

# **Global Policies**

## Introduction

WorldCat<sup>®</sup> Registry users around the world can now access global resource sharing policy information in the Registry. Policy information about global resource sharing previously available only in the subscriber-only Policies Directory is now included in institution profiles within the WorldCat Registry for display by any Registry user.

Access to global resource sharing policies will help Registry users determine whether a library will loan a resource identified through the WorldCat database to libraries within the same country or in other countries. Consulting the Registry for this type of policy information will save time for library staff trying to obtain needed items for their users.

All institutions in the WorldCat Registry can define global resource sharing policies A user authorized to modify an institution's settings can create or modify that institution's policy information. OCLC will prepopulate the WorldCat Registry with global resource sharing policies of WorldCat Resource Sharing subscribers that exist in the Policies Directory.

The following policy information will display to WorldCat Registry users: **Copy policy** 

- My institution sends copies within my home country for free or for a fee
- My institution sends copies outside my home country for free or for a fee

#### Loan policy

- My institution loans within my home country for free or for a fee
- My institution loans outside my home country for free or for a fee

## **Creating a Global Policy**

All institutions in the WorldCat Registry can define global policies. A user authorized to modify an institution's settings can create or modify that institution's global policies using the following steps:

1. After login and selection of the institution you are authorized to edit, select the **<u>Global Policies</u>** link on the "Profile Summary" screen.

rofile Summary				
Blobal Policy Museum				
Global				
Profile Summary	Institution Name: Global Policy Museum			
Share this Profile	Also Called: Global			
Download this Profile as XML	Institution Type: Museum			
	Street Address			
Name and Location	1234 Any Street			
	Dublin, Ohio 43017			
Identifiers	United States			
Relationships:				
Branches	Business Address:			
Affiliations	1234 Any Street			
Services:	Dublin, Ohio 43017			
IP Addresses	United States			
Online Catalog				
OpenURL Resolvers	Phone: 614 555-1234			
Virtual Reference	Fax: 614 555-0000			
Administrativo Information	E-mail Address: global@globalmuseum.org			
Administrative mormation	Home Page: www.globalmusuem-notreally.org			
Contacts	Information Page: www.globalmusuem-notreally.org/info			
Global Policies				
	Services:			
	IP Addresses:			
Profile History	Online Catalog:			
Last updated on 2008-05-27	UpenUKL Resolvers:			
	Viitual Relefence.			

2. On the Global Policies page, select the **Edit this page** button to create or modify the global policies.

Profile Summary Download this Profile as XML	Global Policies Below are the current resource sharing settings for Global Policy Museum. NOTE: These global policies may not apply for all inter-lending and are subject to change
Name and Location Identifiers	Edit this page
Relationships: Branches	Global Policies
Affiliations	Copy Policy
IP Addresses	ινο αοmestic copy policy αετίπεα.
Online Catalog OpenURL Resolvers	No international copy policy defined.
Virtual Reference	Loan Policy
Administrative Information	No domestic loan policy defined.
Contacts	No international loan policy defined.
Global Policies	

3. Select the checkbox for each policy that applies. You may select only one button for fees; the default is "a fee" is charged.

Last Updated:				
Global Policies				
Copy Policy				
$\square$ My institution sends copies within my home country for $\bigcirc$ Free $\bigcirc$ A fee				
$\square$ My institution sends copies outside my home country for $\bigcirc$ Free $\bigcirc$ A fee				
Loan Policy				
$\square$ My institution loans within my home country for $\bigcirc$ Free $\bigcirc$ A fee				
$\square$ My institution loans outside my home country for $\bigcirc$ Free $\bigcirc$ A fee				
Save Changes Cancel Changes				

4. Click the **Save Changes** button to save the settings.



5. The policy is saved.

Profile Summary Download this Profile as XML	Global Policies	
	Below are the current resource sharing settings for Glo NOTE: These global policies may not apply for all inter	bal Policy Museum. -lending and are subject to change
Name and Location	Edit this page	
Identifiers	Last Updated:	2008-05-30
Relationships: Branches Affiliations Services: IP Addresses Online Catalog	Global Policies	
	Copy Policy My institution sends copies within my home country	y for a fee
	My institution sends copies outside my home count	try for a fee
OpenURL Resolvers Virtual Reference	Loan Policy My institution loans within my home country for a fe	e
Administrative Information Contacts	My institution loans outside my home country for a	fee
Global Policies		

# Display an Institution's Global Policies

Anonymous users may display any institution's global policies by clicking the **<u>Global Policies</u>** link.

Profile Summary				
Global Policy Museum				
Profile Summary Download this Profile as XML	Institution Name: Global Policy Museum Also Called: Global Institution Type: Museum			
Name and Location Identifiers Relationships: Branches Affiliations	Street Address: 1234 Any Street Dublin, Ohio 43017 United States			
Services: IP Addresses Online Catalog OpenURL Resolvers Virtual Reference	1234 Any Street Dublin, Ohio 43017 United States Phone: 614 555-1234 Fax: 614 555-0000			
Administrative Information Contacts Global Policies	E-mail Address: global@globalmuseum.org Home Page: www.globalmusuem-notreally.org Information Page: www.globalmusuem-notreally.org/info Services:			

And the resulting screen is displayed.

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Profile Summary Download this Profile as XML	Giodal Policies		
	Below are the current resource sharing settings for Global Policy Museum. NOTE: These global policies may not apply for all inter-lending and are subject to change.		
Name and Location	Edit this page		
<u>Identifiers</u>	Last Updated:	2008-05-30	
Relationships: Branches Affiliations	Global Policies		
	Copy Policy		
Services:	My institution sends copies within my home country fo	or a fee	
IP Addresses Online Catalog	My institution sends copies outside my home country	for a fee	
OpenURL Resolvers	Loan Policy		
Virtual Reference	My institution loans within my home country for a fee		
Administrative Information			
Contacts	IVIY Institution loans outside my nome country for a fee		
Global Policies			

Remember, a user must be authorized with an institution and logged in to change the institution's global policies.

