FDLP eXchange

LIBRARY ACCOUNT HELP SECTION ⑥ ⑮

Dashboard   Input   My eXchange   Needs & Offers Repository   🔍 Advanced Search

㉒ **Notification—ONLY visible to you**

⑳ **In-Site messaging system—Contact other libraries. Is visible to everyone at your library**

INPUT NEEDS

❶ **INPUT OFFERS**

SUBMIT ITEMS FOR REVIEW

Recent Messages

❹ **15**

unread

04/23/2017

New Mexico Regional (1)
Subject: **Testing Messaging Disallowing this item**
Document Title: Testing SuDoc/Number Field 042317
Classification: Y8.In8/4:Ov.4/88

UNREAD 04/23/2017

New Mexico Regional (1)
Subject: **testing Ajax error3**
Document Title: Newsprint Study
Classification: Y4.In8/4:N47/2/958

UNREAD 04/23/2017

Oregon Selective 2 (1)
Subject: **testing Ajax error2**
Document Title:
Investigation of ICC's Administration of Mot.
Classification: Y4.In8/4:M85/11

SEE ALL MESSAGES ❯

My In-Progress Items

❷ **7**

offers pending my review

4 of my offers have matched ❯
3 of my offers have been requested ❯

2

needs pending my review

2 of my needs have been matched ❯
0 of my needs have been requested ❯

SEE ALL OF MY IN PROGRESS ITEMS ❯

New Items in the Repository

❸ **21**

within the last week

N **Assessing the vulnerability of public-supply wells to contamination: glacial aquifer system in Woodbury, Connecticut**
Classiciation #: I 19.124:2010-3002
Published: 2010

N **Bank erosion, mass wasting, water clarity, bathymetry, and a sediment budget along the dam-regulated lower Roanoke River, North Carolina**
Classiciation #: I 19.76:2009-1260
Published: 2010

N **Arsenic-related water quality with depth and water quality of well-head samples from production wells, Oklahoma, 2008**
Classiciation #: I 19.42/4-4:2010-5047
Published: 2010

O **Accident Source Terms for Light-Water Nuclear Power Plants**
Classiciation #: Y 3.N 88:10/1465/FINAL
Published: 1995

O **Calleguas Municipal Water District Recycling Program : Report (to accompany H.R. 2522)**
Classiciation #: Y 1.1/5:111-326
Published: 2010

VISIT REPOSITORY ❯

❶ **Quick Start**

- Links to manual input (Needs & Offers)
- Library account administrators can see the work needing their approval

❷ **My In-Progress Items**

- Displays matches and requests for offers you have listed or needs you have requested
- Lists things needing your action
- Click on SEE ALL OF MY IN PROGRESS ITEMS to see anything awaiting final action to close out the transaction
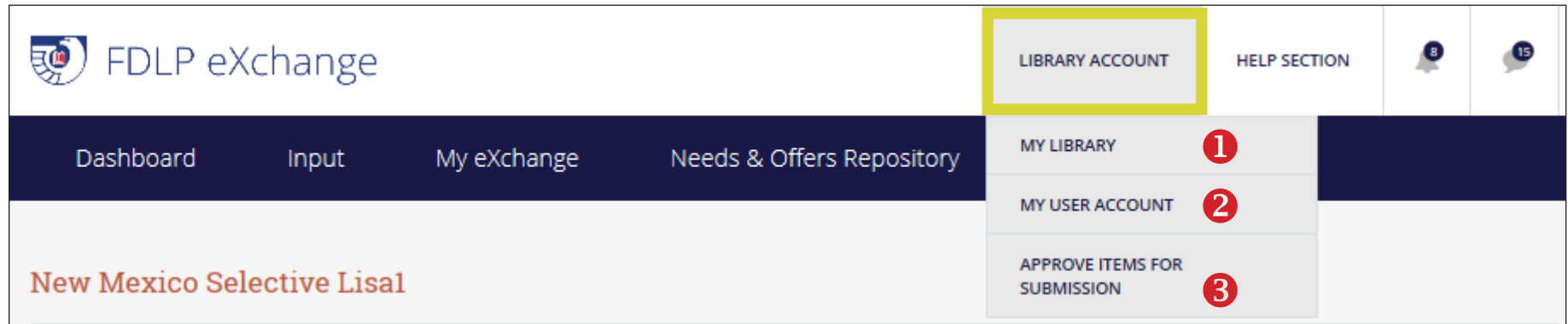
❸ **New Items in the Repository**

