

Alleycat OCLC Link

Creating Your OCLC Direct Request Profile

1. Using the OCLC ILLWeb (<http://illweb.oclc.org>) log into your library's ILL account.
2. Click on the **ILL Settings** Tab
3. Click on the **Direct Request Profiles** button.
4. Choose **Create a new Direct Request Profile**.
5. Click **GO TO MY CHOICE**.



Complete your Direct Request Profile

Use your library's policies to set parameters for the kinds of requests you will allow. If your library is using Allevcat to mediate requests before they go to OCLC the Direct Request Profile serves as a second check to make sure the material being requested is "requestable". The Profile also serves as a way to "flag" requests for further staff review.

You must have Custom Holdings set up in order to create your Direct Request Profile.

1. Profile Information Section

- In **Profile Name** name the profile.
- In **Description** describe the profile.
- Leave **Request Sources** blank.
- In **Request Types** click on Loan.
- Leave **Patron Statuses** and **Patron Departments** blank.
- Use **Need at Earliest and But Not Later Than** to specify need before and not needed after dates.
- In **Bibliographic Formats** and in **Languages** click on the formats and languages you will allow requested. You can select a range of formats and languages by holding down the *Shift* key and clicking on the range of your selection. Or, you can select multiple formats and languages by holding down the *Ctrl* key and clicking on the items you want to select.
- In **Age of Material** and **But No Older Than** enter any publication date specifications.

2. Route to Review File Options Section

All of the Allevcat requests will be sent to the Review file. You can use this section to "flag" requests for staff when they look in the Review file. These "flags" can help point out useful things about the titles being requested.

- The **If Potential Duplicate Request** field can prevent multiple requests. Select **Yes** to use this flag.
- The **If Held By Your Institution** field can prevent requests for materials your library owns. Select **Yes** to use this flag.
- The **If Held by Custom Holdings Group** field can prevent OCLC requests for materials owned by Allevcat libraries. (TBLC staff will create this Group in your OCLC account and add it here.)

3. Additional Profile Options Section

- Select the **Constant Data** record you wish to have applied to all requests coming from Allevcat.
- In **Minimum Number in Lender String** specify the minimum number of lenders. You will be able to select more lenders, this feature will flag the request as having less than X number of lender.
- Select the **Custom Holdings** path you wish to be used for these requests.
- ****Select NO in the Produce this Request field.****

Click **Update Record** when you have completed your profile.

Sample Direct Request Profile

Direct Request Profiles

UPDATE RECORD

DELETE RECORD

RESET

Profile Information

* **Profile Name**

Modified 20020805

Description

Request Sources

Request Types

Patron Statuses

Patron Departments

Patron Will Pay Up To (US dollars)

Need At Earliest (days from date of request)

But Not Later Than (days from date of request)

Bibliographic Formats

Age Of Material (years or more)

But No Older Than (years at most)

Languages

Route to Review File Options

If Potential Duplicate Request

If Held By Your Institution

If Held By Custom Holdings Group

Additional Profile Options

Constant Data Record

Minimum Number In Lender String

* **Custom Holdings Path**

Produce The Request

UPDATE RECORD

DELETE RECORD

RESET