

Force Field Up: Deflection Lending Policies

Agenda

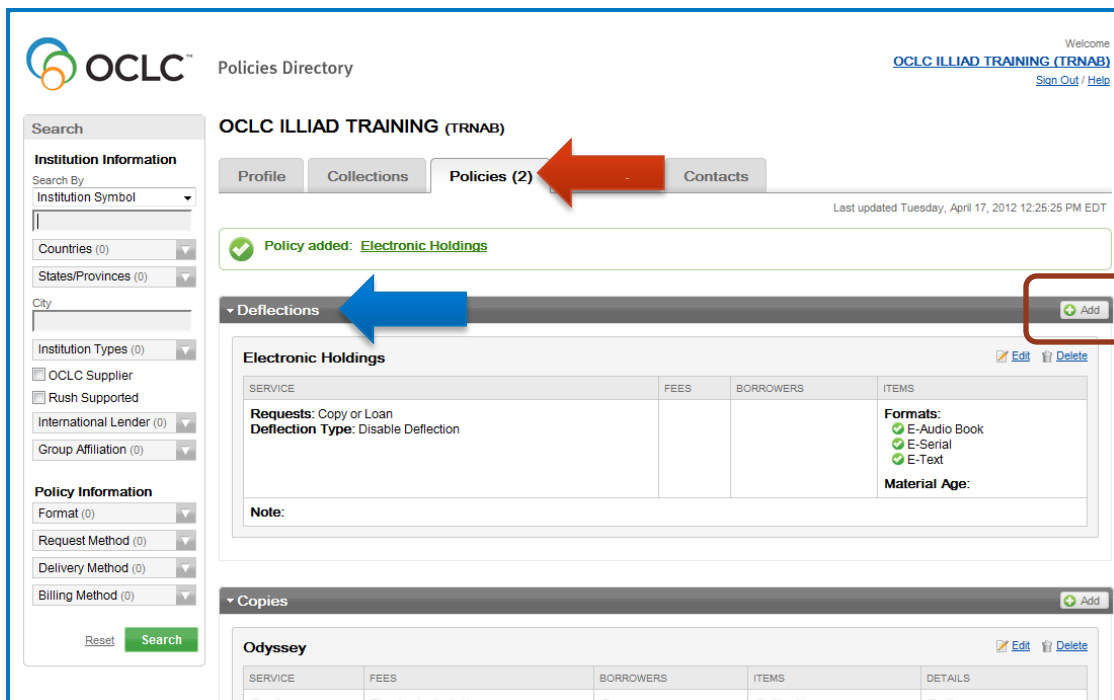
- Purpose of Deflection
- Broad-Level Deflection
 - Max Cost
 - Borrowing Libraries
 - Format
 - Age
- Item-Level Deflection

Purpose

- What is it?
 - Automatically cancels requests for items that you cannot lend due to local lending policies
 - e.g. Limit lending of audio-visual formats or electronic materials
 - Happens at the point of request being directed to your library
- Why do it?
 - Manage lending workflow
 - Decreases turn-around time for borrower

Broad-Level Deflection

- Groups of items
- Based on content in ILL request or WorldCat record
 - Max Cost
 - Borrowing Libraries
 - Format
 - Age
- Managed in OCLC Policies Directory
 - <https://illpolicies.oclc.org>
 - Edit from the **Deflections** option on the **Policies Tab** on your institutional record



OCLC™ Policies Directory Welcome
OCLC ILLIAD TRAINING (TRNAB)
[Sign Out / Help](#)

Search By: Institution Symbol
 Countries (0)
 States/Provinces (0)
 City
 Institution Types (0)
 OCLC Supplier
 Rush Supported
 International Lender (0)
 Group Affiliation (0)

OCLC ILLIAD TRAINING (TRNAB)
 Profile Collections **Policies (2)** Contacts
 Last updated Tuesday, April 17, 2012 12:25:25 PM EDT

✓ Policy added: [Electronic Holdings](#)

Deflections Add

| SERVICE | FEES | BORROWERS | ITEMS |
|--|------|-----------|---|
| Requests: Copy or Loan Deflection Type: Disable Deflection Note: | | | Formats: <input checked="" type="checkbox"/> E-Audio Book <input checked="" type="checkbox"/> E-Serial <input checked="" type="checkbox"/> E-Text Material Age: |

