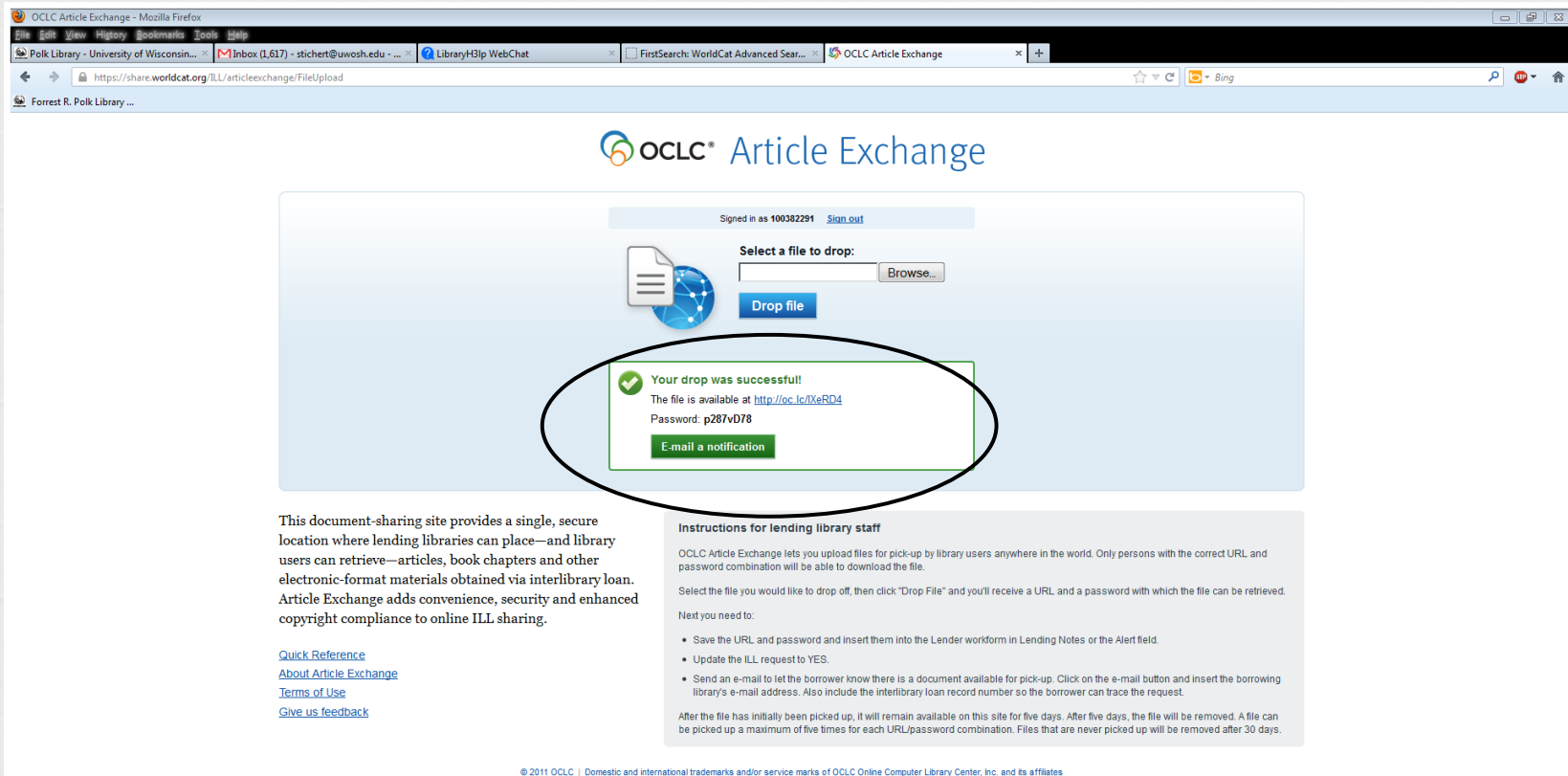
Author: Tucker, Ken, 1953.
Title: Kissing Bill O'Reilly, roasting Miss Piggy : 100 things to love and hate about TV /
ISBN: 9780312330576
Imprint: New York : St. Martin's Press, 2005.
Verified: <TN:1747802><ODYSSEY:216.54.119.75/WIS> OCLC

MY LIBRARY'S HOLDINGS INFORMATION

BORROWING INFORMATION

Patron: Vogel, Linda
Ship To Address 1: University of Wisconsin-Stevens Point Library/Attn: Interlibrary Loan/900 Reserve Street/Stevens Point, WI 54481
Bill To Address 1: same
Ship Via: Odyssey (preferred), then Ariel, then Email
Electronic Delivery: Odyssey - 216.54.119.75/WIS
Maximum Cost:
Copyright Compliance: None
Fax: 715.348.2387
Email: Interlibrary.Loan@uwsp.edu

Send an e-mail to let the borrower know there is a document available for pick-up. Click on the e-mail button and....



