

Document Delivery Services

88. For which patrons do you provide Document Delivery services? Please check all that apply.

1. Law school program administrators, general counsel, university president's office
2. We do not routinely provide document delivery services to faculty. However, if any member of the faculty requests that a book be brought to their office, we do so.
3. Fee based program for local attorneys
4. We will do some photocopying, but generally this is delegated law school staff
5. local attorneys
6. I HELP law students obtain documents
7. Attorneys within the county

89. Who coordinates document delivery services?

1. Faculty Services Librarian
2. Asst Dir for Faculty Services
3. Faculty Services Librarian
4. The librarian who receives the request
5. Head of Faculty and Research Services
6. Usually liaison librarian
7. Access services librarian (over circ & ILL)
8. Liaison Librarian (Reference Librarian)
9. Interlibrary Loan or Faculty Services Librarian
10. Head of Reference Services coordinates the work of a full-time staff ILL/Doc Deliv. manager
11. one of our ref. librarians is the ILL librarian and the majority of the actual work is done by the admin. asst. for reference
12. Head of Public Services

91. Who has primary responsibility to pull, copy, retrieve, and deliver materials for the faculty document delivery service?

1. Assistant circulation supervisor assigns work to team of students
2. Faculty Services Assistant
3. Liaisons pulle materials from law library collection; copy center makes copies.
4. Library Technician II for faculty services
5. A paraprofessional & non-law student employees perform these tasks.
6. copies made by school's copy service office in the library; librarian pulls, retrieves and delivers.
7. Sometimes liaison librarians
8. library staff and student employees both
9. We do not copy however. Materials are given to the faculty assistants who will photocopy.

10. Librarians retrieve materials and faculty secretaries copy.

11. Faculty Assistants

92. To whom does the employee in the previous question report?

1. Head of Public Services and Head of Circulation

2. Faculty Services Librarian

3. Liaisons report to their department heads; copy center is commercial service.

4. Associate Director of Law Library

5. Asst Dir for Faculty Services

6. reference or circulation librarian

7. Faculty Services Librarian

8. Administrative Services

9. Head of Public Services

10. Depends on who answers the question. The reporting person could be me as Director, or I could go get the materials myself if needed

11. Head of Faculty and Research Services

12. It varies depending on who they report to since "reference" librarians include rank and file, head of ref, dir. of pub & tech services and Assoc. dir

13. Associate Director

14. Public Services Librarian

15. Reference Librarian or ILL staff

16. Circulation Supervisor

17. Head of Public Services

18. Associate Dean

19. Faculty Services Librarian

20. Head of Reference Services

21. Head of Faculty and Public Services

22. Associate director.

23. Faculty Services Librarian

24. Faculty member