

**Please read this message in its entirety!**

## **WorldShare Interlibrary Loan message for Washington (For distribution March 12)**

### **SUBJECT: Preparing for the WorldShare Interlibrary Loan Service**

As you have heard from Will Stuiwenga at the Washington State Library, the WorldCat Resource Sharing interlibrary loan service your library receives through the Washington agreement with OCLC will be replaced by OCLC WorldShare™ Interlibrary Loan in 2013. For a list of Washington Group Services libraries, visit [www.sos.wa.gov/quicklinks/waywho](http://www.sos.wa.gov/quicklinks/waywho). Libraries not included in Washington Group Services should contact OCLC for information on their migration schedule. In March, we will release the new service for use by libraries in the United States. As part of our communication, we will share information about training resources for the service.

In March, you may see communication to the resource sharing community about training and support for new users of WorldShare Interlibrary Loan. **We strongly recommend that you take advantage of training offered for Washington members.** The benefits to transitioning with your group includes smaller class sizes, training that meets the specific needs of your group, and training with libraries of a similar background. Washington has worked with OCLC to plan training specifically for libraries in your group during the month of April for public and special libraries; academic and school libraries will make the transition in July.

### **GETTING STARTED**

#### **Step 1: Register your library**

Your first step toward using WorldShare Interlibrary Loan is to complete the [Washington registration form](#). We will confirm your interest in beginning to use the new service and give you information about the next steps you need to take.

**Note: It is important to register for the WorldShare Interlibrary Loan service before completing any other steps, including registering for training (below).**

#### **Step 2: Establish new user accounts**

Before you log on to WorldShare Interlibrary Loan for the first time, you must set up a new OCLC user account for interlibrary loan. This new account will replace the 9-digit authorization number and password you currently use to access WorldCat Resource Sharing.

Information about creating new user accounts is available in the ["Create Your New WorldShare ILL Account" tutorial](#) and in the "Creating an account" section of this ["Getting Started" document](#).

If you require additional help setting up user accounts, you may register to attend the following Washington training sessions at 11 am Pacific Time:

- WorldShare Interlibrary Loan Getting Started –
  - Public and special libraries
    - Tuesday, April 2 [Register](#)
  - Academic and school libraries
    - Tuesday, July 16 [Register](#)

#### **Step 3: Consult WorldShare Interlibrary Loan [Training](#) and [Documentation](#)**

Several types of resources are available to help you become familiar with WorldShare Interlibrary Loan.

### **Self-paced training**

We recommend you first consult the self-paced training resources provided on our [Self-Paced Training website](#).

These resources provide an introduction to use of the new service that you can review at your own pace and on your own schedule. For many people, the self-paced resources will provide enough information to successfully begin using the new service.

### **Live virtual training classes for your group**

Virtual training classes will be provided using OCLC's conferencing software, WebEx. In these sessions, you will walk through workflows for both borrowing and lending with an experienced OCLC trainer.

**Note:** You must have [Adobe Flash](#) installed to use the simulations in the Training classes.

Washington training classes will be held on the following dates at 11 am Pacific time:

- **Public and special libraries (April):**
  - WorldShare Interlibrary Loan Borrowing: Wednesday, April 3 [Register](#)
  - WorldShare Interlibrary Loan Lending: Thursday, April 4 [Register](#)
- **Academic and school libraries (July):**
  - WorldShare Interlibrary Loan Borrowing: Wednesday, July 17 [Register](#)
  - WorldShare Interlibrary Loan Lending: Thursday, July 18 [Register](#)

### **PREPARE FOR YOUR TRANSITION**

There are a number of things you can do to prepare for your use of the new WorldShare Interlibrary Loan service. More information is available at the [OCLC migration website](#).

### **Questions?**

If you have questions about this upcoming migration, please contact OCLC at [WorldShareILL\\_MIG@oclc.org](mailto:WorldShareILL_MIG@oclc.org). If you have questions about Washington Group Services and its role in the migration, contact Will Stuiivenga at the Washington State Library: [will.stuivenga@sos.wa.gov](mailto:will.stuivenga@sos.wa.gov) or 360.704.5217.