The screenshot shows a web browser window with the OCLC Article Exchange interface. The page title is "OCLC Article Exchange" and the URL is "https://share.worldcat.org/ILL/articleexchange/FileUpload". The user is signed in as "100382291". The main content area features a "Select a file to drop:" section with a "Browse..." button and a "Drop file" button. Below this, a green-bordered box with a checkmark icon contains the message: "Your drop was successful! The file is available at <http://oc.lc/lXeRD4> Password: p287vD78". A green "E-mail a notification" button is located at the bottom of this box. To the left of the main content, there is a paragraph describing the site's purpose and several links: "Quick Reference", "About Article Exchange", "Terms of Use", and "Give us feedback". To the right, there is a section titled "Instructions for lending library staff" which provides detailed instructions on how to use the service, including saving the URL and password, updating the ILL request, and sending an e-mail to the borrower. At the bottom of the page, there is a copyright notice: "© 2011 OCLC | Domestic and international trademarks and/or service marks of OCLC Online Computer Library Center, Inc. and its affiliates".

Signed in as 100382291 [Sign out](#)

Select a file to drop:
 [Browse...](#)
[Drop file](#)

Your drop was successful!
The file is available at <http://oc.lc/lXeRD4>
Password: p287vD78
[E-mail a notification](#)

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[Quick Reference](#)
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Instructions for lending library staff

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Select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.

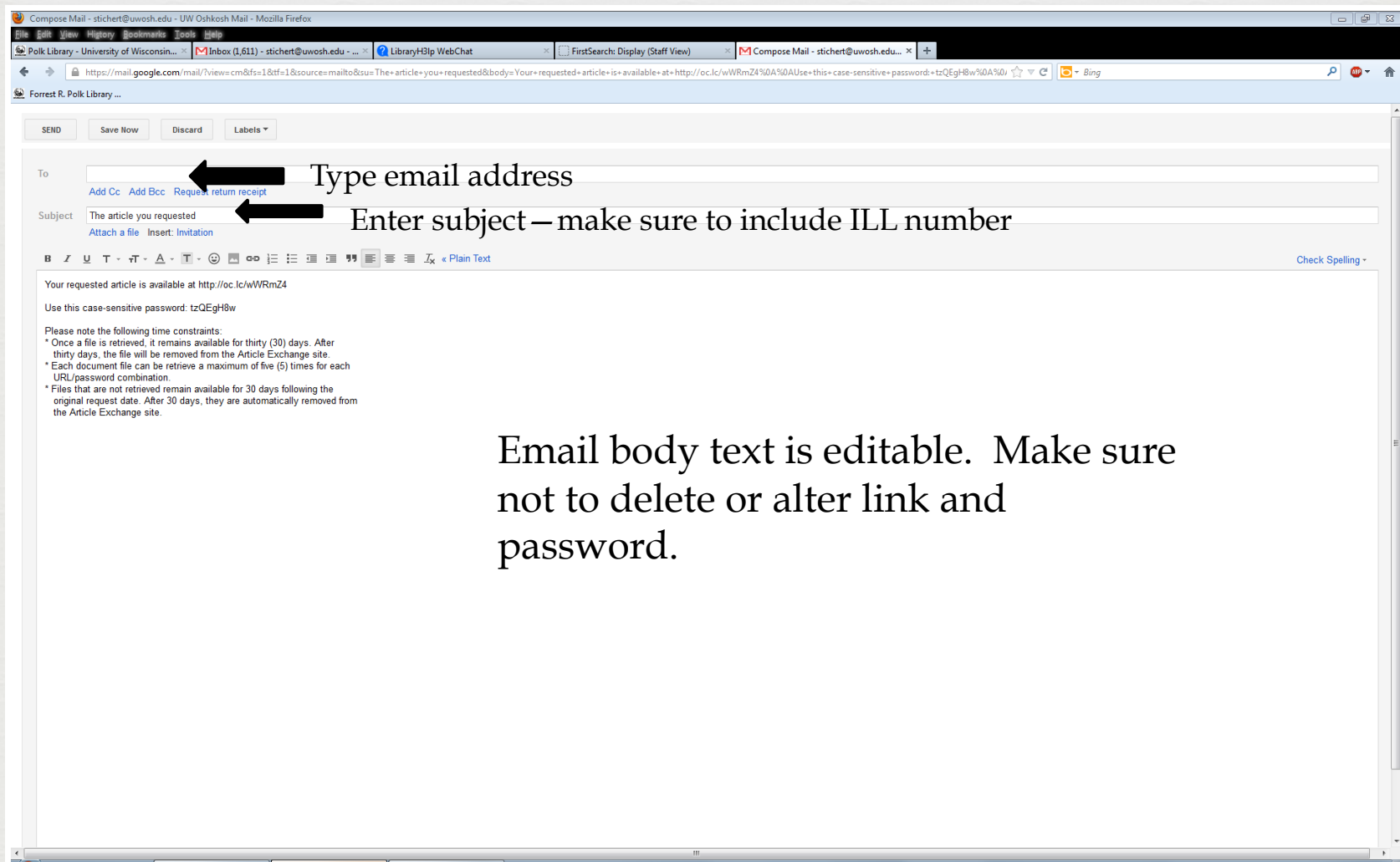
Next you need to:

- Save the URL and password and insert them into the Lender workform in Lending Notes or the Alert field.
- Update the ILL request to YES.
- Send an e-mail to let the borrower know there is a document available for pick-up. Click on the e-mail button and insert the borrowing library's e-mail address. Also include the interlibrary loan record number so the borrower can trace the request.

