

Own Services – At A Glance

Libraries Australia Help Desk:



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LADD Links:



Login: <http://docdel.librariesaustralia.nla.gov.au/>
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 ILRS Code: www.alia.org.au/interlibrary.lending/ilrs.code.html
 ILRS Directory: www.nla.gov.au/ilrs/


Own Services 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

Go to

Select **Own Services** from the options across the top of the screen

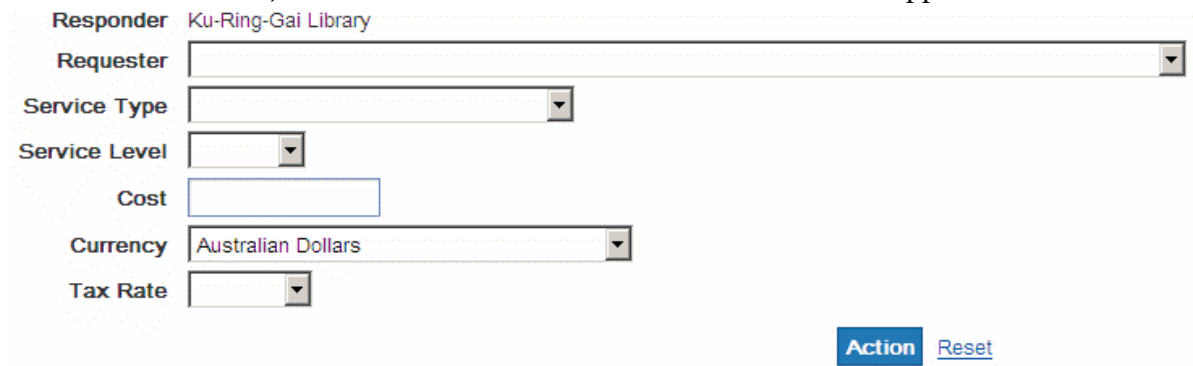
This will take you to the ‘**Services**’ screen. If you have existing services configured, you will be able to view the summary for each service from this screen, for example:

Location: NKML  [Create](#)

Requester	Service ID	Service Type	Service Level	Inherits From	Base Cost	Currency	Tax Rate	
NAML Ashfield Municipal Library	11810	Wildcard	Core		0	Australian Dollars		 Edit  Delete

Adding a New Service

To add a new service, click on  [Create](#). The ILL Service window will appear:



The screenshot shows a form for adding a new ILL service. The fields are as follows:

- Responder:** Ku-Ring-Gai Library
- Requester:** (Empty text field)
- Service Type:** (Dropdown menu)
- Service Level:** (Dropdown menu)
- Cost:** (Empty text field)
- Currency:** Australian Dollars
- Tax Rate:** (Dropdown menu)

At the bottom right of the form, there are two buttons: **Action** and [Reset](#).

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 ‘Calculate new 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 **Action** 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:

 [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.