

Receiving Articles Via Odyssey

Done by ILL Staff

Articles will come in either electronically through Odyssey in ILLiad, through the interlibrary Loan e-mail account, or in paper through the mail or fax.

Awaiting Odyssey Processing

1. Click on the Borrowing Tab located along the top menu line
2. Click on the Drop Down menu for the *Electronic Delivery* icon and then click on “**Process Electronic Delivery.**”
3. Click on “**Process Files**”
4. The files will load
 - a. Files should load in the Review Box:
If they do not load here you will probably have to load either the lender symbol information or the Transaction Number information
 - b. If the file appears in the first box, this means ILLiad did not find the TN number or ILL number for some reason. Look to your right in the citation information section. Locate the ILL number. Type it into the ILL Number box. Click on the Match ILL Number icon in the ribbon.
 - c. If the file appears in the second box, that means the lender match couldn't be found. Look to your right at the citation information-the lender symbol should be there. If it is not then click on View located in the citation box. The lender symbol will be in the symbol string of the request page. Exit out of the request page and in the Scanning window fill in the bubble of the correct lender. Click on the Attach Lender Info icon in the ribbon.
 - d. The file should now appear in the third box and you can proceed.
5. Choose the first file by clicking on it once
6. The article will load
7. Verify it is the correct article, that all the pages are there, and that the article is legible.
8. When satisfied, Click on **Deliver.**
9. Perform the same steps for all other articles. (Steps 5-8)
10. When finished click on the red “x.”

Receiving Articles Via Mail or Fax Machine

Articles in Print from the Mail or Fax Machine:

Done by ILL Staff

1. Open ILLiad, click on the Borrowing Tab located in the top menu line
2. Click on "Check In from Lending Library" in the ribbon
3. Scan or type in the ILL number (same as OCLC Number) into the ILL Number box.
4. Add the number of pages the article is in the Page number field box.
5. Verify the Lending symbol is correct and that the article title is correct
6. Click on "Check in and Scan Later."
7. Exit out of the screen by clicking on the "x."
8. Scan the article on the copier following the scanning instructions
9. Scan the article as a .tif and use the ILL number as the file name.
10. Send the article to your e-mail.
11. Open your e-mail and save the file to your desktop (or other specified folder).
12. Open ILLiad
13. Click on the borrowing tab located **Below** the ribbon
14. Double click on "**Awaiting Borrowing Scanning**"
15. Type in the ILL number into the second box down and hit enter on the keyboard
16. Import the article by clicking on the "**Import Document**" icon in the ribbon
17. This will open a pop-up screen. Navigate to where you saved your article. Locate the article and double click on the file. This will automatically load it into the scanning window and exit out of the pop-up screen.
18. Crop the image if necessary.
19. Click on "Send Via Odyssey."
20. File the paperwork in the tall filing cabinet, second drawer down, in the folder titled "Odyssey."

Articles sent to the Interlibrary Loan E-mail

Articles can come into the e-mail as an attachment. They can come in with hyperlinks you must click on in order to open the article. They also can come in with a specific URL and Password that you will have to navigate too using the internet.

- **If the article is sent with a specific URL and Password** (most likely the URL will take you to a secure space on the Article Exchange Website).
 1. Copy the URL from the e-mail
 2. Open a new internet window
 3. Paste the URL and click enter on the keyboard
 4. Go back to the e-mail and copy the password
 5. Go back to the URL website and paste the password into the password box.
 6. Click on the blue box that reads "Get My File."
 7. Open the file and Save it to your desktop (or specified folder)
 - a. If you are using Mozilla a pop-up box will read "Open With" and you will choose Adobe Acrobat
 - i. **To Save** you will go to File and Save. Click Save and save the file as the ILL Number
 - ii. Write down the ILL number and the number of pages.
 - iii. Close out of the Adobe screen by clicking on the red "x"
 - b. If you are using Internet Explorer a pop-up window will appear near the bottom of the screen and you need to click on "Open."
 - i. **To Save** the file locate the Save Icon. Click on the save icon and save the file as the ILL number.
 - ii. Write down the ILL Number and the number of pages
 - iii. Close out of the screen by clicking on the red "x"
- 8. Go back to ILLiad**
- 9. Click on the Borrowing Tab located along the top menu line
- 10. Click on "**Check In from Lending Library**"
- 11. Type in the OCLC Number in the second box down (entitled ILL Number)
- 12. Hit Enter on the Keyboard
- 13. Type in the number of pages into the page number box
- 14. Double check all the information
- 15. Click on "**Check in Scan Now**"
- 16. Click on "**Import Document**"
- 17. Navigate to where you saved your file and double click on the file.
- 18. This will automatically bring it into the scanning window and close out of the import window.
- 19. Click on "**Send via Odyssey**"
- 20. Exit out of the scanning screen by clicking on the X.

- **If the article is sent as an attachment**, right click on the attachment and save it to your desktop (or specified folder.)
1. **Go back to ILLiad**
 2. Click on the Borrowing Tab located along the top menu line
 3. Click on **“Check In from Lending Library”**
 4. Type in the OCLC Number in the second box down (entitled ILL Number)
 5. Hit Enter on the Keyboard
 6. Type in the number of pages into the page number box
 7. Double check all the information
 8. Click on **“Check in Scan Now”**
 9. Click on **“Import Document”**
 10. Navigate to where you saved your file and double click on the file.
 11. This will automatically bring it into the scanning window and close out of the import window.
 12. Click on **“Send via Odyssey”**
 13. Exit out of the scanning screen by clicking on the X.
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- **If the article is sent as a hyperlink-click on the link**. Follow the instructions given on that page—most likely you will download the article and save it to your desktop (or specified folder).
1. **Go back to ILLiad**
 2. Click on the Borrowing Tab located along the top menu line
 3. Click on **“Check In from Lending Library”**
 4. Type in the OCLC Number in the second box down (entitled ILL Number)
 5. Hit Enter on the Keyboard
 6. Type in the number of pages into the page number box
 7. Double check all the information
 8. Click on **“Check in Scan Now”**
 9. Click on **“Import Document”**
 10. Navigate to where you saved your file and double click on the file.
 11. This will automatically bring it into the scanning window and close out of the import window.
 12. Click on **“Send via Odyssey”**
 13. Exit out of the scanning screen by clicking on the X.