

Tripsaver-Interlibrary Loan / Distance Learning Requests

Acquisitions & Discovery Process

Advanced staff or Monograph Unit Specialist will create a CORAL resource for requests in acq-monographs email.

BOOK ON DEMAND - HILL STACKS - HSFIR-TRIP

DVD ON DEMAND - FLOATXXX Hill or Hunt depending on **Hold Location** - HSFIR-TRIP

Book on Demand - DVD on Demand

CREATE A TRIPSAVER PRINT OR DVD REQUEST

Copy and paste information from the email, NO research required

- New Resource >
- Workflow- Priority, Monographs, Book or Media
 - Title (Name) us one of the following: ILL Books on Demand –"book title" or ILL DVD on Demand - "movie title"
 - Add Publication info into the Description - see screenshot
 - Add URL if provided in the URL field
 - In the Note field add the Fund, Home location, and hold information. --see screenshot
 - HSFIR-TRIP
 - HILL STACKS or FLOATDVD - HILL (or HUNT)
 - HOLD information ex:
 - Hold @ DESIGN for JOY TONGSRI -- Faculty
000401951
CTONGSR@NCSU.EDU
 - Click Routing and route to staff.

ORDERING ILL BOOK REQUEST

1. Using GOBI Rush option
 - Fund HSFIR-TRIP
 - Subaccount 3010-03
2. Amazon/Vendor
3. Gobi non-Rush option
 - Fund HSFIR-TRIP
 - 3010-14 bypass

Note: Book is over \$250, alert Specialist. Specialist contacts Collection Manager for purchase approval.

Choosing where to buy a tripsaver Book

- Book available using Gobi Rush service; Order
- Book not available from Gobi with Rush service, search Amazon:
- Book is under \$250 and available for immediate shipment, Order:

- Book not available for immediate shipment from Amazon:
- Order via Gobi (non-Rush service)
 - Fund HSFIR-TRIP
 - 3010-14 bypass
- Alert specialist. Specialist will contact Tripsaver making them aware of the delay in shipment.
- Book not available via Gobi non-Rush service - search for alternate vendor. Alert Specialist if no other vendor is found.

Note: DVD is over \$150, alert Specialist who will contact Tripsaver

Search Amazon for DVD

- DVD is available thru Amazon. Order
- Blu-ray only option, Order
- DVD title not available thru Amazon, or Marketplace seller selected.
 - Check other Marketplace sellers.
 - Check other sources, prices ; Notify Specialist of other options.
- Place order based on Specialist recommendation.

Purchases for Distance Users

Users submitting to the Suggested Purchases form have the option of selecting "ILL/Distance" as a pickup option. These requests will come thru CORAL or as Book-on-Demand.

REQUESTS -

Selectors

- Selectors will add a request to CORAL and A&D will assign to staff
- These purchases will be on various funds and home locations will also vary

ILL System

- Request will be submitted through Tripsaver ordering stream.
- Book-on-Demand email will be sent to A&D
- CORAL will be added by Advanced staff and Specialist will assign to others,

ORDERING

- Place a hold for the patron with a *pickup library of ILL*
 - For Selector submitted CORAL, the owning library will appear on the Access tab
 - For Book-on-Demand, the owning library will be HILL (unless otherwise mentioned)
- Orderline notes :
 - Send to Tripsaver for Distance User, include note (Name, Distance User)
 - Add a Distance flag and Library Flag (Hill, Hunt...)
- Stamp, tattletape, mark, as usual.
- After marking, send the book to Tripsaver. Their staff will send the book to the patron and *notify* the patron, with tracking information

CnRS Criteria

• Tripsaver / InterLibrary Loan Criteria Process

ILL receives request

Print criteria

1. Monograph
2. Under 10 years old
3. Not available in TRLN (even if checked out or non-circ -- this is different than not owned)
4. Not 2nd copy
5. Nonfiction (tip: suggest Kindle program or Pop Read for popular fiction)
6. Not textbook
7. Not in call number ranges TT, TX, RC, M (these are popular handicraft books, popular fad medicine books)
8. Not requested by university affiliates (other NCSU staff are fine, as are undergrads, grads and faculty)
9. Over 50 pages
10. Over 4 inches in heights
11. Cost is under \$250

12. In stock

DVD criteria

1. Available DVD from Amazon
2. Not 2nd copy (if our copy is in another format it's ok to order a DVD)
3. Not textbook
4. Not requested by library staff or university affiliates.
5. Preference is dvd before blu-ray (blu-ray are acceptable if no other choice)
6. Less than \$150
7. If the request is for a motion picture, we should purchase the theatrical version.

If print passes purchase criteria, ILL staff email order request to Monograph Unit Specialist with:

1. 'BOD - Acquisitions' in email subject line
2. Book title
3. Book ISBN
4. Patron name
5. Patron pickup location

If DVD passes purchase criteria, ILL staff will email order request to Monograph Unit Specialist with:

1. "DVD on Demand - Acquisitions" in email subject line
2. Book title
3. Amazon link
4. Patron name
5. Patron pickup location