

From: Christopher Ludvigsen **Sent:** Tue 6/19/2012 11:36 AM
To: Cindy Campbell; Heidi Swanson; Jill Uhler; Peggy Phetterplace; Steven Kolberg; Timothy Bishop (tbishop1@edison.edu); William Shuluk (wshuluk@edison.edu); dalvarado1@edison.edu; aashabrunner@edison.edu; jgarcia31@edison.edu; phoskin@edison.edu; dhulslander@edison.edu; wmartin2@edison.edu; jmozeleski@edison.edu; aporto2@edison.edu; prangel1@edison.edu; krosales@edison.edu
Cc:
Subject: New ILL Pick up Procedure
Attachments:

Hello,

To make things easier on everyone involved, here is the new way to check out ILL books with the YELLOW AND WHITE LABEL ONLY. The books with the blue and white label will check out the same as they always have.

When checking out ILL books with the YELLOW AND WHITE label, have the patron sign the sheet of paper that is in the book and has their name on it, desensitize the book, and give the patron their book. These books will be checked out to the patron's record before they pick it up- they just need to sign for it.

After wishing the patron a good day, put the piece of paper the patron signed on Chris's desk.

RECEIVED

NAME
DATE

Then, go about your business as you normally would.

This policy will go into effect Thursday June 21st.

Thanks,

Chris Ludvigsen

Learning Resource Assistant

I.L.L. Department

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