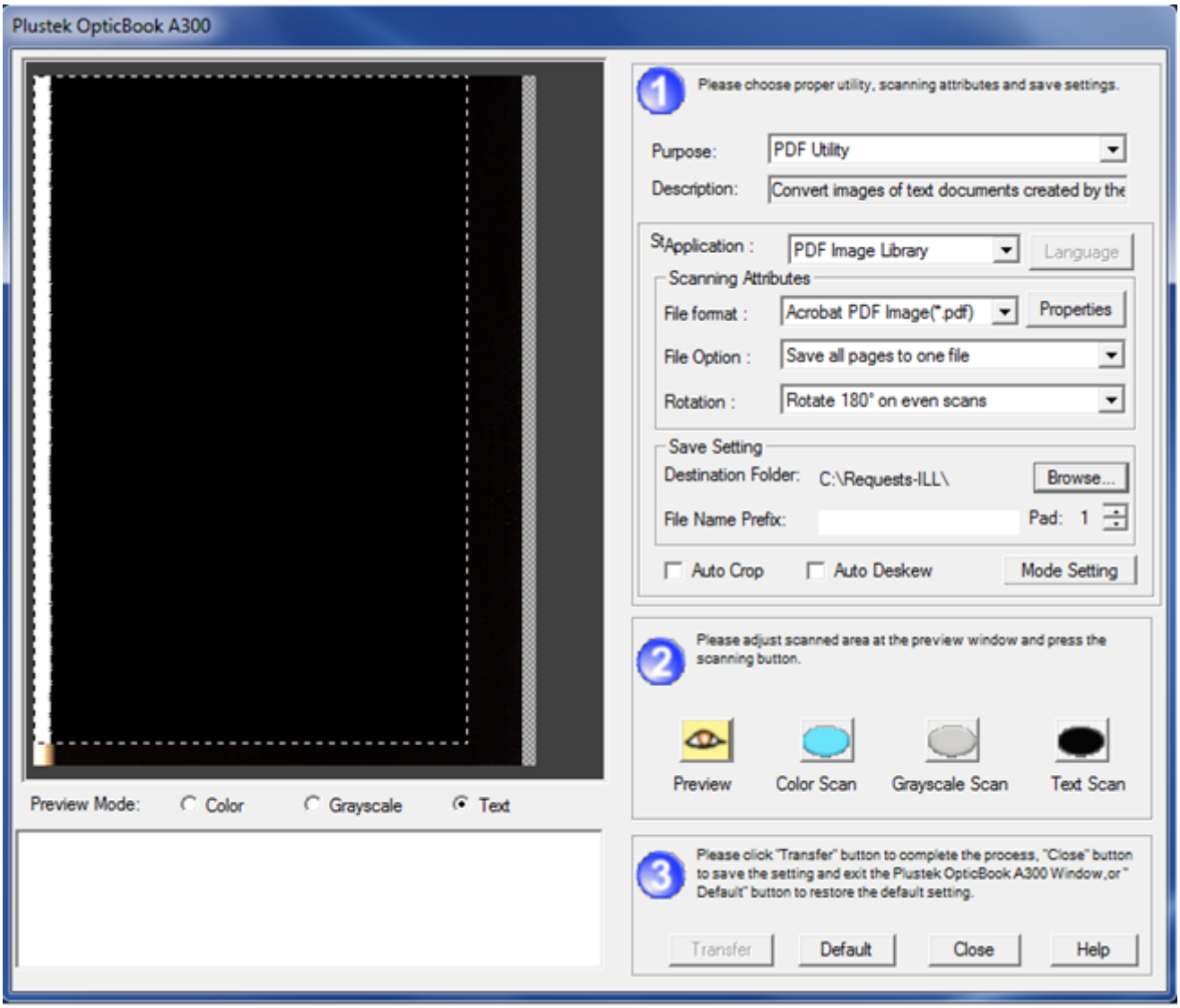
Using Book Pavilion & Article Exchange for ILL Article Requests

Book Pavilion



-Check the destination folder and select C:\Requests-ILL if needed

-Put ILL # in the “File Name Prefix” field

-Put the request form on the scanner and click on “Preview” to scan then adjust the dotted lines to fit the paper

-Scan the request form… if it is upside-down, click on the blue X to cancel then scan again

-Click on “Preview” to scan the first page of article and adjust the dotted lines to fit the page*

(if the book is small enough, ok to scan 2 pages at once)

- If scanning two pages, change to “no rotation”

-Scan the first page…if it is upside-down, click on the blue X to cancel then scan again the scan the rest of pages

-Click on “Transfer”

*If a book or pages are too fragile or the binding is too tight to scan:

- First option: Try using the CZUR scanner and see if it works. If not then proceed with the second option.
- Second option: add a "SCF Digitization Request" book strap to the book and add a message to the strap. Insert the request form in the book then send it to the requesting library. Also, add a transit message to Internal Note 3 (for example: SCF in transit to GW ILL, 3/13/2024).

Article Exchange

-Use OCLC Article Exchange in Firefox

-Log onto AE if necessary

-“Select a file to drop” message will appear

-Click on “Browse” to get the file then a window will open with the files (C:\Requests-ILL)

-Double-click the appropriate file (each filename will have “1” at the end…ignore it)

-Click on “Drop file”

-The message saying “Your drop was successful!” should appear

-Move the mouse pointer (finger) to “email a notification” and right-click and select, “open link in new window”

-It will lead to Gmail and open a message…add the following information

To: Borrowing library’s email address

CC: Lending library’s email address (select AU, CU, GW or GT)

Subject: ILL # xxxxxxx

-Send the email then close the window

- Fold the request form and put it back in the book

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