

BQSI/MB
SHARED RESOURCES COMMITTEE REPORT
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Chairperson, Shared Resources Committee

DOCLINE - Update Profile - Remove Asterisk

Change of instructions for BHSL members from previous minutes in BQSI 2008 Fall Meeting minutes:

Docline is now requesting that the asterisk be removed which follows the Library name as BHSL no longer uses the ranking system.

Login to Docline, select "Institutions" tab, and "Update LIBID". Under "Document Delivery Address" section, edit "Institution" field. Click yellow "Save" button.

DOCLINE – BQSI/MB & METRO

Not every member of BQSI/MB provides free interlibrary loans to members. Even though they are BQSI/MB members, they will not be listed in Docline as a BQSI/MB member. The criteria of "free" must be met in order to be listed as a BQSI/MB member in Docline.

However, "METRO Group" membership is different in Docline. Not every METRO member is free as there is not criteria for "free" to be listed. You must check a library's profile to see if free. (However it often lists as "free unspecified" and then you must contact the Library.)

DOCLINE – Free Libraries without Groups

You can locate and add to your Docline cells many other free libraries that are not affiliated with any groups. (Best to keep track if you add these libraries so that you do not charge them as well.)

Login to Docline, select "Institutions" tab → More Search Options → Select Search Field → Copy Base Fee → Equal to → 0.00 → Add to Search → And not → Library Group → Select Library Group: BHSL → Add to Search → And not → Select Library Group: Free Share → Add to Search → → Search → Results.