After the file has initially been picked up, it will remain available on this site for five days. After five days, the file will be removed. A file can be picked up a maximum of five times for each URL/password combination. Files that are never picked up will be removed after 30 days.

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...insert the borrowing library's e-mail address. Also include the interlibrary loan record number so the borrower can trace the request.



Email body text is editable. Make sure not to delete or alter link and password.

Using Article Exchange from ILLiad as an “add-on” tab

The screenshot displays the ILLiad Lending Request interface. At the top, the title bar shows "System" and "1665925 Lending Request". Below the title bar is a navigation menu with tabs for "Lending Processing" and "OCLC". A toolbar contains various icons and buttons such as "Cancel Request", "Conditionalize Request", "Mark Found", "Mark Found Scan Now", "Route", "Policies Directory", "Resend Request", "Billing", "View", "Send E-Mail", "Print Request", "Add to Print Queue", "Print and Empty Queue", and "Pending Updates". Below the toolbar is a secondary navigation bar with tabs for "Detail", "History", "OCLC", "Z39.50", "PubMed/Docline", "Google Search", "UW Oshkosh", "WorldCat", and "OCLC AE". The "OCLC AE" tab is circled in red. The main content area is divided into several sections: "General Request Information" (Transaction Number: 1665925, Username: GZO, Transaction Date: 2/24/2012 1:35 PM, Delivery Method, Service Level: Regular, Billing Account), "OCLC Information" (ILL Number: 87699912, OCLC Number: 4171295, Lending String: *GZO,GZT,IDU,ICN,IGB, Borrower: WOP 1, System ID: OCLC 0, OCLC Status: Record not found), "Article Info" (Journal Title: Educational evaluation and policy analysis., Volume/Issue: 4 2, Month/Year/Pages: 1982 237-47, Article Title: Public Efficiency and Private Choice in Higher Education, Item Author/Publisher, Item Place/Edition: Latest), "Item Information" (Call Number: per, Location, Due Date, Reason For Cancellation, Item Num/Ref Num, ISxN: 0162-3737, Special Instructions, Max Cost/Pieces: 1), and "Citation Information" (Cited In: [Washington, American Educat, Title, Date, Volume/Pages). At the bottom, there is an "Item Shipped" status and a "Lending" button.

Locate article to fill request from online databases or from folder where scans from print items from your collection are stored.

Click "OCLC AE" tab in lending request form.

The screenshot displays the OCLC Lending Processing software interface. At the top, there is a toolbar with various icons for actions like 'Cancel Request', 'Conditionalize Request', 'Mark Found', 'Mark Found Scan Now', 'Route', 'Policies Directory OCLC', 'Resend Request Odyssey', 'Billing', 'View', 'Send E-Mail', 'Print Request', 'Add to Print Queue', 'Print and Empty Queue', and 'Pending Updates System'. Below the toolbar is a navigation bar with tabs for 'Detail', 'History', 'OCLC', 'Z39.50', 'PubMed/Dodline', 'Google Search', 'UW Oshkosh', 'Worldcat', and 'OCLC AE'. The 'OCLC AE' tab is circled in red. The main area is divided into several sections: 'General Request Information' (Transaction Number: 1665925, Username: GZO, Transaction Date: 2/24/2012 1:35 PM, Service Level: Regular, Billing Account:), 'OCLC Information' (ILL Number: 87699912, OCLC Number: 4171295, Lending String: *GZO,GZT,IDU,ICN,IGB, Borrower: WOP 1, System ID: OCLC 0, OCLC Status: Record not found), 'Article Info' (Journal Title: Educational evaluation and policy analysis, Volume/Issue: 4 2, Month/Year/Pages: 1982 237-47, Article Title: Public Efficiency and Private Choice in Higher Education), 'Item Information' (Call Number: per, Due Date: , Item Num/Ref Num: , ISxN: 0162-3737, Max Cost/Pieces: 1), and 'Citation Information' (Cited In: [Washington, American Educat]). At the bottom, there is a status bar with 'Item Shipped' and 'Lending' buttons.

Clicking tab will bring you to Article Exchange screen. Click “browse” to find file on your machine. Then click “drop file”.

