

From: [Laskowski, Mary S](#)
To: libnews-l@lists.illinois.edu
Subject: fulfillment reminder
Date: Thursday, September 3, 2020 2:04:04 PM
Attachments: [image001.png](#)

Hi all,

Thanks to everyone who has been working so hard to learn all the new fulfillment workflows and procedures. I want to make sure that one piece of the process didn't get buried too far in the documentation, which is that **if an item is available to purchase in electronic form** but a decision is made not to purchase the ebook due to any number of factors (planned use, cost, patron need, etc.) that item should go directly to the patron's selected pickup location to be distributed in physical form, and not route through Preservation Services with a work order.

Many thanks,

Mary

MARY S. LASKOWSKI

Professor, University Library

Head, Collection Management Services

Director, Library Fulfillment

University Library

Collection Management Services

University of Illinois At Urbana-Champaign

809 S. Oak Street | M/C 527

Champaign, IL 61820

217.244.3771 | mkschnei@illinois.edu

www.library.illinois.edu/oak/



Under the Illinois Freedom of Information Act any written communication to or from university employees regarding university business is a public record and may be subject to public disclosure.