

# REQUESTING ODYSSEY ON OCLC WCRS

## Odyssey Overview

This document is primarily designed for non-ILLiad libraries who are using the Odyssey client to receive documents from other Odyssey clients or ILLiad servers. It details the formatting for including your receiving Odyssey client's IP address so that ILLiad libraries using Odyssey on their server can automatically receive that information and flag your requests for Odyssey sending.

ILLiad libraries using Odyssey already are sending these values in their outgoing requests automatically, providing they are using the default settings in an ILLiad installation. If you are an ILLiad library, you can verify that you're sending your Odyssey address by opening the Customization Manager and checking the Verified field in your WorkFormMapping table. It should have a value of <TN:<#TransactionNumber>><#Odyssey> so that in outgoing ILL requests the Verified field will be appended with both your ILLiad transactionnumber and your Odyssey System ID.

## OCLC WorldCat Resource Sharing

When sending out requests on OCLC using WorldCat Resource Sharing, you can enter your Odyssey IP address into your Constant Data in a format that will automatically flag your request as an Odyssey request to ILLiad Lending libraries receiving your request. This helps automate the process and get you your documents faster and easier!

To add this value, login to the FirstSearch Administrative Module at

<http://firstsearch.oclc.org/admin/>

with your authorization and password.

Under Staff ILL Settings in the left sidebar, choose Constant Data from the drop down.

Edit the E-mail field in the constant data entries you use to include this tag:

<ODYSSEY:123.123.123.123/ILL>

where 123.123.123.123 is the IP address or full DNS name of your Odyssey client.

<b>Fax:</b>	<input type="text" value="757-467-7875"/>	?
<b>E-mail:</b>	<input type="text" value="ill@atlas-sys.com &lt;ODYSSEY:123.123.123.123/ILL&gt; Ariel IP 11"/>	?
<b>Billing Notes:</b>	<input type="text"/>	?
<b>Borrowing Notes:</b>	<input type="text" value="We love getting documents via Odyssey!"/>	?
<b>Affiliation:</b>	<input type="text"/>	?

When an ILLiad library downloads your request, the information will automatically populate in their database and flag the request as an Odyssey request for sending. You can have both your Odyssey tag as well as your email and other electronic delivery information all in that OCLC field and ILLiad libraries will still be able to automatically import your Odyssey address for sending.

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## Editing the OCLC ILL Policies Directory

### Adding Odyssey to Your Lending Copies Delivery Methods

In addition to requesting that Lending libraries send you documents via Odyssey, you can let other OCLC ILL libraries know that you use Odyssey for sending your documents to requesting institutions. This can help other libraries edit their Custom Holdings Paths and Groups and may give you preferred status with other libraries looking for fast, high quality electronic documents. Follow these steps below to list Odyssey as your preferred method for sending copies.

First, logon to the ILL Policies Directory with your OCLC ILL authorization and password at <http://illpolicies.oclc.org/>

In the top right menu, choose **MY UNITS** to view your library's policy. This will display a list of your units. Choose the link for your Unit from the list.

Under **Lending Information**, you may see several delivery methods listed for copies. This is where you will want to have ILLiad - Odyssey listed as one of your delivery methods for copies.

#### Lending Information

<b>Request Methods Accepted</b>	Copies: OCLC ILL
<b>Delivery Methods</b>	Copies: Fax , Mail

To edit the delivery methods listed, click on the grey **Policies** tab in the top left of the web page next to the Unit tab under your Unit name. That tab will come forward and be blue. The **Copies** section should be chosen by default.

You may have more than one policy listed. You can edit the delivery methods for all applicable policies.


After clicking on the Policy name from the list, you will see a Policy Detail page. Under **Fees**, click on the Edit Button to the right.

Fees		EDIT
<b>Currency</b>	US Dollar	
<b>Tax Included in Fee</b>	No	
<b>Delivery</b>	Fax Mail ILLiad - Odyssey (default)	
<b>Billing</b>	OCLC IFM	
<b>Rush Supported</b>	No	

There may be one or more Delivery methods listed. Click on the Add button to the right of any of the existing delivery options to add an entry (it will appear below the current delivery methods). Choose ILLiad—Odyssey from the drop down. You can also check the Default check box to mark that as your default method of sending.

Click the Save button at the bottom of the form to save your edits.

This will flag your library as a lending library that uses Odyssey for lending copies and allow borrowing libraries to search for you by those parameters.

Delivery		Default <input checked="" type="checkbox"/>	ADD	DELETE
 <b>Delivery Method</b>	ILLiad - Odyssey	<input type="button" value="v"/>		
<b>Carrier</b>	<input type="text"/>			
<b>Delivery Surcharge</b>	<input type="text"/>			

### Adding your Odyssey Address to the Policies Directory

To add your Odyssey address to the Policies Directory, click on the **Unit** tab under your Unit name, then click on the **Information** link under the Unit tab. This displays your Unit information and you can edit it by clicking the **Edit** button at the top or bottom of the form.

The very last entry under **Borrowing Information** is for your ILLiad Odyssey Address. Enter your address in the format of **123.123.123.123/ILL** where 123.123.123.123 is the IP address or full DNS name of your receiving Odyssey client.

<b>ILLiad Odyssey Address</b>	<input type="text" value="123.123.123.123/ILL"/>
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Click the Save button to save your edits.

You have now listed your library as both an Odyssey library for Borrowing and Lending!