

From: [Laskowski, Mary S](#)
To: libnews-l@lists.illinois.edu
Subject: fulfillment update
Date: Monday, August 31, 2020 11:50:50 AM
Attachments: [image001.png](#)
[DVD Reformatting Workflow.docx](#)
[Prioritizing Preservation Services work order.pdf](#)

Hi all,

Just a few brief updates and changes. Several folks have mentioned that they weren't aware of the process for digitizing media, so I want to draw your attention to that workflow (attached and also on the G: drive at G:\Collections Info\COVID-Fulfillment). Please note that this workflow is intended to encourage the use of streaming media when possible, particularly as many students are not physically present on campus, but that if the physical item is required we can in many cases accommodate those requests.

Thanks to everyone who provided feedback and troubleshooting assistance with the process for placing and prioritizing work orders to send material to Preservation Services. Attached to this message and also on the G: drive (at G:\Collections Info\COVID-Fulfillment) is a modified workflow that helps avoid some of the glitches we've seen.

There have been a number of questions about students needing I-Cards to access library services, so I wanted to clarify a few things:

- Students who are in online programs (fully online programs such as the iMBA) can still request a non-photo I-card through [the form provided by CITL](#). That gives them the barcode number printed on an I-card.
- Online students who are not part of a fully online program can also request a library barcode by emailing the ID Center (idcenter@illinois.edu). They must email the ID Center from their illinois.edu account and provide their UIN. The staff will generate a barcode number for them and email it back. This is quicker and saves on cardstock and mailing costs. This information is provided on the [Get an I-card](#) page.
- Not all students online this semester can get the photo-less I-Card through CITL, but they can use the second option which assigns them the necessary barcode in the system.
- The "no-print cards" AKA library barcode option are indeed true "cards" in electronic terms. They are only different in the fact that a physical card is not printed for them.

From their website:

<https://www.icardnet.uillinois.edu/public/get-card.cfm#locations>

Students

Students who are currently taking classes for credit on campus may obtain an i-card at the ID Center. These students may submit an i-card photo in advance using [MyPhotoSubmit](#), or they may have their photo taken at their campus ID Center. All i-cards must be picked up at an ID Center, for identity verification and activation.

Online students are not eligible to receive a photo i-card. (Students not on-campus do not need an i-card.) Non-degree and non-credit students are not eligible to receive any i-card. However, these students may request a library barcode. To request a barcode, email your [ID Center](#) from your ".edu"

account; provide your University Identification Number (UIN) and request a barcode number.
Thanks all,
Mary

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