



# Intermediate SHAREit: Access PA Catalog and ILL system

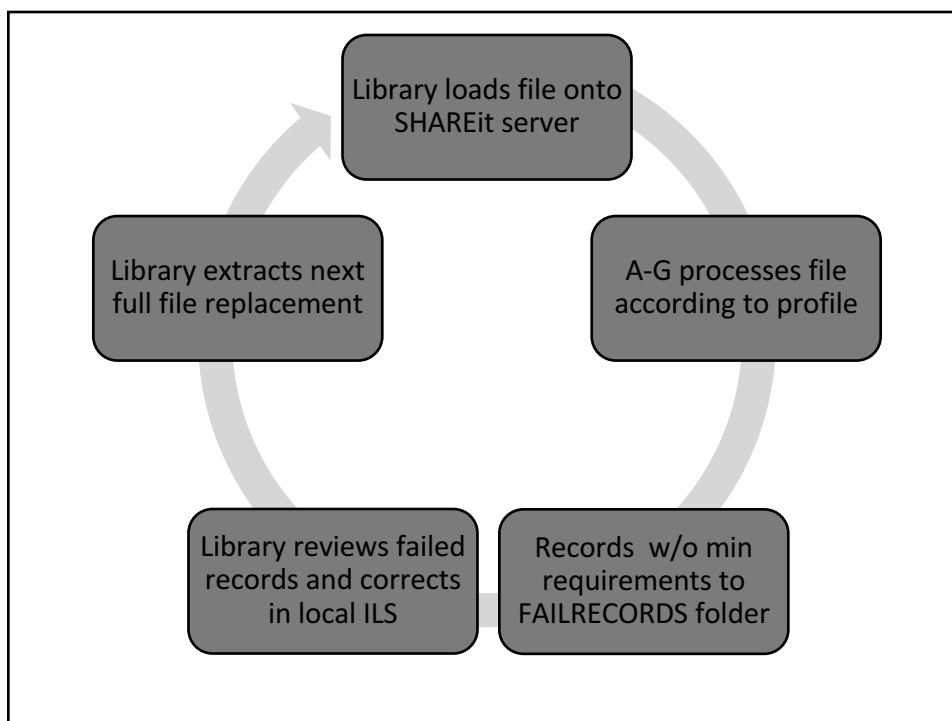
Access PA / POWER Library  
2017 Fall Training



- Service: Access PA Catalog and ILL System
- Platform: SHAREit
- Vendor: Auto-Graphics, Inc.
- Support: HSLC

**After completing this training, you will be able to :**

- Load your library's records into SHAREit (initial and subsequent loads)
- Use the FAILRECORDS folder to improve the quality of your library's and the Access PA catalogs
- Set up your library as a Z39.50 client to download MARC records from SHAREit
- Identify the best matching MARC record to download
- Obtain SHAREit borrowing and lending statistics
- Solve common ILL problems with documentation and tips



## **Full File Replacement Process**

### **Uploading Holdings**

- First time, complete then email the profile document available on SHAREit documentation page:  
<http://www.powerlibrary.org/librarians/state-wide-catalog/documentation/shareit-auto-graphics>
- Upload full MARC record export of your holdings directly to Auto-Graphics server (directions will be sent when profile is received)

## **How do our records get into Access PA SHAREit?**

- HSLC reviews profile, makes any necessary revisions, then forwards to Auto-Graphics.
- A-G staff create load profile for new library/consortium then load file accordingly.
- Records that do not meet minimum requirements are placed in FAILRECORDS folder.