- Needs and offers your library has access to view and request at this time

❹ **Recent Messages**

- Most recently created or received messages from or for your library

LIBRARY ACCOUNT offers three options to manage your library's FDLP eXchange account(s)

❶ **MY LIBRARY**

- View the time periods set for your region and edit your 'offer nationally' review time period
- Update library information
- Add or deactivate User Accounts

❷ **MY USER ACCOUNT**

- View and edit information about your personal FDLP eXchange account.
- Set notification preferences for what you see in the notification bar and receive via email
- Change the password for your FDLP eXchange account

❸ **APPROVE ITEMS FOR SUBMISSION**

- ONLY available to library's FDLP eXchange administrator
- Administrator approves needs and offers created by your library staff for submission into the Repository

Tip—Your username is your full email address

FDLP eXchange

LIBRARY ACCOUNT   HELP SECTION

| Dashboard | Input | My eXchange | Needs & Offers Repository | 🔍 Advanced Search |

Input New Items

Tips
- You will have better matches if you do not input ranges
- You can use an Internal Note field to track your box or list numbers

MANUALLY INPUT AN OFFER OR NEED

INPUT OFFER ➔   OR   INPUT NEED ➔

UPLOAD OFFERS OR NEEDS

UPLOAD OFFER(S) ➔   OR   UPLOAD NEED(S) ➔

Add A New Need

* Indicates a required field

Document Title *

[   ]   CHECK FOR ERRORS

Classification *
(SuDoc strongly preferred for optimized matching)

◉ SuDoc
○ Other

[Document Number]

Publication Date *

Date * *(only year is required)*

[Month ▼] [Day ▼] [2017]

End Date *(if range)*

[Month ▼] [Day ▼] [   ]

☐ Item doesn't have a date

Upload an Existing Need or Needs

Lists should not exceed 150 items.

XLSX, CSV, MARCXML only

[   ] [Browse...]

IMPORT FILE

Browse for and upload
your list (should not
exceed 150 rows)

Download Import Template and Examples

⊕ Download Need Import Spreadsheet Template   ← Template Available
⊕ Download an example of a prefilled spreadsheet (csv)
⊕ Download an example of a prefilled spreadsheet (xlsx)

Tips
- Upon import you may review and correct matched columns
- You may review and fix import errors

3

FDLP eXchange

LIBRARY ACCOUNT   HELP SECTION

Dashboard | Input | My eXchange | Needs & Offers Repository | 🔍 Advanced Search

In Progress Items | **My Offers** | **My Needs** | **Requested From Repository**

← Content your library has requested or 'claimed'

Jump to: Offers | Needs | Offers I've Requested From Repository

Offers (0)

You have no offers in progress.

Content that is active, in progress, awaiting administrative review, and expired in your Offers or Needs queue

Tip—Have a question about a listing?

Message the library.

In Progress Items = action is needed by your library

Needs (3)

Title ▾

⊕ **Disaster Recovery** ⓘ ⊕ **Digitization Project** ⓘ

Tip—The boxes around listed material in My eXchange are color-coded:

Blue =active, but no review or no further action is needed
Green = action is in progress
Yellow = awaiting administrative review
Gray = expired

⊞ National S...   **ACCEPT MATCH** | **DECLINE MATCH** | 💬

⊞ Heart Dise...   **ACCEPT MATCH** | **DECLINE MATCH** | 💬

⊞ Hospitals in Federally Impacted Areas ⊙   Y 4.In 8/4:H 79/4/supp.   05/12/2017   **ACCEPT MATCH** | **DECLINE MATCH** | 💬

Requested from Repository (2)

Tip—A "+" sign expands the entry

Classification # ▾ | Request Date ▾ | Offering Library ▾ | Status ▾

⊞ DOT, FHA, Public Roads (Spring 1995) ⊙   TD 2.19:58/4   05/12/2017   New Mexico Selective Lisa1   Requested   **CANCEL REQUEST** | 💬**MESSAGE LIBRARY**

