Supplies

In both the University and Science Libraries supplies are kept in cabinets in the offices, as well as various locations behind the circulation desks. The cabinets are kept in LI-119 and one is fully unlocked and the other has the key in the lock. There is receipt paper in the staff desk behind the circulation desk as well as some in the desk with the computer connected to the flatbed scanner in LI-125. There is copy paper in the file cabinet by the Sharp copier where the ILL office used to be (and is now Ann Gunning's office). Copy paper at Science is kept under the far end of the circulation desk, before the mail supplies.

Within the supply cabinets at both the University and Main Libraries there are basic office supplies, such as pens, pencils, notepads, rubber bands, staples/staplers, tape/tape dispensers, as well as dry erase markers/erasers, Ziploc bags, and golf pencils for patron use. Envelopes (manila/regular, with/out windows, with/out return address) for mailing are in the supply cabinet.

To order basic office supplies/supplies for the circulation desk/patron use please email the person currently in charge of creating the order for approval through appropriate channels. The person who receives peoples' orders searches the Staples Advantage webpage to see if they can find the item the person is looking for. The individual compiling the order form also keeps a spreadsheet that records what was requested, how much, by who. This spreadsheet also contains costs, amounts in each unit, whether something was received. If the item is available through Staples Advantage, they keep a running tally on the order form until it reaches $20 at which point it can be sent along to the head of Access Services.

The head of AS will either approve or deny all or part of the order. If the order has an item(s) denied that causes the total to fall below $20 it should be sent back to the order compiler or be denied by Mail Services until we have enough approved items to have a $20+ order from Staples Advantage. If the order is approved it will be sent to Mail Services, with a CC to the person who compiles the order, to place with her purchasing card. Once the order is placed Jen keeps in contact with the person in charge of receiving. That person receives the shipment and checks off each item on the spreadsheet in the folder in CircServ.

Exceptions to the rule regard items not on Staples Advantage. These items require a purchase order and do not have either an amount limit or ceiling. These can be purchased from various vendors ranging from Walmart to Amazon. They are still subject to approval of head of AS.