## **Minimum Requirements**

**A record will fail to load if it meets one or more of the following conditions:**

- It is missing a title (MARC tag 245)
- It is missing a publisher (MARC tag 260 subfield “b” or MARC tag 264 subfield “b”)
- It contains fewer than six MARC fields in its entirety (excluding fixed fields)

## **FAILRECORDS Folder**

- Instructions for logging in to see FAILRECORDS folder are sent with Record Load Acknowledgement
- This email is sent to whomever we have listed as contact person for individual library
- Libraries may use MarcEdit to convert the records to mnemonic MARC for easier review of missing elements

# Record Load Acknowledgement

We are writing to confirm that the records for your library have been loaded into the Access PA database; however some records may have been excluded from the load. Bibliographic records are excluded from the Access PA database if they:

- lack a title (MARC tag 245);
- lack a publisher (MARC tag 260, subfield "b" -OR- MARC tag 264, subfield "b"); or
- contain fewer than six MARC fields in the entire record (not counting fixed fields)

To confirm records that did not load for your library, please check for a file in the FAILRECORDS folder identified by your library's 5-character code. It is your decision whether or not to enhance the records found in the FAILRECORDS folder. These records will remain available for your review until overwritten by your next data load. Enhancing these records in your own ILS to include the above criteria will ensure they successfully load into Access PA the next time you submit your full collection.

To see your library's records that did not load into the Access PA database:

1. All FTP access has been moved to the A-G Cloud. Copy the URL into your browser's address box:
  - A-G Cloud URL: <https://agcloud.auto-graphics.com/index.php/s/wjH0bY9mbCM3xtC>
  - Password: xxxxxxxx
1. Open the folder named FAILRECORDS
2. Search for the file name starting with your library's 5 character code. This contains the MARC records that were rejected during the load.

You can read more about accessing these records at: <http://www.powerlibrary.org/wp-content/uploads/2015/11/Access-PA-SHAREit-FAILRECORDS-Folder-201511.pdf>

Please don't hesitate to contact us at 215-222-1532 or support@hslc.org if you have any questions.

## A-G Cloud Server

The screenshot shows a web browser window displaying the A-G Cloud Server interface. The address bar shows the URL: <https://agcloud.auto-graphics.com/index.php/s/wjH0bY9mbCM3xtC>. The page title is "Auto-Graphics, Inc." and there are buttons for "Add to your ownCloud" and "Download". The main content area shows a file browser view with the following folders:

Name	Size	Modified
ARCHIVE_DATABASE	0 KB	2 days ago
FAILRECORDS	0 KB	2 days ago
MARC8_EXCEPTIONS	0 KB	2 days ago
MARC8_STANDARD	0 KB	2 days ago
NEED_PROFILE	0 KB	2 days ago
5 folders	0 B	

# FAILRECORDS Files

File Name	Size	Timestamp
psvpl.fail.mrc	633 kB	3/8/16, 12:41:00 PM
pthbf.jun15.mrc	383 kB	11/16/15, 4:58:00 PM
ptopl.fail.mrc	556 kB	3/21/16, 8:35:00 PM
ptopl.oct15.mrc	658 kB	11/16/15, 4:58:00 PM
ptrfp.jun15.mrc	66.1 kB	11/16/15, 4:58:00 PM
ptrpl.jun15.mrc	36.5 kB	11/16/15, 4:58:00 PM
ptupl.fail.mrc	246 kB	3/21/16, 8:45:00 PM
ptupl.oct15.mrc	238 kB	11/16/15, 4:58:00 PM
ptytp.fail.mrc	972 kB	11/16/15, 4:58:00 PM
pudpl.fail.mrc	108 kB	11/24/15, 6:12:00 PM
pulpl.jun15.mrc	778 kB	11/16/15, 4:58:00 PM
puncf.fail.mrc	79.9 kB	3/14/16, 9:18:00 AM
punpl.fail.mrc	2.0 MB	11/16/15, 4:58:00 PM
pupmf.fail.mrc	173 kB	11/24/15, 6:59:00 PM
pupmf.fail.mrc	983 kB	12/8/15, 3:40:00 PM
pwacp.may15.mrc	737 kB	11/16/15, 4:58:00 PM
pwala.fail.mrc	5.3 MB	2/1/16, 4:24:00 PM
pwepc.jul15.mrc	2.2 MB	11/16/15, 4:58:00 PM
pwepl.jun15.mrc	359 kB	11/16/15, 4:58:00 PM
pwhtp.jun15.mrc	904 kB	11/16/15, 4:58:00 PM
pwjtm.fail.mrc	92.8 kB	1/16/16, 5:25:00 PM
pwilc.jul15.mrc	88.7 kB	11/16/15, 4:58:00 PM
pwslp.sep15.mrc	78.7 kB	11/16/15, 4:58:00 PM
pwvtp.fail.mrc	105 kB	11/24/15, 7:30:00 PM
pwowf.fail.mrc	1.8 MB	1/16/16, 5:52:00 PM

