

SUNLINE Alleycat OCLC Link Tip Sheet

Formats not limited

1. Alleycat does not limit requesting from the extended catalogs. Patrons can request materials of all types. When the request reaches OCLC it will match on the ISBN in the record from Alleycat. Check to make sure your request is on the record for the format you want! (we have seen ebook requests lately!)

Invalid ISBN

2. OCLC uses ISBN as the match point for incoming records. If the ISBN is *invalid* (wrong in some way) OCLC will reject the record. When a record is rejected it will not leave Provisional, but you will not see why from Provisional. If you send a record to OCLC and it does not leave Provisional access the request in Request Inquiry to see the messages returned from OCLC. To “force” a request to OCLC with an invalid ISBN, either correct the ISBN or remove it. If you remove it the request will not match on a record at OCLC and you will have to match it manually.

Direct Notes

3. Always check the Direct Notes when you access a request in your OCLC Review File. These notes will tell you how your request matched (or didn't match) your Direct Request Profile.

Custom Holdings

4. Consider adding SOLINE codes to your custom holdings setup. This will give the Direct Request profile the opportunity to find more lenders when it searches. This will save you \$\$!

Use Request Inquiry

5. Request inquiry will show you ALL of the activity of the request. This will show you any error messages OCLC returned!

Need Before Date

6. You can alter the Need Before date in the Alleycat request when you access it in the Provisional File. If the request has gone through some Alleycat libraries before being ready for OCLC you may need to extend this date in order to give the request time to be filled in OCLC. All OCLC requests will have a need before date 30 days from the date the request is sent to OCLC. You can alter the Need Before date in OCLC as well.