



## DOCLINE Spring Cleaning Checklist



Log into DOCLINE annually to perform these tasks. If your staffing, hours, or journal holdings change during the year, make updates to improve DOCLINE reliability.

TASK	NOTES	DONE
LIBRARIES (Your LIBID) → MANAGE LIBRARY		
• Review/update ADDRESS info		
• Review/update BORROW info		
○ Review Automated Routing Table		
○ Review Manual Routing		
• Review/update LEND info		
○ Review Request Fill Options		
○ Review Delivery Methods		
○ Review Alert Notifications		
○ Review Request Charges		
• Revise SCHEDULE for out of office/holidays		
• Review JOURNAL HOLDINGS summary		
○ Check for rolling/embargo dates		
• Review/update CONTACTS		
JOURNALS → IMPORT/EXPORT HOLDINGS		
• Export Journal Holdings for review		

Access the DOCLINE Comprehensive User Manual



Contact DOCLINE Support/Help Desk



Contact your RML