# Records in raw MARC

```

00530cam 2200193
45000010003000000050017000030080041000200100013000610490009000074
0920018000831000020001012450055001212600027001763000010002035960
00600213600001900219852008900238914000900327 88 20150831115128.0
000000n 000 0 eng u a69-13784 aWDL
aB Marshall, J 1 aSevern, William 10 aJohn Marshall: the man
who made the court supreme. aNew York: McKay, c1969.
a248p. a1 10 aMarshall, John a9 b3 c37 i0 j3 kB
MARSHALL, o9 p50100000403623 r4 t1 u8 w2 y2 026 4True 5True 7Fal
se aa356 02686cam 2200457
450000100040000005001700004008004100021010001300062049001500075
0920016000901100021001062450063001272600024001903000037002145000
059002515040029003105050166003395960006050565100610051165100470
0572852009200619852009600711852009600807852009600903852009200999
8520096010918520092011878520092012798520096013718520092014678520
096015985200920165585200960174785200920184385200920193585200960
2027910003102123910003602154910002902190914000902219 111 2015083
1111927.0 000000n 000 0 eng u a69-16698
aWDL, WDLR a917.3 bTime 2 aTime-Life Books. 10 aThis
fabulous century. cBy the editors of Time-Life Books. 1 aNew
York c[1969-70]. a8 v. billus. (part col.) c30 cm. aVols.
1-4 have subtitle: Sixty years of American life. aIncludes
bibliographies. 0 aPrelude.--v. 1. 1900-1910.--v. 2.
1910-1920.--v. 3. 1920-1930.--v. 4. 1930-1940.--v. 5.
1940-1950.--v. 6 1950-1960.--v. 7. 1960-1970. --v.8 1870-1900
(Prelude). a1 0 aUnited States xSocial life and
customs xPictorial works. 0 aUnited States xCivilization y20th
century.
a9 b11 d10 h917.3 iTIME j3 o9 p60100000163779 r4 t3 u1 vv.3 w2
y2 026 4True 5True 7False
a9 b16 c37 d10 h917.3 iTIME j3 o9 p60100000173109 r4 t1 u8 vv.6
w2 y2 030 4True 5True 7False
a9 b16 c37 d10 h917.3 iTIME j3 o9 p50100000147311 r4 t1 u8 vv.4
w2 y2 030 4True 5True 7False
    
```

