

### Tipasa/WorldShare Mediated Workflow

Get It Now, from Copyright Clearance Center, complements your interlibrary loan services by providing library patrons with the immediate fulfillment of full-text articles from unsubscribed journals.

The system is available 24 hours a day, 7 days a week and is a cost-effective and easy-to-use service, integrated into your ILL platform or Open URL link resolver.

#### 1. Process the Borrower Request

- To begin, open Tipasa or Worldshare library view and access the list of ILL Borrowing requests.
- Click on an individual request, to view the request details.
- On the open record, click on the Interlibrary loan tab and the "Purchase" tab to view options for obtaining the requested article.



- If the article is available through "Get It Now", a link to the service, along with the article fee, will display under "Purchase Options". 
- Click on the "Get It Now" Link to begin the ordering process.
- The "Get It Now" dialog box will open, displaying the article metadata, price, delivery e-mail, and "terms and conditions." If you use Atlas Odyssey or OCLC Article Exchange, by default the article will be delivered to the patron via that service.
- Input the ILL librarian email to receive a backup copy of the article sent to the patron. If you choose not to deliver the article via Odyssey or Article Exchange, input the email address of the patron who requested the article.
- Agree to the "Terms and Conditions" by checking the box and submit the request by clicking the "Accept" button. 

#### 2. View Borrowing Request

- Each record updates as the orders are processed. The system indicates the fulfillment source for the article and offers the ability to add internal notes and save them to the record.
- Processed requests appear in the "purchasing" queue. The completed transaction record includes the order number, status, and any internal notes.
- Selecting an individual request displays the current status, patron information, and article information.
- A request that is "Closed" or "Supplied" includes a link to "Email doc to patron." Selecting [Email doc to patron](#) this link opens an e-mail dialog box.
- For WorldShare ILL users, update the e-mail information, if necessary, and click on "Send", to e-mail the article link to the requestor.

#### 3. Delivery to Patron

- For Tipasa users, the article will be automatically delivered to the patron via OCLC Article Exchange. An email is sent, containing a link to the download page.
- The patron may also log into their account, to see a list of their requests, with download links.
- If you chose to email the article to the patron, they will receive an email, which includes a link to the requested article. The article dis-

#### Questions?

Find Videos and Guides on the [Get It Now Resource Center](#)

To learn more about the Copyright Clearance Center, please visit <http://www.copyright.com>

