

Using DocStore

Libraries Australia Help Desk:



Ph: **1800 026 155**

Fax: 02 6273 1180

Online: www.nla.gov.au/librariesaustralia/contact/

Hrs: 8.30am - 5.30pm, Mon - Fri AEST (except National Public Holidays)

LADD Links:



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

Manual: www.nla.gov.au/librariesaustralia/manuals/

Web info: www.nla.gov.au/librariesaustralia/docdel/

ILRS Code: www.alia.org.au/interlibrary.lending/ilrs.code.html

ILRS Directory: www.nla.gov.au/ilrs/

DocStore refers to the functionality to attach, send, and receive electronic documents in LADD. As a borrower (requester), if a lender (responder) has supplied your request via the LADD DocStore function, you will be able to view the document from within your LADD account.

For DocStore to work, you must ensure that the *DocStore* field in the *Delivery Details* section of the request is a valid DocStore email address. By default, the address is set to LADD's DocStore email address: docstore@docdel.librariesaustralia.nla.gov.au. This can be changed to your own DocStore address if you are running a similar system, or can be deleted if you do not want to use DocStore.

DocStore pre-requirements

1. Service Type 1 = *Copy non returnable*
2. Delivery Method = *Electronic Mail*
3. DocStore delivery address contains a valid DocStore address.
(should be docstore@docdel.librariesaustralia.nla.gov.au unless the request is from an ISO ILL location. See section 5 of the LADD Manual for a list of known DocStore addresses)

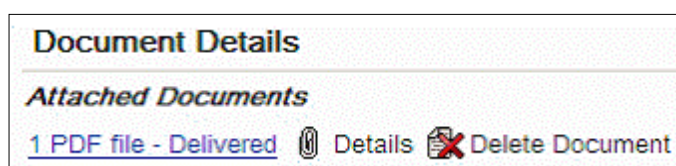
Note: *If the request does not meet the DocStore pre-requirements it cannot be fulfilled via DocStore.*

Receiving Requests via DocStore

If your Request has been supplied via DocStore you should be able to see a *file – Delivered* link with *Status: Received by Email or FTP* from your Borrower (Requester) Results screen:



To view the document, click on the *file – Delivered* link in the screen above or, open up the request (i.e. click on [Details](#)), scroll down to *Document Details* and click on the *file – Delivered* link under *Attached Documents*:



The document will display in a popup window. (**Tip:** ensure that you have popups enabled in your browser.)

It is strongly recommended at this point, that you take any further action required to deliver the document to the end user. Copyright conditions **do not** allow electronic documents to be saved. We recommend the document be printed out immediately.

Clicking on [Details](#) next to *file – Delivered* will take you to the *ILL Attachment Details* screen where you can see the *View Count* (i.e. the number of times the document has been viewed). The viewing limit for DocStore files is 5 views **or** 5 days after first viewing. The document is deleted once the viewing limit is reached.

Click on [Save](#) or [Back](#) to return to the *ILL Request* screen. You should now action the request as *Received* to complete the ILL cycle. You can also click on [Delete Document](#) to delete the document once you no longer need it.

Supplying Requests via DocStore

To supply a document via DocStore you must ensure the incoming request fulfils the DocStore delivery pre-requirements:



To check that the request fulfils DocStore pre-requirements click on [Details](#) of the request from your *Lender (Responder) Results* and check the following fields:

DocStore pre-requirements

1. Service Type 1 = *Copy non returnable*
2. Delivery Method = *Electronic Mail*
3. DocStore delivery address contains a valid DocStore address. (*should be docstore@docdel.librariesaustralia.nla.gov.au unless the request is from an ISO ILL location. See section 5 of the LADD Manual for a list of known DocStore addresses*)

Service Details	
Service 1	
Service Type	Copy non returnable
Media Type	Photocopy Book
Service Type	None
Media Type	None
Item Details (Part of Monograph)	
Title	The art of cake decorating.
Subtitle	
Author	Mackay, Jean.
Series Title & Numbering	
Sponsoring Body	
Publisher	Angus and Robertson
Place of Publication	Sydney]
Date	[1967, i.e. 1968]
Edition	[Rev. i.e. 2nd ed.
Item Description	117 p. : illus., diags. ; 26 cm.
ISBN	
UPC	
Classmark	
Call Number	641.8653 MAC c c w d b m
Chapter Details	
Title	Chapter 2
Article Author	
Pages	16-19
Additional Nos	
Ref. Source	Libraries Australia Training/.bibtrain-r20-20051128
Additional Service Details	
Requested By	National Library of Australia
Service Level	Core
Entry Date	07 May 2010 07:51
Expiry Date	13 May 2010
Date Shipped	07 May 2010
Delivery Details	
Delivery Method	Electronic Mail
Send To	
	Maria La Pietra, Michael Jordan Happy Farm Library Happy Place Hobart Tas 7000 Australia
Telephone No	+61 02 62010000 Ext. 333
Fax No	+61 02 62000000 Ext. 111
DocStore	docstore@docdel.librariesaustralia.nla.gov.au

Have the document available in an electronic file format on a local or networked drive. Only files with the extensions *jpeg, jpg, pdf, pps, ppt, tiff, tif, xls* and *xlw* are accepted.

Note: when a tiff or tif file is attached, the system will automatically convert it to a pdf. Attach the document to the request either by: clicking on  [Add](#) from the *Lender (Responder) Results* screen (takes you directly to the *Document Details* section of the request); or in the  [Details](#) view of a request scroll down to the *Document Details* section:

Document Details

Attach Document
File extensions supported : jpeg, jpg, pdf, pps, ppsx, ppt, pptx, tif, tiff, xls, xlsx, xlw

Actions available: Shipped ▼

Click on and navigate to the file, then click . You will be taken to the *ILL Attachment Details* screen:


ILL Attachment Details

Object No	599
Our Number	42238
Object Seq	1
Document Type	JPEG picture
Doc Disposal Conditions	<input style="width: 100%;" type="text"/>
Document Status	To Be Transmitted
Delivery Package Format	GEDI ▼
Transmission Count	0

Specify your *Doc Disposal Conditions* but **do not** make changes to any other fields.

Click on to go back to the *ILL Request* screen. Under *Attached Documents* you should see the document as a link with transmission status: *To Be Transmitted*:

Document Details

Attached Documents
[1 PDF file - To Be Transmitted](#)  [Details](#)  [Delete Document](#)

Attach Document
File extensions supported : jpeg, jpg, pdf, pps, ppsx, ppt, pptx, tif, tiff, xls, xlsx, xlw

Actions available: Shipped ▼

Repeat this process to attach more documents.

Finally, ship the request by selecting *Shipped* from the *Actions available* and clicking on *Action*. Then in the *Action: Shipped* view of the request check that the shipping details are correct and then action *Ship*.

If your action has been successful you will get the *Action Successful* message:

Action Successful

Your action has been successful.



Use the [Requests](#) option to search for more requests, or the [Results](#) option to return to the results of the last search.

[Go to next request in the result set](#)

Should you go back to the *ILL Details* of the request after a brief time, you will be able to see the file's transmission status as *Transmission OK* and the status of the request in the *History* (audit trail) as *Shipped*:

Document Details

Attached Documents

1 PDF file - Transmission OK  Details  Delete Document

Attach Document

File extensions supported : jpeg, jpg, pdf, pps, ppt, tif, tiff, xls, xlsx

Actions available: