



University of California Berkeley Library

BAKER DOCUMENT DELIVERY SERVICE

133 Doe Library • 642-2538 • www.lib.berkeley.edu/ILS/baker.html

BAKER is a fee-based Document Delivery Service for UCB faculty, staff, graduate students, and UCOP staff with current UCB library cards. To use BAKER you must have a BAKER account. BAKER verifies your citation, locates the material in the Berkeley collection, checks out or photocopies the material as appropriate and delivers the material to your department. If an electronic version of an article you requested is available, BAKER will either send you the downloaded article by e-mail, or will refer you to a website where the article can be viewed and printed. If necessary, BAKER will place holds, searches and storage requests on your behalf. If the material is not in the Berkeley collection (and if you have pre-authorized BAKER to do so), BAKER will automatically forward your request to the Interlibrary Borrowing Service.

ELIGIBILITY

BAKER is a fee-based document delivery service available to UC Berkeley faculty, graduate students, staff, and UC Office of the President staff with current library cards.

BAKER SAVES YOU TIME AND OFFERS YOU CONVENIENCE

- BAKER is your proxy borrower with a tradition of more than 25 years of service.
- BAKER allows you to request materials in the UC Berkeley Library collection from your home or office using:
 - BAKER Logon on Pathfinder
 - “Page BAKER” feature on GLADIS
 - Request on Melvyl and Request via UC eLinks for article databases
 - e-mail
 - fax
 - drop-off of requests
 - campus or US mail
- BAKER will deliver requested materials to your campus mailbox, often within 2 working days after receiving your request.
- Choose to have articles delivered to your desktop computer using the World Wide Web.
- Don’t wait in line to check out books, recall books that are already in use, or request books from storage.
- Choose to have your BAKER request automatically forwarded to Interlibrary Services/Borrowing Service if the item you request is not found in the Berkeley libraries.

YOUR RESPONSIBILITY

BAKER is your proxy borrower and checks out requested materials directly to you. Once the material is checked out to you, it is your responsibility and Baker Service is no longer involved. Return books by the due date to the lending library. To renew materials, contact the lending library directly. Overdue and recall notices will be sent to you from the lending library’s circulation office. In accordance with Library circulation policy, you are responsible for the safe handling and return of materials and for any fines or replacement bills.

BAKER FEES

- \$5.00 per item requested (orders submitted via Pathfinder, GLADIS, or Melvyl)
- \$6.00 per item requested (orders submitted via email, fax, mail and drop-off)
- \$0.25 per page of photocopying (additional charge)
- \$0.40 per page of copying from microform to paper

BAKER Fees are subject to change. Please note that fees cover staff costs for the work done on your requests, whether or not the material is actually available for your use.

TO MAKE A BAKER REQUEST

For each request please provide your:

name, department, phone number/email address

complete bibliographic information

For books: author, title, publication date, edition

For journal articles: journal title, volume number, date, pages, author and title of article

You may submit requests seven different ways:

1. **BAKER through Pathfinder:** There are two ways to submit requests using Pathfinder:
 - a. From Pathfinder's introductory screen, use the UCB Logon. Select GLADIS Database. Find the item you want in the library catalog. Click on BAKER on the top portion of the displayed record to go to the request form. Confirm or correct the information listed on the request form, then click on "submit order" to send, or "cancel" to cancel a request.
 - b. From the search results screen, click on the title of the item you want. Click on "Cal ID" or "Patron ID" to log in. After logging in, click on BAKER. Confirm or correct the information listed on the request form, then click on "submit order" to send, or "cancel" to cancel a request.
2. **"Page BAKER" through GLADIS:** Find the item you want on GLADIS. Type **page baker** and your Library ID#. Follow the instructions on screen. Type **send** when you are satisfied, or **can** to cancel a request.
3. **Melvyl Request**
 - a. From the Melvyl Catalog: Find the item you want on Melvyl. Check the item(s) you wish to request. Click on "Request," then complete the Request form. Be prepared to supply your Library ID# and your PIN# (the last four digits of your Social Security number). Select Baker as the Document Delivery Service, otherwise your request will be seen as an ILL request. Note: Request is no longer available from Telnet Melvyl).
 - b. From article databases which are accessible through the UC Berkeley website and which have UC-eLinks: Find the citation you want; click on UC eLinks. Select "Request", then complete the Request form. Be prepared to supply your Library ID# and your PIN# (the last 4 digits of your Social Security number). Select "Baker" as the Document Delivery Service, otherwise your request will be seen as an ILL request.
4. **Electronic Mail:** Send your request to **requests@library.berkeley.edu**
Be sure to include your name and department in the body of the message.
5. **Fax:** (510) 643-5598, with **BAKER Request** clearly noted on the cover sheet.
6. **Drop-off at Interlibrary Services:** 133 Doe Library, open 9am–4pm Monday through Friday. Please submit your requests in a large envelope with the words **BAKER Request** clearly indicated. When ILS is closed, drop your requests in the Book Return bin outside Room 133.
7. **Campus mail:** BAKER Document Delivery Service
Interlibrary Services, 133 Doe Library
University of California
Berkeley, CA 94720-6000.

TO ESTABLISH AN ACCOUNT

You may establish an account by depositing funds with BAKER against which library fee-based services can be charged. Twice a year BAKER will send a report of your balance. Account holders are expected to maintain positive balances and should deposit sufficient funds to cover estimated usage for the semester. Services may be suspended on overdrawn accounts. Funds deposited are not refundable but do carry over to the next academic year, or can be transferred to another BAKER account. You have the option of establishing an individual account or group account. To establish an account, print out the BAKER application form from the following website: www.lib.berkeley.edu/ILS/baker.html
Send the completed application form along with your check or Interdepartmental Order (formerly IOC) to:
BAKER Service, 133 Doe Library, University of California, Berkeley, CA 94720-6000

Baker Deposit Account

This is a single account authorizing only you as its user.

Group Deposit Account

Research and lab groups, departments, etc., can open a single account with multiple users. Each authorized user can make requests in his/her own name, with all charges billed to the group account. BAKER will supply an Account Balance Statement itemizing BAKER use by date, user, and number of requests.