

Library Action Items for DOCLINE® 1.4

In response to user requests, several new fields were added to the DOCUSER record. NLM is asking all DOCLINE libraries to update their DOCUSER records to include information in these new fields.

From the DOCLINE main menu:

- ➔ Select the DOCUSER icon, then the Update icon.

1. Add your institution's home page URL to the Institution Home Page field:

- ➔ Select the Address tab, then the Institution page.

Enter the complete URL, to include "<http://>."

2. Add your library's home page URL to the Library Home Page field:

- ➔ Select the Address tab, then the Institution page.

NOTE: For some, "Institution" and "Library" home page URLs may be the same.

3. Add your library's main phone number to the Library Phone field:

- ➔ Select the Address tab, then the Institution page.

4. Add your consumer health professional's contact information:

- ➔ Select the Contacts tab, then the Consumer Health page.

If you participate in PubMed's LinkOut feature:

5. Enter the contact information for the person responsible for LinkOut:

- ➔ Select the Contacts tab, then the LinkOut page.

NOTE: Because of differences in the data stored in the PubMed system, NLM is currently unable to import the LinkOut contact data into DOCLINE. Libraries will need to maintain this contact information in both DOCLINE and in LinkOut for the immediate future.

NLM strongly encourages member libraries to take the opportunity to review their entire DOCUSER record to ensure accuracy and completeness. DOCUSER info is used by DOCLINE for **routing** (see Delivery Methods, Document Delivery Address, and Routing Profile pages) and **display**, and is a critical information resource for partner and NN/LM network libraries.

DOCLINE® Version 1.4 Release Notes

REQUESTS MODULE

1. **Reports:** *Report 1-7. Routing Table Statistics.*
Modified report to suppress display of closed libraries.
2. **Status/Cancel:** Added time in hours and minutes to the History of Request page.
Time is displayed in 24-hour format, Eastern Time (ET).
3. **Delivery Address:** Added validation to ensure data is contained in 'Ship to Name', 'Street', 'City', and 'State' fields to prevent blank shipping address.

DOCUSER MODULE

4. **Address:** Added URL fields for 'Library Home Page' and 'Institution Home Page'; added phone number field for institution.
5. **Codes:** Changed field label 'National Union Catalog ID' to 'MARC Organization Code' to maintain consistency with MARC 21 field labels.
6. **Contacts:** Added contact types for 'Consumer Health', 'Link Out', and 'Other'. Use 'Other' to add staff not associated with any of the other contact types.
7. **Search:** Added ability to search by the number of holdings.
8. **Display:** (a.) Changed "ILL Information" search result display to include number of holdings and library group membership; (b.) Changed "Contact Names" search results display to list all contact types (*not* just the ILL contact name); (c.) Added a link to the full DOCUSER record from the displayed LIBID in all of the DOCUSER search result displays; and (d.) Removed 'Old LIBID' as a search and sort order option.
9. **Interlibrary loan:** Modified 'Participates in Electronic Payment' field label to "Participates in EFTS"; and Added 'Date Joined EFTS' field to ILL Services page display. *The EFTS fields have become display only to Network Libraries. Please use the Contact RML link on this page to notify your DOCLINE coordinator of any needed changes to the information.*

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DOCUSER MODULE

10. **Services:** Added field for authorizing listing in 'MEDLINEplus Consumer Health Libraries' page (<http://www.nlm.nih.gov/medlineplus/libraries.html>); and Removed redundant/outdated fields: 'Has access to the World Wide Web'; 'Has a Satellite Receiver Dish'; 'Provides internet training'; and, 'Prefers not to be listed in public directories'.

SERHOLD MODULE

11. **Display:** Removed "Frequency Code" and added "Current Publication Frequency" field (310 in the MARC bibliographic record) on all SERHOLD screens.

RML ADMINISTRATION

12. Added date of last routing table update and date of last SERHOLD update to DOCUSER ftp file.

LD ADMINISTRATION

13. **LD Patron Admin:** Added delivery method, comments, and transfer authorization information to LD patron display for the Ordering Library.
14. **Messages:** Added notification to Home Page message area when a new LD patron registers.

HELP

15. **Help screens:** Added or modified for new features /changes to DOCLINE 1.4.
16. **Contact DOCLINE** and **Contact RML:** (a.) Added ability for sender to copy message to their email address on all 'Assistance and Comments' forms; (b.) Separated Name field into 'Last Name' and 'First Name' on all 'Assistance and Comments' forms; and (c.) Removed field 'DOCLINE User ID' from all 'Assistance and Comments' forms.

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LOANSOME DOC PROGRAM

17. **Change Ordering Library:** Added 'contact Library for service' message to LD instructions.
18. **Order Documents:** (a.) Enhanced message indicating user is no longer authorized for ordering library; and (b.) Added author field to 'Loansome Doc order sent' page.
19. **Status of Orders:** Added 'Reason' request 'Not Filled' to the LD patron's Status page [for example, Cost.]