OCLC® Article Exchange

Signed in as 100044529 [Sign out](#)

Select a file to drop:

This document-sharing site provides a single, secure location where lending libraries can place—and library users can retrieve—articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article

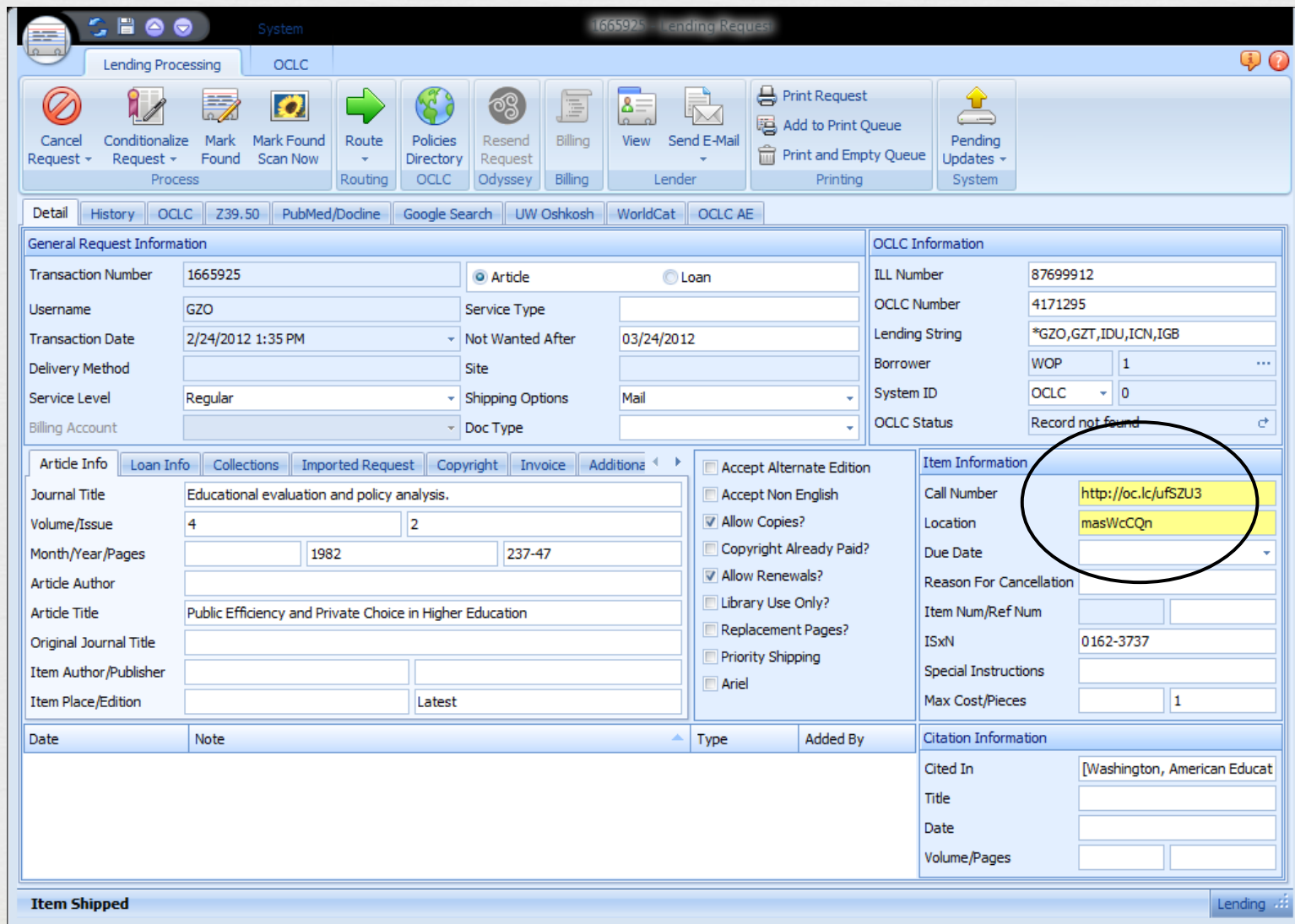
Instructions for lending library staff

OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file.

Select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.

Item Shipped Lending

The hyperlink to the article as well as the password will be inserted into the request.



The screenshot displays a web-based interface for managing library requests. The top navigation bar includes tabs for 'Lending Processing' and 'OCLC'. Below this is a toolbar with various action buttons such as 'Cancel Request', 'Conditionalize Request', 'Mark Found', 'Mark Found Scan Now', 'Route', 'Policies Directory', 'Resend Request', 'Billing', 'View', 'Send E-Mail', 'Print Request', 'Add to Print Queue', 'Print and Empty Queue', and 'Pending Updates System'. The main content area is divided into several sections:

- General Request Information:** Transaction Number (1665925), Username (GZO), Transaction Date (2/24/2012 1:35 PM), Delivery Method, Service Level (Regular), Billing Account, and Doc Type.
- OCLC Information:** ILL Number (87699912), OCLC Number (4171295), Lending String (*GZO,GZT,IDU,ICN,IGB), Borrower (WOP 1), System ID (OCLC 0), and OCLC Status (Record not found).
- Article Info:** Journal Title (Educational evaluation and policy analysis.), Volume/Issue (4 2), Month/Year/Pages (1982 237-47), Article Author, Article Title (Public Efficiency and Private Choice in Higher Education), Original Journal Title, Item Author/Publisher, and Item Place/Edition (Latest).
- Item Information:** Call Number (http://oc.lc/uFSZU3), Location (masWcCQn), Due Date, Reason For Cancellation, Item Num/Ref Num, ISxN (0162-3737), Special Instructions, and Max Cost/Pieces (1).
- Citation Information:** Cited In (Washington, American Educat), Title, Date, and Volume/Pages.