Copies Add

Odyssey Edit Delete

| SERVICE | FEES | BORROWERS | ITEMS | DETAILS |
|---------|------------------|-----------|--------------|-----------|
| Copies: | Tax Included: No | Groups: | Collections: | Delivery: |

- Create Policy
 - Required Fields
 - Policy Name
 - Request Type
 - Deflection Type
 - All values work together to define policy
 - Max Cost
 - Borrowing Libraries
 - Format
 - Age
 - Can mix & match to create robust policies

| Max Cost | Request Type | Borrowing Libraries |
|----------|--------------|---------------------|
| Free | Loan | Consortia Libraries |
| \$10 | Loan | All Others |
| Free | Copy | Consortia Libraries |
| \$5 | Copy | All Others |

- **Max Cost**
 - Deflects requests where max cost is lower than number added to **Fees** →
Borrower maximum cost: <
- **Borrowing Libraries**
 - Choose **Include** or **Exclude** Group
 - Include will deflect for libraries in that group
 - Exclude will not deflect for libraries in that group
 - Indicate OCLC Group or group created in the **Custom Holdings**
- **Item Format**
 - Choose **Include** or **Exclude** Format
 - Indicate **Format** type
 - Determined by format indicators in MARC bibliographic record
 - Reason why some request may “slip-through”
 - Details here: <http://bit.ly/I2WpVP> --scroll to Section 7.10 **Deflection Policy Formats**
- **Material Age**
 - Supply date range

Item-Level Deflection

- Set deflection on a case-by-case, record-by-record basis
- Use for items that do not circulate for reasons not listed above
 - e.g. Reference, Special Collections items
- Indicator set in **Local Holdings Record** on WorldCat
 - Sub-record linked to MARC bibliographic record
 - Also includes local ownership information
 - Volumes, issues, & years owned for serials record
- Requires **cataloging** authorization through **Connexion** Browser
 - Can be accessed through WorldCat Resource Sharing

- Can be set in batch mode
 - e.g. Reference materials or serial records
 - Contact OCLC about creating a batchload project
- Set **Deflection** Indicator in **Local Holding Record (LHR)**—if LHR currently exists
 - Link to LHR from **LHR Update** link on Detailed Record in FirstSearch/WRS
 - Link will open Connexion Browser in separate window and to bibliographic record

The top screenshot shows the WorldCat interface with the 'LHR Update' link highlighted in a red box. A blue arrow points from this link to the bottom screenshot. The bottom screenshot shows the OCLC Connexion interface with a detailed bibliographic record for 'WorldCat: Newsweek'. The record includes fields for OCLC number (1760328), TRIAC Holdings (6626 other holdings; 23 other IRs), and a list of holdings with various fields like Type, BLvl, S/L, Desc, and Dates.

- From **Action** menu
 - Choose **Edit Local Holdings**
 - **LHR** will open
- Open **008** field
- Add values to **Lending** and **Reproduction Policy** drop-down menus
- **Apply** edits
- From **Action** menu
 - **Replace Record**

- Green confirmation message: **Record Replaced**
- Create new LHR if no LHR exists
 - Similar to above with a couple of extra steps and some warnings
 - Choose **Create Local Holdings** from **Action** drop-down menu
 - Requires adding **valid** holdings information
 - Encoding level in Leader
 - Usually Level 2 or 3
 - Holdings information in **866** and **Summary** fields
 - Include subfield **8** with value of **0**
 - Delete 853 and 863 fields with **Functions** drop-down menu
 - Helpful Documentation for more details on creating LHRs:
 - <http://www.oclc.org/support/documentation/localholdings/primer/Holdings%20Primer%202008.pdf>

Example of a Level 2 Record for a Serial

| Local Holdings Record: Time. | | | |
|------------------------------|--------------------------|-----------------------------|-----------|
| OCLC | 1767509 | ISSN | 0040-781X |
| Freq | w | Dates | 1923-9999 |
| | | New | |
| + Publication Pattern Data | | | |
| Summary | Local holdings available | | |
| + Leader | ny a2n | | |
| + 007 | | ta | |
| + 008 | | 0607095p 8 2001baeng0060709 | |
| + 852 | | T@W \$b T@WA | |