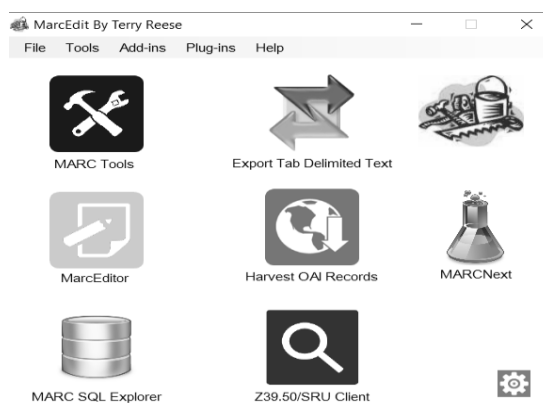
## Downloading MarcEdit

<http://marcedit.reese.net/downloads>



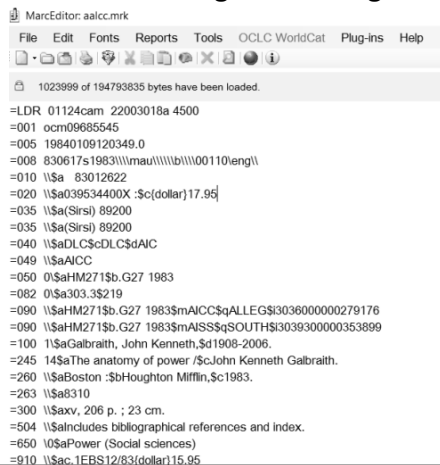
## MARC Tools

MarcEdit includes a MARC Tools section



## MarcEdit Tools

Use MarcBreaker function to convert MARC data into a more user-friendly mnemonic file format for reading and editing records in FAILRECORDS file



```

MarcEditor: aalcc.mrk
File Edit Fonts Reports Tools OCLC WorldCat Plug-ins Help
1023999 of 194793835 bytes have been loaded.
=LDR 01124cam 22003018a 4500
=001 ocm09685545
=005 19840109120349.0
=008 830617s1983\\vmau\\b\\001110\\eng\\
=010 \\$a 83012622
=020 \\$a039534400X :$c(dollar)17.95
=035 \\$a(Sirsi) 89200
=035 \\$a(Sirsi) 89200
=040 \\$aDLC$cDLC$dAIC
=049 \\$aAICC
=050 0\\$aHM271$b.G27 1983
=082 0\\$a303.3$219
=090 \\$aHM271$b.G27 1983$aAICC$aALLEGSI3036000000279176
=090 \\$aHM271$b.G27 1983$aAISS$aSOUTHSI3039300000353899
=100 1\\$aGalbraith, John Kenneth,$d1908-2006.
=245 14$aThe anatomy of power /$cJohn Kenneth Galbraith.
=260 1\\$aBoston :$bHoughton Mifflin,$c1983.
=263 \\$a8310
=300 \\$axv, 206 p. : 23 cm.
=504 \\$aIncludes bibliographical references and index.
=650 10$aPower (Social sciences)
=910 \\$ac.1FBS12/83(dollar)15.95
  
```

## Correcting FAILFOLDER records

Records can be downloaded from the Access PA catalog and then uploaded to your local ILS.

- Search for the needed record in the Access PA database.
- Find the best matching record.
- Download single or multiple MARC records into your ILS.

<https://www.powerlibrary.org/wp-content/uploads/2017/03/Downloading-MARC-Records-20170227.pdf>



## **Finding the best matching record**

- Search the Access PA SHAREit database (or any other catalog) for MARC records.
- Compare the information on the piece in hand with the information in the record.
- Verify that you have found an exact match before you add your holdings to the record or select a record for download.

## **Multi-volume sets**

### **Multi-volume sets may be cataloged as either:**

- a set, with all volumes represented on one bibliographic record
- individually, with each volume cataloged separately under the volume title

Follow your library's policies in regard to handling multi-volume sets.

## MARC fields to check

- Usual (Standard numbers; author, creator, contributor; title; edition; publication; format; extent, pagination)
- For new materials, duplicates/multiple records look for highest number in Quality field:



## Z39.50 Connection to Access PA

Access PA participants may now download MARC records from the Access PA Catalog using a Z39.50 client.

<https://www.powerlibrary.org/librarians/statewide-catalog/z39-50-searching-info>

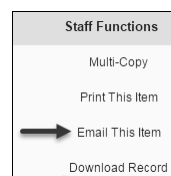
## Configure your Z39.50 connection

Hostname: accesspa.powerlibrary.org  
 Port: 2010  
 Database ID: ACCESSPA  
 Format: MARC21  
 Username: accesspa  
 Password: changes annually  
 (same password used to upload your collection to Access PA)

## Report Cataloging Errors

Send email directly from record →

- To: support@hslc.org
- Subject: add problem after Title



 A screenshot of an 'Email this item record' dialog box. The fields are:
 

- \*To: support@hslc.org (with an arrow pointing to the text)
- \*From: no-reply-accesspa@tlibrarycard.com
- Subject: Speeches and writings of Abraham Lincoln -- wrong format (with an arrow pointing to the text)

 Below the fields, the following information is displayed:
 

- Format: bks
- ISBN: 9781452602202 , 1452602204
- Author: Lincoln, Abraham
- Body: Title: Speeches and writings of Abraham Lincoln
- Publisher: Tantor Media, Inc.,
- Date: 2011.
- Description: 7 sound discs (7 hr.) : digital ; 4 3/4 in.

