External Services

Request for Paging of Library Resources in Closed-Shelves System for Room-Use

This service processes requests for room use of library books, publicly available theses and dissertations, periodicals, archival materials, etc. stored in libraries utilizing a closed-shelved system. May be suspended during the quarantine period and another period of emergency subject to existing national, local, and/or university guidelines.

Office or Division:	Library Learning Commons
Classification:	On-Site- Simple; Remote- Complex
Type of Transaction:	Government to Citizen, Government to Government
Who may avail:	UMak Students, UMak Faculty, UMak Employees, Non-UMak Users

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. For student- Official Proof of Enrollment (e.g. valid ID or Certificate of Registration) For UMak Faculty and Employees- Valid ID or copy of appointment documents For Non-UMak User – Valid ID and referral letter or approved appointment/request	Office of the University Registrar Center for Information Technology Human Resource Management Office Host Agency/Institution LLC, Occupational Hazard Office/Guard House
2. Duly Accomplished Request Form [Call Slip, Thesis & Dissertation Borrowing Form] (1 copy)	Main Library Research & Special Collections

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-out Request Form https://forms.gle/18qqMSfuurPQ2MAL8 https://forms.gle/rw4xgTT55VxQ5Ag7A		None	2 Minutes	
2. Hand in the duly accomplished Request Form at the Request Desk	2.1. Receive Call Slip	None	1 Minute	Library Personnel Circulation and/or Reserved Section, Main Library and College / Unit Libraries
	2.2. Retrieve the requested material from the shelves	None	10 Minutes (On-Site) 3 Days (Remote Storage Facility)	

	2.3. Verifies correctness of material or checks completeness of components	None	3 Minutes	

3. Hand in ID	3. Hand over to the patron/client the requested material	None	1 Minute	
4. Receive the requested material	4. Clip together the duly accomplished Request Form and ID/COR	None	1 Minute	
		TOTAL:	On-Site: 18 Minutes Remote: 3 Days, 8 Minutes	