Example of a Level 3 Textual Holdings Record for a Serial

| Local Holdings Record: Time. | | | |
|------------------------------|------------------------|-----------------------------|----------------------------------|
| OCLC | 1767509 | ISSN | 0040-781X |
| Freq | w | Dates | 1923-9999 |
| | | New | |
| + Publication Pattern Data | | | |
| Summary | v. 1-v. 56 (1923-1979) | | |
| + Leader | ny a3n | | |
| + 007 | | ta | |
| + 008 | | 0607095p 8 2001baeng0060709 | |
| + 852 | | T@W \$b T@WA | |
| + 866 | 3 | 1 | \$8 0 \$a v. 1-v. 56 (1923-1979) |

OCCL Connexion Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Pathfinders General OCLC

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

Publication Pattern Data

Summary Current year only. Functions

Leader ny a3n Functions

Apply Cancel Leader

Record status [05] n - New

Type of record [06] y - Serial item

* Encoding level [17] 3 - Level 3

Item information in record [18] n - No item information

Apply Cancel Leader

| | | |
|-----|-----------------------------|-----------|
| 007 | tu | Functions |
| 008 | 1204180u 8 0001uueng0120418 | Functions |
| 852 | TRNAC \$b MAIN | Functions |
| 866 | \$8 \$a Current year only | Functions |

Apply Cancel Field 866 - Textual Holdings, basic bibliographic unit

Field encoding level ind1 No information provided

Type of notation ind2 No information provided Action

Linking field \$8 Action

Textual string \$a Current year only Action

Apply Cancel Field 866 - Textual Holdings, basic bibliographic unit

Encoding Level in Leader Usually Level 2 or 3



OCCL Connexion Home | Help | Diacritics | Contact | Logoff

Cataloging Authorities Express Pathfinders General OCLC

Search Browse Create Show

* WorldCat Browse Options Create Options Show Options

Bib Record

Edit Editing Local Holdings Record Action Action View MARC Template

Local Holdings Record: O : MARC Help

OCLC 43896776 ISSN 1531-3247 Freq m Dates 2000-9999 New

Publication Pattern Data

Summary Local holdings available. Functions

Leader ny a|n Functions

| | | |
|-----|-------------------------------------|-----------|
| 007 | tu | Functions |
| 008 | 1204180u 8 0001uueng0120418 | Functions |
| 852 | TRNAC \$b MAIN | Functions |
| 853 | 3 3 \$8 1 \$a \$b \$i \$j \$w m \$y | Functions |
| 863 | \$8 1.1 \$a \$b \$i \$j \$w | Functions |
| 866 | 1 \$8 \$a | Functions |

Apply Cancel Field 866 - Textual Holdings, basic bibliographic unit

Field encoding level ind1 No information provided

Type of notation ind2 No information provided Action

Linking field \$8 Action

Textual string \$a Current year only Action

Apply Cancel Field 866 - Textual Holdings, basic bibliographic unit

Functions

- Add Multiple Fields
- Add Single Field Below
- Copy Field
- Cut Field
- Delete Field
- Paste Field
- Help

Edit Editing Local Holdings Record Action Action View MARC Template

Delete Field from Functions drop-down menu



Cataloging → Authorities → Express → Pathfinders → General OCLC

Search Browse Create Show

WorldCat Browse Options Create Options Show Options

Bib Record

Edit Editing Local Holdings Record MARC Template

Local Holdings Record: Vanity fair. MARC Help

OCLC 8356733 ISSN 0733-8899 Freq m Dates 1914-9999 New

Publication Pattern Data

Summary Local holdings available. Functions

Leader ny a/n Functions

007 tu Functions

008 1204180u 8 0001uueng0120418

852 TRNAC \$b MAIN

853 3 3 \$8 1 \$a \$b \$i \$j \$w \$y

863 \$8 1.1 \$a \$b \$i \$j \$w

866 1 \$8 \$a

Field 866 - Textual Holdings, basic bibliographic unit

Apply Cancel

Field encoding level ind1 No information provided Action

Type of notation ind2 1 - ANSI/NISO Z39.71 or ISO 10324 Action

Linking field \$8 0 Action

Textual string \$a Current year only Action

Apply Cancel Field 866 - Textual Holdings, basic bibliographic unit

Summary Field
Displays in WRS and ILLiad

Edit 866 and Summary Fields
—List description of holdings
—Add subfield 8 with value of 0