 At the bottom right, there is a 'Send' button (with an arrow pointing to it) and a 'Close' button.

## ????? Questions ??????

- Loading your library's records into SHAREit
- Accessing records in the FAILRECORDS folder
- Enhancing those records in your ILS so they'll load into SHAREit next time
- Set up your library as a Z39.50 client to download MARC records from SHAREit
- Identify the best matching MARC record

## SHAREit Statistics

The Statistics function in SHAREit allows you to view and download ILL and usage statistics for your library for specified time periods.

The screenshot displays the SHAREit Staff Dashboard. At the top, there is a search bar with the text "Enter search for : All Headings" and a search icon. Below the search bar, there are navigation links: "Staff Dashboard", "Search History", "Blank ILL Request", and "Participant Dir". The main content area is titled "Staff Dashboard" and features a search bar with the text "Search Staff Dashboard...". To the right of the search bar is a "Toggle Menu" button. Below the search bar, there are four main menu categories: "Quick Menu", "ILL Admin", "Statistics", and "Documentation". The "ILL Admin" menu is expanded, showing sub-menus for "Request Manager", "Borrower", and "Lender". The "Request Manager" sub-menu includes "Title Browse", "Request Number Search", and "Patron Browse". The "Borrower" sub-menu includes "Title Browse", "Request Number Search", "Maintain Participant Record", "Blank Request Form", "ALA Form", and "Maintain Shipping Labels". The "Statistics" menu is also visible, with a sub-menu for "Cat Admin".

## Borrower: Statistics or Reports?

Statistics...for Numbers	Reports...for Titles
Activity and Request Reports:	Activity and Request Reports:
<ul style="list-style-type: none"> <li>Borrowing Activity (includes lender name)</li> <li>Net Activity (includes lender name)</li> </ul>	<ul style="list-style-type: none"> <li>Request Records (includes lender name)</li> </ul>
Borrower Statistics	CONTU Copyright Tracking Reports
Borrower Record Counts	Stayed Too Long Report
Borrower Days to Receive Report	

## Lender: Statistics or Reports?

Statistics...for Numbers	Reports...for Titles
Activity and Request Reports:	Activity and Request Reports:
<ul style="list-style-type: none"> <li>Lending Activity (includes lender name)</li> <li>Net Activity (includes lender name)</li> </ul>	<ul style="list-style-type: none"> <li>Lender Response Records (includes lender name)</li> </ul>
	Stayed Too Long Report
Lender Statistics	
Lender Record Counts	
Lender Days to Supply Report	

## ILL Statistics

### Activity and Request Reports

Report on activity *based on the origination date of the request; may be inconsistent* from day to day until all activity on the request has ceased.

### Borrower Statistics and Lender Statistics

Report on actions taken during specified time period; *do not change over time.*

## Borrower Statistical Reports

Activity and Request Reports Borrowing Activity	Borrower Statistics
<b>Grand Totals and by library for:</b>	<b>Totals for:</b>
Request Attempts	Requests Submitted
Filled	Requests Filled
Not Filled	Items Received
No Response	Average Days to Receive
Unfilled	Request Rejected
Retry	Cancelled
Lost	Not in collection
Expired	Not on shelf
Cancelled	Not lendable
In Process	Not responded to
Unique Requests Sent	Not copyable
Multi Created	
Multi Requests	

## Borrowing Activity

- Reports on active status on day report run
- Grand totals plus details for each lender
- Multi Created: the number of multi-copy requests placed
- Multi Requests: the total number of copies requested for multi-copy requests; included in the count for the overall Request Attempts

Borrowing Activity Report for 08/01/2017 to 08/31/2017

Library Name	LibCode	Request		NCIP Hold	Passed to		System	No response	Unfilled	Referred	Retry	Lost	Expired	Cancelled	In process	Unique					
		Attempts	Filled		Not filled	Placed										Staff	Patron	Multi Created	Multi Requests		
Ridley Park Public Library	PRPP	15	12	3	0	0	0	2	1	0	0	0	0	0	0	0	12	12	0	1	10

