ORDER OF TASKS

Books

Here is an overview of the order of tasks related to Articles.

1. Book pull slips are printed out and put in the tray on the bookcase.
2. Student puts slips in call number order and locates each book in the stacks.
3. Books must be updated in ILLiad by an ILL supervisor or an advanced student worker using the "update stacks search results" icon. This generates mailing labels for out-of-state loans.
4. Books are charged in ALMA.
5. Books are desensitized, sorted into piles for ILDS/mail, and given paper bookstraps.
6. Books to be mailed out of state: match each book with a shipping label, tuck a return address label inside the front cover, and bring books to the mail room.

Articles

Here is an overview of the order of tasks related to Articles.

1. Article pull slips are printed out and put in the tray on the bookcase.
2. Student puts slips in call number order and locates each journal in the stacks.
3. Student scans each requested article.
4. Bookeye - Items scanned on BookEye are sent/updated using Odyssey Helper.
   or
   Bookeye scans saved to "N" drive - Pull slips are given to ILL assistant for sending.
   or
   PowerScan 2000 - scans are emailed to LIB-ILL@luc.edu and pull slips are given to ILL assistant for sending.