At the bottom of the interface, there is a status bar with 'Item Shipped' and 'Lending' buttons.

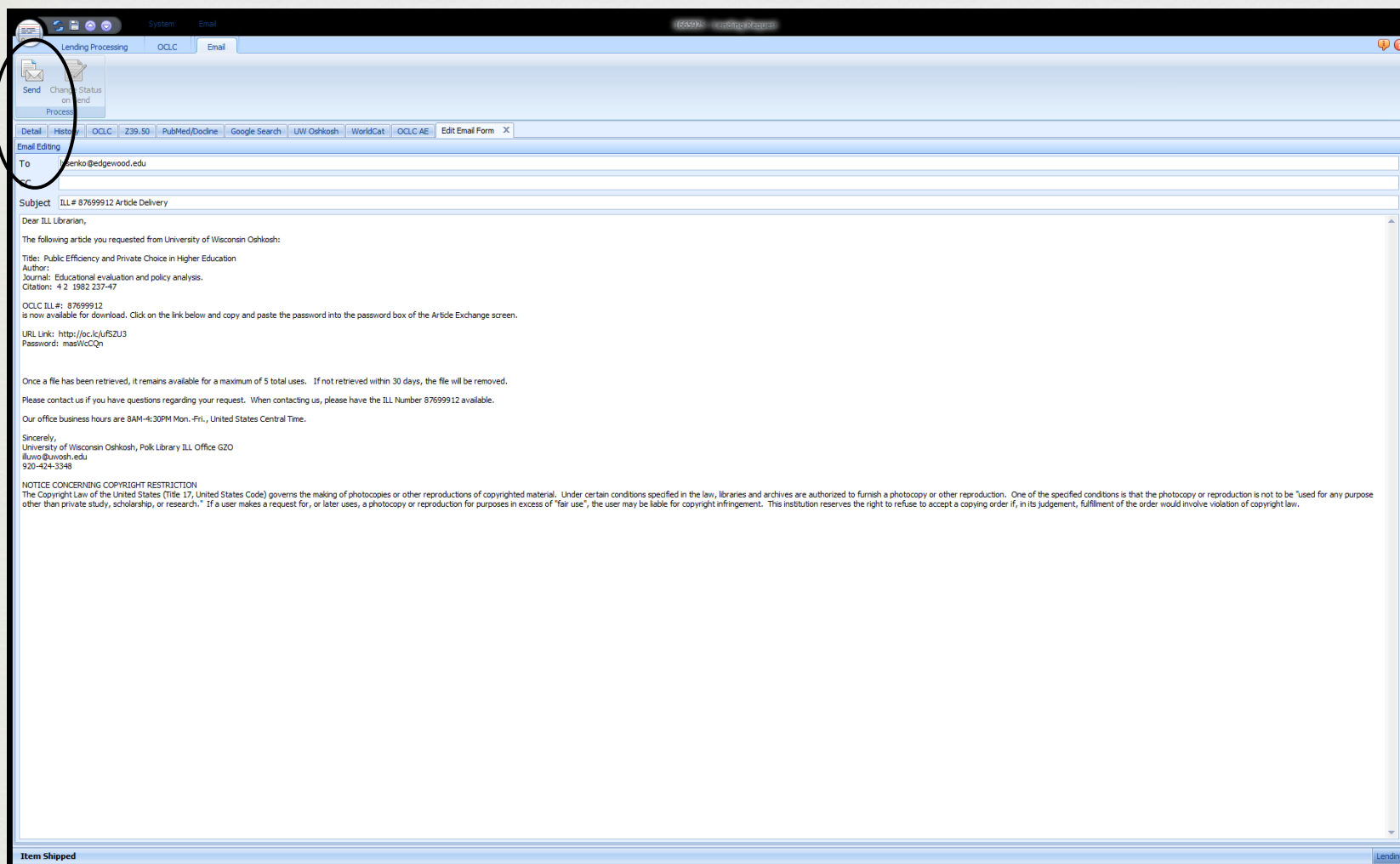
To send an email with the link to the borrowing library, click the “send e-mail” tab in the ribbon above the request.