## Borrower Statistics

- Reports on actions taken on requests
- HTML only; can print or save as HTML file
- Can select Weekly or Monthly periods
- Select Previous or Next Periods to view

**Best option for regular reports (monthly, state, etc.) as these numbers do not change over time**

## Borrower Record Counts

- Shows the number of all *current* active and completed ILL requests made by your library to borrow materials or receive photocopies from other libraries, grouped according to current status.
- This report replicates the current Request Manager status list but without the option to view or update requests.

## Borrower Days to Receive Report

- Answers the question: How long does it take items to be received at your library?
- Reports on the timeframe between a request being marked Shipped by the lender to being marked Received by you



## Lender Statistical Reports

Activity and Request Reports Lending Activity	Lender Statistics
<b>Grand Totals and by library for:</b> Request Received Filled Not Filled No Response Unfilled Referred Retry Lost Expired Cancelled In Process	<b>Totals for:</b> Requests Received Requests Filled Items Supplied Average Days to Supply Request Rejected Cancelled Not in collection Not on shelf Not lendable Not responded to Not copyable

## Lending Activity

- Reports on active status on day report run
- Grand totals plus details for each borrower

## Lender Record Counts

- Shows the number of all current active and completed ILL requests received by your library to lend materials or photocopies to other libraries, grouped according to current status.
- This report replicates the current Request Manager status list but without the option to view or update requests.

## Lender Days to Supply Report

- Answers the question: How long does it take items to be received at the borrowing library?
- Reports on the timeframe between a request being marked Shipped by you to being marked Received by the borrowing library

## Net Activity

Your ILL activity within Access PA *and* with each trading partner

Net Activity = Lending – Borrowing

Net Borrower	Borrows more than lends	Negative value
Net Lender	Lends more than borrows	Positive value
Balanced Borrower/Lender	Equal borrowing and lending	0

## Break Time!



## Reports for Titles

	Borrower	Lender
Activity and Request Reports:		
• Request Records	√	
• Lender Response Records		√
CONTU Copyright Tracking Reports	√	
Stayed Too Long Report	√	√

## Borrower: Request Records

Lists each request submitted as a borrower

- Supplier = none
  - Final Disposition is Unfilled / Retry / Cancelled
- Use to find requests no longer in the Request Manager
- Complete: deleted after 5 days
- Mistakenly actioned as Shipped (non-returnable)
  - SHAREit Tip

## Lender Response Records

- Lists each request received as a lender

Use to find requests no longer in Request Manager

- Complete: deleted after 5 days
- Mistakenly actioned as Shipped (non-returnable)

## Stayed Too Long Report

Use to find requests that have been in specific statuses for a long time and may need action:

Borrower	Lender
Not Received	Not Received/Overdue
Not Received/Overdue	Overdue
Overdue	Returned
Retry	

## CONTU Copyright Tracking Reports

Shows local demand for specific serial titles

- Can inform collection development decisions if there is a high volume of article requests

Reports available for current and 3 prior years

- Summary: Title and number of requests
- Detailed: also includes request/filled dates

## Database Index Statistics

### **General Stats**

#### **Total Records**

The total number of bibliographic records in the Access PA Catalog

#### **Indexes**

The total number of entries for each index supported in Access PA Catalog

## Database Index Statistics

### **Bib Records – by Library Code**

### **Bib Records – by Library Name**

The total number of holdings attached to bibliographic records for each library

- Use to see if a library's records are loaded

## Database Index Statistics

### **Qualifiers**

The number of items with given qualifiers  
e.g., Language, Reading Level

- Use to see if there are records in a particular language

## Database Field Statistics

### General Stats

**Bib Records:** total bibliographic records

**Holdings:** total holdings (locations) attached

**Holderless Records:** total with no holdings attached

**Holderless Records with <856> \$u:** total with no holdings that include MARC Tag 856, subfield U

## Database Field Statistics

### MARC Field Stats

Lists each MARC Tag occurring in *at least one* bibliographic record and the associated:

- **Tag Occurrence:** total number of times the tag occurs
- **Tag Content:** the specific subfields (and number of times each subfield occurs) for each MARC Tag

### MARC Field Stats for your Library



## Database Field Statistics

### **Library Holdings Stats – not available**

- Use Database Index Stats:
  - Bib Records – by Library Code
  - or
  - Bib Records – by Library Name

## System Activities

Summary information for your library:

- **Logins**
- **Searches:** only one database in Access PA so Search Requests will equal Searches
- **ILL Statistics:** ILL Requests and using the Blank ILL Request form
- **Cataloging Activity:** not done at library level

## FAQ: ILL

What to check when:

1. Forget your password
2. Not getting requests
3. Not getting email alerts for requests
4. Placed request but not in Pending list
5. Can't find a request in the Request Manager
6. Borrower says renewal request rejected
7. Multi-copies: how many can we request?

## FAQ: ILL #1

Using Forgot Your Password? but says user record does not include an email address

Probable cause:

- Your library not selected from list
- Incorrect Username entered
- See the SHAREit Tip: [Password Management](#)

## FAQ: ILL #2

Not getting requests

Probable cause:

- Records not loaded
  - Check Database Index Stats
  - See Adding Your Collection
- Holiday Dates entered
  - Check Participant Record → Holiday List
  - Review the Getting Started Checklist

## FAQ: ILL #3

Not getting email alerts for requests

Probable cause:

- Do not have Staff Notices set up correctly
  - See Staff Notices in Participant Record doc
- Notices are going to spam
  - See the Staff Notices Note in above doc

## FAQ: ILL #4

Placed request but not in Pending list

Probable cause:

- Request is in Awaiting Approval
- Change status to Approve – Send
- See Placing and Fulfilling Requests

## FAQ: ILL #5

Can't find a request in the Request Manager

Probable cause:

- The request is Complete or was deleted
- Request was actioned Shipped (non-returnable)
- Use Activity and Request Reports
  - Borrower: Request Records
  - Lender Response Records
- See ILL Statistics

## FAQ: ILL #6

Borrower says renewal request automatically rejected

Probable cause:

- Lending Policy not updated
- Update to reflect your library's policies
- See Participant Record

## FAQ: ILL #7

Is there a limit to the number of copies I can request for a Multi-Copy Request?

- SHAREit system's limit is defined by the number of copies available. Documentation about placing multi-copy requests is on p.3 of Placing and Fulfilling Requests. There is also a SHAREit tip on multi-copy requests.
- Access PA ILL is informed by the 2011 Pennsylvania Interlibrary Loan Guidelines. The Procedures Manual (p.1) indicates best sellers, bound volumes, multiple copies, recently published titles, or titles owned locally may be requested and lent if within the guidelines of individual library or consortium policy.

## To keep informed...

Sign up for the Access PA News for:

- System Updates
- Training Opportunities
- SHAREit Tip of the Week

<http://www.powerlibrary.org/librarians/library-news/access-pa-news/>

## To keep informed...

Access PA SHAREit Documentation:

Home > For Librarians > Access PA Catalog and ILL System > Documentation

**POWER Library Portal**

- Access PA Catalog and ILL System
- Documentation
- Participation/Application
- Promotional Materials
- Training

**Documentation**

Access PA Catalog and ILL System (SHAREit)

- [Access PA Catalog and ILL System \(SHAREit\)](#) ←
- [How Do I Get Started Using SHAREit? \(Get training, system activation, etc.\)](#)
- Get Training
  - [Information about in-person, live webinars, and webinar recordings](#)
- [SHAREit Tips](#) ←

<https://www.powerlibrary.org/librarians/statewide-catalog/documentation>

## ?????? Questions ????????

- Obtain SHAREit borrowing and lending statistics and how to use them for reporting
- Solve common ILL problems with documentation and tips
- Any other problems to bring to the group?

