

Libraries Australia Document Delivery At a Glance – Configuring Own Services

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Libraries Australia Document Delivery Logon

<http://docdel.librariesaustralia.nla.gov.au/>

Libraries Australia Document Delivery Manual

<http://www.nla.gov.au/librariesaustralia/manuals.html#laddman>

Learn Libraries Australia Document Delivery

<http://www.nla.gov.au/librariesaustralia/manuals.html#learnladd>

ILRS Code

<http://www.nla.gov.au/initiatives/ilrscodel/ilrscodel.html>



ILRS Directory

<http://www.nla.gov.au/ilrs/>





About Own Services

The 'Own Services' function allows a library to configure the default cost when shipping an item to a particular location (i.e. your library as Responder). For example, if your library has agreed to supply another library on a reciprocal basis, an ILL 'Own Service' can be setup to default a \$0 cost into the Ship Cost and Base Cost fields when shipping to the requesting library. Note that 'Own Services' can only be configured for Libraries which are LA Doc Del members and use LA Doc Del to request from your Library.

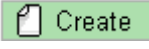
Viewing Own Services for your Location

1. Go to  from the left side menu
2. Select  from the options across the top of the screen

This will take you to the '**Services**' screen. If you have existing services configured, you will be able to view the summary for each service from this screen, for example:

Services							Location: QCCL		
Requester	Service ID	Service Type	Service Level	Inherits From	Base Cost	Currency	Tax Rate		
NHUR HURSTVILLE CITY LIBRARY SERVICE	294	Copy non returnable	Wildcard		0	Australian Dollars	Exempt	  	

Adding a New Service

To add a new service, click on the  button. The ILL Service window will appear:

ILL Service

Responder Cairns City Library Service

Requester

Service Type

Service Level

Cost

Currency Australian Dollars

Tax Rate

Responder – The long description of your library

Requester – Select the location that requests from your library

Service Type – Select ‘Copy non returnable’, ‘Loan’ or ‘Wildcard’. Wildcard means that the ILL Service will apply to both Copy non returnable and Loan requests.

Service Level – Select the service level you wish to apply to this ILL service. ‘Wildcard’ means that the ILL Service will apply to all requests supplied at the ‘Core’, ‘Rush’ or ‘Express’ service levels.

Cost – Enter the cost you wish to have the request default to when shipping. Note that at the time of shipping the cost can still be reset by submitting the ‘Recalc cost’ function.

Currency – This should be kept at the default Australian Dollars

Tax Rate – This should be left blank


When you have completed the required fields, click  and you should be able to see the new service added on the ‘**Services**’ summary screen.


Repeat the above process until you have configured all your locations ‘Own Services’.

Viewing and Editing the Details of Services

For each service on the ‘**Services**’ screen, you will have the following options:

 **Attributes** DO NOT USE

 **Edit** Select this option if you wish to change any of the existing Service Details.

 **Delete** Select this option if you wish to remove the Service.