The screenshot displays the OCLC Lending Processing interface. The ribbon at the top contains several tabs, with 'Send E-Mail' circled in black. Below the ribbon, the interface is divided into several sections:

- General Request Information:** Transaction Number: 1665925, Service Type: Article, Transaction Date: 2/24/2012 1:35 PM, Not Wanted After: 03/24/2012, Service Level: Regular, Shipping Options: Mail, Billing Account: [blank], Doc Type: [blank].
- OCLC Information:** ILL Number: 87699912, OCLC Number: 4171295, Lending String: *GZO,GZT,IDU,ICN,IGB, Borrower: WOP 1, System ID: OCLC 0, OCLC Status: Record not found.
- Article Info:** Journal Title: Educational evaluation and policy analysis., Volume/Issue: 4 2, Month/Year/Pages: 1982 237-47, Article Author: [blank], Article Title: Public Efficiency and Private Choice in Higher Education, Original Journal Title: [blank], Item Author/Publisher: [blank], Item Place/Edition: Latest.
- Item Information:** Call Number: http://oc.lc/ufSZU3, Location: masWcCQn, Due Date: [blank], Reason For Cancellation: [blank], Item Num/Ref Num: [blank], ISxN: 0162-3737, Special Instructions: [blank], Max Cost/Pieces: 1.
- Citation Information:** Cited In: [Washington, American Educat], Title: [blank], Date: [blank], Volume/Pages: [blank].

At the bottom left, there is a status bar that says 'Item Shipped'. At the bottom right, there is a 'Lending' button.

The email box will open up with the information inserted into it. All you have to do now is click “send” and the article will be delivered to the borrowing library. The request will automatically be set to “request finished” if you have set that up in the customization manager email path.



Implementation

OCLC Resource Sharing

Article Exchange is pretty much set up already for your library if you use OCLC FirstSearch Resource Sharing. Since the link sends you to your email, you may edit the canned email that is sent to the borrowing library. You could also just have an email set up already and just include the link/password combination in the email.

ILLiad

If you use ILLiad, you can use Article Exchange in two ways. You can either log into FirstSearch and click on the Article Exchange link at the top of the Resource Sharing page, drop your file and include the link/password combination in an email from your email account to your borrower, or, you can set up Article Exchange in ILLiad so that you can just click “send email” and a canned email that you wrote with the library information, ILL number, and link/password combination included is sent to the borrowing library.

Setting up in ILLiad

Go to Atlas Systems Add-Ons Directory – click on OCLC Article Exchange Link

The screenshot shows the Atlas Systems Add-Ons Directory website. The page title is "Addons Directory - ILLiad Addons - Atlas Systems - Mozilla Firefox". The browser address bar shows the URL: <https://prometheus.atlas-sys.com/display/ILLiadAddons/Addons+Directory>. The page content is a table of add-ons, with the "OCLC Article Exchange" link circled in red.

Add-on Name	Version	Library	Description
EDSSearch	1.2	Jung Moon, UMUC Library	EBSCO Delivery Search
GIST	1.0	IDS Project	The GIST add-on does a GIST search for an ISBN for loans based on the LoanTitle.
GIST Acquisitions Manager		SUNY Geneseo	The GIST Acquisitions Manager is a new type of acquisitions system built within ILLiad using new GIST tables and GIST Addons.
GIST Purchase	1.65	IDS Project	This Addon Does an ISBN or Title search; ISBN will be run if one is available. Contains the following resources: Abe Books, Absolute Backorder Service, Addall, Alibris, Amazon, Barnes and Noble, Better World Books, Book House, Bookmooch, BUSCA, Cassalini, FirstSearch, GOBI, Hulu, IMDb, Ingram, Midwest Tape, Oaister, Paperbackswap, Rittenhouse, SwapaCD, SwapADVD, TitleSource3.
GOBI	1.3	IDS Project	This GOBI Addon does an ISBN or Title search. ISBN will be run if one is available.
Google Combined	2.2	IDS Project	Search Google Scholar, Google Books and Google.
Google Maps KML Viewer	1.0	Austin Smith, UMUC ILS	Displays addresses or maps in Google Maps.
Hathi Trust Catalog	1.1	IDS Project	This Addon does an ISBN or Title search. ISBN will be run if one is available.
Innovative Catalog	1.0	IDS Project	Performs an Innovative OPAC search for OCLC Number, ISBN/ISSN, or title.
Internet Archive Search	1.1	Simmons College Library	Performs a search of internet archive for a loans' LoanTitle.
Kirtas Book Searches	1.0	New York Public Library	Performs a Kirtas Books search for the LoanTitle for loans.
Netflix Search	1.3	Atlas Systems, Inc.	The Netflix Search Addon allows you to search Netflix automatically for loan requests in Borrowing or Doc Del using the LoanTitle.
NLM Form	1.2	California Polytechnic State University	Populates the NLM web form for an inter-library loan request when you select "Import Fields" from the ribbon inside the Add-on.
OCLC Article Exchange	1.5	Atlas Systems, Inc.	Access OCLC Article Exchange from within ILLiad with options to import information into requests.
Open URL Linker	1.0	IDS Project	Does a full open URL query for a given ILLiad Request. Can be used with the SFX Link Resolver. Should work with any OpenURL resolver.
Powell's	1.1	IDS Project	This Addon does an ISBN or Title search. ISBN will be run if one is available.
Proquest Dissertation Search	1.2	University of Cincinnati Libraries	Performs an Advanced title search for the LoanTitle for loans on Proquest Dissertation Abstracts.
RCL	1.0	IDS Project	This Addon does an ISBN or Title search on RCLWeb; ISBN will be run if one is available.
Returns Tracking	1.0	Joe Ellison	Displays tracking information for borrowing returns based on a given tracking number
SearchPad	1.1	Patrick Hancy - Cornell University Library	Links to catalogs and other resources.
Serials Solutions Citation Linker	2.9	IDS Project	Does a full Serials Solution Citation search for an article and processes the ILL licensing data through the ALIAS API.
SFX Linker with ALIAS	2.1	IDS Project	Does a full SFX search for an article and processes the ILL licensing data through the ALIAS API and also performs a price lookup of the article using the CCC GetItNow Service.
SpringerLink	1.0	IDS Project	This Addon does an ISBN or Title search; ISBN will be run if one is available.
Textbook Search	2.1	Austin Smith, UMUC ILS	Searches the Textbook Database.
Title Source 3 Search	1.0	IDS Project	Performs a TitleSource3 search using ISBN or Title/Author.
Voyager OPAC Search	1.3	Atlas Systems, Inc.	Performs a Voyager OPAC title search with the option for a keyword search as well.
VuFind OPAC Search	1.0	Wake Forest University - Z	Performs a VuFind OPAC title search. On a record page, Import Info will copy the call number and location values.

