

**UNIVERSITY OF ILLINOIS AT  
CHICAGO THE UNIVERSITY  
LIBRARY**

**UNIVERSITY LIBRARY ADMINISTRATIVE SUPPORT FOR FACULTY RESEARCH AND  
SERVICE**

1. Telephone calls and Fax:  
Routine use of telephone and fax for such activities as
  - A. Contact with funding agencies regarding grants;
  - B. Communication with publishers and editors regarding submission of manuscripts or publications;
  - C. Communication with professional association committee appointees.
2. Mailings (including postage, stationery, envelopes):
  - A. Correspondence with granting agencies, including preliminary and final proposals for funding;
  - B. Correspondence with publishers and editors, including manuscripts and galleys/page proofs;
  - C. Correspondence with professional association and committee appointees. NOTE: Labels can be printed only in the Daley Library Administrative Office. Submit the label file on diskette or as an e-mail attachment.
3. Photocopying:
  - A. Incidental copying (e.g., of articles in journals, drafts of manuscripts, correspondence with publishers and editors) will be supported through a photocopy card encoded with 300 copies annually. Additional incidental copying will be supported as funds allow. Cards are available from the Administrative Office. [In FY2005 support is limited to \$1,000 for photocopying and computer center printing bills (item 5 below). Faculty using these funds should report the amount to FDAC.]
  - B. Project-related copying such as grant proposals, manuscripts for publication, and correspondence to committee appointees will be handled by the library's Administrative Office.
  - C. Large copying (more than 300 pages) is reviewed by the FDAC; if approved, the request is sent to the Daley Library Administrative Office.
4. Illustrations, Transparencies, and Graphics:  
.Will be laser printed in the Administrative Office and/or Information Arcades for grant proposals, manuscripts submitted for publication, and presentation at meetings.
5. Bills for Computer Center Printing:  
.The Computer Center bills a faculty member whose monthly charges for printing exceed \$25. [In FY2005

support is limited to \$1,000 for this and item 3 above. Faculty using these funds should report the amount to FDAC.]

2. 6. Business Cards:

Will be laser printed in the Administrative Office. 20 card limit request at a time; over 20 requires university librarian approval. For LHS Faculty, business cards can be printed in the LHS Administrative Office.

rev. 9/11/91—LFEC

Last update 8/20/04

*Dk:Jackie's harddisk//Fldr:Faculty Governance*

*<http://www.uic.edu/depts/lib/about/facexec/pdf/administrativesupport.pdf>*