

# Request Campus Liaisons Charge

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## Duties for the Request ILL Liaison

The Request ILL Liaison on each campus is responsible for communicating information between the CDL, external vendors, and the campus concerning the Request function. The campus Liaison should be familiar with the public service or operational aspects of interlibrary loan, and should be in a position to communicate with other library staff involved in functions related to Request. Liaisons are responsible for the following:

- Relay campus comments from interlibrary loan, circulation, systems and reference staff on functions, procedures, and policies.
- Communicate information from the CDL or external vendors to the campus regarding Request functions, issues and plans.
- Coordinate CBS implementation for the campus ILL units
- Provide campus-specific messages for the Request user interface.
- Participate in testing the user interface and functions of Request.
- Participate in evaluation efforts.
- Communicate problems and suggestions to the CDL Request project team.
- Attend Request updates and training sessions.
- Communicate with the Resource Sharing Committee and its ILL Subcommittee about Request issues.
- Monitor the PIRL-L and PIROPS-L lists and respond as appropriate.

## Duties for the Request Technical Liaison

The Request Technical Liaison on each campus is responsible for communicating technical information between the CDL, external vendors, and the campus concerning the Request function. The technical liaison should be familiar with the systems aspects of the interlibrary loan software, and should be in a position to communicate with other library staff involved in functions related to Request. Liaisons are responsible for the following:

- Communicate information from the CDL or external vendors to the campus about Request technical functions, issues and plans.
- Ensure that the consortial borrowing system profile is set up to meet both the needs of the campus and the goals of the project.
- Ensure that the campus patron file contains the required information and is successfully transmitted to the CDL.
- Participate in testing the user interface and functions of Request.
- Participate in evaluation efforts relating to technical aspects of the project.
- Insure the appropriate installation and set up local applications (e.g., CBS client software, SQL report generating applications, etc.).

- Be responsible for coordinating the creation of special reports (using an SQL report generation application) needed by the individual's campus.
- Communicate problems and suggestions to the CDL Request Project Team.
- Attend Request updates and training sessions.
- Monitor the PIRL-L and PIROPS-L lists and respond as appropriate.

Document owner: Resource Sharing Team (vdxtrouble-l@ucop.edu)