Access PA Catalog and ILL System  
[accesspa.powerlibrary.org](http://accesspa.powerlibrary.org)  
[support@hslc.org](mailto:support@hslc.org)

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HSLC

## Hands-on Time



**Have you logged in to see your FAILRECORD file?**

**To see your library's records that did not load into the Access PA database:**

- From your browser, go to <https://agcloud.auto-graphics.com/index.php/s/wjH0bY9mbCM3xtC>
- Enter Password
- Open the folder named FAILRECORDS
- Search for the file name starting with your library's 5 character code. This contains the MARC records that were rejected during the load.

You can read more about accessing these records at: <http://www.powerlibrary.org/wp-content/uploads/2015/11/Access-PA-SHAREit-FAILRECORDS-Folder-201511.pdf>

## Hands-on Time



**Have you downloaded MarcEdit and used MarcBreaker to convert file to readable format?**

- Enter <http://marcedit.reeset.net/downloads> into your browser address bar
- Download MarcEdit
- Click on MarcTools
- Use MarcBreaker function to convert MARC data into mnemonic MARC
- Open file to review records



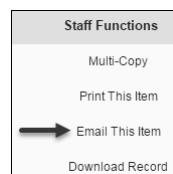
## Hands-on Time



Have you found a record with a format of Book, but it's clearly a DVD?

Have you had to wade through 5 records that seem to be for the same item before deciding which one to use to place your request? Please take a moment to let us know!

- From the Staff Functions on the right hand side of the record, select **Email This Item**



- Fill in To:
- Add problem to end of Subject
- Send

Email this item record

\*To: support@hslc.org

\*From: no-reply-accesspal@librarycard.com

Subject: Speeches and writings of Abraham Lincoln -- wrong format

Format: disk

ISBN: 9781452802202, 1452802204

Author: Lincoln, Abraham

Body: Title: Speeches and writings of Abraham Lincoln  
 Publisher: Tantor Media, Inc.,  
 Date: 2011.  
 Description: 7 sound discs (7 hr.) : digital : 4 3/4 in.

Send Close

## Hands-on Time



Have you checked your participant record since the SHAREit update 2/27/2017?

Using Access PA SHAREit ILL Admin: Participant Record (password is **powerweb**) as a guide, make sure the following are up to date:

- Preferred Lender List/Blocked Lender List:** Adjust if necessary, e.g., to remove local system lending partners
- Ship To Address Fields:** Check the address is complete and correct if necessary. Libraries using IDS: In the **Ship To Name** box, enter your library's IDS number before the library name, e.g., **Ship to Name:** IDS 123 My Library
- Email Alerts:** If you want to receive email alerts from SHAREit, go to the **Staff Notices** section. Select **Yes** for the types of alerts you wish to receive and enter the **Email address** to which the email alerts should be sent.
- Lending Policy:** Update the default **Lending Policy** to ensure you will not receive requests for materials your library does not lend and that renewal requests are not automatically rejected.
- Holiday List:** make sure it's up to date

## Hands-on Time



**What kinds of SHAREit Reports or Statistics do you need?**

- **Actions taken on active requests during specific time period ?**

Staff Dashboard > Ill Admin > Borrower > Statistics > Start date MMDDYYYY; End date MMDDYYYY; Monthly view > Submit

- **Activity on a particular set of requests based on origination date?**

Staff Dashboard > Statistics > Reports & Downloads > Start date MMDDYYYY; End date MMDDYYYY > Submit

## Hands-on Time



**Do you need a report of titles requested?**

- **Run a Request Records report for titles requested as borrower**

Staff Dashboard > Statistics > Ill Statistics > Date Range > Request Records > Submit  
Report only available in Excel; includes supplier, title, request date, and final disposition

- **Run a Lender Response Records report for titles requested from your library (as lender)**

Staff Dashboard > Statistics > Ill Statistics > Date Range > Lender Response Records > Submit  
Report only available in Excel; includes borrower, title, call number, and final disposition

## Hands-on Time



### **Do you get weekly updates via Access PA News?**

**New programs and resources offered, system updates, training information, SHAREit tips, etc.**

If not, subscribe now at:

<https://www.powerlibrary.org/librarians/library-news>

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