

Periodical Routing to Faculty via Inter-campus Mail

Faculty may request that issues of LRC periodicals be routed to their offices. As new issues arrive in the LRC they are put out on the current periodical shelves for patron use. The older issues may be routed to faculty as requested.

Please call or E-mail the circulation supervisor to be added to a routing list. The periodical will be routed to the 1st person on the list. When each person is finished with the periodical they simply route it to the next person on the list. The last person on the list routes it to the LRC.

Faculty is requested to route the periodicals as quickly as possible. Anytime an issue arrives the previous one should be routed on to the next person or returned to the LRC.