Powered by Atlassian Confluence 3.5.1, the Enterprise Wiki | Report a bug | Atlassian News

My suggestion is to click on Tutorial and Workflow Tips *FIRST* and read them thoroughly before you click on the link to download the file to your computer.

The screenshot shows a web browser window displaying the OCLC Article Exchange add-on page. The browser's address bar shows the URL: <https://prometheus.atlas-sys.com/display/ILLiadAddons/OCLC+Article+Exchange>. The page title is "OCLC Article Exchange".

The left sidebar lists various add-ons under "ILLiad Addons". The "OCLC Article Exchange" add-on is selected and highlighted in blue. Below it, the "Tutorial" and "Workflow Tips" links are circled in red.

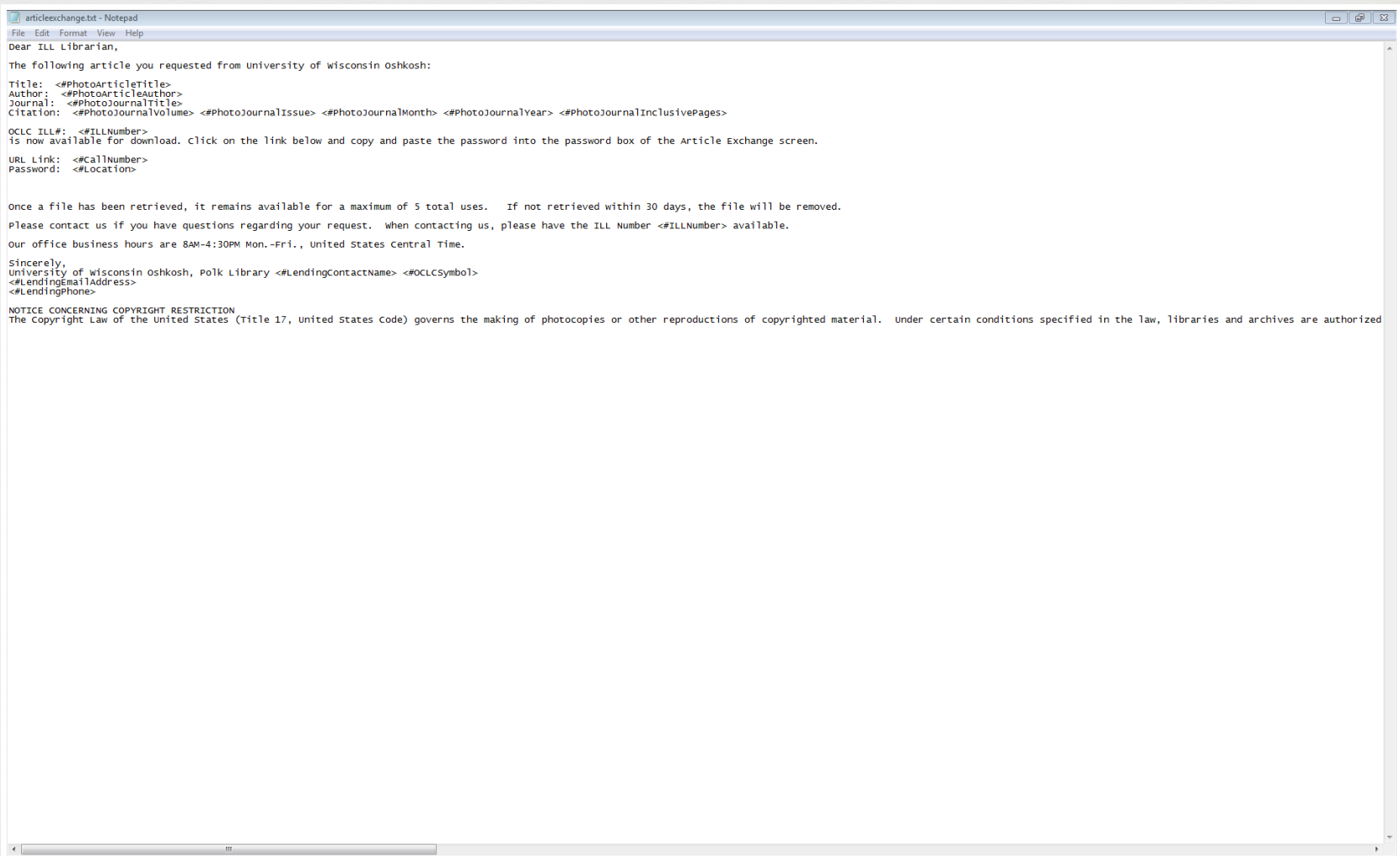
The main content area displays the "OCLC Article Exchange" settings page. It includes a "Settings" table with the following data:

