University Libraries Access Services Department

Access Services Service Changes Fall 2021

PROCEDURES PAGE

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Alma Migration Tasks for Fulfillment
Access Services Alma Fulfillment Cutover Testing
Access Services Department Alma Fulfillment Data Testing
Access Services - Updated practices to help mitigate COVID-19 and other illness exposure

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- Student Delegation Resources
- Cash/Billing
- Resource Sharing/Interlibrary Loan
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- Documentation Project - Round 5
- Documentation Project - Round 6
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Recently Updated

Access Services Department Meeting 2022-04-05
Apr 05, 2022 • updated by Kabel Nathan Stanwicks • view change
Phones
Apr 02, 2022 • updated by Ellen Abbott • view change
Borrowing Workflow
Mar 24, 2022 • updated by Angela Persico • view change
Turning ILL Lending Off
Mar 21, 2022 • updated by Kabel Nathan Stanwicks • view change

Student Employee Development and Delegation
Mar 18, 2022 • updated by Carlos Zamora • view change

SS Organizing Our Collections
Mar 17, 2022 • updated by Carlos Zamora • view change

Access Services Department Meeting 2022-03-15
Mar 15, 2022 • updated by Kabel Nathan Stanwicks • view change

Welcome to the University Libraries Student Workforce!
Mar 15, 2022 • updated by Carlos Zamora • view change

When RS Coordinator is out
Mar 14, 2022 • updated by Angela Persico • view change

Purchase on Demand
Mar 14, 2022 • updated by Angela Persico • view change

ProQuest eBook ILL Pilot
Mar 04, 2022 • updated by Gianna Ross • view change

image2022-3-4_14-29-52.png
Mar 04, 2022 • attached by Gianna Ross

image2022-3-4_12-50-33.png
Mar 04, 2022 • attached by Gianna Ross

ILL Admin Documentation
Mar 03, 2022 • updated by Angela Persico • view change

Blocking and Billing Policies
Mar 03, 2022 • updated by Angela Persico • view change

Children Display
- Accessing Electronic Reserves Pages in Blackboard (Information for Instructors)
- Accessing Electronic Reserves Pages in Blackboard (Information for Students)
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- Access Services Department Managers 20210706
- Access Services Department Managers 20210720
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- Access Services Department Managers Meeting 20210506
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- Access Services Department Meeting 20210513
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- Access Services Department Meeting 2022-04-05
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- Access Services - Updated practices to help mitigate COVID-19 and other illness exposure
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  - UAlbany Loaner Laptop - Pick-up / Drop-off procedures
  - UAlbany Loaner Laptop - Manager Procedures for Contacting Students
- Access Services Lending Procedures (Curbside and Contactless Pick-up)
- Quarantine Processing for COVID-19 Procedures
- Adding/Processing Proxy Users - DRAFT
- Adding and Updating New Patrons
- Adding the Electronic Reserves link to your Blackboard course
• Adding the Electronic Reserves link to your Blackboard course (Building Block)
• Adding Web Pages to Electronic Reserves
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• ALMA Patron Problems
• Alma Physical Reserves Request Processing
  • Physical Reserves Workflow
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  • When RS Coordinator is out
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- Access Services Department Managers Meeting 20210309
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- Access Services Department Managers Meeting 20210427
- Access Services Department Managers Meeting 20210504

**2020 2021 Access Services Department Meetings**
- Access Services Department Meeting 20190424
- Access Services Department Meeting 20190619
- Access Services Department Meeting 2019-12-19
- Access Services Department Meeting 20200114
- Access Services Department Meeting 20200305
- Access Services Department Meeting 2020-04-02
- Access Services Department Meeting 2020-04-30
- Access Services Department Meeting 2020-09-16
- Access Services Department Meeting 2020-11-10
- Access Services Department Meeting 20201119
- Access Services Department Meeting 2020-12-08
- Access Services Department Meeting 2020-12-21
- Access Services Department Meeting 20210218
- Access Services Department Meeting 20210304
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- Access Services Department Meeting 20210429

**Agendas and Minutes**
- Circulation_Working_Group_Meeting_060810
- CWG_Meeting_041310

**Meeting Agendas and Minutes**
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- Department_Meeting_061709
- Department_Meeting_072309
- Department_Meeting_080409
- Department_Meeting_081809
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- Department_Meeting_060309

**2009 Circulation Council**
- 2009 Circulation Working Group
- 2009 Student Teams Task Force

**2010**
- Circulation_Department_Meeting_011410
- Circulation_Department_Meeting_052710
- Circulation_Department_Meeting_092310
- Department_Meeting_020210
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- Department_Meeting_042210
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- Department_Meeting_102810
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**2010 Circulation Council**
- Circulation_Council_Meeting_093010

**2010 Circulation Working Group**
- Circulation_Working_Group_Meeting_111110

**2011**
- Circulation_Department_Meeting_031011
- Circulation_Department_Meeting_041211
- Circulation_Department_Meeting_051711
- Circulation_Department_Meeting_061411
- Circulation_Department_Meeting_080311
- CWG_Meeting_Notes_2011.08.02

**2011 Circulation Working Group**

**2013 Department Meetings**
- Access_Services_Department_Meeting_20130718

**2014 Department Meetings**
- Access_Services_Department_Meeting_20140312
- Access_Services_Department_Meeting_20140423
• Access_Services_Department_Meeting_102115
• Access Services Department Coordinating Meeting 9/26/17
• Access Services Department Managers 20180917
• Access Services Department Managers 2019-11-05
• Access Services Department Managers 20200108
• Access Services Department Managers Meeting 01092018
• Access Services Department Managers Meeting 01252018
• Access Services Department Managers Meeting 060120
• Access Services Department Managers Meeting 10/30/18
• Access Services Department Managers Meeting 12042018
• Access Services Department Managers Meeting 20180213
• Access Services Department Managers Meeting 20180612
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• Modifying Holds
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• Requesting an Invoice from the Copyright Clearance Center
• Requesting Book Chapters for Electronic Reserves
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  • Reserves - End of Semester
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  • Article Scanning in Adobe (To Do)
  • Caiasoft Retrieval Request File
  • CDLC Email Requests
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  • Scanning Articles and Book Chapters (TO DO)
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    • Ready to be sent - add patron to ILLiad
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• Searching ALMA
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