⊞ Interior Dep't, "Bureau of Mines Publications and Articles, 1994" ⊙   I 28.5:994   05/12/2017   New Mexico Selective Lisa1   Match Complete   **MARK AS RECEIVED** | 💬

FDLP eXchange

LIBRARY ACCOUNT   HELP SECTION

Dashboard   Input   My eXchange   **Needs & Offers Repository**   🔍 Advanced Search

Offers   Needs

← Queue of everything being offered that your library is eligible to review and request

Search Offers Repository

Export Offers Queue based on your search or filtering criteria

Offers Repository

Search by Keyword	Search by Classification #	Filter by Format	Filter by Library	Filter by Condition	
Search		▼	▼	▼	**CLEAR FILTERS**

⟳ EXPORT CURRENT VIEW

Title ▾	Classification # ▾	Published ▾	Format ▾	Posted ▾	Offering Library ▾	Condition ▾	
⊞ Repeal of Land-Grant Rates on Transportat... ⊙	Y 4.In 8/4:L 22/3	05/12/2017	Paper	05/12/2017	Oregon Selective 1	Good	**REQUEST OFFER** 💬
⊞ Lighthouse Service Employees, Medical Care ⊙	Y 4.In 8/4:L 62/14	05/12/2017	Paper	05/12/2017	Oregon Selective 1	Fine	**REQUEST OFFER** 💬
⊞ Amending Parts II and IV of Interstate Comm. ⊙	Y 4.In 8/4:In 8/22/961	05/12/1961	Paper	05/12/2017	Oregon Selective 1	Fine	**REQUEST OFFER** 💬
⊞ ICC Employee Boards ⊙	Y 4.In 8/4:In 8/24	05/12/1961	Paper	05/12/2017	Oregon Selective 1	Good	**REQUEST OFFER** 💬
⊞ Office of International Travel ⊙	Y 4.In 8/4:In 85/3	05/12/1960	Paper	05/12/2017	Oregon Selective 1	Fair	**REQUEST OFFER** 💬
⊞ Recruiting and Training of Nurses ⊙	Y 4.In 8/4:N 93	05/12/2017	Paper	05/12/2017	Maryland Selective 1	Fine	**REQUEST OFFER** 💬

Request offers easily →

Tip—Question about this offer? Message the library.

FDLP eXchange

LIBRARY ACCOUNT HELP SECTION

Dashboard   Input   My eXchange   Needs & Offers Repository   🔍 Advanced Search

Offers   **Needs**   ← Queue of everything needed by other libraries

Search Offers Repository

Needs Repository

Search by Keyword	Search by Classification #	Filter by Format	Filter by Library
Search		▼	▼

Only Show ❓

☐ Disaster Recovery 🔴   ☐ Digitization Project 🔲   **CLEAR FILTERS**

Question about this need?
Message the library.

Title ▾	Classification # ▾	Published ▾	Format ▾	Posted ▾	Needing Library	
➕ Newsprint Study ⊙	Y 4.In 8/4:N 47/2/958	05/12/2017	Paper	05/12/2017	Maryland Selective 1	💬
➕ Amendments to the Nurses Training Act ⊙	Y 4.In 8/4:N 93/2	05/12/2017	Paper	05/12/2017	Oregon Regional 1 X	💬
➕ Assistance to Nursing Education ⊙	Y 4.In 8/4:N 93/3	05/12/2017	Paper	05/12/2017	Oregon Regional 2	💬
➕ Adjusting Rates of Overtime Compensation ⊙	Y 4.In 8/4:Ov 2/2	05/12/2017	Paper	05/12/2017	Oregon Selective 1	💬
➕ Recovery of Overcharges ⊙	Y 4.In 8/4:Ov 2/3	05/12/2017	Paper	05/12/2017	Oregon Selective 2	💬
➕ International Health ⊙	Y 4.In 8/4:H 34/13	05/12/2017	Paper	05/12/2017	GPO Admin	🔲🔴 💬

⟳ EXPORT CURRENT VIEW

Tip—Keep an eye out for needs being requested due to disaster recover or a digitization project

Search all Needs and all Offers available to your library

Tip—Looking for local publications?

Save a search performed for a keyword