

OCLC Article Exchange

This document-sharing site provides a single, secure location where lending libraries can place—and library users can retrieve—articles, book chapters and other electronic-format materials obtained via interlibrary loan. Article Exchange adds convenience, security and enhanced copyright compliance to online ILL sharing. OCLC Article Exchange lets you upload files for pick-up by library users anywhere in the world. Only persons with the correct URL and password combination will be able to download the file.

Initial instructions for lending library staff (modify to fit your workflow):

Log into:

<https://share.worldcat.org/ILL/articleexchange/FileUpload;jsessionid=1967FAF6DAAF8A8148B8A7A5ED5E0C30>

Select the file you would like to drop off, then click "Drop File" and you'll receive a URL and a password with which the file can be retrieved.

Next you need to:

- Save the URL and password and insert them into the Lending request
- Update the ILL request
- Send an e-mail to let the borrower know there is a document available for pick-up. Click on the e-mail button and insert the borrowing library's e-mail address. Also think about including the interlibrary loan record number so the borrower can trace the request.

After the file has initially been picked up, it will remain available on this site for thirty days. After thirty days, the file will be removed. A file can be picked up a maximum of five times for each URL/password combination. Files that are never picked up will be removed after 30 days.

File must be a .pdf or an image

Log in

The screenshot shows the OCLC Article Exchange login page in a web browser. The address bar shows the URL <https://share.worldcat.org/ILL/articleexchange/login>. The page features the OCLC logo and the text "Article Exchange". A central login box contains the following text:

Please sign in with your OCLC authorization

Authorization:

Password:

Or sign in using your WorldShare Interlibrary Loan username and password (OCLC Services account)

Below the login box, there is a paragraph of text and a list of links:

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To the right, there are "Instructions for lending library staff" which include a list of steps for uploading files and a note about file availability.

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The Windows taskbar at the bottom shows several open applications including "OCLC Article...", "Discussion S...", "Skype™ - dia...", "Microsoft Ly...", "Inbox - ellen...", and "4a, ArticleExc...". The system tray shows the time as 10:13 AM on 3/22/2013.

choose your file and click Drop file

The screenshot shows the OCLC Article Exchange file upload page. The address bar shows the URL <https://share.worldcat.org/ILL/articleexchange/File>. The page features the OCLC logo and the text "Article Exchange". A central upload box contains the following text:

Signed in as 100281855

Select a file to drop:
C:\ODIN\0 ODIN Work Days\0 ODIN Work Day 2013 April\Preser...

Below the upload box, there is a paragraph of text and a list of links:

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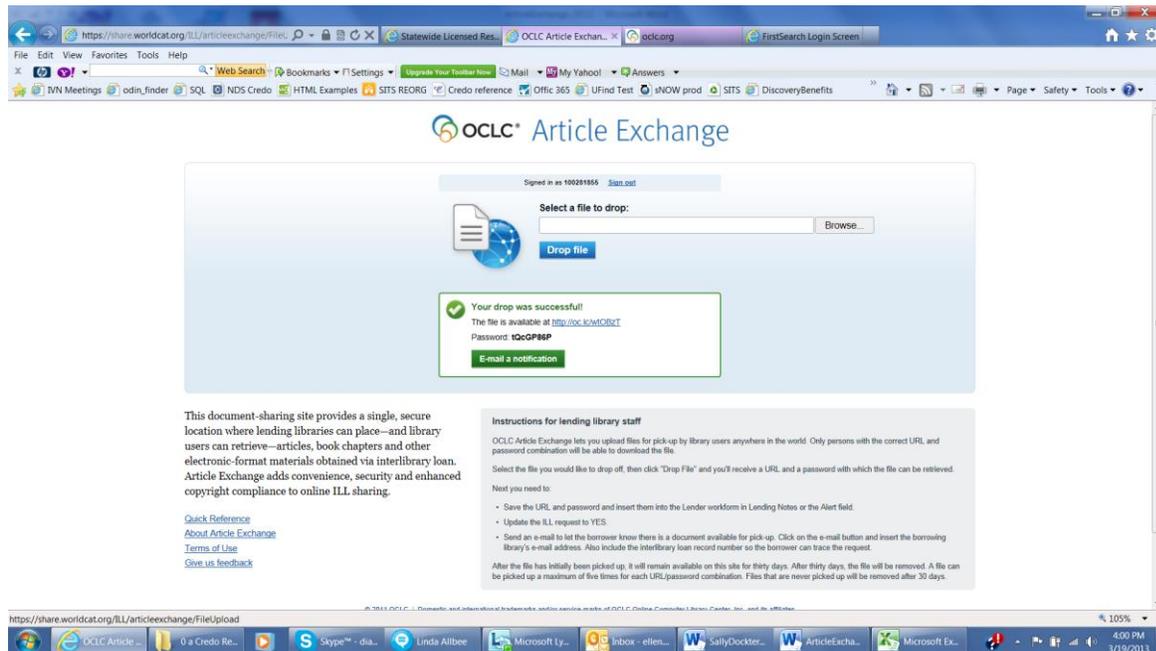
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The Windows taskbar at the bottom shows several open applications including "OCLC Article...", "0 a Credo Re...", "Skype™ - dia...", "Linda Allbee", "Microsoft Ly...", "Inbox - ellen...", "SallyDocker...", "ArticleExcha...", and "Microsoft Ex...". The system tray shows the time as 3:57 PM on 3/19/2013.

A “Your drop was successful” message should appear, update ILL request and then click Email notification – it’s best to put ILL request number in the subject line



Your drop was successful!

- The file is available at <http://oc.lc/wtOBzT>
- Password:tQcGP86P

An email is sent to the user – an example is below:

Your requested article is available at <http://oc.lc/wtOBzT>

Use this case-sensitive password: tQcGP86P

Please note the following time constraints:

- * Once a file is retrieved, it remains available for thirty (30) days. After thirty days, the file will be removed from the Article Exchange site.
- * Each document file can be retrieve a maximum of five (5) times for each URL/password combination.
- * Files that are not retrieved remain available for 30 days following the original request date. After 30 days, they are automatically removed from the Article Exchange site.

The user gets this workform and inserts the password to retrieve their article!



If you need your login credentials, please send in an ODIN Help Desk ticket to <http://www.odin.nodak.edu/webticket>