



**Recommendation of the SELCO/SELS Interlibrary Loan
Committee to the SELCO ILS Operations Committee
ZPORTAL Working Group**

February 28, 2005

Approved March 24, 2005 by the SELCO ILS Policy
Committee

Committee members present: Mary Jane Holland, Buckham Memorial Library; Flora Burfeind, Zumbrota Public Library; Beverly Jorgenson, John Marshall High School, Rochester; Cindy Baker, Rebecca Littlefield, Jo Manning, Barbara Misselt, Karine Pruka, SELCO ILL staff.

Not present: Monica Erickson, Chatfield Public Library; Glynis Sturm, Stewartville Public Library.

The committee met Monday, February 28th at SELCO from 9:30 a.m. to 12:30 p.m. They present the following 3 recommendations:

1. Recommendation: Procedures for implementation of ZPORTAL for SELCO ILS Online Libraries:

- Placing requests to be done via either of the following. ZPORTAL requests require a borrower barcode and PIN.
 - Patron barcode preferable
 - Library barcode
 - Each library issue their ILL departments a card, patron name is MNLINK FAR (MNLINK delivery code). Paper trail required, no patron information in the “Special Instructions” field.
- Requests placed for items available in SELCO region
 - SELCO ILL staff will cancel the MnLINK request and place the request for the borrower on Horizon, when feasible.
- Canceling requests – at request of pickup location library
 - Cannot be done at library or patron level
 - Need to send message to illnode – “**Cancel MnLINK ###**” (MnLINK request number) in subject line. In body title.
- Renewal requests – at request of SELCO pickup location library
 - Cannot be done at library or patron level
 - Need to send message to illnode – “**Renew MnLINK ###**” (MnLINK request number) in subject line. In body title.
 - SELCO will contact owning library and will report response back to requesting library. SELCO will contact SELCO owning library when out-of-region library requests renewal.
- MEDD (MINITEX Electronic Document Delivery)
 - In “Special Instructions” field – write MEDD anybody@domain.com (e-mail address to whom document should be sent)

- Tracking requests – library level
 - In ZPORTAL, log in with patron barcode and PIN
 - Under “My Requests”, status of request will be listed (Request, Will Supply, Shipped, Received, Returned, Checked In, Non-Supply)
 - Libraries may request status check from SELCO ILL department not earlier than 2 weeks from date of request.
 - Send E-mail to illnode@selco.info
 - Subject line “**Status check MnLINK #####**”
 - Body - request number & title (anything relative)
- Non-supplied requests. SELCO will receive notification. SELCO will:
 - Send message to ILL address for pickup location
 - E-mail subject line “**Nonsupply MnLINK #####**”
 - Body - Request number, patron barcode, title
 - Reason given (if any)
 - Responsibility of Pick Up location library to notify patron

Note: SELCO will develop web forms to simplify the sending of messages between member libraries and the SELCO ILL department. A web form will eventually be developed to replace wherever the procedures specify an e-mail.

2. Recommendation: Limit amount of active requests any single patron may have in ZPORTAL to 15. Active requests are counted as from the time the request is placed until it is returned (received at SELCO and marked “Returned” in Fretwell Downing ILL management software).

3. Recommendation: All SELCO libraries put blue slips in each item they send out to fill an interlibrary loan request. Committee recommends that SELCO send a letter to the directors of each library that habitually does not comply with this procedure. A recommendation to continue using blue slips was brought to the ILS Operations Committee by the ILL Committee and approved on December 12, 2003. Following that meeting the approved recommendation was sent to all libraries. The recommendation has been posted as follows on the ILL web page ever since.

<http://www.selco.info/services/ill/>

- Recommendation Endorsements - The ILS Operations Committee at their December 4th meeting made the following decisions, based on recommendations from the ILL Committee.
 - Libraries should continue to place blue slips in items sent to another library to fill a request.