Setting Name	Default Value	Type	Description
AutoCopyToClipboard	False	Boolean	Determines if the URL and Password are copied to the clipboard upon successful drop.
AutoImportIntoTransaction	False	Boolean	Determines if the URL and Password are imported into the transaction record upon successful drop.
AutoImportUIField		String	Determines the transaction field into which to import the URL if AutoImportIntoTransaction is enabled.
AutoImportPasswordField		String	Determines the transaction field into which to import the Password if AutoImportIntoTransaction is enabled.

Below the table, there is a "Download" section with the text: "Current Version of this add-on is: 1.5" and a link to "Download zip file: OCLCAE.zip".

At the bottom of the page, there is a footer that reads: "Powered by Atlassian Confluence 3.5.1, the Enterprise Wiki | Report a bug | Atlassian News".

The tutorial suggests you create an email template while you are halfway into the install/configuration of the add-on. I did this before I even downloaded the add-on. My template is below.



```
articleexchange.txt - Notepad
File Edit Format View Help
Dear ILL Librarian,

The following article you requested from university of wisconsin oshkosh:

Title: <#PhotoArticleTitle>
Author: <#PhotoArticleAuthor>
Journal: <#PhotoJournalTitle>
Citation: <#PhotoJournalVolume> <#PhotoJournalIssue> <#PhotoJournalMonth> <#PhotoJournalYear> <#PhotoJournalInclusivePages>

OCLC ILL#: <#ILLNumber>
is now available for download. Click on the link below and copy and paste the password into the password box of the Article Exchange screen.

URL Link: <#CallNumber>
Password: <#Location>

Once a file has been retrieved, it remains available for a maximum of 5 total uses. If not retrieved within 30 days, the file will be removed.
Please contact us if you have questions regarding your request. When contacting us, please have the ILL Number <#ILLNumber> available.
Our office business hours are 8AM-4:30PM Mon.-Fri., United States Central Time.

Sincerely,
University of Wisconsin Oshkosh, Polk Library <#LendingContactName> <#OCLCSymbol>
<#LendingEmailAddress>
<#LendingPhone>

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The rest of the directions in the tutorial will take you through configuring the add-on with the “manage add-on” tab under settings. You will also need to set up the path in the customization manager so that the client knows where to draw the file from and what action to take once the “send e-mail” tab is clicked. Once you have all the set up functions done, it is really easy to use with two or three clicks.

You will have to install the add-on and copy the email template onto each machine that wants to use the add on. The good thing is once the path is set up in the customization manager it applies to all of the machines at your institution.

Helpful hint: I did screen prints of the tutorial and printed the workflow tips.

I like Article Exchange because:

It replaces a tedious, multi-step process of scanning and emailing articles to borrowing institutions.

Lets us send large file sizes, including colored photos, that are too large for our email system to handle.

It's free if you already pay for OCLC services.

As mentioned before, replaces having to email files as attachments and practically eliminates using the fax machine and it's poor quality of delivered images.

Useful links

ILLiad 8.3 documentation:

<https://prometheus.atlas-sys.com/display/illiad/ILLiad+8.3+Home+Page>

Atlas Systems add-on page:

<https://prometheus.atlas-sys.com/display/ILLiadAddons/Addons+Directory>

OCLC FirstSearch documentation (information on Article Exchange about 1/2 way down in the 1st column:

<http://www.oclc.org/support/documentation/resourcesharing/default.htm>

Questions?

Contact me at:
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920-424-3348.