Chapter 14: Library Location Records

What are Location Records?

"Location" is the term used in VDX for those sites providing material to you to fill requests. A location can be another library or a document delivery supplier. All sites that you have interlibrary loan transactions with should have a VDX location record.

When your VDX system is installed, your organization is entered as a location and your relevant location and service details are recorded.

Important: If there have been changes to address, phone, and email for your location they should be reported to your VDX administrator so that corrections can be made.

Searching Location Records

You can look up a library's location code, address, phone, fax and email address for the ILL department by looking up their record in the Location database.

Select **Locations** link in the sidebar menu to display **Location Search** screen.

Select your search criteria from **Search** drop-down menu:

Location Code	OSWS	This is the unique ID used for the location by the VDX database.
Location Symbol	**NLC-BNC:** OSWS	This is the recognized code for that location as designated by the ISO Naming Authority which is Library and Archives Canada.
Short Description	WhitchurStouf	This is the abbreviated name used to describe the location in the VDX database.
Long Description	Whitchurch-Stouffville - Main	This is the long description used to describe a location in the VDX database.

Select the appropriate radio button from the **Match** menu:

Match   ⦿ Exact   ◯ Any part   ◯ First part   ◯ Last part

- **Exact** will retrieve records matching your search terms exactly but is not case sensitive.

- **Any part** will retrieve matches including your search term in any part of the string.
  e.g. You enter 'brant' and check 'Any part' because you do not know if it is County of Brant or Brant County.

- **First part** will retrieve matches including your search term at the beginning of the string.

- **Last part** will retrieve matches including your search term at the end of the string.

Selecting the correct location code for a Rota

If you search to find a location code to add to a Rota **be careful to select the correct code.**

If a library has branches be sure to choose the code for the location where ILL activity is centralized. Look for the word **"Main"** after the name.

Another clue is the Interlibrary Loan Status designation for the location. Lending institutions will have the words "Responder and Requester" status.

Responder and Requester   a library system's centralized ILL location
Requesting Only   a library that is a borrower only
Responder Only   a library that is a provider only (i.e. Ontario Archives)
Not an ILL Participant   a library (or branch) that is not active on the system