

DOCLINE 2.0

Update Your Library Record

Print your record

- Find your institutional record. Go to “Institutions”; then “Update ‘MYLIBID’”. Scroll down the screen and click on “Print entire library record”, which appears on the left hand side. This will open a separate browser window. Use the PRINT icon in this browser window to print the entire record. You may use this paper copy to review your institutional information (i.e., DOCUSER).

Review your address information

- Check your institutional address. Does it say “ILL Department”? Please edit this because it will become your official address in both the Find a NN/LM Member Library (<http://www.nlm.gov/members/>) and MEDLINEplus library directory (<http://www.nlm.nih.gov/medlineplus/libraries.html>).
- Do you want your bills sent to a different address than your institutional address or your interlibrary loan address? If yes, you can now add a separate billing address. When you first log on to DOCLINE 2.0 your ILL address will be copied into the billing address section. You may change this if you wish.
- Do you have a web site for consumer health? You can add this in the Internet Addresses section under Address. If you include a web site here, it will be used in the MEDLINEplus library directory.

Update your contact information

- Click on “People” and review the display. Update the names as necessary. You may add more names if you wish, and you may add more roles or “Contact Types” to individual entries. Double check phone, fax, and email listings.

Update your services and fees

- Do you provide color copies? If so, please check the box. If you do nothing, the system will say that you do not provide this service.
- Do you have separate charges for loans versus copies? Do you charge extra for color copies? For rush?
- Are you willing to serve international users? If so, update the Loansome Doc Services section under Services & Fees.

Add to your M/A/N map

- If your M/A/N map is full, you can add up to five additional libraries to your M/A/N map for a total of nine libraries. You may add more Resource Libraries or other libraries with specialty collections that are of interest to you. Remember, when requests route according to your library’s M/A/N map, they route sequentially through the libraries. Click on DOCLINE Options to edit both the routing table and M/A/N map for your library.

Are you listed in MEDLINEplus?

- If you would like your library listed as a “Consumer health library providing services to local residents”, go to the Services & Fees section and select “Yes” for “Authorizes listing in MEDLINEplus Consumer Health Libraries Directory”.

Re-evaluate your library’s routing table

- The biggest change is the creation of a “workspace” where you can temporarily place a library or group of libraries where you construct your routing table. You can use DOCLINE’s search feature to identify libraries and more them into your “workspace”.

Solutions to Common Problems

Borrow/PubMed opens up Loansome Doc login screen

- This issue is related to IE 6 browser settings, specifically the “Check for newer versions of stored pages” value and the Privacy tab settings. Once settings are correct, clear your browser cache. IE 6 browser settings are at: http://www.nlm.nih.gov/docline/ie6_settings.html and clear cache instructions are at: http://www.nlm.nih.gov/services/doc_clearcache.html.

Receipts print on two pages

- Adjust IE's default page margins to Bottom = 0.50". You can also adjust the Top, Left, and Right settings if needed.
- Adjust the text size smaller.
- Install the barcode font. The barcode prints in less vertical space than the text only equivalent.
- If only the footer prints on the 2nd page, you can modify the header & footer settings to remove either or both.

“Never Route to NLM” delivery choice has disappeared

- Routing of requests to NLM is controlled by a new, separate setting in your institution record. Click on Institutions, then Update <your LIBID>, then click on DOCLINE Options in the sidebar navigation—the “NLM Delivery Method” field is under Borrowing Preferences.

Other Resources

- “What should you do when DOCLINE 2.0 becomes available”, *Latitudes*, Nov./Dec. 2003, http://www.nnlm.gov/psr/lat/v12n6/what_to_do.html
- “It’s now easier to update your DOCLINE routing table!”, *Latitudes*, Jan./Feb. 2004, <http://www.nnlm.gov/psr/lat/v13n1/routing.html>
- Contact your Regional Medical Library: 800-338-7657; <http://nnlm.gov/>
 - Pacific Northwest Region: Susan Barnes, Resource Sharing Coordinator, sjbarnes@u.washington.edu, 206-221-7425
 - Pacific Southwest Region: Julie Kwan, Library Network Coordinator, jkkwan@library.ucla.edu, 310-825-5342; Andrea Lynch, Network Assistant, andlynch@library.ucla.edu, 310-206-5633